

CPD Endorsement Submission Guide

for recognition by
REPS India Foundation



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Introduction

Thank you for your interest in submitting your Continuing Professional Development (CPD) programme(s) for endorsement by PD:Approval (PDA) in order to gain recognition for your training from the Register of Exercise Professionals India Foundation (REPS India).

This document sets out the endorsement submission process required for CPD, and also provides important information on how to manage your endorsement after you have gained approval.

Training providers wishing to become endorsed are required to satisfy PDA's submission criteria according to the endorsement product selected, which will be detailed in this guide.

Endorsement is available across multiple disciplines - Gym Instructor, Personal Trainer, Mat-based Pilates, Group Exercise Instructor.

If you have any questions, please feel free to contact us at repsindia@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 India Foundation and PD:Approval

The Register for Exercise Professionals India Foundation (REPS India), established in 2018, is a non-profit organisation working with the country's fitness industry to ensure that all exercise professionals are suitably knowledgeable and qualified to deliver safe and effective exercise instruction, and to promote health and wellbeing in Indian society. Its aim is to raise the standard and profile of fitness in India and allow it to meet its potential as a positive influence in the lives and health of all Indians



Membership of REPS India shows that all the fitness professionals on the register are qualified to the same standard, in line with the Global Standards set by the International Confederation of Registers of Exercise Professionals (ICREPs), of which REPS India is the member for the whole of India. By adopting these standards to create the REPs India entry framework, the register also provides the opportunity for its members to be recognised by other ICREPs member countries.

As well as being its accreditation body for recognised qualifications, REPS India has appointed PDA as its CPD endorsing body. PDA will work with training providers delivering CPD to achieve recognition from REPS India and the PDA quality kitemark. CPD endorsement will create a greater demand for training, resulting in an increase in revenue for approved providers. The standardisation that CPD endorsement brings through the REPS India qualification framework also provides reassurance and transparency to employers and clients alike.

Governed by a Code of Ethics, REPS India and its members operate with the highest level of integrity and ethical practice.

PD:Approval (PDA) is an independent quality assurance service working with new and established international 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. REPS India has licensed PDA to run both its accreditation and CPD Endorsement approval processes.

1.2 REPS India registration categories

The [REPS India Framework](#) has been structured specifically so that it provides a career pathway for learners who want to work their way through the industry at their own pace, gain recognition and insurance to practice, both within India and abroad. The qualifications that give entry to the framework are accredited through PDA mapped to the REPs India Standards:

- Certificate in Gym Instructing
- Certificate in Group Exercise Instructing (freestyle)
- Certificate in Mat-based Pilates
- Certificate in Personal Training
- Diploma in Personal Training (this qualification combines Gym and Personal Trainer)

1.3 Terminology

It is important that providers understand the terminology used in CPD 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 CPD endorsement – please make yourself familiar with them to ensure that you do not mislead your learners or inaccurately describe the status of your training:

Term	Explanation
Endorsed/ Endorsement	All training that successfully completes the CPD submission process is ‘endorsed’ by PDA 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 PDA endorsed CPD programme is ‘recognised’ by REPS India (not endorsed, approved or accredited by REPS India).
Course/ workshop	These words can be used to describe your training programme, although a course usually means one that is more in depth than a workshop. Do not use ‘qualification’ to describe your training programme as this is misleading and incorrect: qualifications that are 100% mapped to REPS India Standards and accredited through PD:Approval provide entry to the REPS India register.
Beware!	Do not use the word ‘accredited’ to describe CPD – to avoid confusion, it can only be used in the context of qualifications.

Examples

1. An example of a correct marketing statement:

XXX Training Company is excited to announce the arrival of XXX Fitness Course, which will provide you with the skills to run an XXX class with your clients. XXX Fitness Course has been *endorsed* by PD:Approval and is *recognised* by REPS India.

What’s right with this statement? *This statement uses all the correct terminology for an endorsed training programme.*

2. An example of an incorrect marketing statement:

XXX Training Company is excited to announce the arrival of XXX Fitness Course which will *qualify* you to deliver XXX to your clients. XXX Fitness Course is *accredited* and *endorsed* by REPS India.

What’s wrong with this statement? *You can’t use ‘qualify’ as that implies this is a qualification, not a training course. The course isn’t ‘accredited’ it is ‘endorsed’. REPS India does not ‘accredit’ CPD (this term is used only for qualifications) or ‘endorse’ (that’s the role of PD:Approval).*

See example 1 above for the correct terminology for this text.

Section 2: CPD Endorsement

Endorsement lasts for one year and can be for just one programme or multiple programmes. Your endorsement will be valid in India and the CPD points awarded will only benefit REPS India members. Endorsement is not transferrable so if you would like your CPD to be endorsed and recognised in a different country you will need to complete the endorsement process that operates in the country of your choice. If you choose an ICREPs member country, we will be able to support you with a letter of approval once your training is endorsed, which may help fast track your application.

All endorsed training is awarded CPD points that REPS India members can use to maintain their membership. CPD points are calculated on the basis of the number of learning hours up to the maximums indicated below.

2.1 Endorsement products

There is a range of endorsement products to choose from:

1. Assessed endorsement (8-16 CPD points)

An assessed training programme must have a mandatory assessment (formative or summative) linked to the programme's learning aims and outcomes. Guided learning hours (GLH) must be a minimum of 8 hours and may incorporate the assessment, pre-course study and break times. All training must be underpinned by current, valid research and be evidence based.

