

# Endorsed Providers' Guide to the PD:Portal

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## Introduction

Welcome to the PD:Portal!

Commonly referred to as the PDP, our training hub is designed to showcase your endorsed training and enables potential learners to:

- Find you easily – by training name, region, discipline, or your training provider name
- Make an informed choice using the information you provide
- View a gallery of images
- Easily find the location of your training venue
- Book directly with you
- Leave a review (moderated by PD:Approval) and grade your training
- Follow you on Facebook, Twitter and Google+

Use this guide to help you navigate the system, it covers everything you need to do in step by step detail to create your pages.

Before you start, have a look at the training already on the PDP to see how the information and images are displayed, it will help you to make choices when you are uploading your own information.

**This guide will be updated as we receive feedback from all our users, so if you download your own copy you will be able to see from the version number in the footer at the bottom of the page to check you have the most up to date copy.**

Although this is a comprehensive guide there may be times that you may want to talk through part of the process with someone who knows the system already, so the team is on hand to help you. If you require any support please contact the PDP Administrator at [pdp@pdapproval.com](mailto:pdp@pdapproval.com) or call 07803 355610 (limited hours so voicemail is available). You can also call the Endorsement Team on 0333 577 0908.

We hope you enjoy using the PDP and look forward to hearing your feedback.

**The Team at PD:Approval**

## Section 1: Registration

1. Go to [pdphub.com](http://pdphub.com).
2. Click on **Training Provider Login or Registration** in the top righthand corner.
3. Select **Register** (if you already have login details, chose Login then go to Section 2 of this guide).
4. Create your own username and add your email address. *NB: There can only be one contact for your PDP account, and this person will receive any emails from PD:Approval to do with the PDP. Also, the username cannot be changed so make it something generic or relating to your company rather than your name.*
5. Type the characters indicated then click on **Sign Up**.
6. You will receive an email confirming your registration and providing you with login details.

The screenshot shows a web form titled "TRAINING PROVIDER LOGIN OR REGISTER". It has two tabs: "Login" and "Register", with "Register" selected. Below the tabs, it states "This site is for training providers only." The form includes input fields for "Username" and "Email", a dropdown menu for currency (currently set to "Free 0 GBP"), and a CAPTCHA field showing "4 NMK". A large green "SIGN UP!" button is at the bottom.

**If you forget your password you can reset it on the Login tab.**

You can also change it to something memorable in your Profile Page once you are all signed up, but write it down before you press Update User as it will then be hidden.

## Section 2: The Profile Page

Your first task will be to complete the information about yourself as a training provider. Using your login details, return to the login box on the home page (as above), and login. Once in, you will see your user name at the top of the page.

1. Click on your user name
2. Click on **Account**
3. The site will open on your **Profile** page:

4. Fill out the details in the Profile Page – none of this information is public apart from the company name (Display Name Publicly As)
5. **Display name publicly as:** select your company name. If it isn't there, add it to the First Name box and it will appear as an option in the Display name publicly box.
6. **Account Management:**
  - a) Generate password: you can change your password here if you wish.
  - b) **Renew Account:** this is only for chargeable accounts, which doesn't apply to your account so please ignore.
7. Click on **Update Profile** when complete.

## Section 3: Creating Your Training Provider page

Move to the Training Providers tab and select **Add New**.

All the information you enter on the Training Provider page will be displayed on the public website. This page must be approved before you submit your training.

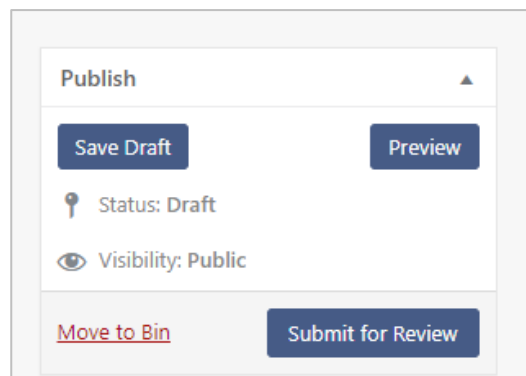
### Lefthand side of page:

1. **Enter title here:** Add your training provider name, exactly as you provided to us.
2. **Main text box:** This is where you describe your company – use it to persuade learners to choose you!
3. **Excerpt:** this will be displayed under your training provider name so keep it short and to the point – one sentence will do. You can simply write ‘REPs (or whichever your register is) recognised training provider’.
4. **Slug:** create a user friendly URL address for your training provider page by adding the name of your organisation as one word – keep it all lower case ie mytrainingcompany.
5. **Revolution Slider Options:** ignore.
6. **Company Logo:** Upload your logo here. We recommend using .png files without a background, with a maximum size of 200x200 pixels. This image will appear on your Training Provider page and at the bottom of all of your Course pages (next to your Training Provider contact details).
7. **Training Provider Options:**
  - a) **Training Provider Header:** always keep this as Map – it will display at the top of your public training provider page and pinpoint where your premises are.
8. **General:**
  - a) **Address:** Put in the full address of your organisation and click on Find. Don't add your company name as this might stop it finding the location.
  - b) **Telephone:** Add the telephone number available for enquiries.
  - c) **Additional telephone number:** you can specify as many numbers as you like and identify their purpose ie Sales 000 0000 0000, Enquiries: 000 0000 0000
  - d) **Email:** add the email address for enquiries
  - e) **Show Email:** always have as ON so your email address is always displayed
  - f) **Contact owner button:** Always have as ON so that the contact form can be used to get in touch
  - g) **Web:** Put in the website address.
  - h) **Web Link Label:** If you add text here, it will display as a hyperlink to the website address you have inserted.
9. **Opening Hours:** you can choose to display opening hours if they are relevant. Simply add the times to the weekday boxes ie and switch Show to ON
10. **Social:** You can choose to either show or hide Social Media icons on your training provider page, and they will appear at the bottom on the left.
  - a) Click on **input** to add your social media links:
    - **Image:** Ignore this
    - **Icon:** select the social media icon ie Facebook
    - **Icon color:** ignore
    - **Link:** put in the corresponding link to your social media

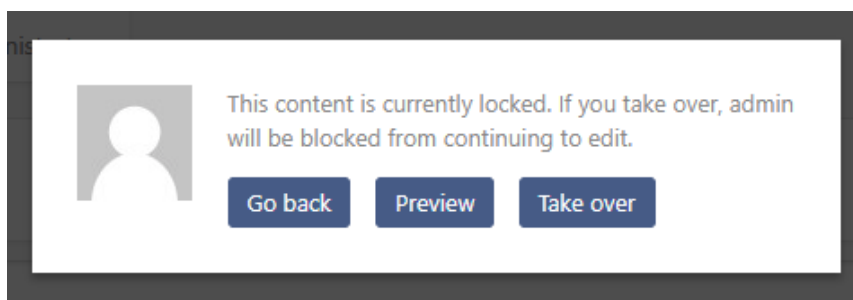
11. **Gallery:** This is where you can upload images to display in the Gallery section of your public pages:
  - a) Click on **Input**
  - b) **Title:** Add a title for the picture – this will appear when the cursor hovers over the picture on your public page
  - c) **Image:** upload an image – we recommend landscape .png images of at least 800x400 pixels for quality, but it will also accommodate portrait images.
  - d) When you are happy with the selection, switch to **ON**.
12. Scroll up the screen, stopping on the way to complete the following areas on the righthand side of the page
  - a) **Training Provider Locations:** Select the country (England, Scotland, Wales, Northern Ireland, International) and the region for your company head office.
  - b) **Membership Organisations:** select the membership organisation you are recognised by.

Each membership organisation is independent – if your training is endorsed for recognition by for instance AfN and REPs, you need to create two training provider pages so you can link your training independently to both registers.

- c) **Publish:**
  - **Save Draft:** At any time you can save your page to return to it later. It will sit in your Courses folder, marked ‘– Draft’.
  - **Preview:** take a peek at what your page is going to look like at any point (it opens in a new tab so you don’t lose your editing page).
  - **Move to Bin:** if it’s all gone horribly wrong you can simply ‘bin’ the page. This removes it from your website but it can be retrieved by PD:Approval if you’ve done it in error.
  - **Submit for Review:** select this when you are happy with your page and want it to be reviewed to go live.
- d) Once your page is submitted it will be reviewed by the PDP Admin. Do not make any further changes until you hear from us – we will email you to let you know if this page has been approved or if you need to make any changes before approval.

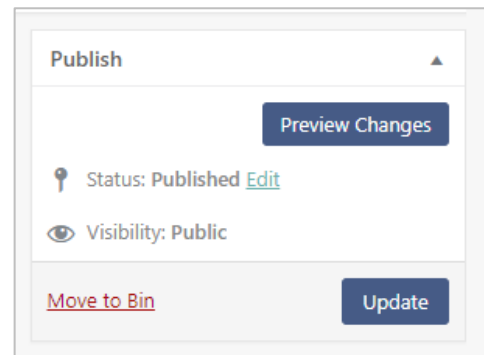


If you try to edit your page whilst the PDP Admin is reviewing it you will get the following message:



Click on **Go Back** and await an email from the PDP Admin.

Once approved, you will notice that the **Publishing** buttons have changed. Now your page has been published, you select **Update** to submit any new changes for evaluation.



## Section 4: Creating your Course pages

Click on the **Courses** tab when you login.

