# PD:Approval
## quality recognition

# A GUIDE TO ACCREDITATION

**FOR RECOGNITION FROM
THE REGISTER OF EXERCISE PROFESSIONALS
REPS INDIA FOUNDATION**

# REPS INDIA
## Register for Exercise Professionals India Foundation

## Contents

# Introduction

Thank you for your interest in submitting your qualification/s to PD:Approval (PDA) to be accredited for recognition by REPS India Foundation (REPS India).

> **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 accreditation. See sections 2.5/2.6 for more details.**

Accreditation differentiates you from other training providers by showing that you offer professional recognition in India.

The main outcome of accreditation is to enable your learners to gain a qualification that gives them entry to the REPS India professional register. Accreditation also enables recognition of certain other qualifications which, although they don't give entry to the register, provide recognised skills and knowledge.

The qualification/s you submit must map fully to the relevant REPS India Standards to ensure the industry benchmark is met, but you also have the autonomy to add more contextualised content to the course and assessment – a huge benefit when developing your universal selling point to learners.

The vocational assessment must also meet REPS India requirements and this document will guide you through mapping, assessing and applying.

If you are in the early stages of developing your qualification/s then the REPS India standards are a great way to provide the initial structure and guidance. The flexibility is there to ensure that you can meet not only the requirements but also provide excellent employability opportunities once your learners have completed their qualification/s.

For learners who have already undergone fitness training and/or are already working in the sector, their expertise can be used to gain a recognised certificate of achievement and membership of REPs India through Recognition of Prior Learning (RPL) rather than undertaking the full qualification.

If you have any questions, please feel free to contact us at

- Email: repsindia@pdapproval.com
- Telephone: +44 (0) 333 577 0908
- Instant Chat: Tawk To (accessible on every page of the website)

We are looking forward to working with you.

**The Professional Development Team**
**PD:Approval**
www.pdapproval.com/repsindia

# Section 1: Background Information

## 1.1 Introduction to The Register for Exercise Professionals India Foundation and PD:Approval

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

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

REPS India has appointed PD:Approval as its accreditation body, who will work with training providers delivering fitness qualifications to achieve recognition from REPS India and the PD:Approval quality kitemark. Accreditation will create a greater demand for training, resulting in an increase in revenue for approved providers. The standardisation that accreditation brings through the REPS India qualification framework also provides reassurance and transparency to employers and clients alike.

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

**PD:Approval** (PDA) is an independent quality assurance service working with new and established international membership organisations, for instance REPs UK, Sports Therapy Association, and is approved by ICREPs as an accrediting body.

PDA has an uncompromising approach to quality and unbiased objective quality checks to ensure that the learner benefits from the best learning experience and can take advantage of employability skills that are also identifiably transferable.

PDA's expertise lies in embedding robust processes and structures to drive up excellence, increasing employability and career advancement for members within the UK and internationally. REPS India has licensed PDA to run its approval process for accreditation.

## 1.2 REPS India registration categories

The REPS India Framework has been structured specifically so that it provides a career pathway for learners who want to work their way through the industry at their own pace, gain recognition and insurance to practice, both within India and abroad:

- Gym
- Group Exercise (freestyle)
- Pilates (Mat-based or full Comprehensive)
- Personal Trainer

## 1.3 Partner and Non-Partner Status

Training providers who opt to be a REPS India Partners benefit from a special pricing structure in return for enrolling all their successful graduates onto the REPS India register. You will discuss your preferred status with REPS India after you have successfully completed the eligibility stage, and will be asked to confirm your choice when completing the submission form.

This status is applied for the whole of the accreditation year, including renewal. Any change to status must be requested in writing prior to the accreditation renewal date, and will be effective from the start of the new accreditation period.

**Please note:** *The prices referred to in this guide relate to Partner status. A full list of Partner prices can be found in Appendix 1; all Non-Partner prices are detailed in Appendix 2.*

## 1.4 Entry qualifications

The qualifications that give entry to the framework are mapped to the REPs India Standards:

- Certificate in Gym Instructing
- Certificate in Group Exercise Instructing (freestyle)
- Certificate in Mat-based Pilates (Core, Mat-based)
- Certificate in Comprehensive Pilates (Comprehensive)*
- Diploma in Comprehensive Pilates (Core, Mat-based, Comprehensive)
- Certificate in Personal Training**
- Diploma in Personal Training (Gym, Personal Trainer)

**\* Please note** learners must also have a REPS India recognised and PD:Approval accredited Mat-based Pilates qualification to be able to undertake this training.

