

Higher Education Vocational Endorsement Guide

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Introduction

Thank you for your interest in submitting your higher education degree programme(s) to PD:Approval (PDA) for endorsement to give entry to the Register of Exercise Professionals (REPs).

This document sets out the endorsement submission process for Higher Education Institutions (HEI).

The main outcome of HEI endorsement is to enable your undergraduates to gain entry to REPs as a member in the Student Membership category and progress through to full Membership category once they have completed their award.

HEIs wishing to become endorsed are required to embed the health and fitness National Occupational Standards (NOS) into their degree programme(s) to ensure that learners have covered all of the requirements which underpin the framework of the REPs categories.

The vocational assessment must also meet REPs requirements and this document will guide you through embedding, applying and assessing.

The ultimate aim is to put employability skills at the heart of your degree programme(s).

Endorsement is available for Level 2 Gym, Level 3 Personal Trainer and Level 3 Exercise Referral. If you are in the early stages of developing your degree programme then the NOS are a great way to provide the initial structure and guidance. Essentially, the flexibility is there to ensure that you as an HEI can meet not only the requirements for validation but also provide employability opportunities at the start of the degree through to graduation. Endorsement can be achieved by submitting the entire degree programme or particular modules.

This endorsement scheme is comparable to the requirements set out by Awarding Organisations who are governed by Ofqual. Your endorsed programme will not gain recognition as a Regulated Qualifications Framework (RQF) qualification and will not be eligible for funding through the Skills Funding Agency (SFA), however it will be a recognised Industry Award and will grant your learners entry to REPs. PD:Approval will not charge you for certification or resources, these are generated by you as the training provider, but you will be required to embed the membership fee for REPs into the cost of your award, which would be provided to you as an endorsed provider at a reduced fee of £27.60. PD:Approval will sample your certificate and resources to ensure consistent high standards.

If you have any questions, please feel free to contact us at REPs.endorsement@pdapproval.com.

We look forward to working with you.

The Professional Development Team
PD:Approval

Section 1: Background Information

1.1 Introduction to the Register of Exercise Professionals and PD:Approval

The Register of Exercise Professionals (REPs) was launched in 2002 as an independent, public register which recognises the qualifications and expertise of health-enhancing exercise professionals in the UK, and provides a system of regulation for instructors and trainers to ensure that they meet the health and fitness industry's agreed National Occupational Standards (NOS).



REPs provides assurance and confidence to the public and employers alike that all professionals on the register are appropriately qualified and have the knowledge, competence and skills to perform their role effectively. A REPs membership helps to enhance employment prospects, with a range of exercise and fitness facilities only employing REPs members.

Quality and high standards of education are at the heart of REPs and it strives to ensure that all registered members have access to a developed career pathway in health and fitness or have the technical support to be able to create their own with the best learning experiences possible. A key aim of the register is to protect the public from 'cowboy trainers' who do not hold appropriate qualifications.

All of the REPs entry qualifications are delivered via awarding organisations, mapped to NOS and are referred to as accredited qualifications. These accredited qualifications sit on the Regulated Qualifications Framework (RQF).

REPs provides a catalogue of quality assured Continuing Professional Development (CPD), endorsed by PD:Approval (PDA) through a rigorous evaluation process which examines not only the training programme but the training provider as well. Endorsed training builds on the fundamentals of a qualification and allows register members to pursue an area of interest and gain insurances to practice. Employability skills for graduates to gain entry to the workforce are provided through HE Endorsement, by embedding industry occupational standards into their degree programme.

A REPs membership is recognised as the badge of professionalism by the fitness industry, and the PDA endorsement logo on your endorsed training supports them to achieve their goals.