This is where all your courses will be listed; if you have scheduled training dates with venues, you will be able to see the venues here. You will also be able to see which ones are awaiting review (marked **Pending**) and which ones you have saved as drafts (marked **Draft**). Any other courses listed will have been already published on your site.

### Venue list

If you know the addresses of all your venues, you can add them to 'My Venues' in the Course dropdown list. This makes it easier when you are uploading your course details as you can select the venue quickly from the list you create.

Simply click on the Courses tab to make the dropdown list appear, select My Venues, then type each full address in the box, one after another. Ensure you put in the full address so it will show up on the map on your page, and enable your learners to use it for the GPS feature on the site.

You can add new venues at any time either as above or when you are uploading your course details – there's a link to this list next to the area you type your venue address in (Dates section).

### Create a new course entry

**CPD:** If you have an **Unlimited** or **Bundle** endorsement and wish to add additional new training, first upload relevant evidence to your Endorsement Dropbox (New Endorsements folder). Create a folder with the name of the training and save the following:

- Assessed training: upload the lesson plan, learner manual and assessment
- Non-Assessed training: upload the lesson plan and learner manual
- Informal training: upload an overview of the training and any marketing
- Event: upload the marketing materials

**Online/Blended:** If your new training is blended or online, please also provide login details so the PDP Administrator can sample the online content.

**Qualifications:** If you wish to upload a new qualification, check your Endorsement Dropbox to ensure it contains a letter of authority for that qualification from your awarding organisation – these are kept in the AO Approval folder. If not, save the letter of authority there so that the PDP Admin can see it when reviewing your PDP submission.

1. Select **Add New**

Start on the lefthand side of the page and work your way down.

2. **Enter title here:** ensure the name of your course is exactly how it is displayed either in your evaluation report or, if not evaluated, as it appears in your marketing/website. See over the page how to display qualification titles.



**Qualifications:** Always display qualification titles in the following way:

- **Level:** use an 'L' ie L2, L3 and put it at the beginning of the title
- **Name of qualification:** always use the same terminology as your Awarding Organisation (AO)
- **Do not** add the AO name to the title
- **Delivery method:** if blended delivery, put this at the very end.
- **Examples:** L2 Gym Instructor (AIQ) – blended; L3 Sports Massage (YMCA Awards)

**HE endorsed programmes**

- Always display titles with the degree name ie BSc Hons Degree (L2 Gym, L3 PT, L3 ExRef)

3. **Text box:** This text box has been set up with mandatory fields - click under each heading and insert your text.
  - **Content:** What the learner can expect to gain from your training
  - **Prerequisite:** What qualification all members must have to undertake the training, and any other requirements you may have ie age limit, standard of English, other qualifications
  - **Assessment:** Assessment details if applicable, if not insert **NA** (not applicable)
  - **Awarding Organisation:** If it is a qualification add the name of the awarding organisation; if not insert **NA**.
4. **Excerpt:** this will be displayed under the title of your training when it appears in the search results. Keep it short and to the point – two lines maximum as a brief indication of what the training is/will do.
5. **Discussion:** Check 'Allow comments' to enable comments to be left on your training provider page that you can respond to.
6. **Slug:** create a user friendly URL for your course page by adding the name of your course as one word – keep it all lower case ie mytrainingcourse.
7. **Revolution Slide Options:** ignore
8. **Custom Course Options:**
  - a) **Guided Learning Hours:** enter the guided learning hours for your training. This will help determine the CPD points your training will award. See [Appendix 1](#) for guidance in applying CPD points.
9. **Company logo:** Your logo will appear in the search results on the home page (next to your Course title and Excerpt). To upload an image, click on Set Course Image, choose your image (upload it to the Media Library first) – we recommend a square .png image; there isn't a specific pixel size recommendation, it will accommodate any size.
10. **Custom Course Options:** Total Learning Time: please add the total hours of your training.
11. **Course Options**
  - a) **Course header:** Whatever you select here (Image, Map, No Header) will appear at the top of the Course page ie the page the reader will reach when they select your training from the results page. You can select either **Image** or **Map** ('No Header' will result in just a blank space) – only select Map if you are scheduling some training, so that it will show the location of the venue where the training is taking place.
12. **Image Options**
  - a) **Header Image:** Upload an image – this can be a photo of a class in progress for instance, or something else related to your course – which will display at the top of your Course page (unless you specify Map in the options). We recommend a landscape .png image, size at least 840x320 pixels for quality.

13. **General**

- a) **Dates:** This area is used to publicise the dates a course is taking place on. You can use this for one or multiple dates, at one or more venues.

If your programme is **online** or **blended** where learners can enrol at any time and there is no specific start or end date, you can only add dates four times a year for each such programme. This is to provide you with a structure to ensure that your training is displayed on the home page regularly but without overloading the system. You can add dates and times of specific workshops, but they must have a venue and information in the Attendance Details box explaining clearly what they are for ie You must attend this day as part of the online programme.

