

Training Providers Guide to Applying for EuropeActive Accreditation

This guide has been written to support training providers applying for Accreditation against the EuropeActive educational standards.

The online accreditation process is undertaken by specially selected independent external verifier(s) on behalf of EuropeActive. All communication with the independent verifiers must be through email in order to generate an auditable trail, and the process is confidential between the applicant and the verifiers.

The application process is divided into two main stages: (1) Registration, and (2) Application.

Stage 1 – Registration

This involves completing a simple online form with the training provider details and the details of the person responsible for completing the application.

At this stage, the applicant must confirm their agreement to the terms and conditions of accreditation. This includes agreeing to use the EuropeActive Standards and EREPS logos within the guidance provided; to abide and uphold the principles of the EuropeActive Code of Practice for Training Providers.

The training provider must also commit to meet the mandatory requirement to cover the cost of the registration of all their graduates onto EREPS at the rate of **30 euro per graduate** trainer for their first year after graduation. The cost of EREPS registration is commonly added to the course fees. In order to support data protection requirements, the applicant must receive consent from the students that their contact details will be sent to EREPS for the purposes of registration only. Personal details are not passed on, or used by any third party, they remain only within EREPS.

Accreditation of training providers lasts for **2 years** (3 years for higher education institutions), and then it is necessary to go through a process of re-accreditation. During this tenure, training providers may be subjected to an on-site external verification visit.

Details about EREPS can be found at www.ereps.eu.com or www.europeactive.eu.

Stage 2 – Application

This stage is also divided into two sections: (2.1) EQAVET Approval form, and (2.2) Discipline specific application forms

Section 2.1 – The EQAVET approval form

If the training provider has EQAVET approval, indicate YES in the dropdown menu and complete the form to provide the contact details of the government organisation that has issued the EQAVET approval. EQAVET is a programme of the European Commission and not all Member States have applied the EQAVET principles (please check: www.eqavet.eu/gns/home.aspx).

If the training provider does not have EQAVET approval, indicate NO and the type of training provider in the dropdown menu that best describes the status of the organisation (e.g., higher education institution, educational institution, vocational training provider,).

If you are indicating that the training provider does not have EQAVET status for any reason, you will be required to upload the following evidence documents in order to continue with the application process:

2.1.1 A copy of an organogram or organisation chart that clearly shows the training department in detail and the person(s) with responsibility for maintaining quality assurance.

2.1.2 Copies of the *Curricula Vitae* or resumes for all teaching, assessing and quality assurance staff.

2.1.3 A copy of the company quality assurance policy/procedures that details how teaching and assessing standards are monitored and continuous improvement measures implemented including observations of the teaching and assessment process.

2.1.4 A copy of minutes from a recent tutor/assessor standardisation meeting, these need to be detailed enough to demonstrate that standardisation activities or training for tutors and assessors has taken place (i.e., the minutes of a meeting).

2.1.5 A minimum of three independent references for the training provider (except for higher education institutions). Examples of suitable referees include an industry trade body, an affiliated educational organisation such as a higher education college or university, an employer of graduates from the training provider's courses, a letter from a course graduate now working in the fitness industry.

2.1.6. A description and evidence of any government or national quality assurance, or licensing of the training provider (e.g., copy of the certificate issued or university statutes).

The below two criteria are additional requirements to any EQAVET held by the Training Provider

2.1.7 Statement of confirmation required from training provider with details if the training provider seeking accreditation ever had any accreditation/approval/membership declined, cancelled or sanctions/special terms imposed upon them.

2.1.8 A link to the training providers website – this website should support all evidence in the application i.e. course price, content (syllabus), duration and delivery methods, teacher biographies, nature of final certification/qualification issued and any online student support offered.

Section 2.2 - Discipline specific application forms

There is an application form for each specific discipline of qualification/certification that EuropeActive standards (and profiles) exist for. The disciplines that have EuropeActive standards are:

- Fitness Assistant (EQF level 2) - [click here to download](#)
- Fitness Instructor (EQF level 3) - [click here to download](#)
- Group Fitness Instructor (EQF level 3) - [click here to download](#)
- Personal Trainer (EQF level 4) - [click here to download](#)
- Youth Fitness Instructor (EQF level 4) - [click here to download](#)
- Active Ageing Trainer (EQF level 4) - [click here to download](#)
- Exercise for Health Specialist (EQF level 5) - [click here to download](#)
- Pilates Teacher (EQF Level 4) - [click here to download](#)
- Pre-Diabetes Exercise Specialist (EQF Level 5) - [click here to download](#)
- Weight Management Exercise Specialist (EQF level 5) - [click here to download](#)
- Pregnancy and Postnatal Exercise Specialist (EQF level 5) - [click here to download](#)

Other disciplines have a requirement profile (and not standards), such as the following:

- Advanced Health & Exercise Specialist (EQF Level 6) - [click here to download](#)

It is essential that prior to beginning an application, you download and read the relevant standards (or profile) thoroughly and complete a referencing exercise to ensure that your course covers all of the knowledge and skills listed in the respective document for the discipline(s) you are considering applying for. If your course does not currently include all of these, it must be updated to include the missing content before making an application for EuropeActive Accreditation.