2. Non-Assessed endorsement (4-7 CPD points)

A non-assessed programme does not have to have a formal assessment but PDA recommends it includes formative learning checks (for example, quizzes, scenarios, questions, group work) that are linked to the learning aims and outcomes. Guided learning hours (GLH) must be a minimum of 4 hours. Non-assessed training programmes that are of a practical nature may be delivered online, however face to face delivery is encouraged. All training content must be underpinned by current valid research and be evidenced based.

3. Informal endorsement (1-3 CPD points)

Informal training does not require formal learning checks as it is predominantly research, practical training or self-directed learning e.g. short workshops, master classes, pod casts, book reviews. However, all training in this category must be underpinned by current, valid research and be evidence based.

4. Event endorsement (1-2 CPD points)

Event endorsement is for organised shared learning opportunities, including online e.g. conferences, seminars, forums, webinars and practical demonstrations.

All those responsible for the creation as well as the delivery of any training programme submitted for Assessed, Non-Assessed and Informal endorsement must take part in our training webinars as part of the endorsement process (fees apply).

In the case of Event endorsement, all those involved in delivering presentations or workshops at the event must have suitable credentials and all training must be underpinned by current, valid research and be evidence based.

2.2 Selecting your endorsement category

You can normally determine which endorsement option is suitable for your training based on how long it is and whether or not you are incorporating an assessment.

Certain fitness training programmes must be submitted under the Assessed Training category as the technical knowledge being taught has not been covered in the qualification framework. Therefore to ensure depth of knowledge is sufficiently covered and competence of this new skill is assessed the following programmes will only be considered as an Assessed Training submission (this list is not exhaustive):

Boxing, kettlebells, suspension training, group indoor cycling, pole fitness/dancing, boot camps, strapping and taping, Olympic lifting and High Intensity/High Intensity Interval Training (HIT/HIIT), as well as circuits and aqua programmes that contain any of these elements.

If a provider already has an Assessed endorsement in one of the above categories, subsequent endorsement applications for associated disciplines will be allowed as Non-Assessed training where the endorsed Assessed training programme is the pre-requisite.

PDA will also look for evidence of advanced teaching skills where it is relevant to the submission, ie formally qualified tutors and assessors, experience of teaching in groups, or qualifications in the subject discipline. This list is not exhaustive and any additional skills required will be determined on a case by case basis by the technical evaluator.

If you are unsure if your training falls within this category, please [get in touch](#).

2.3 Purchasing options

To provide flexibility we have created two purchasing options so that you can choose the one that most suits your budget:

1. Pay as you go (PAYG)

Selecting the PAYG option allows you to take advantage of the benefits of endorsement for one training programme at a time and build up your delivery portfolio gradually.

Handy hint: If you plan to offer a number of training programmes and want to have more flexibility with your endorsement, then take a look at the [Unlimited option](#).

2. Unlimited

Unlimited gives you as many endorsements as you need in your chosen CPD endorsement category (Assessed, Non-Assessed or Informal) with just one full submission (subject to approval).

- If you choose Assessed Unlimited, you must submit one full Assessed endorsement application and can then gain approval for all your other programmes whether they come under the Assessed, Non-Assessed, Informal or Event category.
- If you choose Non-Assessed Unlimited, you must submit one full Non-Assessed endorsement application, but can then only gain approval for Non-Assessed, Informal or Event programmes.
- If you choose Informal Unlimited, you must submit one full Informal endorsement application, but can then only gain approval for other Informal or Event programmes.

Providers can upgrade or downgrade their endorsement product at any time during their endorsement.

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

2.4 Tax Deducted at source

Some of our prices will require Tax Deducted at Source (TDS). Full guidance can be found [here](#).

2.5 International endorsement

REPS India is the member for India of the International Confederation of Registers of Exercise Professionals (ICREPS). If you wish to gain endorsement in ICREPs member countries, we will provide a letter of approval to support your application which may help speed up the process. [Contact us](#) for more information.