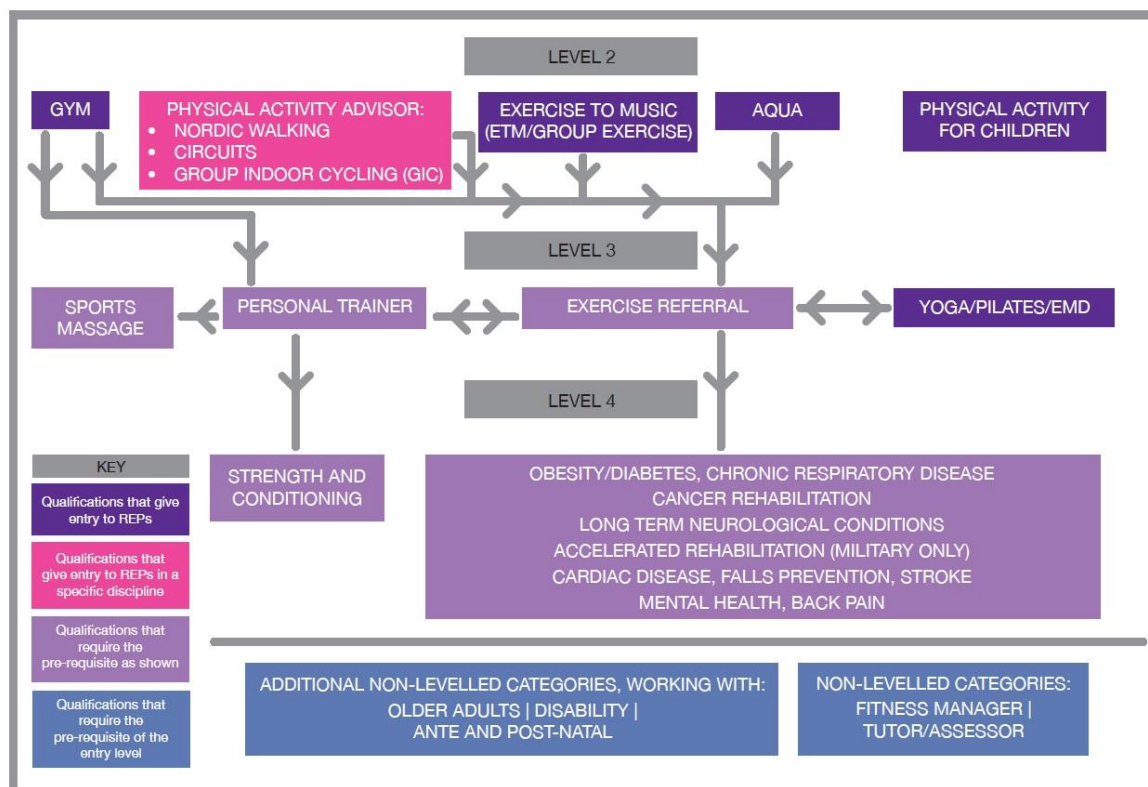
PD:Approval (PDA) is an independent quality assurance service working with new and established membership organisations in numerous sectors. We have an uncompromising approach to quality and unbiased objective quality checks to ensure that the learner benefits from the best learning experience and can take advantage of employability skills that are also identifiably transferable.



PDA's expertise lies in embedding robust processes and structures to drive up excellence, increasing employability and career advancement for members within the UK and internationally. The approval process is administered by PDA, licensed by REPs.

1.2 REPs registration categories

The table below demonstrates the different levels of membership available to those wishing to join the register.



NB: undergraduates enrolled on any of the training above that is endorsed by PDA through your HE programme are eligible for registration under the Student Membership category. HEIs looking to bulk purchase membership for their students can do so by contacting REPs on 033 0004 0004 or at info@exerciseregister.org.

1.3 Terminology

It is important that providers understand the terminology used in Degree+ endorsement so that their marketing and social media is correct when describing their endorsed programme or the relationship with REPs. Below is a list of the terms used in Degree+ endorsement.

Term	Explanation
Endorsed/ Endorsement	All training that successfully completes the Degree+ submission process is 'endorsed' by PD:Approval and is referred to as an 'endorsement'.
Approved/ Approval	Training providers need to gain 'approval' for their submission in order to become endorsed.
Recognised	A fitness endorsed programme is 'recognised' by REPs (not endorsed, approved or accredited).
Awarded	CPD points are 'awarded' to endorsed programmes and successful students can claim them when they join REPs.

Section 2: Degree+ Endorsement

Endorsement lasts for one year and is for one degree pathway, but unlimited vocational awards. All endorsed awards are awarded 20 CPD points

2.1 Additional degree pathways

HEIs wanting to endorse more than one degree pathway in their submission can do so as long as:

- all the degree pathways included in the submission share the same modules mapped to the health, fitness and physical activity National Occupational Standards and other relevant NOS as specified in the mapping toolkit,
- all the degree pathways use the same approved tutor/assessors, and
- all the degree pathways use the same approved assessments.

If not, then additional evidence will be required. Additional degree pathway endorsement will incur an administration fee – see the [Price List](#) for details.

Please note that if degree pathways do not share the same units, assessments or tutors/assessors then a full submission will be required for that pathway. Additional pathways submitted after the original submission will need to be referred to the PDA team for information on how best to proceed. It may be the case that a full submission is required.

If a different department in your HEI wishes to map the NOS to their degree programme and not use your endorsed modules they must make their own full submission.

All those responsible for the creation as well as the delivery of any training programme submitted for Degree+ endorsement must be suitably qualified.

Authors, tutors, assessors and the internal quality assurers must hold relevant qualifications or acceptable alternatives. Where gaps exist, PDA provides [training days](#) throughout the year.

See [Appendix 1](#) for details of the cost of your chosen endorsement package.

2.2 Additional disciplines

If you wish to add another discipline either during your initial submission or at another date, additional fees and evidence requirements apply depending on whether or not you are using the same delivery team – see the [Price List](#) for details.