You will need to complete a separate online application form for each discipline you want to have accredited.

Completing the online application form

When you first make an application, you will need to pay the relevant accreditation fees <http://www.ehfa-standards.eu/es-fees>

You must enter the following information about your course in the **online application form**:

- 2.2.1 The type of application – new application, re-accreditation, additional category.
- 2.2.2 The full title of your qualification/ certification (i.e., name of the organisation followed by the name of the qualification). The full title should be inserted in English and in the original language.
- 2.2.3 A short description of your qualification/certification – i.e., you can insert the full original description, and a short description in English. This must be unique to your own qualification and not a reference to the EuropeActive standards for the qualification. Where applicable you must show evidence of student pre-requisite qualifications (e.g., gym instructor being the pre-requisite for personal trainer).

- 2.2.4 A **course outline** detailing the structure of your qualification and course delivery methods:
- this can be a prospectus, syllabus, course timetable, course overview or other document
 - must enable the verifier to identify the overall structure of the qualification in terms of the number of hours of independent study required, the number of days of face-to-face and 'live' study training, the amount of time in classroom or practical settings and the overall duration of the course.
- 2.2.5 **Qualification delivery** – this must detail the delivery methods and show how much time is dedicated to each subject within the course structure, it may be easier to reference another document which can be uploaded as supporting evidence, such as a scheme of work, detailed class timetable, lesson plans (2-3 examples of lesson plans), guest access to an e-learning course or a copy of distance learning materials (one example of), if a face to face course the maximum number of students per group, and details of practical activities should be included.
- 2.2.6 **Method of assessment** – it is expected that there will be more than one method of assessment for most courses. In order to evaluate the knowledge requirements of the EuropeActive standards (or profile) some theory assessment(s) will be required. The practical skill-based requirements of the standards will need to be assessed using a practical assessment. For higher level courses (EQF 4 and above) additional assessment methods such as case studies and essay questions are expected in order to assess student's ability to plan and deliver training programmes or demonstrate a deeper level of applied knowledge. An explanation of the marking and determination of final result should be included here.
- 2.2.7 You must confirm that your qualification covers the full scope of the EuropeActive standards (or profile requirements for pre-designed programmes or level 6), by checking the 'Yes' box for each knowledge and competence criterion listed for the qualification as a declaration that each of these is taught and assessed within your training.
- 2.2.8 You are also required to confirm that it is necessary for all students to pass an practical assessment observation that is comparable to the standard EuropeActive checklists, which can be accessed at the EuropeActive website – click on "standards".

Section 3 - Uploading supporting evidence

This section is where you must upload the supporting evidence documents. The independent verifier will need to see a sufficient quantity of evidence to support the claims made in your online application. As a minimum, the verifier would expect to see:

- 3.1 - A prospectus, syllabus, course timetable, course overview or other document that shows the overall structure of the qualification
- 3.2 - Examples of teaching and learning resources used to deliver the qualification, e.g., student manuals, lists of course texts, example presentations, lesson plans, handouts or

other materials. Where applicable, guest access to an e-learning course or a copy of distance learning materials. If a face-to-face course the maximum number of students per group, and details of practical activities should be included.

3.3 - Example copies of each assessment method used to assess the qualification, e.g., multiple choice question exams, written theory exam papers, essay style exam papers, case study scenarios, practical observation checklists along with marking strategies for each and examples of assessed student's work.

3.4 - A video of the practical observation assessment in which the assessor, the student and their client can be seen and heard clearly. Ideally this should be a single video of the entire assessment but this may not be possible to record and examples of each section of the assessment may be acceptable provided that they are long enough for the verifier to observe the natural behaviour of the student and assessor. Example: assessment preparation, introduction, warm up, main part, resistance, cool down, stretching. The completed assessment checklist from the assessment in the video should also be submitted for the verifier to compare the assessor's feedback with their own observations.

3.5 - Examples of completed student feedback questionnaires or course evaluation forms. Provisional accreditation will be given to training providers unable to submit this evidence until their first course.

3.6 - A picture of the certificate issued on achievement of the qualification.

