

Foundation Training Endorsement Guide

for recognition by
REPS India



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Introduction

Thank you for your interest in submitting your programme to PD:Approval (PDA) for Foundation Training endorsement, which covers the following Special Populations disciplines:

- Pre and Postnatal
- Older Adults
- Disability
- Youth

If you haven't already got a faculty team with recognised qualifications in their roles as tutor, assessor or internal quality assurer, you must have this training organised before you start your application for endorsement. See [2.3](#) for more details.

Foundation Training must map fully to the relevant REPS India standards to ensure an industry benchmark is met, but endorsement allows you the autonomy to add more contextualised content to the course and assessment – a huge benefit when developing your universal selling point to learners. If you are in the early stages of developing your Special Populations programme then the standards are a great way to provide the initial structure and guidance.

The main outcome of Foundation Training endorsement is to provide a standardised level of knowledge and skills for learners to enable them to build on that knowledge with additional endorsed CPD.

This document sets out the endorsement submission process for Foundation Training and will provide you with all the information needed to support you towards submitting your application. Should you need any additional assistance, please [contact us](#).

We look forward to working with you.

The Professional Development Team
PD:Approval

Section 1: Background Information

1.1 Introduction to the REPS India 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 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 India.

1.2 REPS India Framework

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 and 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 India.

Below is a list of the terms used in education – 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 foundation training that successfully completes the submission process is 'endorsed' by PD:Approval (not REPS India) and is referred to as an 'endorsement'.
Approved/ Approval	Training providers need to gain 'approval' for their submission in order to become endorsed.
Recognised	An endorsed foundation training award is 'recognised' by REPS India (not endorsed, approved or accredited).
Awarded	CPD points are 'awarded' to endorsed foundation programmes and then the endorsed provider will 'award' those points to learners who are REPS India members and have successfully complete their endorsed training.
Beware!	Beware of the word 'accredited' – it cannot be used to describe any type of CPD endorsement and is used in the context of qualifications only.

An example of a correct marketing statement:

XXX Training Company is excited to announce the arrival of the Foundation Award in XXX, which will provide you with the skills to run a class with your XXX clients. XXX foundation training has been endorsed by PD:Approval and is recognised by REPS India. Upon completion, register members will be awarded # CPD points.

What's right with this statement? This statement uses all the correct terminology for an endorsed foundation training award and clarifies that only REPS India members will be awarded the CPD points.

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. Upon completion you will receive # CPD points.

What's wrong with this statement? You can't use 'qualify' as that implies this is a qualification, not a training course. REPS India does not 'accredit' (used only for qualifications) or 'endorse' (that's the role of PD:Approval); not all your learners will be awarded CPD points, they are only for REPS India members.

1.4 Tax Deducted at Source and bank fees

Some of our prices will require Tax Deducted at Source (TDS). Full details can be found [here](#). Failure to deduct the correct TDS from your payment will result in an invoice for the processing fee of £25 (approx. 2300 INR) to refund the TDS back to you.

Any bank fees relating to payments to PDA must be borne by the organisation paying the invoice, not PDA.

1.5 Endorsement fees

All fees associated with endorsement are non-refundable once the service has been started or after the 14 day cooling-off period, if applicable.

1.6 PD:Approval learner materials

For certain disciplines, you can choose to use PDA's fully mapped technical manual or learner assessment pack (fees apply) if you don't have your own; the manual is available electronically in PDF format.

Please note: All PDA learner materials (manual, learner assessment pack, lesson plans, multiple choice questions (MCQs)) are the intellectual property of PDA and, apart from the lesson plans and the MCQs, cannot be altered in any way either by editing or manipulation of the pages. Any changes to the lesson plans or the MCQs must be approved by PDA before they are put in place. PDA learner materials cannot be copied without prior consent by PDA. Any accredited provider found to be in contravention of this will be [sanctioned](#).

1.7 Language

The accreditation process and all PDA resources are provided in English. All training accredited by PD:Approval must be delivered in English.

Section 2: Foundation Training Endorsement

2.1 Disciplines

Foundation Training is categorised as Continuing Professional Development (CPD) and is the pre-requisite for all REPS India members who wish to undertake further endorsed CPD in the same discipline.

There are four specific Special Populations disciplines:

- Pre and Postnatal
- Older Adults
- Disability
- Youth

All endorsed Foundation Training must be mapped 100% to REPS India standards and is awarded 16 CPD points which REPS India members can use to maintain their membership.

Endorsement lasts for one year and the CPD points awarded will only benefit members of REPS India. Endorsement is not transferrable so if you want your programme 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 may be able to support you with a letter of approval once your training is endorsed, which may help fast track your application.

Please note: training that includes terms such as rehabilitation, diagnosing, and prescribing is not permitted.

2.2 Endorsement options

Foundation Training is available as two options:

1. Pay As You Go (PAYG)

You can submit your training as a single endorsement, which we term Pay As You Go (PAYG). This means that you will be submitting for approval of one programme; if you would like to gain approval for another one later it would mean an additional full submission. The cost of Foundation Training PAYG is £500 (approximately INR 47,500) per annum.

2. Unlimited

Alternatively, if you also have other training you would like to endorse, you could consider the **Unlimited option**. This means you will submit an application for your Foundation Training and, once approved, will be able to gain endorsement for all your other training (Assessed, Non-Assessed, Informal, Events), including additional Special Populations Foundation Training, without having to pay additional submission fees. The cost of Foundation Training Unlimited is £2200 (approximately INR 209,000) per annum.

2.3 Tutor, assessor and IQA online training

A mandatory requirement of Foundation Training endorsement is for your tutor/s, assessor/s and Internal Quality Assurer/s (IQA) to undertake PDA's online training for their roles.

All the team members you put forward for the Professional Awards must have a recognised qualification in the discipline you are applying for and at least 12 months experience as an instructor. If any team member does not have a relevant recognised fitness qualification and at least 12 months experience, they cannot be included in your team.

We will liaise with you and our Master Trainer to finalise suitable dates where all the staff members will be available to take part in the appropriate virtual training session. Please note there is a minimum requirement for the number of tutors, assessors and IQA who must go through the Professional Awards which will be dependent on your submission, and which must be met before attaining Approval.

Please note: Team members who are enrolled for an Internal Quality Assurer Professional Award must first also undertake ideally both the tutor and assessor awards, but as a minimum the assessor award.

Once the numbers taking part are confirmed, you will be invoiced for a training day fee of £100 per learner per workshop (approximately INR 121,800). PDA will provide certificates of achievement for all learners who complete the training.

2.4 Using PDA materials

If you plan to use PDA's electronic Learner Manual:

Electronic manuals are provided in PDF format; manual credits are non-refundable.

If you would like to customise our materials with your logo, please contact us for the fees involved.

Please note: *the PDA learner manual can only be given to learners who are registered with PDA to receive a certificate. If the manual is provided to other learners, you will be [sanctioned](#) and your continuing endorsement will be at risk.*

Changing to your own manual

You must use the same manual each endorsement year, however prior to renewal you can submit your own manual (to include any new tutor resources, lesson plans, assessment and mapping) for a fee of £500 (approximately INR 45,000) for evaluation and approval. See [7.12 Change to new Learner Manual](#) for more details.

2.5 International training providers

PDA invites applications from providers who are based outside of India, however the training must be delivered in India and marketing must clearly show that the endorsement and the accompanying CPD points are for REPS India members only. You would either need to work with a distributor (registered company) in India who must be endorsed by PDA, or set up your own registered company in India to deliver the training.

It is important to note that your programme will only be endorsed and recognised in India, not internationally.