Section 3: The Endorsement Process

3.1 Submission details

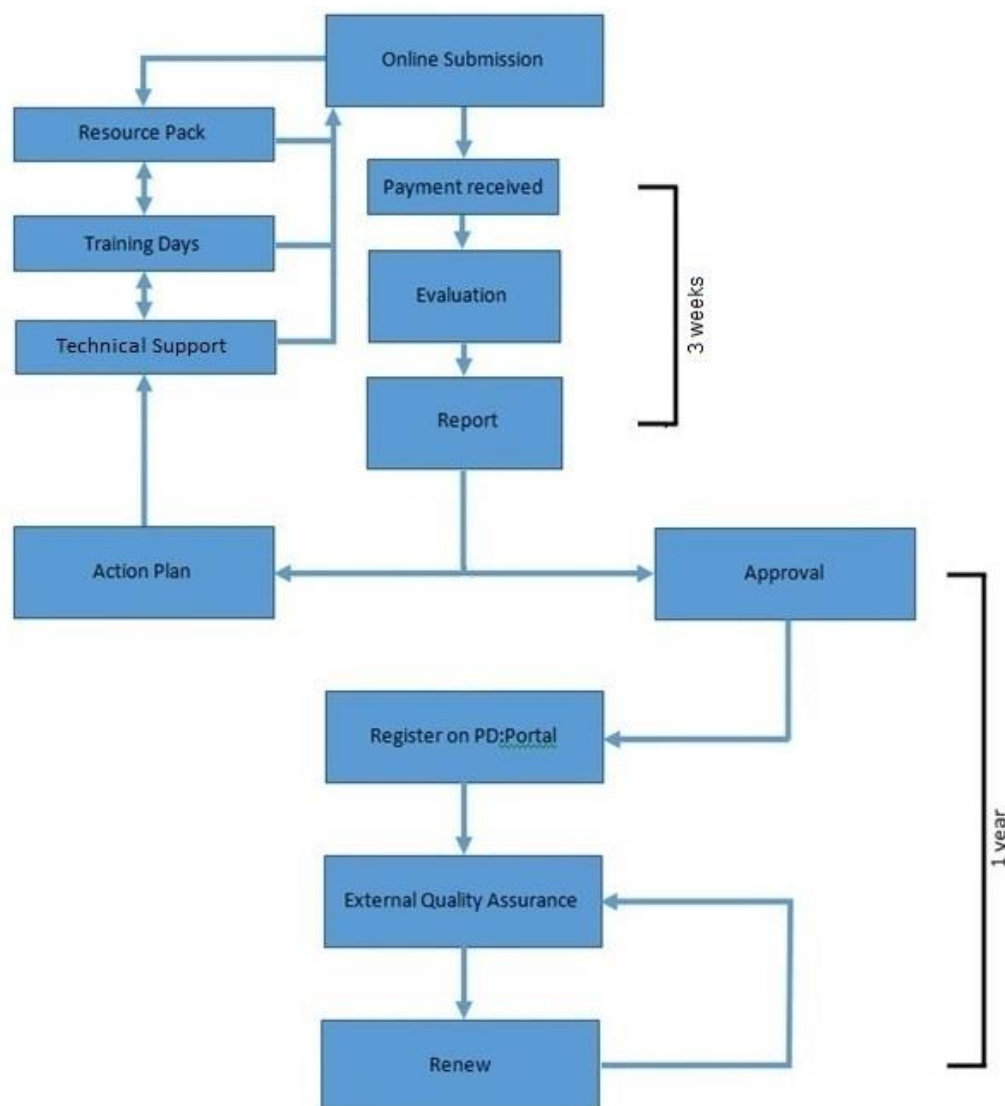
The online submission process has been structured to make it as streamlined as possible, and requires you to provide us with a few key pieces of evidence which will be explained in detail later.

Each submission will be evaluated by a PDA appointed Technical Evaluator who will cross reference your evidence against robust criteria. Once complete, they will produce a report and, if required, an action plan which will need to be addressed by the HEI to proceed to approval. The action plan will be detailed and have deadlines attributed to each criterion. Our initial evaluation process will take a maximum of three weeks.

On approval you will be formally notified with a letter of endorsement and a certificate of authentication, along with relevant logos.

3.2 The Degree+ endorsement flowchart

This flowchart illustrates the endorsement journey in year 1.



3.3 The submission process

The submission process is all online through our website – visit www.pdapproval.com/rep and take a moment to read through the features and benefits as this will ensure that you make full use of your endorsement.

When you are ready, go to our [Get Endorsed](#) page and select Degree+. You will then be taken to a sign-in page. Input your contact details including email address and then press submit to receive access details to your personal application form.

Handy Hint: Please be aware that once you have submitted this first part of the application form to receive your access details, you cannot start another application with the same email address until you have submitted the original endorsement application. If this happens, please contact REPs.endorsement@pdapproval.com so we can reset the system.