Section 3: The Endorsement Process

3.1 Submission details

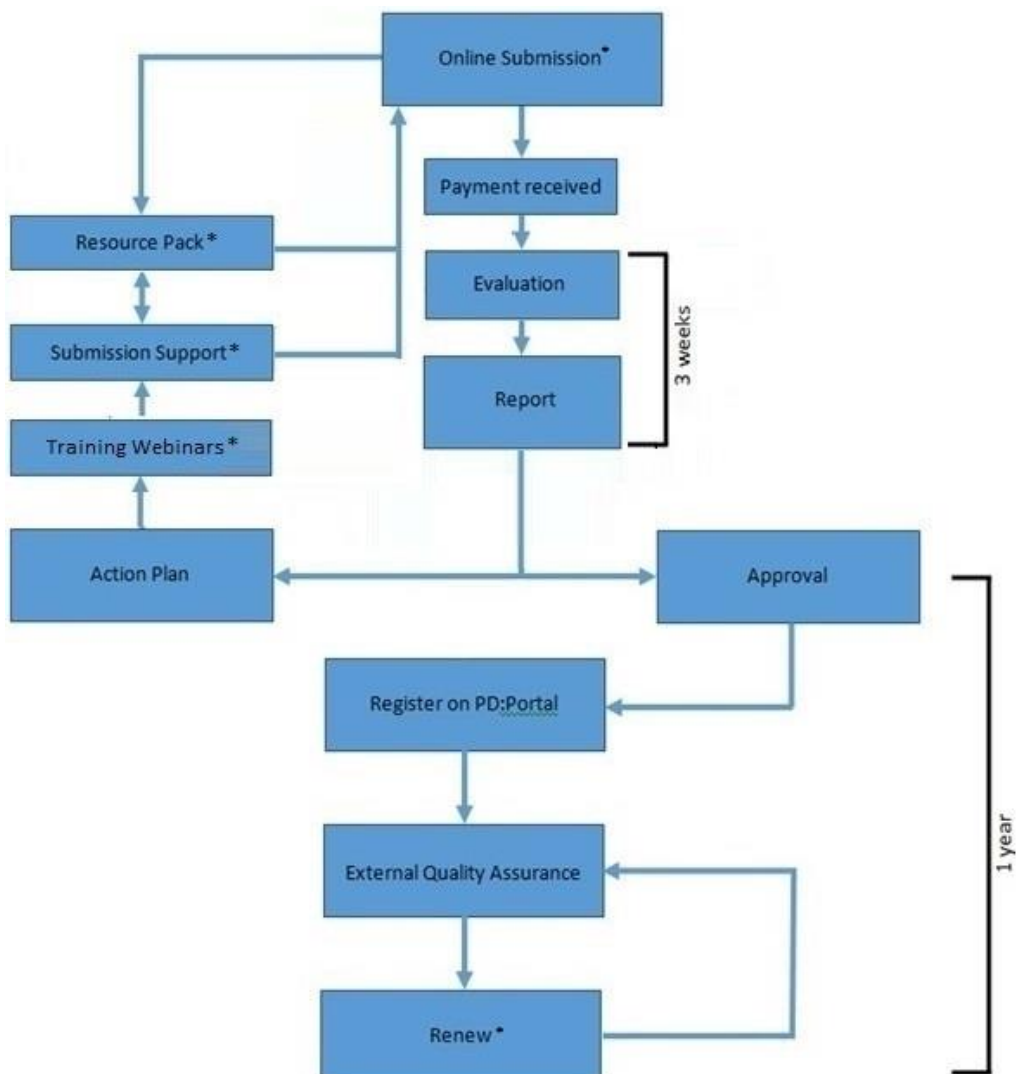
The online submission process has been structured to make it as streamlined as possible, and requires you to provide us with a few key pieces of evidence which will be explained in detail later.

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 provider 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 3 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 CPD endorsement flowchart

This flowchart illustrates the endorsement journey in year 1.



* Fees apply

3.3 The submission process

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

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

When you are ready, go to our [Get Approved](#) page and select your product (Assessed, Non-Assessed, Informal, Event). Then decide which package you would like (PAYG or Unlimited).

Handy Hint: Before deciding which product your training falls into, check the [Special Considerations](#) section to ensure you have made the right choice.

Click on the Submit button and you will 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.

An automated secure HTML link will be emailed to the email account you specified. Click on the link in the email and it will take you through to the submission form builder. Make sure you use the Save feature at the top of the form to ensure you can return to it whenever you need to by registering a password.

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 evidence upload area, use the hyperlinks to find information on how best to meet the evidence requirements.

Handy Hint: You can complete the tutor, assessor and/or IQA training webinars at any time during this process (mandatory unless you have accredited qualifications – check with us if you are unsure), subject to training slots being available. You will need to provide the attendance certificates to your Technical Evaluator before they issue their report, so why not book them as soon as you have submitted your application?

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.

	Assessed	Non-Assessed	Informal	Event
Contact details	✓	✓	✓	✓
Organisation details	✓	✓	✓	✓
Website address	✓	✓	✓	✓
Area of delivery	✓	✓	✓	✓
Ownership of intellectual property	✓	✓	✓	✓
Time of delivery	✓	✓	✓	✓
Title of training	✓	✓	✓	✓
Description of training	✓	✓	✓	✓
Learning Aims & Outcomes	✓	✓	✓	
Is your training online/blended	✓	✓	✓	
Tutor:student ratio	✓	✓	✓	
Pre-requisites	✓	✓	✓	
Guided Learning Hours	✓	✓	✓	
Facilities and equipment	✓	✓	✓	✓
Facilities and venue video	✓	✓	✓	✓
Biography and certificates	✓	✓	✓	
Tutor Information Pack	✓	✓		
Learner application form	✓	✓	✓	✓
Learner Information Pack	✓	✓	✓	
Administration Pack	✓	✓		
Assessment Pack	✓			
Evaluation form	✓	✓	✓	✓
Quality assurance policy	✓	✓	✓	✓
Biographies (event)				✓
Marketing (event)	✓	✓	✓	✓
Presentation materials (event)				✓

Below summarises some of the information we require:

1. Contact details

This part of the form is mandatory, so that we have full details of the Main Contact for your centre for when we in touch about your submission or future endorsement. There are also areas to record invoicing and administrative contacts, which help towards a speedy and efficient approval. Please remember to let us know if these details change once you are endorsed to ensure that you always get the communications we send you.

2. Organisation details

This mandatory information ensures that our records hold the correct information for the location of your main office. You also have the option to fill in the correct invoicing and administrator contact details if they are different from those of the main contact. Please remember to let us know if these details change once you are endorsed to ensure that you always get the communications we send you.

3. Website address

Please provide the website address where your endorsed programme will be advertised.

4. Size of delivery team

Let us know the size of your delivery team, you will also be required later to provide evidence of their occupational competency.

5. Where you plan to deliver the CPD programme

For our records and data collection purposes we ask you to record the regions in which you deliver your training.

6. Do you own the intellectual property of the programme you are submitting?

If you don't own the intellectual property of the programme you wish to have endorsed, you will need to upload a letter of authority from the person who does, allowing you to deliver or distribute it under your company name. A template letter is accessible from the submission form.