**Add your dates and venues**

- Click **Add New Item**

You can add a maximum of 25 current dates to any one programme at a time. As the dates pass they will be removed from the portal and you can then add more.

- **Date From:** Click on the Calendar icon to add the first date of the course – use the calendar to specify the day and the Hour/Minute sliders to specify the start time ie Monday 2 January 9.00am.

Once the start date passes, the details will disappear from the site. Unless you are setting more dates, you should then change the Header image to a picture (see 12)

- **Date To:** click on the Calendar icon to add the last date of the course – use the calendar to specify the day and the Hour/Minute sliders to specify the end time ie Monday 16 January 4.30pm.

If you are adding more than one set of dates, be aware that the dates will display on the front end in the order you add them to the portal. If they are in the wrong order, you can drag and drop them into order once you've saved them.

- **Attendance details:** use this for brief instructions learners need to be aware of ie This is a 3 day course – you will be required to attend on 1, 8 and 15 January.
- **Venue:** add the address of the venue here including post code
- **Venue Country:** Select the country so that training can be searched by country
- **Venue County:** Select the county so that training can be searched by county

**If you have listed only one venue, you can use the Address Box at the bottom of the page:**


Change the Course Header to Image  
 Fill in all the boxes as normal  
 Select No for Show Venue on Map  
 Add the address plus postcode to the Address box and press FIND

**If you have more than one venue carry on with the bullet points below**

- **Show Venue on Map:** Select Yes so that your venues will show on a map on the course page.
- **Add Another Item:** use this if you are adding more dates and/or venues.
- **Use the Training Provider's Location:** this should always be no for a Course .

- **Address box:** don't put an address here as it will produce two maps on your page. Use this space instead to write: Use the geolocation box below, and then press Find

Example of an entry for a course running between 1 and 15 January as it will appear on the public page:

|   |                            |   |
|---|----------------------------|---|
|  | <b>START:</b>              | 1 January 2018<br><b>9:00 am</b>  |
|   | <b>END:</b>                | 15 January 2018<br><b>4:30 pm</b>   |
|   | <b>ATTENDANCE DETAILS:</b> | This is a 3 day course – you will be required to attend on 1, 8 and 15 January. |

If the **Attendance Details** box is not populated with text, the box will be hidden on the public page. Instead of repeating the attendance details under every set of dates, you can type 'See Below' and only have it on the last date.






### Multiple dates at one venue

If for instance your course is 3 days long, but spread over a three week period ie 1-15 January, you have two options to display it on your training page:


- Start date is 1 January, end date is 15 January, with details of the dates to attend in the **Attendance Details** box.

**GENERAL**

Dates  
Create more inputs if event is recurring

|                                     |   |   |
|-------------------------------------|---|---|
| Input                               |   |    |
| Date From<br>Starting date of event | 1 January 2018 9:00 am  |   |
| Date To<br>Ending date of event     | 15 January 2018 4:30 pm   |   |
| Attendance Details                  | This is a 3 day course – you will be required to attend on 1, 8 and 15 January. |   |

- Alternatively, you can create Start/End Dates for each day – this is how it will look on the live site:

|   |                   |   |
|---|-------------------|---|
|  | <b>START:</b>     | 1 January 2018 <b>9:00 am</b>                                 |
|   | <b>END:</b>       | 1 January 2018 <b>4:00 pm</b>                                 |
|   | <b>START:</b>     | 8 January 2018 <b>9:00 am</b>                                 |
|   | <b>END:</b>       | 8 January 2018 <b>4:00 pm</b>                                 |
|   | <b>START:</b>     | 15 January 2018 <b>9:00 am</b>                                |
|   | <b>END:</b>       | 15 January 2018 <b>4:00 pm</b>                                |
|   | <b>ATTENDANCE</b> | You must attend each day; some pre-course reading is required |
|   | <b>DETAILS:</b>   |   |

14. **Fee area:** Click on Add New Item to open this section. Once you have inputted information it will display some content in the grey area ie 20 (CPD points). Here you add the following details:
  - a) **CPD Points:** ensure these reflect the learning hours. See [Appendix 1](#) for guidance on applying CPD points.
  - b) **Price:** Add your price (just numbers). If you leave this blank it will show POA (Price on Application) on the live page; if you put 0 it will show as FREE.
  - c) **Ticket URL:** This provides a hyperlink from the Price to your online shop if you put in its url.
  - d) **Course code:** leave empty for the Admin to put in.
15. **Currency:** if sterling type in pound and select Pound Sterling.
16. **Training Provider:** Select your training provider name
17. **Use Training Provider's Location:** always No.
18. **Address:** This displays an address and provides GPS coordinates but only on the Training Provider page (unless you have only one venue – see above). However, you can still use it for messaging:
  - a) If you have added training at multiple venues, type in 'Contact the training provider for GPS details' instead of an address, remove the Longitude and Latitude coordinates and press FIND. The text will display on your public page when you save.
  - b) If you have no training dates scheduled, type in 'Contact the training provider for dates and venues' and remove the coordinates as above.
  - c) If your training is online, type in 'Contact the training provider for details', press Find and then remove the coordinates as above.