An automated secure HTML link will be emailed to the email account you specified. This unique link will enable you to return to your form whenever you wish before you submit, and all information you upload will be saved automatically. Click on the link in the email and it will take you through to the submission form builder.

Handy Hint: Bookmark the secure link in your browser so that you don't have to keep going back to your email each time.

Continue filling in the relevant boxes and, when you reach the upload area, hover over each criteria to reveal a pop up information box on how best to meet the evidence requirements.

Handy Hint: Use our online instant chat which is on every page of the website should you get stuck. If we are offline then we will be notified and one of the team will make it a priority to respond.

3.4 Confidentiality

All members of the PDA team have signed a Code of Confidentiality agreement. PDA will endeavour to ensure that there is no conflict of interest between you and any PDA team member working with you. However, if you feel there may be a conflict of interest between yourselves and any member of the PDA team, please inform us immediately.

Read on for a full breakdown of the criteria required for your successful endorsement.

Section 4: Criteria for Approval

4.1 Evidence required

Below is a table showing all our endorsement products and the criteria that is required for each one.

	Degree with one discipline	Additional Degree Different Delivery team/ assessment	Additional Degree Same Delivery team/ assessment	Additional Discipline Different Delivery team/ assessment	Additional Discipline Same Delivery team/ assessment
Degree title	✓	✓	✓		
Discipline	✓				
Description of training	✓				
Is your training online/blended	✓				
Tutor:student ratio	✓				
Pre-requisites	✓				
Guided Learning Hours	✓				
Facilities and equipment	✓				
Biography and certificates	✓	✓		✓	
Learner Information Pack	✓				
Assessment Pack	✓				
Quality assurance	✓				
100% mapping	✓	✓	✓	✓	✓
Validation document	✓	✓	✓	✓	✓
Programme snapshot	✓	✓	✓	✓	✓
Certificate of Achievement	✓				

The criteria is explained in full on the submission forms in pop-ups, and a summary of each one can be found here:

1. Degree title

Please add the degree title exactly as you market it.

2. Discipline

Please indicate the discipline you have mapped to ie Level 2 Gym Instructor, Level 3 Personal Trainer

3. Description of training

Please provide an overview of the training you are planning to deliver.

4. Is your training online/blended

If any part of your training is online, please provide login details for the evaluator to view the customer journey (without having to undertake the course)

5. Tutor:student ratio

Let us know how big a class you intend to teach. The recommended maximum number of students to each tutor is 15.

6. Prerequisite

Let us know the prerequisite, if applicable, for those undertaking this programme.

7. Guided Learning Hours

GLH should include the total duration of the endorsed programme in hours, including formal contact time as well as additional independent study eg pre-course reading, homework, online tasks, assessment preparation etc.

8. Facilities and Equipment

Use the template provided on the form to detail the facilities and equipment required to run the endorsed modules.

9. Biography templates and certificates

Use the biography template provided on the submission form to detail the experience, training and qualifications of everyone involved in your delivery team, including the programme's author if applicable. In order to ensure that the right delivery team is in place - vocational tutor, assessor and internal quality assurer (IQA) - each member of the team needs to be occupationally competent (gained relevant industry qualifications recognised by REPs).

Below is a list of the qualifications acceptable for tutors, assessors and IQAs:

Tutors:

- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 3 Award in Education and Training (QCF)
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF) (CTTLS)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (QCF) (DTTLS)
- Level 5 Diploma in Education and Training
- Certificate in Education

Assessors:

- Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)
- Level 3 Award in Assessing Vocationally Related Achievement (QCF)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Level 3 Certificate in Assessing Vocational Achievement (QCF)
- A1 (previously D32, D33)

IQA:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- V1 (previously D34)

Handy Hint: If any member of the delivery team is not qualified in vocational assessing or internal quality assuring then PDA offers a [one day workshop](#) for each role to cover the fundamental skills to ensure that the minimum criteria has been met.

10. Learner Information Pack

This is the pack of information that the learner needs to undertake the endorsed modules, and must include:

- Contents page and page numbers for ease of reference
- Overview of the organisation, your accolades, values and ethos, along with department contact numbers.

- University polices (equal opportunities, complaints, appeals etc)
- Training programme overview
- Timetable
- Resources to bring (pens, paper, gym kit etc)
- Pre-course instructions
- Main resources relating to the training programme - ensure that you try to incorporate everyone's learning style (VAK)
- Overview of the assessment and the criteria (if applicable)
- Appendix - policy forms

Handy Hint: Our Resource Pack includes a Learner Manual template and guidance to save you time. Visit our [Shop](#) for more information on this and the other resources included.