7. When do you want to deliver the programme?

Let us know the date you are intending to start delivering your endorsed CPD, or if you are already delivering it.

8. Title of your training

Ensure the title you enter is exactly the same as it appears on your learning materials and marketing as this is how we will record it on our system.

9. Description of training

You will be asked to provide a brief overview of your training to include research sources.

10. Learning aims and outcomes

Here you will need to specify the learning aims and outcomes of your programme ie what the purpose of the training is and what the learner will be able to do once they have completed it.

11. Is your training online/blended:

If any part of your programme is online, you will be asked to provide login details so the evaluator can check it out. Please ensure they don't need to answer any questions!

12. Marketing

Please provide examples of marketing for your programme or a link to where you have it on your website.

13. Presentation Materials

(Event only) Please upload all the presentation materials that you will be using in your event, for instance PowerPoints, videos, hand-outs etc.

14. Tutor:student ratio

Let us know how big a class you intend to teach per tutor.

15. Prerequisites

This is where you must stipulate any prior fitness qualification from the REPS India framework that the learner needs to have in order to undertake your training.

16. Guided Learning Hours

Guided Learning Hours (GLH) must be consistent with the requirement of your product ie Assessed = minimum 8 hours, and may incorporate the assessment, pre-course study and break times.

17. Facilities & Equipment

Use the template provided on the submission form to detail the facilities and equipment required to run your award. You must have facilities that provide access to all learners for the purpose of training (and assessment if applicable).

The following outlined facilities should be considered as a basic requirement of PD:Approval endorsement:

- Access to water
- Toilet/shower facilities
- Adequate changing facilities
- Well ventilated classroom(s)
- All equipment (including delivery of the training) is in good working order and aligned to your health and safety policy and risk assessments.

Any specialist equipment required for training and assessment must be available for all learners and be in good working order.

Please also give details of the venues that will be used to deliver training.

18. Facilities & Venue video

You are required to upload a short video of your facilities to show us where you will be running your programme. This must show the building, the theory and practical areas, and any equipment that will be used, as well as the facilities for the learners as indicated above.

19. Biographies and certificates

Use the biography template provided on the submission form to detail the experience, training and qualifications of the tutor, assessor and Internal Quality Assurers (IQA) who will be involved in the delivery of the qualification, including the programme's author if applicable. You will also need to upload the relevant certificates. Please note that each member of your delivery and assessment team and your IQA must be member of REPS India and will be required to take part in our **tutor, assessor and IQA training webinars** (fees apply), according to the role they are undertaking in your team, as part of the endorsement process. However if accredited tutor, assessor and/or IQA qualifications are held in other countries, these may be taken into consideration and preclude you from the webinars. Please check with repsindia@pdapproval.com before submitting your biography templates.

IMPORTANT: Attendance of the training webinars is mandatory (unless PDA has approved your existing qualifications, see above) and your evaluation report will not be sent to you until the certificates have been received by the technical evaluator. You may undertake the webinars either

before or after you have submitted your application and can arrange dates by contacting repsindia@pdapproval.com.

If you are applying for Event PAYG endorsement, we require short biographies of the people presenting, but there is no requirement to complete the biography template in this case.

For more information on the role of the IQA and who to appoint, see [Appendix 2](#).

20. Tutor Information pack

This is everything that a tutor will need to deliver your CPD, and is essential for anyone who needs to step in if the usual tutor is unable to take any class.

The pack must include:

- Learner application form
- Attendance register
- Health and safety checklist
- CPD record
- Lesson plans for each session which include the learning aims and outcomes (see [Appendix 3](#))
- Learner feedback form
- Tutor:learner agreement
- PAR-Q/consent form (if applicable)
- Any additional resources such as PowerPoint presentations
- Certificate of Achievement

Certificate of Achievement: We require two copies, one showing where the REPS India and endorsement logos will go (you won't receive the official REPS India/endorsement logos until you have gained approval so you will need to indicate where they will be placed on your certificate) and another version without the CPD point logo. Only REPS India members who have the prerequisite qualification agreed with your Technical Evaluator can be issued the certificate containing the CPD point logo. All other learners must receive the certificate without the CPD point logo. Both certificates must include details of what the learner has covered in their training - see [Appendix 4](#) for an example certificate.

Handy Hint: Our Resource Pack includes Tutor Information templates and guidance to save you time. Visit our [Shop](#) for more information on this and the other resources included. If you are an Accredited Provider with PD:Approval, you will already have a copy, supplied with your Accreditation Pack.

21. Learner application form

Your learner application process must identify if the applicant is a REPS India member and has the prerequisite qualification specified for your training, so that they can receive a certificate of attendance with the correct logos included. You can provide either a copy of the application form or a link to an online form.

22. Learner Information Pack

This is the pack of information that the learner needs once they sign up to your programme, and must include:

- Contents page and page numbers for ease of reference
- Overview of the organisation, your accolades, values and ethos, along with company department contact numbers
- Company policies (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 (Visual, Auditory, Kinesthetic - VAK)
- Overview of the assessment and the criteria (if applicable)
- Appendix - policy forms

Handy Hint: Our Resource Pack includes a Learner Pack template and guidance to save you time. Visit our [Shop](#) for more information on this and the other resources included. If you are an Accredited Provider with PD:Approval, you will already have a copy, supplied with your Accreditation Pack.