2.6 International endorsement with other REPs

REPS India is a member of the International Confederation of Registers of Exercise Professionals ([ICREPS](#)). If you wish to gain endorsement in other ICREPs member countries, you must apply for approval through their own endorsement submission process. Once you have gained approval with PDA, we will be able to provide you with a letter of approval to support your application which may help speed up the process.

2.7 Language

The endorsement process and all PDA resources are provided in English. All training endorsed by PD:Approval must be delivered in English.

Section 3: The Endorsement Process

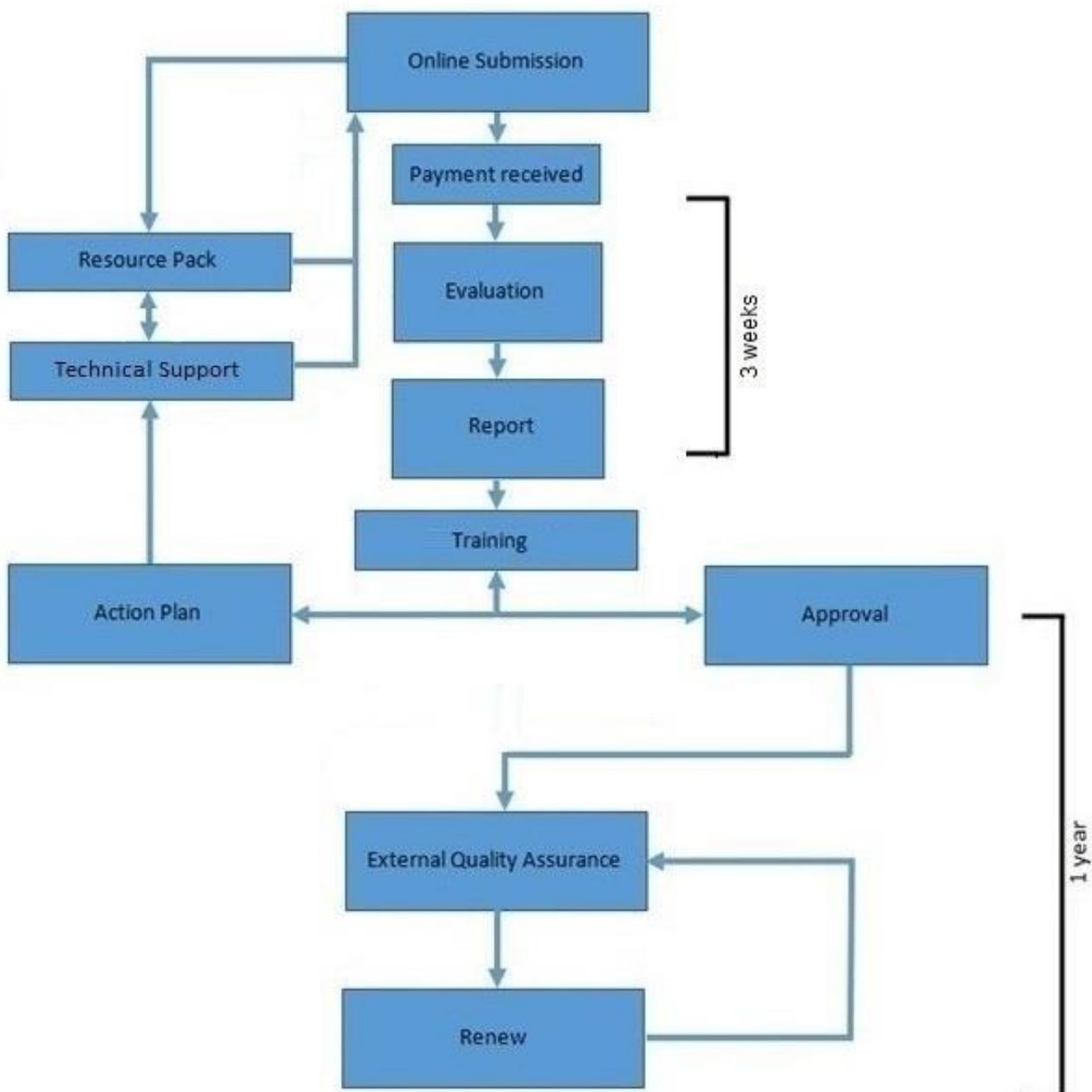
3.1 Submission details

The online submission process has been structured to make it as streamlined as possible. There are however a few key pieces of evidence required 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 training 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 Foundation Training 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](#). 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 the [Get Endorsed](#) page, select the Foundation Training tab and click on the Submit button to open up the sign-in page.

Input your contact details including email address and then press submit to receive access details to your personal application form via an automated secure HTML link which will be emailed to the email account you specified. Ensure that you create a username and password so that you can use this unique link to return to your form whenever you wish before you submit. 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. Also, make sure you use the Save feature on the first page of the form.

Continue filling in the relevant boxes and, when you reach the upload area, hover over each criterion to reveal a pop-up information box to remind you how best to meet the evidence requirements. Full details of these requirements can be found in the next section.

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.

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.

Section 4: Criteria for Approval

4.1 Evidence required

The following details the evidence required through the online application form for Foundation Training endorsement.

Please refer to this guide as you work through the submission form to ensure you have satisfied all criteria:

1. Contact details

We require a nominated Main Contact who we will be able to call, email or send any correspondence by post regarding 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 ensures that our records hold the correct information for the name and the location of the endorsed provider. You also have the option in this section to fill in the correct invoicing and administrator contact details if they are different from those of the main contact. If you are a sole trader you will be the contact for all these roles. 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. Where you plan to deliver the endorsed programme

For our records and data collection purposes we ask you to record the regions in which you will be delivering your training. Please note that you will be required to provide information about the centres where you will be delivering your endorsed training for each of the regions you select.

5. 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. The letter of authority is available as a download on the submission form or you can download it [here](#).

6. Previous convictions or sanctions

You will be asked if you or anyone in your organisation has ever been the subject of an investigation, conviction or sanction or been refused recognition by any professional body, awarding organisation or quality kitemark. If you answer yes you will need to send us details before you can carry on with a submission.

7. When do you want to deliver the programme?

Please provide an indication of when you want to start delivering (taking into account any training requirements and the submission process time).

8. Which course you are submitting

Select the discipline and use the title shown throughout your materials and marketing. The training title must be consistent throughout all the resources you have for your training.

9. Description of the training

You are asked to provide a brief overview of your training to include research sources and the target market.

10. Is your training online/blended

If it is, 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, they just need to see the learner journey and check that your training meets the learning aims and outcomes.

11. Learning aims and outcomes

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

The learning outcomes state what it is that the learner should achieve, which include knowledge, understanding and application:

- **Knowledge:** these should describe the areas of knowledge that learners will be expected to acquire by the end of the course.
- **Understanding:** these should describe what learners will do during the course in order to develop their knowledge.
- **Application:** these should describe the technical and transferable skills that learners should be able to demonstrate by the end of the course

Course Aims are statements that describe the overarching intentions of a course. They should try to answer the following questions:

- What is the purpose of the course?
- What is the course trying to achieve?

The 'type' or format of assessment must be reflected in the language used in your learning aims i.e. 'demonstrate' for a practical assessment, 'understand' for a theory assessment, 'explain' for a theory and/or practical assessment. It is essential that the learning aims and outcomes are embedded within the assessment.

12. Tutor:student ratio

The tutor to candidate ratio for Foundation Training should be no greater than 1:15. This means that where a single tutor fulfils all the requirements of the tutor team and only one tutor delivers a course, the maximum number of candidates per course is 15. Where two tutors are used, the maximum number is 30. Numbers on Foundation Training should not exceed 30 candidates.