11. Assessment Pack

Formative invigilated assessments are to be seen as a bolt on and separate to the degree(s), not as embedded. This is for the following reasons: it provides optional industry recognition for learners; the degree or foundation degree is already validated and cannot be changed; and the industry REPs pass mark is 70%. For further guidance on assessments please see [Appendix 2](#).

Handy Hint: Our Resource Pack includes Assessment templates. Visit our [Shop](#) for more information on this and the other resources include

d. PDA has also created a full Learner Assessment Pack for each vocational category (£200+VAT each) which includes information regarding all elements of the assessments, how each unit is assessed, details on what learners need to do for each assessment, an assessment plan and an assessment sign off. It also includes Mock and Live MCQs. For more information, contact reps.endorsement@pdapproval.com.

12. 100% Mapping to National Occupational Standards (NOS)

Degree programmes that already cover Sports Science, Exercise Prescription etc. will in most cases cover 80% of the information required in the mapping toolkits. Therefore, it might only mean a few small formative adjustments. NOS underpin job roles in the sector related to categories of registration on REPs and ensure that there is a benchmark for individuals and employers to identify a common skills set against a member's registration category. To ensure that all HEIs applying for endorsement meet the REPs benchmark related to the category being sought, you must map 100% to the NOS using our mapping toolkits (provided on request).

The mapping toolkits have been created for lecturers to simply identify in a blank column next to each competency which modules throughout the degree programme relate to those outcomes. Please see [Appendix 3](#) for an example of mapping.

Handy Hint: When developing a new degree or adjusting it to meet REPs requirements, please note that learners must cover all the standards and be assessed before they can gain that category of registration. Therefore in the interest of increasing employability for undergraduates it is preferable to group the required NOS and assessment together, rather than spreading them throughout the three years of the degree.

13. Quality Assurance

The vocational element of the degree programme must be internally quality assured, and you will be required to provide a quality assurance strategy, systems and procedure as part of your submission for endorsement. If required, PDA provides an internal quality assurance [training day](#) specifically to write a strategy for quality assuring vocational training.

Your quality process will include tutor and assessor standardisation training, programme staff meetings with minutes, learner feedback forms, observations, etc. There are many ways to quality assure but providing that you can evidence how you are internally checking and recording the quality of decision making when assessing and standardising best practice when delivering the endorsed elements then you will meet the criteria.

For additional guidance please see [section 6](#).

14. Validation Document

All degree programmes will be validated and as such will have programme specifications ready-prepared along with module guides, so in most cases this will be a case of just bringing the information together to upload to the submission form.

We are aware that these documents are for HEI's internal use and have been approved by the validation panel. So, if the degree programme has already been validated then changing it is not permitted. Therefore, if additional modules or guided learning hours are required as a formative measure please amend a copy for PDA's internal use only to highlight the required changes. Please note, PDA sees this as a formative adjustment to the degree programme as part of an industry body's request, outside of the degree itself.

15. Programme Snapshot

Please provide teaching materials and delivery resources from one week in the endorsed programme ie lecture notes, handouts, lesson plans.

16. Draft certificate

Please provide a draft certificate of achievement showing all the correct information, ie university logo, signature box of tutor, and where the REPs and PD:Approval logos will be placed. You must also list the modules covered within the award on the back. See [Appendix 4](#) for a sample certificate.

17. Agreements

At the end of the submission you will be asked to confirm your agreement to the following:

- That any venues, facilities and physical resources have met health & safety guidelines and venues are covered by any necessary insurances
- That you have read and understood the requirements of endorsement and agree to pay the non-refundable fee
- That you agree to the [Contract Terms including Endorsement and Code](#)

You must ensure that you are fully aware of your commitments under both the terms and conditions and the code.

4.2 Prerequisites

The following prerequisites must apply when learners are progressing through REPs recognised awards:

Endorsement required for	Prerequisite
Level 2 Gym	-
Level 3 Personal Trainer	Level 2 Gym/Aqua/Exercise to Music/Health Related Exercise for Children
Level 3 Exercise Referral	Level 2 Gym

Section 5: The Evaluation

Once payment is received for your submission, PDA will appoint an independent technical evaluator to review your evidence. They will review it in line with PDA's endorsement criteria and the standards set by REPs and you will receive their report within 3 weeks.

5.1 The evaluation result

The technical evaluator will rate your submission with one of the following:

- **Accept:** this means that your evidence has met all requirements and your training is endorsed – congratulations!
- **Approval Pending:** this means that parts of your submission fall just short of meeting all the requirements and your report contains actions and a deadline for them to be completed by. There is no fee.
- **Further Evidence Required:** this means that parts of your submission has failed to meet the standards by some way, so your report contains actions and a deadline for them to be completed by. In order to proceed with the submission, you will be required to pay an additional fee of £200 to cover the evaluator's time in reviewing the new evidence, should you decide to go ahead. If you haven't already, at this stage you should consider purchasing the [Resource Pack](#) or using our [Technical Support](#) to help you achieve a successful submission. **NB** you may also have a Further Evidence Required status if you fail to adhere to the deadlines on an Approval Pending report.
- **Decline:** this means that unfortunately your submission has failed to reach the standards set by PD:Approval and REPs despite the support of the evaluator, or that you have failed to complete actions set for you in your Further Evidence Required report or missed the deadline. The submission process for the programme in question will end and you will need to start a new submission if you wish to become endorsed. Your report will guide you on what you must do to improve a future submission.