23. Administration Pack

The administration pack ensures you have all of the necessary systems and processes in place to guarantee that you can process, support and deliver training to the learners efficiently and effectively. This contributes to safeguarding your organisation against complaints and appeals. These must include:

- Mission Statement
- Aims & Objectives
- Equal Opportunities Policy & Procedure
- Appeals Policy & Procedure
- Appeals Request Form
- Learning Support and Reasonable Adjustments Policy
- Internal Quality Assurance Policy & Procedure (see [Section 6.2](#))
- Trainer Procedures for Recording & Retaining Evidence
- Data Protection Policy & Procedure
- Learner Contact & Support Procedure
- Training Cancellation Policy
- Health & Safety Policy
- Prevent Duty & Safeguarding Policy
- Media Policy & Procedure
- Social Media Policy & Procedure

Handy Hint: Our Resource Pack includes a template Administration Pack and guidance to save you time. It also includes templates to assist you in your internal quality assurance process. Visit our [Shop](#) for more information on this and the other resources included. If you are an Accredited Provider with PD:Approval, you will already have a copy, supplied with your Accreditation Pack.

24. Assessment Pack (Assessed Training endorsement only)

Please provide the practical and/or theory assessments. When submitting the assessments be sure to show the marking criteria. We will also need to know how you are going to conduct the assessment, known as the assessment strategy. Please note that there is an overall mandatory pass mark of 70% not only to ensure consistency across training but also to maintain a high standard.

Training that includes practical skills is required to include a practical assessment. Practical assessments should, where possible, be conducted in a face to face setting. Video assessments may be used (see [Appendix 5](#)).

Knowledge-based training requires a suitable theory assessment e.g. multiple choice theory paper or case study. Case study assessments must reflect the course learning outcomes and adhere to fair and reasonable assessment principles. Case study assessments may be completed online. Theory assessments must adhere to PDA's invigilation guidelines (see [Appendix 5](#)) and be completed in a test centre.

Online training with a theory assessment must be invigilated under exam conditions (see [Appendix 5](#)). If your assessment is online, please include links as well as access to the assessments and the standard answers.

Assessment marking criteria

When assessing learners, either throughout the course (formatively) or at the end (summatively), it is essential that there is some indication of how many points each question in an assessment is worth. Marking criteria is equally important for the tutor/assessor as they can ensure that all staff are marking the same and therefore give a standardised mark.

Points to remember when creating assessments:

- Ensure you provide clear marking criteria which is followed by the assessor.
- Practical assessments require an observation checklist which records the learner's planning and/or performance and the assessor's decision and comments – ensure that there is space for feedback, time, date and signatures.
- If an assessment is taking place at the end of the programme, learners should be given reasonable time to prepare for their assessment.
- All procedures and relevant paperwork for assessments should be included in the Learner Resource Pack, including a copy of the practical observation checklist.
- The suitability of the chosen assessment tool will be reviewed by the evaluator at the submission stage.

Handy Hint: Our Resource Pack includes a range of Assessment templates to save you time. Visit our [Shop](#) for more information on this and the other resources included. If you are an Accredited Provider with PD:Approval, you will already have a copy, supplied with your Accreditation Pack.

25. 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 meet health and 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 these terms.***

4.2 Special considerations

When submitting training it is essential to maintain the boundaries of the scope of practice for fitness professionals and the following areas need special consideration:

- **Diagnostic/injury management:** Please ensure that your training does NOT include diagnosis of illness or injury.
- **Nutrition:** Please ensure that your training does NOT include prescriptive nutrition advice or how to develop bespoke individualised nutrition plans for clients as these can only be taught

by a qualified dietician on a nutrition qualification. Training can only contain general advice and guidelines on healthy eating.

- **Ante and Post-Natal:** If you wish to create training for this special population, please [contact us first](#).
- **Training involving older adults:** If you wish to create training for this special population, please [contact us first](#).
- **Training equipment:** If your training uses equipment that is not covered within the pre-requisite qualification, or involves children, babies or animals, please [contact us first](#).

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 India and you will receive their report within 3 weeks (subject to the necessary training webinars having been completed).

5.1 The evaluation result

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

- **Approve:** 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 have 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 (approximately 18,100 INR) 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 Bundle](#) 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 India despite the support of the Technical Evaluator, or that you have failed to complete actions or missed the deadline set for you in your Further Evidence Required report. 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.

5.2 Approval

Once your submission has been approved, PDA will issue you with your REPS India and endorsement logos and a Certificate of Authentication for you to display. You will receive access to your Endorsement Dropbox – see [Section 7.1](#) for more information - and will also be able to create an account on the PD:Portal to promote your organisation and endorsed training – see [Section 7.3](#) for more information.

Section 6: Quality Assurance

6.1 External Quality Assurance (EQA)

Endorsement lasts for one year and during that time all endorsed providers will be required to take part in our quality assurance process, depending on the product purchased.

- **Unlimited Endorsement**

If you have an Unlimited Assessed, Non-Assessed or Informal endorsement, you will receive desk-based quality assurance checks from PDA whilst you remain endorsed. You will be notified of your allocated External Quality Assurer (EQA) upon approval and will receive guidance on what to provide for the desk-based check.

Your EQA report will grade you according to PDA's [quality framework](#): Outstanding, Good, Requires improvement, Unsatisfactory. A detailed report will be compiled after the desk-based check and, if actions are required, deadlines will be set 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 EQA visit is required as part of this process, a fee will be incurred as well as travel expenses, and mandatory training may be required.

- **PAYG Endorsement**

If you have an Assessed, Non-Assessed or Informal endorsement under the PAYG option, you may be required to carry out self-evaluation during the approval year as part of our sampling policy. Full details will be provided with your endorsement approval and you can find more details on our [website](#).

