

Training Providers Guide to Applying for EuropeActive Accreditation

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

The application process is divided into three stages:

- ✓ Registration
- ✓ Application
- ✓ Review

• **Registration**

This involves completing a simple online form of 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 including 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.

It should be noted that an accreditation period of training providers lasts for **2 years from the date that payment was received**, 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.

We therefore strongly advise that a provider is well prepared with evidence for accreditation as detailed in this guidance, before applying and making payment to ensure they gain the most time as an approved provider.

Once payment is received by EuropeActive, a verifier will be allocated to evaluate an application, for which a provider has 12 months to complete and gain approval from the date payment is received. All communication will be via the email address provided when registered on the website. Documents are accepted in English or can be in the local language but must be in open WORD format to allow for translation software, therefore no PDF, EXCEL or J-PEG images.

• **Application**

Section 2.1 – EQAVET Evidence

If the training provider has EQAVET approval, indicate YES in the Training Provider Application Form sent by the Verifier providing 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 status for any reason, they will be required to send via email or WeTransfer the following evidence documents to the nominated verifier:

2.1.1 A copy of an organogram or organisation chart that clearly shows the training department staff 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, this should be including observations of the teaching and assessment process.

2.1.4 A copy of minutes from a recent tutor/assessor standardisation meeting (within the last 6 months), 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 relevant to the teaching/assessing of courses).

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. These need to be signed and dated for authenticity.

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 accreditation/ approval/ membership declined, cancelled or sanctions/special terms imposed upon them.

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

Section 2.2 - Discipline specific evidence

EuropeActive Standards are in place for each specific discipline offered by EuropeActive and can be found at <https://www.ehfa-standards.eu/es-standards>.

It is essential that prior to beginning an application, a provider reads the relevant standard summaries available. It is advised to complete a thorough referencing exercise to ensure that a course covers all the knowledge and skills listed in the respective document for the discipline(s) being considered for application. If a course does not currently include these, it must be updated to include the missing content before making an application to EuropeActive.

The Verifier will work with the training provider to gather the following evidence in preparation for review by the EuropeActive Accreditation Panel.

- 2.2.1 The type of application – new application, re-accreditation, additional discipline, satellite, affiliate.
- 2.2.2 The full title of the 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 the qualification/certification – i.e. insert the full original description, and a short description in English. This must be unique to the providers own qualification and not a reference to the EuropeActive standards for the qualification. Where applicable it must show evidence of student pre-requisite qualifications (e.g. fitness gym instructor being the pre-requisite for personal trainer).
- 2.2.4 A course outline detailing the structure of the 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. To evaluate the knowledge requirements of the standards 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 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 result should be included here.
- 2.2.9 You are required to state the pre-requisite requirements for entry onto the qualification and if appropriate the rationale behind the choice.

Section 3 - Supporting evidence

3.1 – 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 if they are long enough for the verifier to observe the natural behaviour of the student and assessor. The content of the assessment should cover the following components, although it is appreciated that for certain disciplines not all the evidence requirements as stated will apply:

- Briefing of the student by the assessor in preparation for the practical assessment
- Introduction and brief consultation with the participants/client, by the student and prior to the practical assessment
- Warm up including CV and stretching
- Main CV exercise/aerobic curve
- Main resistance exercises using a variety of machines and equipment
- Bodyweight and/or core exercises
- Cool down including CV and stretching.
- Feedback provided to the student by the assessor including final decision on the overall assessment outcome

The completed assessment checklist/paperwork from the assessment in the video along with all feedback should also be submitted for the verifier to compare the assessor's feedback with their own observations.

3.2 - Examples of completed student feedback questionnaires or course evaluation forms (from the last 6 months).

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

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

3.5 - Your programme must include an explanation of:

- 3.5.1 - the importance of working to European standards
- 3.5.2 - 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.

- **Review by EuropeActive Accreditation Panel**

Once the verifier has been able to collate all the required evidence and signed documentation, they will notify the EuropeActive Accreditation Panel of the application. The Panel will review the application and will either:

- Approve Accreditation
- Seek further information and evidence
- Decline Accreditation

If successful an approved provider 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.