Don't use the address box for an address on the Course page, instead use the space for instructions with the wording above – the wording will not produce coordinates so is safe to use.

19. Scroll up the screen, stopping on the way to complete the following areas on the righthand side of the page
  - a) **Online/Blended:** select this if it applies to your training (Ignore Post Attributes and Resource Categories)

If your CPD is online or blended, make sure you make it clear to potential learners by adding either **Online** or **Blended** at the end of your title, and adding it in the main text. Qualifications on the REPs framework offered with an online element must be labelled **Blended Learning** and must include as a minimum either at least one full day workshop to deliver the practical element of the qualification and an observed assessment or 20 hours work experience with a REPs professional in a gym setting with a portfolio of evidence signed off by the gym manager, verified at each stage by the training provider.

- b) **Course Registers:** select the membership organisation you are recognised by.

Each membership organisation is independent – if your training is endorsed for recognition by for instance AfN and REPs, you need to create two training provider pages so you can link your training to both registers independently.

- c) **Training Provider Locations:** This is for adding your location to your training provider page only so ignore.

- d) **Training Provider Categories:** These are separated into CPD, Higher Education, Industry Awards and Qualifications. Under each section is a list of disciplines – see [Appendix 2](#) for the full list. Select the category and then whichever discipline applies. Do not select disciplines from other categories as that will stop your training being found in a search.

Only qualifications on your membership organisation’s entry framework should be tagged under the Qualification category. All other qualifications come under CPD.

- e) **Publish:** You have the following choices:
- **Save Draft:** At any time you can save your page to return to it later. It will sit in your Courses folder, marked ‘– Draft’.
  - **Preview:** take a peek at what your page is going to look like at any point (it opens in a new tab so you don’t lose your editing page).
  - **Move to Bin:** if it’s all gone horribly wrong you can simply ‘bin’ the page. This removes it from your website but it can be retrieved by PD:Approval if you’ve done it in error.
  - **Submit for Review:** select this when you are happy with your page and want it to be reviewed to go live.

There is no warning if you haven’t filled in all of the information before submitting for review, so double check what you have entered before you submit it.

Once your page is submitted it will be reviewed. Do not make any further changes until you hear from PD:Approval – we will email you to let you know if this page has been approved or if you need to make any changes before approval.

## Saving your page

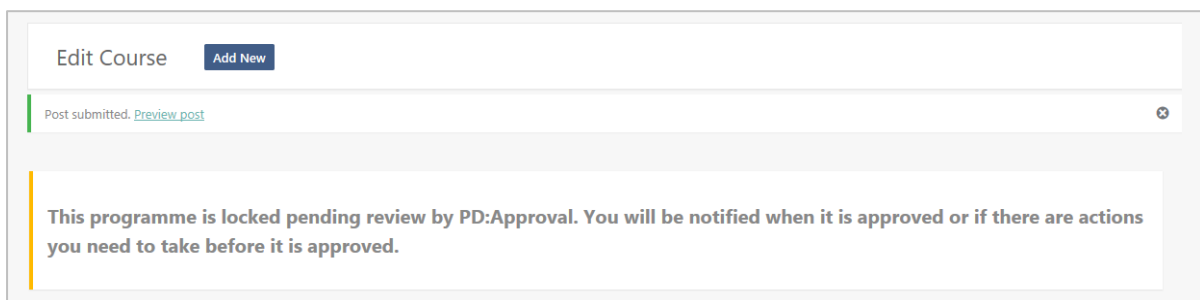
### Before you Submit

Before you submit, you can save your page at any time with the **Save Draft** button – when you look in your list of courses under the Course tab you will see it clearly identified as **Draft**. You can go back to your page and edit it at any time in draft stage, using the **Save Draft** button each time to save your changes.

When you are ready to submit, use the **Submit for Review** button.