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 IQA role cannot be undertaken by a member of the delivery team for the same set of learners.

Small training providers

Where your training team consists of one tutor and one assessor, or simply a tutor, there are three options to enable you to meet the IQA requirements:

1. Hire a freelance IQA – the minimum amount of IQA required is 20% of delivery, so you might only require an IQA 2 or 3 times a year. You will need to provide us with their details.
2. Where there are two members of the team, the tutor can also assess (or vice versa) for a particular cohort of learners so that the other team member can perform the role of IQA. That person would need to attend our [IQA training webinar](#) if they are not already qualified.
3. Send a peer onto the IQA training day who would be willing to be available to IQA you when required. They would need to satisfy the endorsement criteria with regard to their occupational competency.

Strategies to internally quality assure your endorsed 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 parts of the business eg administrators, marketing, etc, 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. All learner feedback must be recorded.

Handy Hint: Learner feedback is invaluable especially when incorporated during the course of the programme 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 on the role of the IQA and who to appoint, see [Appendix 2](#).

Section 7: Now you are endorsed

Once you have gained your endorsement, there are a few other things for you to do:

7.1 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. It also includes a spreadsheet to record any changes you wish to make to your endorsed programme. You will also need to save evidence in your Dropbox if you submit any new programmes for endorsement (Unlimited only).

7.2 PD:Portal

Once endorsed, you can register for an account on the [PD:Portal](#). This is an additional service provided to endorsed providers by PDA as a platform on which to promote your endorsed training. It is freely available for anyone looking for education in the fitness sector internationally. Please download our [step-by-step guide](#) to help you navigate the system - look out for some great features:

- Direct referral form
- Advertise dates of training
- Learner review area
- Learner grading
- Gallery for images of your training and facilities
- GPS navigation

7.3 Changes to your endorsement or delivery team

If you make any major changes to your endorsed programme during the approval period, you must make these known to PDA as soon as possible. This could include for instance a change to the hours of learning, 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. The Amendments folder in your Dropbox includes a spreadsheet to record any changes you wish to make to your endorsed programme, and you must also upload any relevant evidence for us to review to ensure your endorsement still meets our criteria.

Your Dropbox also contains a Delivery Team folder with 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. A biography template will need to be completed for all new members and a copy saved in your Dropbox along with relevant certificates and proof of REPS India membership; they will also have to undertake our training webinars (fees apply) unless they hold accredited qualifications for their roles. All new team members must be approved before they can undertake a role on your endorsed training.

7.4 Adding new programmes

If you have gained approval for an Unlimited endorsement, you can add new programmes by uploading them to your PD:Portal account. You will also need to save some evidence in the CPD

Endorsement Dropbox we share with you. The evidence we require you to provide depends on the level of endorsement you would like:

- Assessed (at least 8 hours with an assessment: Learner manual, lesson plans and assessment)
- Non-Assessed (at least 4 hours, no assessment): Learner manual and lesson plans
- Informal (1-3 hours, no assessment): Lesson plans and marketing
- Event: Marketing

If any of the evidence is online, you must provide login details.

7.5 Adding new team members

If you add or change any of your tutors, assessors or IQAs from those who have already gained approval, you must send us details before they are able to deliver your programme as endorsed.

You will find in your CPD Endorsement Dropbox, which will be shared with you once approved, a copy of the Biography Template and a spreadsheet for you to list your current and new team members.

When you have a new team member, please use the following Dropbox process:

- Create a folder with their name in the Delivery Team folder
- Complete a Biography template with their details.
- Save the Biography template and the relevant certificates in their named folder.
- Add their details to the Delivery Team template.
- Contact repsindia@pdapproval.com so that we can check the details and indicate approval on the Delivery Team template.

7.6 Change to Contact Details

During the submission process you will have provided us with name, email and telephone details for your team as follows:

- **Main Contact:** the person to whom all communications from PDA will be sent
- **Finance Contact:** the person to whom all invoices from PDA will be sent – this may be the same person as the Main Contact
- **Administrator Contact:** the person who we would contact if we are unable to reach the Main Contact

If any of these contacts change, as well as any physical or social media addresses you have provided to us, you must let us know immediately, otherwise you risk missing important communications from PDA which may jeopardise your annual renewal.

7.7 Renewal

Please make a note of your renewal date, which will be communicated to you on approval. PDA will provide timely reminders to the Main Contact specified in the submission form so if this changes please ensure you let us know immediately, however it is your sole responsibility to ensure your endorsement is renewed in time. As long as payment for your renewal is received before the renewal date your new period of approval will continue without interruption. The cost of your renewal is the same as the submission price, unless your product is PAYG. See our prices [here](#).

Section 8: Appendices

Appendix 1 - Price list

Below are all the prices associated with CPD endorsement.