13. Prerequisites

Minimum prerequisites are mandatory for REPS India members to undertake your Foundation Training. These prerequisites are also recommended for all your other learners, however it is up to your own discretion if you wish to make them mandatory for all. The minimum prerequisite for Foundation Training is a PD:Approval accredited Certificate in Gym Instructing.

14. Guided Learning Hours (GLH) requirement

Foundation Training comprises a minimum number of GLH, some of which must be a practical session. The number of GLH is dictated by the discipline and the time required for learners to achieve the course learning outcomes and to gain a high level of practical competence. You will find the minimum GLH indicated in the mapping toolkit for each discipline.

GLH must include the total duration of the course in hours, including formal contact time as well as any additional independent study (e.g. pre-course reading, homework, on-line tasks, assessment preparation etc).

15. Student registration process

All providers must have a **secure student registration process** which provides unique student numbers to each student for each qualification they undertake, a Course Code for each cohort of students, the Course Start Date, the date of the student's registration (enrolment) on the course and records the

students' full name and date of birth. You must tell us how you register your students, what you ask for and how you keep it secure.

16. Facilities, equipment and centres

Complete the sections on the submission form to detail the facilities and equipment required to run your programme.

Facilities: The following facilities should be considered as a basic requirement of endorsement and each centre must provide access to them for all learners during training and assessment.

- Access to drinking water
- Toilet/shower facilities
- Adequate changing facilities
- Well ventilated classroom(s)

Equipment: All equipment required for training and assessment of your programme must be available for all learners, be in good working order and be aligned to your health and safety policy and risk assessments.

Centres: Please provide address details of the centres that will be used to deliver training together with a short video (no more than 5 minutes) that shows the equipment, facilities and area/s that you will use for the training and/or assessment at each one. All moving parts must be shown in action.

17. Biography and certificates

You must upload a completed [Biography template](#) along with supporting certificates for everyone involved in delivering your programme to detail their experience, training and qualifications, including the programme's author if applicable. This must include all the relevant qualifications achieved by your team, including their fitness qualifications, so that we can determine their suitability and level of achievement. We also need to know how much experience they have as either tutor, assessor or internal quality assurer (IQA).

If any team member does not have a relevant fitness qualification and at least 12 months experience as a fitness instructor, they cannot be included in your faculty team.

Please do not upload CVs, the template is designed to detail only the most relevant information about your team and enables the evaluator to review the evidence more quickly. For each qualification achieved, please upload the corresponding certificate of achievement.

All members of the team will be required to undertake tutor, assessor and/or internal quality assurer (IQA) training before the programme can be approved (fees apply) - see [2.3 Tutor, Assessor and IQA Awards](#) for more information.

Please note: *The IQA cannot be either the tutor or assessor on the cohort of students that they are quality assuring due to conflict of interest. As a minimum, your IQA must also be qualified as an assessor, and preferably also as a tutor.*

Handy Hint: For more information on the role of the IQA and who to appoint, see [section 6.2](#).

Additional qualification requirements

The tutor team for Special Populations Foundation Training must also have an accredited qualification** relevant to the special population their training relates to:

- Pre and Postnatal
- Older Adults
- Disability
- Youth

** Other accredited learning will also be taken into consideration if appropriate.

Please note: Your delivery team must include at least one tutor, one assessor and one IQA who must all be qualified, otherwise, if ‘working towards’, you must also have qualified members of the team to carry out the necessary shadowing until they are qualified. In addition, the Internal Quality Assurer cannot be either the tutor or assessor on the cohort of students that they are quality assuring due to conflict of interest.

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 IQA of Assessment Processes and Practice (QCF)
- Level 4 Award in the IQA of Assessment Processes and Practice (QCF)
- Level 4 Certificate in Leading the IQA of Assessment Processes and Practice (QCF)
- V1 (previously D34)

For more information on the role of the IQA and who to appoint, see [section 6.2](#).

Handy Hint: If you are accredited by PDA for a fitness qualification, you will already have team members who have successfully completed our tutor, assessor or IQA Professional Awards, so for new team members their training can be delivered through the Mentor process. This is where one of your experienced and qualified team members acts as a Mentor to the learner, supporting them through their studies so that they can complete their assessment. The student will also shadow the Mentor so that they can gain practical knowledge and experience prior to a final assessment with one of our Master Trainers at an annual PDA Standardisation Days.

18. Team matrix

Please upload a [spreadsheet](#) with the name of your delivery team, the roles they will perform, and any training they are undertaking.

19. Tutor pack

This is everything that a tutor will need to deliver your endorsed programme, and is essential for anyone who needs to step in if the usual tutor is unable to take any class (approved by PDA first if not already approved).

The Tutor Pack must include:

- a lesson plan for **each session** (see [Appendix 5](#) for an example)
- a tutor:learner agreement
- learner feedback form
- summary of learner feedback

- a PARQ / Informed consent (if applicable)
- delivery team roles and responsibilities matrix
- attendance register
- health and safety checklist
- additional resources such as PowerPoints, tutor notes

It's also useful to include a Delivery Team Roles & Responsibilities Matrix, and a template for the tutor to self-reflect on the training session.

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

20. Learner Pack

This is the pack of information that the learner needs once they sign up to your endorsed programme. Your Learner Pack must include:

- An overview of your organisation, accolades, values and ethos, along with relevant contact details
- A contents page and page numbers
- Relevant company policies i.e. equal opportunities, complaints, appeals etc
- An overview of the training programme
- The programme timetable
- Pre-course instructions
- Resources the learner needs to bring with them on the training (pens, paper, gym kit etc)
- The main technical element which details the training, with illustrations and clear instructions - ensure that you try to incorporate different learning styles (VAK)
- An overview of the assessment and the criteria (if applicable)
- An appendix for forms, etc

PDA has created a manual and hard copy assessment pack for **Pre and Postnatal** and **Youth Foundation Training** (manuals for the other disciplines will be created in due course) which you can use instead of creating your own:

- The **electronic manual** is available at £20 (approximately INR 1,900) per learner. The manual fee will be added to the registration fee when you register each new learner ([see 7.3 Registration and Certification](#)).
- The **assessment pack** is £200 (approximately INR 19,000) and contains the full Learner Assessment Pack (worksheets, observation checklist etc), Multiple Choice Questions and Short Questions (mock and live versions) plus answers (Assessment Packs for the other disciplines will be created in due course). You will be able to choose this on your submission form and the cost will be added to the submission fee.

NB: You must use the same resources for the whole of each of your annual endorsement periods, but can switch at renewal as long as you provide us with the new materials to review before renewal takes place. Manual and assessment pack fees are non-refundable.

Your learner pack must be grammatically correct with no spelling errors. If applicable, remember to upload anything your learners receive **before** the course and **after** they have passed.

Further information:

Use of images

All images used **MUST** be your own. If they have been taken from other sources, permission must be sought from the owner and they must be appropriately referenced (see below).

Referencing (applicable to all submissions)

- All figures/diagrams/illustrations and material used from other sources must be acknowledged and correctly referenced. A page providing a summary of references and named authors must be included. Any training provider found to be using another's work without permission will have their submission referred for resubmission.
- Although there are many different systems of referencing, the Harvard system is the most commonly used; you may wish to refer to this. Whatever method you choose to reference your work, the most important factors are consistency, and the fact that you are acknowledging where you sourced the information from.

Bibliography (applicable to all submissions)

- A bibliography is a list of books, articles, and other sources you have used when writing a manual or learning resource. It is normally positioned at the end of the document.
- Bibliographies must be presented in a specific style. They are essential to any manual/learning resource in order to:
 - give credit to/acknowledge your information sources;
 - help readers to find and read your sources;
 - avoid being accused of plagiarism.