### After you Submit

When you hit **Submit for Review** the following message will be displayed:



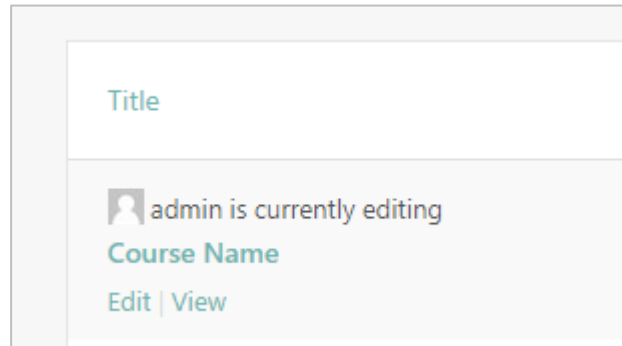
The course will be marked as **Pending** in your Course folder and if you try to edit it whilst it is with the PDP team, you will see the above message again.

The PDP Admin will receive your submission in their Pending folder – when they are viewing it, you will see ‘Admin is currently editing’ in your Course list.

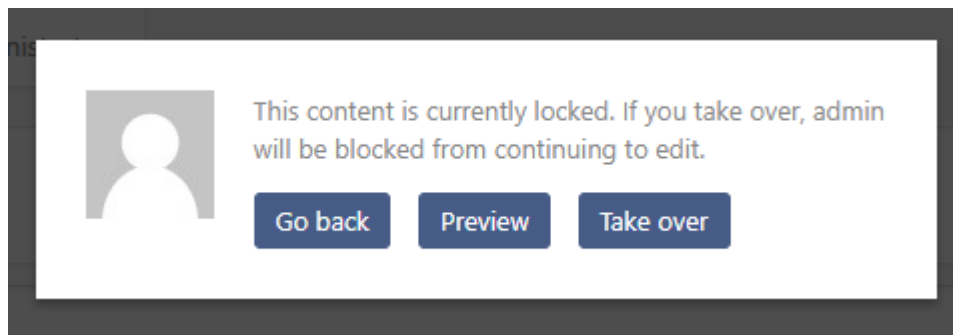
If you have your pending page open the PDP Admin will not be able to review it, so once you have submitted it, exit and leave it until you have notification that it has been reviewed.

## Section 5: The Review

You will see when the PDP Admin is reviewing your training as it will say so in your folder:



If you try to edit your page whilst the PDP Admin is reviewing it you will get the following message:



Click on **Go Back** and await email instructions from the PDP Admin.

### Not approved

If your course is not approved, you will receive an email from the PDP and your course will change from Pending to **Draft** in your folder.

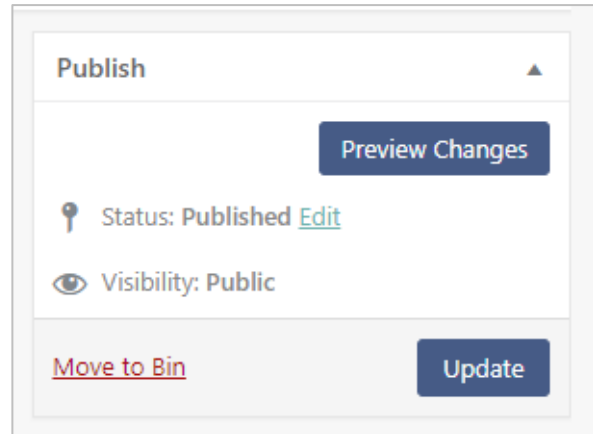
If you have submitted changes to an already *published* course, it will show as **Pending** until your changes are approved

Open the course and you will see an explanation in the Admin Notes box at the top right of your page with the actions you need to do to have your course approved.

Complete the actions and press **Submit for Review**. The course will now change from Draft to **Pending** again. This process will repeat until the PDP Admin approves it.

## Approved

You will receive an email telling you that your course has been approved and is live on the PDP. If you open your course to make more changes, you will notice that the **Publishing** buttons have now changed:



Because your page has been published, you now select **Update** to submit any new changes for evaluation.

## Submission Status

|                |   |
|----------------|---|
| <b>Draft</b>   | You either haven't submitted it yet, or it is a new course that you have submitted which hasn't been approved – you will have received an email and there will be notes in the Admin Box for you to action. |
| <b>Pending</b> | Action required from the PDP Admin  |

Once reviewed, the PDP Admin will either **Publish** your page or **Save As Draft** (it will be in your Draft folder).

If published, you will receive an email to let you know it is live on your site.

If **saved as draft**, you will receive an email to say that it hasn't been published and that you need to review the comments in the **Admin Notes** in your training, which will have actions you need to complete before the course can be published.

Login to your account, open the training and view the comments in the box in the top righthand corner of the page.

Complete the actions and resubmit.

When you first create your new course, you see a 'Submit for Review' button to send it to the PDP Admin. This button then changes to 'Update', which you will use to submit all future updates of that particular course.

PD:Approval will not need to review any scheduling of dates, uploading of images or changes to fees.



## Section 6: Keeping your Records Up to Date

Please regularly review your training to ensure it reflects your current delivery.