Once your submission has been approved, PDA will issue you with your endorsement logos and a certificate for you to display. Additionally, your main contact will be added to our database to receive our regular newsletter.

5.2 Changes to your endorsement

If you make any major changes to your endorsed modules during the approval period, you must make these known to PDA as soon as possible. This could include new delivery team members, or changes to policies and procedures. Continuing to deliver endorsed training when major changes have occurred without informing us could result in a sanction or termination of your endorsement.

5.3 Renewal

Please make a note of your renewal date, which will be communicated to you on approval. PDA will provide timely reminders to the contact specified in the submission form, so if this changes please ensure you let us know immediately. As long as payment for your renewal is received before the renewal date your new period of approval will continue without interruption. Any additional degree pathways added at submission will be charged individually at renewal - £80+VAT each for those that share delivery team and modules/assessment, £500+VAT each for those that don't as they will require additional external quality assurance.

5.4 Dropbox

On approval your submission and evaluation report/s will be saved in your own personal Dropbox account, provided by PDA and shared with the main contact on the submission form. The Dropbox will be used to store all documentation and records relating to your endorsement, for example your

original and approved submissions, your approval confirmation, your renewal documents and any relating to quality assurance. The Dropbox will also contain a spreadsheet for you to record the members of your approved delivery team which must be updated as and when members change, subject to prior approval by PDA.

5.5 PD:Portal

Once endorsed you will be able to register on the [PD:Portal](#). This is an additional service provided by PD:Approval as a platform on which to promote your endorsed programme/s. It is freely available for anyone looking for education in the fitness sector and is directly accessed from the REPs website.

5.6 REPs Membership for your students

A requirement of Degree+ endorsement is that the membership fee for REPs is included into the cost of your award for each student, which is provided to you as an endorsed provider at a reduced rate of £27.60. Once your students have passed the assessment for the endorsed programme, please provide a list of the names to REPs so that they can be registered and contacted by the REPs team. REPs will invoice you direct for the cost of their first year of membership.

Section 6: Quality Assurance

6.1 External Quality Assurance (EQA)

Your endorsement will last one year during which you will receive a quality assurance visit from PDA which will focus on the practical skills as well as the formative assessments/assessment portfolio and internal quality assurance. You will be notified of your allocated External Quality Assurer (EQA) upon approval and will receive guidance before their visit. This service is not set up to replicate QAA; your EQA will only be looking at the outcomes that relate the vocational elements of your degree programme. Furthermore, PDA is not linked to a funding council.

Your EQA report will grade you according to PDA's [quality framework](#): Outstanding, Good, Requires improvement, Unsatisfactory. Please note should the HEI not meet the framework standards then a status of Unsatisfactory will be applied. A detailed report will be compiled along with deadlines for receiving evidence. The report will offer structured guidance on how we can help support you in a timely manner to achieve an improved quality status. Please note that if an additional EQA visit is required as part of this process, a fee will be incurred and mandatory training may be required.

6.2 Internal Quality Assurance (IQA)

Endorsed providers are required to conduct their own internal quality assurance process to ensure that the standard of training and assessment that learners are receiving is of a consistently high standard. The following are useful strategies to help you internally quality assure vocational training:

1. **Video** - Providing that you have been given permission to film then this can be a great way to reflect on one's own delivery as a tutor or assessor. Additionally, it can be a great training tool to train new assessors or to provide a standardisation task.

Handy Hint: Video the practical element, get your assessors to assess it and then come up with their decisions. See how different people assess and then have an open discussion when replaying it back to ensure everyone at the end comes to the same conclusion.

2. **Team Meetings** - Simple yet effective. It is important that all those involved in the programme as well as those who are involved with other degree pathways that share the same modules, come to meet regularly to ensure that any changes, amendments, learner feedback etc are all recorded in official minutes and that there is evidence of actions been completed against timeframes. It is recommended that Team Meetings are held once a month.
3. **Learner Feedback** - This is essential to ensure that you are meeting the needs of your learners. It is important that they understand the importance of vocational training and that industry qualifications will support them in gaining employment when choosing modules that are perhaps optional. All learner feedback must be recorded.

Handy Hint: Learner feedback is invaluable especially when incorporated into their tutorial as this is more personal, or done anonymously using for instance Survey Monkey as a tool. Anonymous surveys will sometimes come up with more honest feedback as it removes the fear of possible reprisals for negative feedback. Survey Monkey provides analysis of the results to save time. Plus it's free.