Handy Hint: Our CPD Resource Bundle includes a guide on creating your Learner Pack. Visit our [Shop](#) for more information on this and the other resources included.

21. Administration Pack

The administration pack ensures you have all 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 policies and procedures for:

- Equal Opportunities
- Appeals and Complaints
- Learning Support & Reasonable Adjustments
- Quality Assurance
- Recording & Retaining Evidence
- Data Protection
- Training Cancellation
- Health & Safety
- Safeguarding
- Learner Contact & Support
- Media
- Social Media

It is important that you cover both the policy (what you are committing to do) and what the procedure is (how you are going to do it).

Handy Hint: Our CPD Resource Bundle includes a template Administration Pack and guidance to save you time. It also includes a Quality Assurance pack with templates to assist you in your internal quality assurance process. Visit our [Shop](#) for more information on this and the other resources included.

22. Assessment

PDA has created a hard copy assessment pack for **Pre and Postnatal** and **Youth** Foundation Training which you can use instead of creating your own if delivering these disciplines. The Assessment Pack is £200 (approximately INR 19,000) and contains the full Learner Assessment Pack (worksheets, observation checklist etc), Multiple Choice Questions and Short Questions (mock and live versions) plus answers (Assessment Packs for the other disciplines will be created in due course). If you would like to use PDA's assessment pack rather than your own, you will be able to choose this on your submission form and the cost will be added to the submission fee.

As well as submitting an Assessment Pack, you must also ensure you provide us with the following assessment details:

- How candidates are informed of the assessment task(s)
- Duration of assessment per candidate
- Invigilation procedures
- Process if candidates fail
- Appeals process
- Pass marks
- How the outcome of assessment is fed back to candidates

Evaluators will be checking that the candidates are provided with sufficient information about the task(s), that the assessment is appropriate to achieve the learning outcomes of the course, and that there are appropriate mechanisms in place to support candidates if they are referred or fail and/or if they need to appeal a decision.

For guidance regarding the requirements for assessments and invigilation procedures see [Appendix 3](#). Both the practical and theory assessments must be carried out under invigilated conditions and face to face. Please also refer to the assessment strategy in the relevant mapping toolkit/s.

Your Foundation Training must include the following assessments as a minimum – please also refer to the relevant mapping toolkit/s for the **full assessment strategy**:

1. **Theory exam:** Where a Multiple Choice Question (MCQ) paper is the chosen method it must also include short and/or long answer questions and be invigilated under exam conditions.
2. **Pre and Postnatal:** Option 1: Practical observation with a live client (not pre or postnatal); Option 2: Case study.
3. **Older Adult:** Practical observation - the learner must be assessed working with one apparently healthy older adult.
4. **Disability:** Practical observation - your learner must be assessed working with one apparently healthy adult who has a form of disability.
5. **Youth:** Practical observation – your learner must be assessed working with a group of 6 children (6-11 yrs) and 6 young people (12-17 yrs).

N.B. The pass mark across all written/theoretical assessments must be a minimum of 70%.

Handy Hint: Our CPD Resource Bundle includes a range of Assessment templates to save you time. Visit our [Shop](#) for more information on this and the other resources included.

23. Mapping to REPS India standards

If you are using PDA's manual, you don't have to complete any mapping.

The REPS India occupational standards establish the benchmark of competence required in the sector. Developed in conjunction with technical experts and employers, they focus on the employers' needs to ensure employability skills are reflected in training. You must map your Foundation Training programme 100% to the standards using the toolkits on our [website](#).

Mapping is simply providing an index of where course content covers the standards. Content can map from a number of resources within your programme, such as PowerPoint presentations, manuals, lesson plans or books.

Please note: if any evidence of mapping is provided by video, you must inform us where in the video the evaluator must look (time) otherwise it will be an action to do so which will delay the evaluation and may incur an additional fee.

See [Appendix 4](#) for an example of how to complete a mapping toolkit.

Handy Hint: When developing your training, use the standards in the mapping toolkit/s to help guide and structure the content. Remember you cannot do less than the minimum standards but you can go over and above.

24. Marketing

Marketing materials e.g. course leaflet/flier/website address hyperlink, must be submitted that clearly show the following information:

1. Purpose/aim of the course to include key learning outcomes
2. Cost
3. Prerequisite requirements
4. Assessment details
5. Please also indicate where you will put the REPS India Training Provider and CPD point logos, and the PD:Approval Endorsed logo – post approval you will be required to resend your marketing with the actual logos in place.

25. Agreements

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

- That any centres, facilities and physical resources have met health and safety guidelines and your centres 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 have read and agree to the [Contract Terms including the Code of Conduct & Practice](#)

Section 5: The Evaluation & Approval

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.

5.1 The evaluation result

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

- **Approval Pending:** this means that parts of your submission haven't quite met the criteria and your evaluator will provide a report which contains actions and a deadline for them to be completed by. There is no additional fee, however if you fail to provide the correct evidence or miss the agreed deadline, your status will be changed to Further Evidence Required with the accompanying fee (see below) or may go straight to Not Approved.
- **Further Evidence Required:** this means that the evaluator has identified significant gaps in your evidence and will provide a report which contains actions and a deadline for them to be completed by, or that you have failed to meet the actions or deadlines in the previous report. In order to proceed with the submission, you will be required to pay an additional fee of **£200** (approximately 19,000 INR – this fee is subject to [Tax Deducted at Source](#) (TDS)) 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. If you fail to provide the correct evidence or miss the agreed deadline, your status will change to Not Approved (see below). **NB** you may also have a Further Evidence Required status if you fail to adhere to the deadlines on an Approval Pending report.
- **Not Approved:** this means that unfortunately your submission has failed to reach the standards set by PDA and REPS India. A Not Approved status can be given either on the initial report if you haven't met enough of the criteria, or after receiving Approval Pending and/or Further Evidence Required statuses. 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, and a period of **three months** will be imposed from the final report date to give you time to fully reflect on the process before resubmitting.

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, and you will receive access to your own Endorsement Dropbox – see [7.2 Dropbox](#) for more information. In addition, the Main Contact you have specified in your application will be added to the REPS India member newsletter distribution list. If you would like to be contacted for article content once you are approved, [do let us know](#).

5.2 Appeals

If you are unhappy with a decision made by PDA you can appeal by following the process outlined in [7.13 Complaints & Appeals](#).

Section 6: Quality Assurance

6.1 External Quality Assurance (EQA)

Your endorsement will last one year during which time you will receive a **desk-based quality assurance check** from PDA, which will focus on the practical skills as well as the assessments/assessment portfolio and internal quality assurance. You will be notified of your allocated External Quality Assurer (EQA) upon approval and will receive guidance from them as to what to expect before the check takes place.

Your EQA report will grade you according to PDA's [quality framework](#):

- **Outstanding**
- **Good**
- **Requires improvement**
- **Unsatisfactory**

A detailed report will be compiled once the desk-based check is complete 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 a result of this process, for instance if your EQA grade is **Requires Improvement** or **Unsatisfactory**, or a complaint has been received that needs to be investigated, you will be required to pay both the EQA fee and travel expenses:

EQA Visit fees

The EQA visit fee of £380 (approximately INR 34,000) will be invoiced to you along with a payment towards the travel and accommodation costs of £1000 (approximately INR 90,000) once dates have been agreed. No travel arrangements can be made until this fee is paid so invoices must be settled in full by the payment date on the invoice.

Please note: Any changes to the agreed dates must be made known before flights are booked for the EQA, as after this takes place PDA will be unable to refund the payment you have made for the EQA's travel and accommodation. In addition, if the travel and accommodation costs exceed £1000 because of the delay in payment, the provider will be charged the excess.