### Making changes

#### Changes to the general text

If you wish to make changes to your training provider or course pages, simply edit as necessary and press Update. Your page will be locked until the PDP Administrator has reviewed it. As above, if you need to do anything before it is approved, you will find the details in the Admin box.

#### Changes to the title of your training

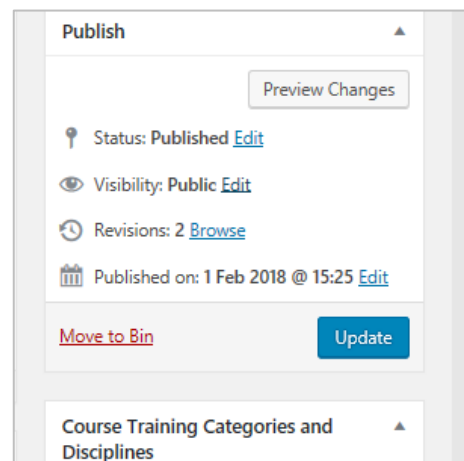
Small changes can be made to the existing title which don't change the sense of it, but if you are renaming it or adding words such as 'intermediate' or 'advanced' you need to upload it as a new programme. This is so that the original title remains on the Members Area of the relevant register for learners who have completed it under the original title to log their points. Please send us details of the programmes you have renamed once you have uploaded the new titles to the portal, so that we can ensure they are removed from the Members Area after a six month period.

#### Temporarily removing training

If you wish to remove any training temporarily from public view you can mark it **Private** in the Publish box at the top right of your page. Click on **Public** and select **Private** then **OK** and finally **Update**. Your course will still remain in your Courses folder but with '- private' after the course name.

#### Deleting your training

If you wish to remove the training permanently, you can select **Move to Bin**. This will delete it permanently from your account.



## Section 7: Messaging

Site users are able to communicate with you in 4 ways:

**Interested in attending the training? Use the form below.**

Your Name (required)

Your Email (required)

Your Message

I'm not a robot

reCAPTCHA  
Privacy - Terms

SEND

### Interested in attending form

Every course page will automatically have a contact form for potential learners to express their interest in your training. You will receive this as a direct referral to your profile email address with their name and email, as well as any questions they may add to the message box.

**Contact Owner**

Your Name

Your Email

Your Subject

Your Message

SEND MESSAGE

### Contact the owner form

If you activate the Contact form in the Training Provider page (Contact owner button), this will appear on your Training Provider page as a Contact Owner icon. This enables potential learners to send you a message with their name and email address.

### Reviews

Learners are able to leave reviews about your company or your training on your Training Provider page, and leave a star rating. These will be submitted to the PDP Admin to moderate against strict criteria which are listed in the FAQs. Once approved, you will receive an email to let you know that a new review is on your page. You can't reply in the Review field but, if you have activated Comments, you will be able to post a comment which will appear below the Review area.

### Comments

If you activate the Comments field for your training, then the Comments area will appear at the bottom of your Training Provider page. Comments can be replied to by anyone, but both the comments and replies are moderated by PD:Approval against the same criteria as Reviews. An email address is required so that the commenter and replier receive a notification that their comment is published and/or answered.

## Section 8: Appendices

### Appendix 1: Calculating CPD points

#### CPD:

Points are awarded for CPD as follows:

- **Assessed:** 8-16 CPD points (must be at least 8 hours, have a mandatory assessment and be part mapped to NOS) – if online see the Online Assessed Programmes section.
- **Non-Assessed:** 4-7 CPD points (must be at least 4 hours, but no assessment or mapping requirement)
- **Informal:** 1-3 CPD points (short workshops, master classes, podcasts etc)
- **Event:** 1-2 CPD points

Points for CPD are based primarily on the learning hours of the programme. One hour is equivalent to one CPD point, up to a maximum of 16 points. Therefore if your programme has 7 learning hours, you can stipulate 7 CPD points. If your programme has 16 learning hours, you can stipulate 16 CPD points.

However, if your programme is 17 or more learning hours, you can still only award 16 CPD points.

#### Online programmes

If your programme is online and the assessment is not invigilated ie multiple choice questions, your programme will be endorsed as a Non-Assessed programme and can only have a maximum of 7 CPD points. If the assessment is invigilated or a case study and video, it can be endorsed as an Assessed programme and as such you can award the points relevant to the hours of training and the endorsement type (up to a maximum of 16).

#### Qualifications

All qualifications on the REPs framework will award 20 CPD points. Any other qualification is treated as CPD and will follow the same rules – one point for every guided learning hour up to a maximum of 16.

#### Industry Awards

Industry Awards endorsed by PD:Approval will award 20 CPD points in the same way as qualifications.

#### Higher Education:

The endorsed element in a degree programme is the equivalent of an Industry Award and therefore will award 20 CPD points.