For more information and ideas please attend PDA's Internal Quality Assurance Training Day. Visit our [website](#) for more information and to book.

Section 7: Appendices

Appendix 1 - Price list

Below are all the prices associated with Degree+ endorsement.

Endorsement Product	Price	Price inc VAT	Renewal	Renewal inc VAT
Degree+ (unlimited levels)	£1200	£1440	£1200	£1440
Additional Degree Pathway same tutors/assessors, assessment and modules	£80	£96	£80	£96
Additional Degree Pathway different tutors/assessors and/or assessment*	£500	£600	£500	£600
Additional Discipline same tutors and assessors	£150	£180	-	-
Additional Discipline different tutors and assessors	£500	£600	-	-
Learner Assessment Packs (per award)	£300	£360	-	-
1-2-1 Technical Support (per hour)	£40	£48	-	-
Tutor Training Day	£155	£186	-	-
Assessor Training Day	£155	£186	-	-
Internal Quality Assurer Webinar	£80	£96	-	-
Resource Pack (includes all the packs listed below)	£250	£300	-	-
Administration Pack	£85	£102	-	-
Learner Pack	£85	£102	-	-
Assessment Pack	£50	£60	-	-
Quality Assurance Pack	£50	£60	-	-
Tutor Pack	£50	£60	-	-
External Quality Assurance support visit (incurred if investigation required)	£380	£456	-	-

* If the modules are not the same then the programme must be submitted as a new application.

Appendix 2 - Guidance on assessment

Practical Assessment

Formative Practical Assessing needs to be robust enough to ensure that the learners are competent and have the necessary practical skills and/or experience. In most cases an observation checklist will be created that covers the practical learning outcomes in the NOS e.g. “demonstrate and explain”. The qualified assessor will have the discretion to mark the learner as either a pass or fail against the criteria on the checklist. With all assessments including practical there needs to be a marking criteria to ensure that the assessor can arrive at a decision to pass or fail the learner. The pass rate is 70%.

All practical observations should cater for the ability to ‘viva question’ the learner if there is some doubt on their competence in the criteria. However, it is essential the assessor writes the question in the comments box as well as the learner’s answer, and the learner must also sign after receiving feedback to ensure that this is a true reflection of their answer.

All assessment paperwork produced for the learner must have marking criteria so that both the learner and assessor(s) are aware of what competences they have to meet.

It is also essential that the learner receives feedback on an assessment action plan which can be linked to the observation checklist. Both the assessor and learner must sign to say that they agree with the decision.

Handy hint: Whilst it might sound obvious, please ensure that you cover in your assessment the learning aims and outcomes as this will ensure that the course “does what it says on the tin”

Handy Hint: Place details of the appeal policy on the reverse of the assessment sheet so that the learner is aware of the process should they be referred. This also means that they have a copy of the feedback and marking criteria to hand if required.

Guidance on Re-sits

When a learner has not met the required standard of 70%, the feedback action plan must clearly and positively/constructively help the learner understand what criteria they did not meet and areas within the module that they should focus more on. Information on next steps i.e. re-sits will also appear here. List the process and the next assessment dates, if available. If no dates are available then we would suggest that you provide contact details of how to book in for another. In most cases the learner will be allowed to re-sit one assessment, however if there is a second then a fee may be charged. It is important that before learners undertake the assessment that they are made aware of this.

If the learner has failed the assessment it might also be a good opportunity to introduce a few tutorials before they take the re-sit to ensure the best chance of success. It is also a good way to ensure that the learner is on track with revision, or can ask any outstanding questions that they are not clear on.

Guidance on student certification

Upon passing their theory and practical assessments it is important that the learner is issued with their certificate as soon as possible so that they can join the register. Once REPs has received an authentic certificate they will then issue entry and provide details of insurance.

Your approval confirmation will include a REPs, CPD point and PDA logos, which must all be placed on the approved certificate.

It is important that the HEI only issues certificates with the REPs and PDA logos to learners who have successfully completed the endorsed programme. This will be a criterion that will be checked by your EQA. The degree certificate is not part of the endorsement and must not have either the REPs or PDA logo on. Please see [Appendix 4](#) for a sample of an acceptable certificate.

Each certificate that relates to the endorsed vocational qualification must list all the modules passed and the NOS that have been covered (these can go on the back). The learner's full name and date of the training must also be printed. Finally, an authentic signature from a senior member of staff must be printed to verify.

Guidance for writing Multiple Choice Questions

The following tips have been adapted from [The E-learning Coach](#).

1. Test comprehension and critical thinking, not just recall

Multiple choice questions (MCQ) are criticised for testing the superficial recall of knowledge. You can go beyond this by asking learners to interpret facts, evaluate situations, explain cause and effect, make inferences, and predict results.