After the EQA Visit a report will be provided which will determine your Quality status and detail any actions you might still need to complete within a specified timeframe to continue your endorsement.

Should your status remain at Requires Improvement or Unsatisfactory, the [sanction](#) process may be initiated.

6.2 Internal Quality Assurance (IQA)

Your 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 undertaken our IQA training and holds relevant fitness qualifications as well as a qualification in the relevant Special Populations discipline can carry out the role of IQA for your endorsed Foundation Training.

Small training providers

If the IQA in your team is also the tutor and/or assessor, they cannot quality assure themselves so you will need to employ someone else 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 is not recommended as best practice.

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

1. Hire a freelance qualified 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 as a new member of your team.
2. Where there are two members of the team, the tutor can also assess (or vice versa) for a particular cohort so that the other team member can IQA. That person would need undergo IQA training PDA.
3. Send a peer to gain an IQA award with PDA 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 competence.

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 e.g. 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.

Section 7: Now you have Approval

Once you have achieved Approval, there are some responsibilities you must be aware of, some of which have already been detailed but are listed here as a reminder.

7.1 Logos

Upon Approval, you will be issued the REPS India Independently Endorsed logo, a REPS India CPD point logo and the PDA Endorsed logo, which may be used on your certificate of achievement, marketing, website and social media in relation to your endorsement. None of the logos can be added to any other materials whether relating or not to your endorsement, for instance your own learning materials. If in doubt, please contact repsindia@pdapproval.com. Misuse of the accreditation logos will result in a [sanction](#).

7.2 Dropbox

At approval you will receive access to your Endorsement Dropbox, which will be shared with the Main Contact you specify, the PDA Team, and the EQA we appoint to you. The Dropbox will be used to store all documentation and records relating to your endorsement. If you are already endorsed or accredited by us, a new folder for Foundation Training will be added to your existing Dropbox to hold the details of this endorsement.

If you aren't already endorsed by us, please read the rest of this section.

Creating your Dropbox:

You will need a Dropbox account opened with the email address of the Main Contact in order to access it. Your Dropbox will *only* be shared with your organisation via the Main Contact you have specified, at their email address. If the Main Contact wishes anyone else to have access to the Endorsement Dropbox, they must [email us](#) with authorisation and details for us to share the Dropbox with them.

To create your own Dropbox, the Main Contact must visit the Dropbox website [here](#), complete the First Name, Last Name and email boxes (with the Main Contact's email address), then create a password. Once you have gained Approval, we will 'share' your PDA Endorsement Dropbox with the Main Contact, who will receive an email with a link which will provide them with full access.

Your Endorsement Dropbox is the property of PDA. Please note that whilst you may add any information you feel is relevant to your Dropbox, nothing can be deleted without the prior consent of PDA.

7.3 Registration and Certification

Once you have achieved Approval, you must register all your learners on the [PDA website](#) **within 7 days of the start date of the endorsed programme (Course Start Date)**.

*As they progress through their training, you must amend our records for each learner using the **Update Status** button on the [PDA website](#) with either **Pass, Refer or Withdrawn**.*

PDA certifies all Foundation Training. We will provide you with an official, secure Certificate of Achievement for each of those learners who have successfully passed their final assessment.

The registration and certification fee of £15 (approximately INR 1,400) per learner will be invoiced to you on registration, plus the cost of PDA's manual if you have chosen to use one.

The certificate will contain a hologram logo and/or QR Code to protect against copying, and will have a unique certificate number, the name of the Foundation Training, your provider name and logo, and the date the learner passed their final assessment.

When scanned, the QR Code will show:

- the learner's name
- the certificate number
- the qualification they have achieved
- the date achieved
- your training provider name

Electronic certificates

Electronic certificates are processed every Wednesday for learners whose status is recorded as 'passed' and payment has been received, and we will send an email to the Main Contact to inform them that copies of the certificates have been uploaded to their Dropbox.

7.4 Replacement certificates

Please ensure the details you enter when registering learners with us are accurate by re-checking before submitting.

If notified to us within 24 hours of your electronic certificates being added to your Dropbox, the replacement certificate will be free of charge. For any changes required after that 24 hour period, the replacement certificate will be charged at £15 each (approximately INR 1,400) unless due to an error by PD:Approval.

7.5 Making amendments to content or team members

If you plan to make any major changes to your programme during the endorsement period, you must make these known to PDA before they take effect. This could include for instance new delivery team members (who must first complete our online training for the role they will be undertaking), changes to policies and procedures, or changes to the course content or delivery.

Evidence must be uploaded to the Amendments folder or Delivery Team folder (once training is complete) in your Endorsement Dropbox, whichever is appropriate, so that we can check it meets our criteria and doesn't affect your current endorsement. Be sure to create a new folder with a relevant name to hold your evidence i.e. for new team members, create a folder with the person's name in the Delivery Team folder. Then contact the [Professional Development Team](#) to let us know about the changes and where to find the evidence, so that it can be reviewed and approved. Once approved, you can then incorporate the changes.

Continuing to deliver endorsed training when changes have occurred without informing us and gaining approval could result in a [sanction](#) or termination of your endorsement and may affect REPS India members' insurance to practice.

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 or ongoing endorsement.

7.7 Delivering at new centres

If you would like to use a new centre to deliver your programme or run assessments for your learners, you must first provide their details for approval. The evidence you must provide for each new centre is as follows - **you must not use a new centre until it has been approved by PDA.**

1. Details of the equipment and facilities at the venue – download [this form](#), complete it and add it to the Centres folder in your Endorsement Dropbox. Use the name of the centre as the name of the file so it is easily identifiable.
2. Create a short **video** showing the equipment and facilities at the centre; any equipment with moving parts must be shown being used. Once complete, add the video to the Centres folder in your Dropbox or [send a link](#) so that we can view it for approval. Please save the video labelled with the name of the centre.
3. **Please note:** Applications without a video will be returned. If your application is referred twice, it will be closed and you cannot reapply for the same centre for a period of four months.

7.8 Adding new programmes

If you have gained approval for an Unlimited Foundation Training endorsement, you can gain approval for additional Foundation Training or other continuing professional development by uploading the following evidence to your New Endorsements folder in your Dropbox:

- **Foundation:** Learner manual, lesson plans, assessment, mapping and Biography Templates for each of the team involved in delivery, assessment and quality assurance
- **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

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

7.9 Training new team members

If you wish to take on new tutors, assessors or IQAs for your Foundation Training, they must first complete the relevant online training for the role they will be undertaking. Please [contact us](#) to arrange a suitable date/s with our Master Trainer. The fee for each learner per webinar is £100 (approximately INR 9,000), which must be paid before the training takes place.

Details of any learners who successfully complete their Professional Award and intend to undertake the role of either tutor, assessor or IQA on the endorsed programme must be submitted to PDA using the Biography Template in your Endorsement Dropbox documentation. Only once approved by PD:Approval through this process can they be part of the team delivering the endorsed programme.

7.10 Promotion

Now you have been approved as an accredited provider, you can apply for a listing on the REPS India website to promote your organisation and training. The charge per annum is INR 90,000, plus applicable taxes. Benefits include:

- Direct visibility on the REPS India website for all the courses endorsed by PDA for REPS India CPD points.
- Notifications to the REPS India member database on all the PDA endorsed CPD courses.

- Notifications to the REPS India member database on upcoming PDA endorsed CPD workshops, as and when required.
- Visibility through marketing initiatives.

Contact [REPS India](#) for more details.

7.11 Renewal

Endorsement for a PAYG Foundation programme is renewable annually at the cost of £375 (approximately INR 47,500). Unlimited renewal is £2200 (approximately INR 209,000) per annum. Your renewal fee provides a new period of endorsement and continuing support from your EQA, including their annual quality assurance desk-based check.