Product	Endorsement Type	Price	INR*	Renewal	INR*	Details
Pay As You Go (Single endorsement)	Assessed	£420	36,600	£300	26,800	1 year
	Non-Assessed	£300	26,800	£255	20,100	
	Informal	£250	12,500	£180	16,200	
	Event	£200	17,200	£150	13,400	Event date
Unlimited	Assessed	£1800	161,300	£1800	161,300	1 year
	Non-Assessed	£1100	98,500	£1100	98,500	
	Informal	£900	80,600	£900	80,600	
1-2-1 Technical Support		£40	3,400	-	-	Per hour
Tutor Training Webinar		£100	8,600	-	-	Per learner
Assessor Training Webinar		£100	8,600	-	-	Per learner
Internal Quality Assurer Training Webinar		£100	8,600	-	-	Per learner
Resource Pack (includes all the packs listed below which can be purchased individually)		£200	17,200	-	-	-
Administration Pack		£85	7,300	-	-	-
Learner Pack		£85	7,300	-	-	-
Assessment Pack		£50	4,300	-	-	-
Quality Assurance Pack		£50	4,300	-	-	-
Tutor Pack		£50	4,300	-	-	-
External Quality Assurance support visit (incurred if investigation required, expenses apply – see below)		£380	34,300	-	-	1 day
External Quality Assurance visit expenses		£1000	90,250	-	-	-

* Prices based on exchange rate 08/07/2019

Appendix 2 - The Internal Quality Assurer role

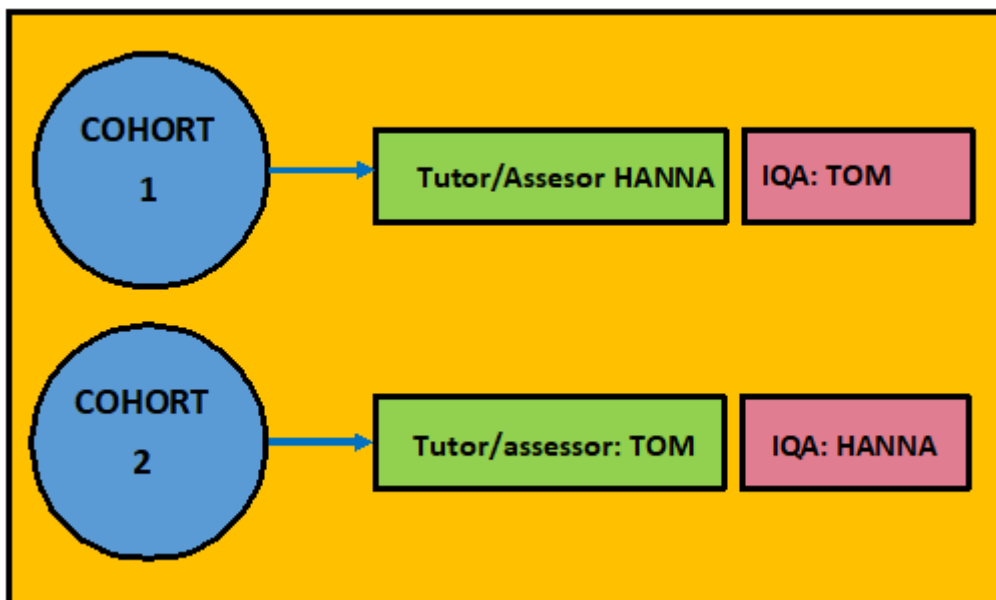
The Internal Quality Assurer - or IQA for short - has a very important role in your team in ensuring that the quality and consistency of your training remains at the same level every time you deliver it, and that internal processes such as team meetings, following up on evaluation feedback and record keeping are maintained.

The minimum amount of IQA that should be carried out each year is 20% of delivery - so if you deliver your programme 10 times during your 12 month endorsement period, you would need your IQA to come in and run their checks twice during that time. They would observe delivery, check through the assessments, have a chat with some of the learners, and meet with the delivery team to look at meeting minutes, go through your systems and processes, and generally make sure that everything is running smoothly.

Who can undertake the role of the IQA?

Anyone who has either a full IQA qualification or has attended our IQA webinar can carry out the role of IQA for your endorsed training. They also need to have completed your training as they need to be able to make a judgement on your delivery and assessment (if applicable), and won't be able to do that without experience of the course.

Please note: If the IQA is also the tutor and/or assessor, they cannot quality assure themselves and will need to employ someone for the IQA role. However, where there are at least two members of the team performing tutor/assessor roles, the tutor/assessor on course 1 can be the IQA on course 2, although this isn't recommended as best practice:



One person performing the role of both tutor and assessor is not best practice but we recognise that small providers just starting out may not be in a position to employ other staff. However if the portfolio of training grows so must your delivery team.

Anyone performing the role of IQA who is not formally qualified must attend our training webinar to ensure they have the knowledge to carry out the tasks required, just like with the roles of tutor and

assessor. The IQA must also complete the programme they are quality assuring before they can IQA it.

Where can you find an IQA?

If you do not have another member of the team to fill this role, you can either hire a freelance IQA, or send a peer or one of your learners on our IQA webinar who would be willing to be available to IQA when required. They must complete your course and they would also need to satisfy the endorsement criteria with regard to their occupational competence.

Appendix 3 - Sample lesson plan


Areas in italics are for information only

CPD Title	Kettlebell Instructor	Tutor	Xx xxxxx
Venue	The Gym, Delhi	Date	12.01.19

Session Title: Welcome & icebreaker Duration: 30 minutes				
Lesson aims: <i>(tutor's intentions)</i> To introduce tutor, explain H&S and complete registration paperwork				
Differentiation <i>(how the Tutor will change the teaching and learning activities to respond to individual learners' needs and learning style)</i> Encourage people to engage in the icebreaker but don't pressure anyone who is not keen to be involved. Ensure additional paperwork so that everyone can complete, give support if needed in completing the paperwork, offer them the option to fill in later if they are struggling with the paperwork.				
Specific learning outcomes: <i>(what you intend learners to achieve in this lesson)</i> 1. Explain housekeeping, fire exits etc 2. Learners to relax into the group and environment. 3. To understand H&S and to complete paperwork			Assessment method(s): <i>(how <u>each</u> learning outcome will be assessed)</i> 1. Ask group questions 2. Group observation 3. Q&A of individuals and final assessment paperwork	
Materials and equipment required: <i>Registration paperwork, icebreaker cards, club's emergency procedures.</i>				
Time	Subject Matter/Content	Tutor Activity	Learner Activity	Resources/Notes
10 mins	Welcome group and introduce tutor. Complete paperwork	Introduce self	Complete paperwork	Registration paperwork
5 mins	Cover health and safety for the course and housekeeping rules ie toilet breaks, lunch breaks, respecting each other	Discuss	Q&A	None
15 mins	Ice breaker - Picture Cards	Observe	Participate	Picture cards