3.7 - Examples of teaching and learning resources used to deliver the qualification e.g. student manuals, lists of course texts, example presentations, lesson plans, handouts or other materials

3.8 - Your programme must include an explanation of:

- 3.8.1 - the importance of working to European standards
- 3.8.2 - the rights and responsibilities of being a registered fitness professional. This will include the EREPS Code of Ethical Practice, and the commitment to career professional development.

An example of the checklist used by verifiers when evaluating an application can be found here (see **checklist** on last page) and should be used as a guide as to what documents to upload in support of your application.

Submitting the application

Once you have completed the online application forms and uploaded the supporting evidence documents and video links, you are ready to submit your application. Once submitted you will hear from the lead verifier within 2-4 weeks to confirm that your application is in progress. The verifier allocated to evaluate your application may then contact you with additional questions, for clarification or to request the upload of additional evidence. All communication will be via the **email address** you provide when you register on the website.

Once the verifier has been able to make a final decision they will notify EuropeActive of their recommendation and you will receive a welcome pack, an electronic certificate of

accreditation achievement and electronic versions of the EuropeActive Standards and EREPS logos together with guidelines for their use in marketing collateral.

Registering graduates on EREPS

You will also be sent an **Excel template file** for you to use to register the graduates who have successfully completed your training programme(s). The Excel file is returned by you to EREPS for processing, and you will receive an invoice based upon 30 euro per graduate trainer being registered. Each trainer registered with EREPS can add a personal profile to their website listing. EREPS is a public register of exercise professionals who have met the agreed European standards for safe and effective practice.

Moreover, you can also upload the organisation logo, contacts, nominated person, programmes, languages and other information which will be used in EREPS to increase the visibility of the organisation by means of the function "**Find a course**".

In applications where you want to accredit a programme that has never been delivered, a provisional accreditation will be given upon registration and uploading the above-mentioned documents. Once you complete the programme, upload the remaining information, and the assessment process is completed, the full accreditation will be given.

Overview of process

Stage 1 Registration

- Agree to terms and conditions
- Register and make payment

Stage 2 – Application

- Section 2.1 – the EQAVET approval form
 - Complete EQAVET approval form
 - If no EQAVET, upload quality assurance evidence
- Section 2.2 – Discipline specific application forms
 - Complete the relevant online form(s)
- Section 3 - Upload supporting evidence for each form

Training provider application checklist (stage 2):

Stage 2, section 1 – supporting evidence in cases of no EQAVET		✓
1. Organisation chart or Organogram showing the responsibility for quality assurance of teaching and assessment		
2. CVs or resumes for all teaching, assessing and quality assurance staff		
3. Copy of the company quality assurance policy and/or procedures for monitoring teaching and assessment standards		
4. Copy of minutes from a recent tutor/assessor standardisation meeting		
5. Three references to support the application from:		
a. An industry body or educational organisation		
b. An affiliated University or Higher education institute		
c. An employer of graduates from the course		
6. Evidence of any government or national quality assurance, or licensing		
7. Details of any accreditation/approval/membership declined, cancelled or sanctions/special terms imposed.		
8. Link to the training providers website		
Stage 2, section 2 and section 3 – information provided on the application form and in the supporting evidence (Check for each course or qualification)		✓
9. Evidence corresponds to information on the website?		
10. Duration in hours appears on the website?		
11. Duration in weeks/months appears on the website?		
12. Course delivery methods appear on the website?		
13. Price of the course appears on the website?		
14. Teacher biographies appear on the website?		
15. Nature of final certification/qualification issued appears on the website?		
16. Description of course content/syllabus appears on the website?		
17. TP offers the Virtual Campus or other online student support?		
18. Duration in hours appears in the evidence?		
19. Duration in weeks/months appears in the evidence?		
20. General structure of the course is detailed in the evidence?		
21. Structure of the course (online or classroom) is described in detail? (e.g. Scheme of Work or Lesson Plans)		
22. Evidence shows the maximum number of students per group?		
23. Evidence shows practical sessions conducted during the course?		
24. Completed assessors marking grids and feedback related to the practical observation in the video appear in evidence?		
25. Does the practical assessment fulfil the EuropeActive standard?		
26. Is some form of student satisfaction provided in the evidence?		
27. Is an example certificate provided in the evidence?		
28. Does the course content respect the EuropeActive designated EQF level for the qualification?		
29. Is an example of student work (e.g., theory assessment paper) provided in the evidence?		
30. Is there detailed information about classroom workshops in the evidence?		
31. Is there information about case studies in the evidence?		
32. Are there examples of lesson plans and presentations in the evidence?		
33. Are there any other learning and teaching resources to support the application in the evidence?		