Please make a note of your renewal date, which will be communicated to you first in your Approval confirmation email and then annually in your renewal confirmation. PDA will provide timely renewal reminders to the Main 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 endorsement expiry date your new period of approval will continue without interruption.

7.12 Change to a new learner manual

You must use the same learner manual each endorsement year, however if for example you are using PDA's manual you can apply to change to your own manual prior to renewal. You must ensure you do this early enough so that the new materials are in place in time for your new endorsement period to start, otherwise you will not be able to change over until the following renewal date.

Handy Hint: The Resource Bundle you received in your Accreditation Pack has a Learner Pack providing information on how to put your own materials together.

You can start your application [here](#) and will be asked to provide a copy of your new manual and completed mapping toolkit, as well as any new tutor resources. You can continue to use our lesson plans and assessment, if applicable, however they must be updated where applicable to reflect your manual and provided as part of your application.

The fee of £500 (approximately INR 45,000) is charged for evaluation. Should any actions arise from the evaluation, the usual Approval Pending or Further Evidence Required statuses will be put in place, which could incur additional fees (further information [here](#)).

If the new materials are approved before your renewal date, you will be able to start using them with the first cohort of learners who start their award after your new endorsement period starts. If approval has not been given by your renewal date, you must continue using the PDA materials during your new endorsement period. You be able to move to the new approved materials after your next renewal date.

If you are changing to using PDA materials, you can do this at any point during the endorsement period as there is no evaluation required.

Plagiarism

As with all endorsed materials, they must be your own work or be accompanied by an Intellectual Property form if they are the work of another body. Neither text nor images can be copied from the PDA manual and you must show the appropriate referencing and permissions for any text and images that are not created by you. Should any plagiarism be found in your application, a [sanction](#) may be put in place.

Please note: If you are changing to a PDA learner manual it can only be given to learners who are registered with PDA to receive a certificate. If the manual is provided to other learners, you will be sanctioned and your continuing endorsement will be at risk.

7.13 Complaints and Appeals

In the event of a complaint or appeal against PDA or against one of our endorsed training providers, we will do all we can to reach an amicable resolution. Any upheld complaints or appeals will be sent to our licensing body as part of our annual independent assessment. An upheld complaint against an endorsed provider may result in a [Sanction](#).

To make an appeal against a decision by PDA or to complain about either PDA or another endorsed provider, please follow our [Complaints and Appeals](#) process.

Section 8: Appendices

Appendix 1 - Price list

Product	Price	INR*	Details
Foundation Training submission – PAYG	£500	47,500	NA
Foundation Training renewal – PAYG	£375	35,600	Per annum
Foundation Training submission – Unlimited	£2,200	209,000	NA
Foundation Training renewal – Unlimited	£2,200	209,000	Per annum
Technical Support	£40	3,800	Per hour
Resource Bundle (includes all the packs listed below or they can be purchased individually)	£200	19,000	NA
Administration Pack	£85	8,100	NA
Learner Pack	£85	8,100	NA
Assessment Pack	£50	4,700	NA
Quality Assurance Pack	£50	4,700	NA
Tutor Pack	£50	4,700	NA
Tutor/Assessor/IQA Webinars (CPD) **	£120	9,000	Per person/webinar
Learner Manual – electronic copy	£20	1,900	Per manual
Learner Assessment Pack	£200	19,000	Per pack
Certification – per learner (CPD - other costs may apply if using PDA materials)	£15	1,400	Per learner
External Quality Assurance support visit (incurred if investigation required or low status applied; expenses will also be charged)	£380	34,000	1 day
External Quality Assurance fee (travel and expenses)	£1,000	95,000	NA

* Approximate INR cost; some fees require [Tax Deducted at Source](#).

** Please discuss the options with your Submission Support Manager or [contact us](#).

Appendix 2 - The Internal Quality Assurer role

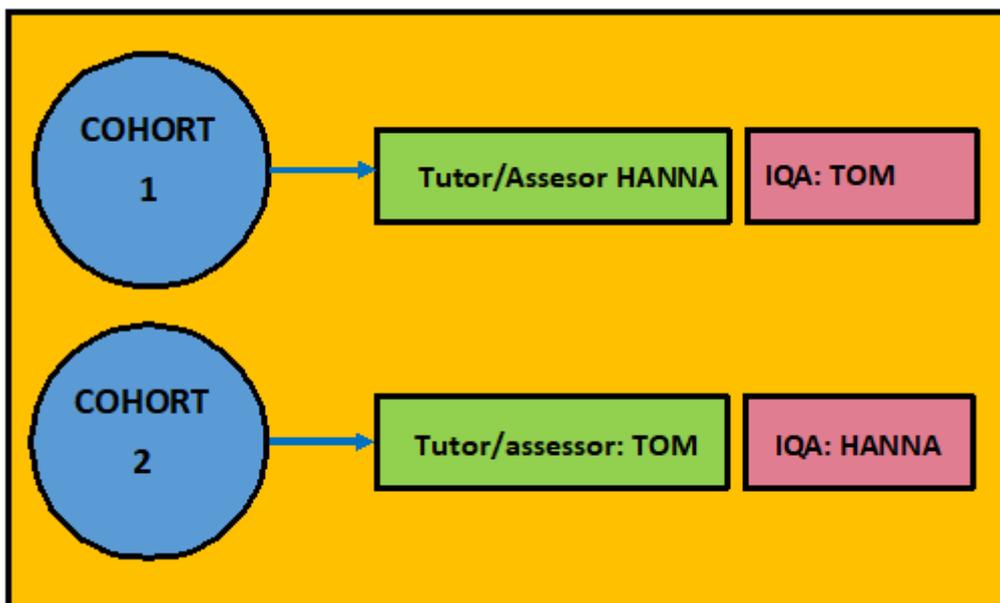
The Internal Quality Assurer - or IQA for short - has a very important role in your team in ensuring that the quality and consistency of your training remains at the same level every time you deliver it, and that internal processes such as team meetings, following up on evaluation feedback and record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

Assessments must meet the following criteria:

1. Assessments must test competence 100% against the standards.
2. Clear marking criteria/model answers must be developed for each assessment.
3. Assessor-observed practical assessments require an observation checklist, which records the candidate's planning and performance and the assessor's decision and comments.
4. Where MCQ papers are used to test theoretical knowledge they must include a minimum of 30 questions and must also include short/long answer questions that test comprehension, application and analysis.
5. If an assessment is taking place at the end, the candidate must be given reasonable time to prepare for this summative assessment (it is standard practice to schedule an assessment day at a later date).
6. Candidates must be practically assessed individually (if applicable).
7. The pass mark across all written/theoretical assessments must be a minimum of 70%.
8. All procedures and relevant paperwork for assessments must be included in the candidate's manual; this must include a copy of the practical observation checklist, where required, and the appeals process.
9. 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 above) and be completed in a test centre.
10. **Online training** with a theory assessment must be invigilated under exam conditions (see below). If you have a practical assessment which is online please include links in your submission.

Formative Practical Assessing

Formative assessing is on-going learner checks that take place during the training. The results of these checks are not to be included in any final mark, only the Summative Assessment at the end of the qualification will show if the learner has passed. Formative checks need to be robust enough to ensure that the learners are competent and have the necessary practical skills and/or experience. For formative practical assessment, in most cases an observation checklist will be created that covers the practical learning outcomes in the Qualification Syllabus.

Summative Practical Assessing

Summative assessing takes place when the syllabus has been completed against an observation checklist. 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 criterion to ensure that the assessor can arrive at a decision to pass or fail the learner. The pass rate for practical competency is generally 100% as it is expected that the learner is able to meet all the criteria set. However, they may have areas that need improvement - these can be marked as a pass but with a comment from the assessor regarding the areas they need to work on or improve.