Appendix 4 - Sample certificate

Please see below a suggested format for your certificate for learners successfully completing your endorsed programme – you must provide two versions for your submission, one showing logo placement for REPS India members who have the required prerequisite, and one without the CPD point logo for the other learners. **Please note that the official REPS India 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 one day training programme

FULL NAME OF ENDORSED PROGRAMME

which contained the following modules

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

Signed: **Date:**

(Tutor)

ONLY ADD FOR REPS INDIA MEMBERS WITH THE NECESSARY PRE-REQUISITE

REPS India
Training
Provider
Logo

CPD
Point Logo

PD:Approval Endorsed Logo

Appendix 5 - Guidance on assessment

Practical Assessment

Formative Practical Assessment (assessing throughout the course)

This form of assessment needs to be robust enough to ensure that the learners are competent and have the necessary practical skills and/or experience, when being assessed throughout the course. For example, it is important that the assessor has seen sufficient evidence that they have completed a practical skill without support or interference from other learners and that this is done under assessment conditions. It is not sufficient to assess in a group setting when the learner is unaware they are being assessed.

It is also important that if the training provider decides to undertake formative assessment then the skills that they are assessing must be fully assessed and not learn new skills later on. For example, an assessor assesses one learner doing a squat under exam conditions - the learner must complete the squat fully to the competencies required. If the learner passes, then the course cannot later cover new information on the squat e.g. “perfect squat technique” as the learner will have already covered this skill but will not have been sufficiently assessed.

Your Technical Evaluator will decide if this form of assessment is fit for purpose. If they do not deem it appropriate then they will explain why in their report and provide the necessary information for the training provider to amend if required in order to continue assessing formatively.

Handy hint: When formatively assessing continually refer back to the lesson plan and learning aims and outcomes to structure a sound assessment and avoid teaching new skills after the learner has already been assessed.

Summative Practical Assessment: (assessing at the end of the course (online/off-line))

In most cases an observation checklist will be created that covers the practical learning outcomes in the standards e.g. “demonstrate and explain”. These will also appear in your learning aims and outcomes.

Please note that 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.

Summative assessments are somewhat favoured as you can ensure that the learner has covered all areas on the course, and has had time to practise and reflect before their assessment.

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 competencies 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”

Guidance on Re-sits

When a learner has not met the minimum 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 training 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, can ask any outstanding questions that they are not clear on.

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 learner 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 register it against their REPS India membership for CPD points. It is important that you only issue certificates with the REPS India CPD point logo to REPS members who have the specified pre-requisite for the training. Please see [Appendix 4](#) for a sample of an acceptable certificate showing placement of the logos.

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.

Online video assessment

If you are considering using video as part of the assessment, please be aware that all filmed assessments MUST conform to the following guidelines:

- Must be presented in a viewable format for PC or Mac.
- The training provider must provide a secure platform to view video that is password protected
- Clearly labeled and include full personal details including: full name, date of birth, assessment date, candidate number (if applicable) and CPD Course title.
- Contain footage of the assessment ONLY, which must commence at the beginning of the video.
- Filmed in ONE take. Learners should be asked to resubmit if their video contains any edits.
- Contain a minimum of six participants for a group exercise setting e.g. a Pilates class, or exercise to music session.
- Ensure that the video shows the learner and their participants in full view (camera shot) at all times throughout the filming.

- Ensure that the learner's voice and any relevant music must be clearly audible at all times throughout the filming. If the learner's instructions are inaudible, the video will be referred for resubmission. Comments made by participants need to be audible.
- Be conducted in a suitable environment e.g. a hall or commercial health and fitness centre. If the venue is deemed to be unsatisfactory, the learner's assessment will be referred for resubmission.
- Be accompanied by a copy of the practical plan, exercise program or session plan if applicable.
- Be accompanied by a copy of the health and safety and risk assessment plan.
- Be accompanied by a legally recognised form of identification including a photograph e.g. driving licence or passport.

Invigilation guidelines for theory assessment

No specific knowledge or experience is required to be an invigilator – often providers will nominate tutors as invigilators.

The invigilator role includes:

- Registration (register signed)
- Theory/practical assessment environment set-up
- Checking the identity of each learner
- Ensuring personal belongings/bags are left in a secure place
- Accompanying learners who must leave the room temporarily
- Ensuring there are no disruptions that may put off others who are being assessed
- Ensuring that any previously identified reasonable adjustments for specified individual learning needs are provided.
- Explaining the emergency procedures in place
- Communicating what resources are allowed e.g. dictionary
- Ensuring that a clock is visible and timings given
- Providing instructions on the procedure for late arrivals, illness whilst taking exam and contravening the instructions given

Appendix 6 - Contact us

For support with anything to do with your submission or endorsement, please contact the Professional Development Team at:

E: repsindia@pdapproval.com

T: +44 333 577 0908

You can also contact us using the Instant Chat facility at www.pdapproval.com/repsindia during UK office hours.