2. Use simple sentence structure and precise wording

Write test questions in a simple structure that is easy to understand, and try to be as accurate as possible in your word choices. Words can have many meanings depending on colloquial usage and context.

3. Place most of the words in the question stem

If you're using a question stem, rather than an entire question, ensure that most of the words are in the stem. This way, the answer options can be short, making them less confusing and more legible.

4. Make all distracters plausible

All of the wrong answer choices should be completely reasonable. This can be very hard to accomplish, but avoid throwing in those give-away distracters as it detracts from the test's validity. If you're really stuck, get help from your friendly SME.

5. Keep all answer choices the same length

This can be difficult to achieve, but expert test-takers can use answer length as a hint to the correct answer. Often the longest answer is the correct one. If you can't get all four answers to the same length, use two short and two long.

6. Avoid double negatives

Don't use combinations of these words in the same question: not, no, nor, the -un prefix, etc. For example, this type of question could confuse test-takers: 'Which of the following comments would NOT be unwelcome in a work situation?' Flip it around and write it in the positive form: 'Which of the following comments are acceptable in a work situation?'

7. Mix up the order of the correct answers

Make sure that most of your correct answers aren't in the "b" and "c" positions, which can often happen. Keep correct answers in random positions and don't let them fall into a pattern that can be detected. When your test is written, go through and reorder where the correct answers are placed, if necessary.

8. Keep the number of options consistent

Did you ever have to convince a SME that he or she can't have answer choices that go to 'h' in one question and 'c' in the next? It's something of a user interface issue. Making the number of options consistent from question to question helps learners know what to expect. Research doesn't seem to agree on whether 3 or 4 or 5 options is best. We recommend 4 options as a fair choice.

9. Avoid tricking test-takers

As faulty as they are, tests exist to measure knowledge. Never use questions or answer options that could trick a learner. If a question or its options can be interpreted in two ways or if the difference between options is too subtle, then find a way to rewrite it.

10. Use 'All of the Above' and 'None of the Above' with caution

When you run out of distracters, *All of the Above* and *None of the Above* can come in handy. But they may not promote good instruction. Here's why. *All of the Above* can be an obvious give-away answer when it's not used consistently. Also, the *All of the Above* option can encourage guessing

if the learner thinks one or two answers are correct. In addition, the downside to *None of the Above* is that you can't tell if the learner really knew the correct answer.

Appendix 3 - Example of mapping to National Occupational Standards

The example below gives an indication of how to map to the NOS.



How to use this Mapping Toolkit		
Using the righthand column, indicate where in your training materials the evaluator can see the relevant criteria evidenced. use the third column to indicate the assessment method and materials used to assess the criteria.		
Core Knowledge requirements	Where can the evidence be found?	Where and how is this assessed?
1. Health benefits of physical activity and risks of inactivity		
1.1 General benefits of physical activity: <ul style="list-style-type: none"> physical benefits, such as reduced blood pressure, improved body composition, reduced risk of certain diseases including coronary heart disease (CHD), some cancers, Type 2 Diabetes, Hypertension, Obesity and Osteoporosis psychological benefits, such as reduced risk of stress, depression and anxiety 	Module 106, Year 1	Worksheet 2 and summative assessment (MCQs)
1.2 Key health implications of inactivity, such as obesity, increased incidence of certain diseases as listed in 1.1	Module 222 Year 1	Presentation
2. Healthy eating		
2.1 Understanding of the National food guide/model and general healthy eating advice that can be given to clients	Module 365 Year 1	Worksheet 4
2.2 The importance of adequate hydration (water)	Module 365 Year 1	Summative assessment (MCQs)
2.3 Familiarity with professional role boundaries in relation to offering nutritional advice	Module 233 Year 1	Group work
3. The components of fitness		

Appendix 4 - Sample certificate

Please see below a suggested format for your certificate for students successfully completing the endorsed vocational element of your degree programme. Modules must be listed either on the front or, if there is no room, on the back of the certificate.

Please note that official REPs and PDA logos cannot be inserted until you have received them via approval.



Your
Logo

CERTIFICATE OF ACHIEVEMENT

This is to certify that

.....

has successfully completed the following Industry Award

FULL NAME OF ENDORSED INDUSTRY AWARD

which contained modules as listed below

1. Module title
2. Module title
3. Module title
4. Module title
5. Module title

These modules are mapped to National Occupational Standards, details overleaf

Signed: Date:

(Tutor)

PD:Approval Endorsed logo

REPS
Training
Provider
logo

REPS CPD
Point logo

Appendix 5 - Contact us

For support with anything to do with your endorsement, please contact PD:Approval at

- E: REPs.endorsement@pdapproval.com
- T: 0333 577 0908
- Instant Chat: Talk To (accessible on every page of the [website](#))