All practical observations must 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. It is also important to remember that the learner is completing a practical competency check, therefore if they do not show the ability to meet the criteria fully it may not be appropriate to question them instead - for example if the criteria states 'The learner must be able to demonstrate safe and effective lifting techniques' and the learner does not demonstrate this, it is not appropriate to question them i.e. 'why is it important to lift safely' or 'how should you lift safely', they need to be able to show you their ability to demonstrate this.

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 achieves them.

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: 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.

How to complete a Summative Practical assessment

1. Ensure the learner has had plenty of time to prepare for the assessment. A time, date and venue must be agreed in advance.
2. Ensure the learner has a good understanding of the assessment criteria. The assessment marking checklist must be available to the learner from the start of the course.
3. Before the actual assessment the assessor must brief the learner. This gives the assessor an opportunity to discuss with the learner the marking criteria, the process for the assessment, how long each section should last, any safety issues regarding the client, instructor or venue.
4. Before starting the assessment, the assessor must check if the learner has any questions.
5. Once the assessment formally begins the assessor should not interfere with the assessment, the learner should show an ability to manage their timings and the 'client' or group of 'clients'. However if the assessor becomes concerned that the 'client' is at risk of injury due to the instruction from the learner, they must stop the assessment. The learner would require feedback and the assessment would have to be redone.
6. The assessor may move the learner on during the assessment, for example the learner may plan to do 2 sets of an exercise but the assessor could choose to ask the learner to move on to the next exercise and not complete the second set. This could be done a couple of reasons:
 - a. the assessor has seen that the learner is competent and therefore does not need to see the second set
 - b. the learner is teaching the exercise incorrectly and is not showing a clear understanding or competency. To prevent the 'clients' becoming injured the assessor will refer the learner for this exercise and so could move them onto the next exercise.
7. The learner must not look to the assessor to ask questions, for example if they planned to do a certain exercise and either the piece of equipment is not free (as in the gym) or not available (i.e. mats in the studio). It is up to the learner to decide what to do as in a real life scenario, ideally the learner as part of the assessment should have checked that all equipment (where possible) is available, clean and suitable for use. The learner should not rely on the assessor to tell them what to do, however the assessor may feel for the safety of the 'client'(s) it is essential they step in and make a recommendation. This however could mean that the learner has now not met the competency criteria.
8. The assessor must ensure the assessment runs for the appropriate amount of time. Most practical assessments must be a minimum of 30 minutes, this detail must appear in the Learner's Assessment Pack (LAP).
9. At the end of the session the assessor must ask the learner to end their session, this indicates that the learner must give feedback to the 'clients' on their performance and to gain feedback from the 'clients'.
10. The assessor should then expect the learner to clear and tidy the area before the assessment is finished.
11. If deemed appropriate, the assessor can now 'viva question' the learner if there is some doubt on their competence in any area of 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.

12. The learner must then be given time and a private place to complete a reflection or evaluation of their performance/instructing.
13. Feedback must be given to the learner face to face as soon as possible. It is generally considered good practice to tell the learner straightaway if they have passed or been referred. This enables the learner to listen to the feedback and take on board the feedback in relation to the assessment decision.
14. If the learner is referred try to give feedback sensitively. Be positive and set an action plan and discuss arrangements for a re-assessment.
15. Ensure all paperwork is signed and dated by the learner and the assessor, and the IQA if present.

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. 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.

4. 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.

5. 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?'

6. 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.

7. Keep the number of options consistent

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.

8. 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.

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

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.

Invigilation for written exams

1. The Multiple Choice Question papers (MCQs) must be closed book and held under invigilated exam conditions. This means that the learners are not able to take any text books or learning resources into the exam. Please note some forms of assessment are open book such as the worksheets, however for these qualifications all of the MCQ's are closed book.
2. The assessment of learners and the integrity of the exam process is of paramount importance to PDA. Invigilators play a key role in helping to ensure the security of the exam papers and that the exams are conducted in a fair and appropriate manner.
3. Invigilators must NOT cause any unnecessary disturbance in the exam room - try to avoid noisy shoes or discussions between other invigilators or staff.
4. Invigilators must NOT read or do marking during the exam unless the paperwork is relevant to the exam process. The invigilators must watch the learners throughout the exam to be able to offer any support (see below) and to ensure cheating is not occurring.

Written Exam procedure

Set up the room

1. The invigilator must arrive at least 15 minutes before the start of the exam to allow time to set up the room. There may be a sitting plan to ensure learners are seated in appropriate places, learners needing additional support may be seated towards the back of the room (see below - *Supporting learners during the exam*).
2. Ensure a clock is visible to all learners and that the time is correct.
3. Check fire exits are clear and the room is tidy. You may have a designated area for learners to put bags and coats.
4. Place blank answer sheets on each desk – NOT THE EXAM PAPER.
5. Place a pen on each desk. They may have brought their own but it saves disruption later if their pen stops working.
6. A whiteboard or flipchart must be visible for the learners, with the following information written on it:
 - a. Training Provider Name and code (learners need to complete this on the paperwork)
 - b. Today's date
 - c. Time allocation for the exam
 - d. Some learners may be given extra time, ideally their seat number is recorded and their times noted (see Support for learners during exam).
 - e. Start time (to be written in once exam starts).
 - f. Finish times (based on their given time – consider those given extra time).

Admitting the learners to the exam

1. Learners may be required to show photo ID depending on the size of your company. If their tutor/assessor is available to confirm their identify this should be sufficient.
2. All phones must be turned off and put in their bags, phones are NOT allowed on their desk.
3. Bags, coats etc must be put in the allocated area.
4. No learner can be admitted to the exam more than 15 minutes after the exam has begun. Any learner who arrives late (but within 15 minutes) will not be given any extra time unless this had been agreed in advance.

Starting the exam

1. Before the exam starts, the invigilator must read instructions relating to the exam, for example if the fire alarms goes what the learners need to do. If the fire alarm does go, the invigilator must record the time, if possible lock the room or take the exam papers with them. Remember safety first so if needs be leave the papers and another exam will have to be arranged. Other instructions should be regarding leaving the room, please see *Invigilator's announcements/instructions*.
2. Guide the learners in completing the relevant information of their answer sheet paperwork i.e. "Write your name in capitals at the top of the paper, add the date as on the board, add the centre name and number as on the board".
3. Ask if anyone has any questions and answer them as fully as possible so everyone is clear on the process. Be clear that you can support them in certain ways during the exam for instance if they feel sick or need a tissue, but you CANNOT read the questions (unless previously agreed – see *Supporting learners during the exam*) or help with choosing answers.
4. Once the room is quiet, inform the learners the exam is about to start, anyone talking will be asked to leave the exam.
5. Hand out the exam papers but do not let them open the paper.
6. Once everyone has their papers, check the time and record it, then instruct the learners to start.

Ending the exam

1. The invigilator could announce when there is 15 minutes left. This is up to each individual centre, some learners may find this distracting and some may find it useful.
2. Once the allocated time is completed the invigilator must clearly announce "Stop, put down your pens and close your paperwork". Learners must remain seated until papers have been collected.
3. The invigilator must collect all paperwork and return it to the relevant envelope for the marking team.

Leaving the exam before the finish time

1. Learners are able to leave before the end of the exam. They are reminded in the invigilator's instructions that they must first raise their hand, and the invigilator will come over and whisper quietly, "Are you sure you are finished?". If the learner is happy they have finished, the invigilator must take the paper and ask the learner to quietly get their bags and leave the room and the outside area so as not to disturb other learners.
2. Learners are not allowed back into the room once they have left.