## Appendix 2: Online and distance learning

If your programme is **online** or **blended** where learners can enrol at any time and there is no specific start or end date, you can only add dates four times a year for each such programme. This is to provide you with a structure to ensure that your training is displayed on the home page regularly but without overloading the system. You can add dates and times of specific workshops, but they must have a full venue address and information in the Attendance Details box explaining clearly what they are for ie You must attend this day as part of the online programme.

### Online qualification parameters

Any qualification that is on the Regulated Qualifications Framework (RQF) will be eligible for submission under your endorsement (Accredited, Unlimited or Bundle) for recognition by REPs, as long as the relevant letter of authority from the awarding organisation is provided.

In the case of online/blended qualifications, PD:Approval and REPs recognise and welcome the use of technology to help break down the barriers for learning. However, where the awarding organisation stipulates a requirement for a practical element, the qualification cannot be delivered 100% online.

The following parameters detail the minimum requirement for recognition of qualifications that require a practical and are delivered online:

#### **Either:**

At least one full day workshop to deliver the practical element of the qualification and an observed assessment

#### **Or:**

20 hours work experience with a REPs professional in a gym setting with a portfolio of evidence signed off by the gym manager, verified at each stage by the training provider.

### Appendix 3: Categories and Disciplines

#### CPD

|                        |                          |                          |
|------------------------|--------------------------|--------------------------|
| Aerial                 | First Aid                | Public Health and Policy |
| Anatomy and Physiology | Fitness Testing          | Reading                  |
| Ante/Post Natal        | Flexibility              | Rebound                  |
| Aqua                   | Functional Training      | Resistance Training      |
| Barre                  | Golf                     | Rope Training            |
| Behaviour Change       | Group Indoor Cycling     | Rowing                   |
| Biomechanics           | Hypertrophy              | Running                  |
| Bodyweight Suspension  | Kettlebells              | Sand Bags                |
| Business and Marketing | Management               | Special Populations      |
| Body Conditioning      | Massage                  | Sports Conditioning      |
| Calisthenics           | Medical Conditions (SEI) | Sport Specific           |
| Cardio                 | Mindfulness              | Sports Injuries          |
| HITT/HIT               | Mixed Martial Arts       | Strength Training        |
| Children's Fitness     | Myofascial Release       | Stress Management        |
| Choreography           | Nutrition                | Tai-chi                  |
| Circuit Training       | Older Adults             | Technology               |
| Combat                 | Outdoor                  | Walking                  |
| Core Stability         | Pad Work                 | Weight Training          |
| Corrective Exercise    | Pilates                  | Well-being               |
| Equipment              | Plyometrics              | Yoga                     |
| Chair-Based Exercise   | Pole                     |                          |
| Event                  | Programme Design         |                          |

#### Higher Education

|                                  |                                     |                                |
|----------------------------------|-------------------------------------|--------------------------------|
| Aqua (HE)                        | Exercise to Music (HE)              | Obesity and Diabetes (HE)      |
| Cancer Rehabilitation (HE)       | Falls Prevention (HE)               | Older Adults (HE)              |
| Cardiac Disease (HE)             | Gym (HE)                            | Lower Back Pain (HE)           |
| Chronic Respiratory Disease (HE) | Long-Term Neurological Disease (HE) | Personal Trainer (HE)          |
| Exercise Referral (HE)           | Mental Health (HE)                  | Strength and Conditioning (HE) |
|                                  |                                     | Stroke (HE)                    |

#### Industry Awards

|                             |                                |                           |
|-----------------------------|--------------------------------|---------------------------|
| Cancer Rehabilitation       | Long-Term Neurological Disease | Lower Back Pain           |
| Cardiac Disease             | Mental Health                  | Strength and Conditioning |
| Chronic Respiratory Disease | Obesity and Diabetes           | Stroke                    |
| Falls Prevention            |                                |                           |

#### Qualifications

|                              |                                |   |
|------------------------------|--------------------------------|---|
| Accelerated Rehabilitation   | Falls Prevention               | Physical Activity Instructor (Resistance) |
| Ante/Post Natal              | Fitness Manager                | Physical Activity Instructor (Walking)    |
| Aqua                         | Gym                            | Pilates                                   |
| Assessor                     | Internal Quality Assurance     | Strength and Conditioning                 |
| Cancer Rehabilitation        | Long-Term Neurological Disease | Stroke                                    |
| Cardiac Disease              | Lower Back Pain                | Tutor                                     |
| Chronic Respiratory Disease  | Mental Health                  | Yoga                                      |
| Disability                   | Obesity and Diabetes           |   |
| Exercise Referral            | Older Adults                   |   |
| Exercise to Music            | Personal Trainer               |   |
| Exercise, Movement and Dance | Physical Activity for Children |   |