Supporting learners during the exam

1. Leaving during the exam

Unless previously agreed no learner can leave the exam and then be re-admitted. This includes toilet breaks, however some learners may have a medical condition or an anxiety issue will means that they need to leave the room. If this is the case, this must be confirmed in writing before the exam, and another member of staff must be present for the exam. If the learner needs to leave the room for the

toilet or for anxiety reasons the additional member of staff must go with them and stay with them the whole time they are out of the room, these means being outside the toilet cubicle. If the member of staff stays with them they will be allowed back into the room.

2. **Extra time**

If a learner requires extra time, this should be pre-arranged with the learner, head of centre and assessor/tutor. If agreed, the learner will be allowed an extra 25% of the exam time.

There are a few reasons why your learner may be entitled to extra time:

- a. Confirmed additional needs such as dyslexia, anxiety
- b. Health issues that may require them to leave the room to take medication or visit the toilet
- c. The learner needs a reader (see below).
- d. The learner needs a scribe (see below)

There may be more reasons, this is for the centre to confirm. If you are unsure if a learner can have extra time please [contact PDA](#).

3. **A reader**

Some learners may be entitled to have a reader, ideally a member of the team who is not the assessor or tutor who will read the questions to the learner. There are many reasons why a learner may require a reader, for instance difficulties with language, but this is an arrangement that must be made in advance of the exam. Ideally the learner and the reader should be in a separate room so as not to disturb the other students. This learner will be entitled to an extra of 25% of the exam time.

4. **A scribe**

Some learners may need someone to write for them. This could be for many reasons such as an injury to their writing hand. The role of the scribe is to record everything the learner states, and generally this will be just ticking a box for the MCQ papers. Ideally the learner and the scribe should be in a separate room so as not to disturb the other students.

This learner will be entitled to an extra of 25% of the exam time.

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 (there must be more than one invigilator for this to happen)
- 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.

Invigilator's announcements/instructions

The following instructions must be given to your learners (you can adapt these to your own circumstances where required):

1. Please ensure mobile phones are switched off, not on 'silent' but turned off then placed in your bag or coat or in the supplied phone box. All bags and coats must be placed in the relevant area (this may be inside the room or somewhere else, ensure people's belongings are safe). Smart watches and similar must also be removed and switched off.
2. Check your pockets to make sure you do not have any revision notes in your pockets, place these with your belongings.
3. Please take your seat, (possibly numbered or named). In the event of a fire, exits are located xxxx. If we are forced to leave the room, please stay together as a group and await instructions from me.
4. You are allowed a water bottle, however the label must be removed. Pencil cases are not allowed so take out any pens or pencils you need and place the case with your belongings. You may have a calculator but not your phone.
5. Please raise your hand now if you have anything on or around your desk which should not be there.
6. Any learners believed to be conferring or using unauthorised material or notes will have their papers removed.
7. If you require any assistance, including additional paper, please raise your hand and speak to an invigilator. Invigilators cannot give assistance on the meaning or interpretation of questions.
8. Please do not disturb other learners in any way. Please be aware that some learners may continue to work after the main exam end time. Please be considerate and remain quiet until you have left the exam room and are away from the immediate area.
9. Clocks are located xxxx. This exam will last xxxx hours/minutes.
10. I will notify you when you have 15 minutes remaining (if applicable).
11. If you complete your exam before the allocated time, please raise your hand and wait for the invigilator to collect your answer paper before you leave.
12. Please complete the relevant details on the top of your answer worksheet.

The invigilator must then place exam papers on each desk, and remind learners this is exam conditions and no one should be talking.

13. Any questions?
14. The time is now xxxx. The exam will end at xxxx. You may now open your question paper and begin.

Guidance on Re-sits

Learners must pass both the practical and theory elements of the qualification to gain a pass status.

If a learner has not met the required standard of at least 70% on their theory paper or 100% on their practical assessment, 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. 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 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, and can ask any outstanding questions that they are not clear on.

Appendix 4 - Example of mapping to REPS India standards

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

Professional roles and responsibilities	
<ul style="list-style-type: none"> • How to manage healthcare referrals • Professional responsibilities 	
Performance Criteria Exercise professionals must be able to:	Mapping to assessments
Task 1: Understand professional role boundaries in relation to working with pregnant and postnatal clients	
P1. Describe the place of the Pregnancy and Postnatal Exercise Instructor in the healthcare system and the cooperation of a multidisciplinary task force of health care professionals	Professional roles and responsibilities worksheet
P2. Explain the importance of understanding and respecting own professional role boundaries and limitations when working with pregnant and postnatal clients	Professional roles and responsibilities worksheet
P3. Explain asymptomatic in relation to a pregnant and postnatal client	Professional roles and responsibilities worksheet
P4. Describe the importance of working within the remit of the specific role being undertaken	Professional roles and responsibilities worksheet
P5. Identify legislation, policies, guidance and ethical issues relating to the provision of exercise for pregnant and postnatal clients	Professional roles and responsibilities worksheet
Knowledge and Understanding Exercise professionals must know and understand:	Mapping to Learning resources
Task 1: Understand professional role boundaries in relation to working with pregnant and postnatal clients	
K1. The place of the PPEI in the healthcare system and the cooperation of a multidisciplinary task force of health care professionals (Gynecologist, Midwife, Nutritionist, Exercise Specialist, Exercise Psychologist, Physiotherapist)	Page 4-6 of the manual
K2. Professional role boundaries and limitations when working with pregnant and postnatal clients	PowerPoint B slide 2
K3. The definition of an asymptomatic pregnant and postnatal client	Page 15 of the manual
K4. The importance of working within the remit of the specific role being undertaken	Page 16 of the manual
K5. Legislation, policies, guidance and ethical issues relating to the provision of exercise for pregnant and postnatal clients	PowerPoint C slide 7

Appendix 5 - Example lesson plan

A lesson plan is required for each 'session' in your training. The lesson plans must be realistic, and timings suitable for the information being delivered.

Programme Name:	Foundation Training - Disabled		Tutor:	A. Tutor				
Lesson plan title/no:	Introductions I		Time:	9.00am - 9.45am				
The key resources required for this session			Key health and safety considerations this session					
Wipe board Flipchart paper Marker pens Workbooks Steps and mats for students to sit on			Room layout is hazard free Bags and coats safely stored out of the way No scheduled fire practice Fire exits identified Relevant housekeeping covered					
Time	Subject matter/ content	Teaching activities	Learning styles addressed			Student learning activities	Resources	Assessments formative/ summative
			V	A	K			
8.30-8.45	Registration	Meet and greet				N/A	Registration sheet Tea/coffee	N/A
8.45-9.00	Welcome	Welcome and introductions				N/A	Name badges	N/A
9.00-9.20	What type of people may you meet	Lead a group discussion, making notes on board, and prompting overall involvement	✓	✓	✓	Interact with group discussion, take notes	Workbook	Group discussion
9.20-9.30	What might be their expectations of you?	Introduce open discussion and group work	✓	✓	✓	Interact with group discussion, create a spider gram	Workbook and plain paper	Group discussion
9.30-9.45	What might they need from you?	Put into small groups, give them a client type then give flip paper to each group and get them to come up with a list of needs for their client type	✓	✓	✓	Work in small groups to look at ideas, group discussion to present findings	Flipchart paper and marker pens	Group discussion
9.45-10.00	End of lesson - break for refreshments	Circulate				N/A	Tea/coffee	N/A

Learning styles key: V = Visual, A = Auditory and K = Kinesthetic

Appendix 6 - Contact Us

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

E: repsindia@pdapproval.com

T: +44 (0) 333 577 0908

You can also use Instant Chat on any of the pages of our [website](#) during working hours.