**\*\* Please note** learners must also have a REPS India recognised and PD:Approval accredited Gym Instructor qualification to be able to undertake this training.

Delivery requirements for each qualification are measured in Guided Learning Hours (GLH) and Face-to Face Tuition Hours (FTH) which may need to include a minimum number of practical hours:

| Discipline | GLH | FTH | Minimum practical hours to be included in FTH |
|---|---|---|---|
| Certificate in Gym Instructing | 150 | 75 | 24 |
| Certificate in Group Exercise | 150 | 75 | 24 |
| Certificate in Mat-based Pilates | 275 | 150 | 75 |
| Certificate in Comprehensive Pilates | 225 | 150 | 75 |
| Diploma in Comprehensive Pilates | 500 | 300 | 150 |
| Certificate in Personal Training | 200 | 102 | 50 |
| Diploma in Personal Training | 275 | 150 | 75 |

Learners must only attend a maximum of **6 hours of learning during any day**, as to do more will impact on their capacity to learn and will not be conducive to their studies and overall success.

## 1.5 Non-entry qualifications

REPS India recognises additional qualifications which do not give entry to the register. Currently this applies to the **Diploma in Special Populations** (DSP), which maps 100% to the standards for exercise instructors working with clients from the following Special Population groups:

- Pre and Postnatal
- Disability
- Older Adults
- Youth

The DSP requires 300 GLH which must include 225 FTH, 120 of which must be practical.

Non-entry qualifications such as the DSP are subject to different conditions to entry qualifications, and these are clearly detailed in this document.

## 1.6 Prerequisites

Some of the qualifications covered by the accreditation process require the learners to have a prerequisite qualification in place:

| | |
|---|---|
| Certificate in Gym Instructing | no prerequisite |
| Certificate in Group Exercise | no prerequisite |
| Certificate in Mat-based Pilates | no prerequisite |
| Certificate in Comprehensive Pilates | Certificate in Mat-based Pilates accredited by PDA |
| Diploma in Comprehensive Pilates | Certificate in Mat-based Pilates accredited by PDA |
| Certificate in Personal Training | Certificate in Gym instructing accredited by PDA |
| Diploma in Personal Training | no prerequisite |
| Diploma in Special Populations | Certificate in Gym instructing accredited by PDA |

## 1.7 Membership

Learners who have successfully completed any Entry Qualification that is accredited by PDA for recognition by REPS India may apply for registration with REPS India. Training providers looking to bulk purchase membership for their learners can do so by contacting REPS India at pdapproval@repsindia.org.

## 1.8 Terminology

It is important that you understand the terminology used in accreditation so that your marketing and social media is correct when describing your accredited qualification/s or the relationship with REPS India once your qualifications are approved.

Below is a list of the terms used in accreditation – 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 |
|---|---|
| **Accredited** | All qualifications that successfully complete the submission process are 'accredited' by PD:Approval, as are the training providers that deliver them. |
| **Approved/ Approval** | Training providers need to gain 'approval' for their submission in order to become accredited. |
| **Recognised** | PDA accredited qualifications are 'recognised' by REPS India (not approved or accredited by REPS India). |

## 1.9 Tax Deducted at Source and bank fees

Some of our prices will require Tax Deducted at Source (TDS) which, as of 1 April 2023, is 20.8%. 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. 2,600 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.

## 1.10 Accreditation fees

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

## 1.11 Using PD:Approval learner materials

You can choose to use PDA's fully mapped technical manual (fees apply) for your chosen discipline if you don't have your own. A full Learner Assessment Pack (LAP) and password protected MCQs is also provided should you choose to use the PDA manual, along with lesson plans and the delivery schedule you must follow. A copy of the LAP with guidance for the assessor and MCQ answers will also be provided.

PDA's manuals are provided as a password-protected PDF.

You will be required to commit to purchasing a minimum of number of **80 manual credits** or **registering at least 80 learners** per accreditation year, whichever comes first. We will invoice you quarterly for 20 manual credits to meet the minimum requirement of 80 per year, **with the first 20 invoiced at Interim Approval,** until you have registered 80 learners or until you have reached mandatory total of 80 credits. A 5% discount will be applied if you bulk purchase all 80. Once you have registered 80 learners during any accreditation year, you will no longer be required to purchase credits but the cost of the manual for any new learners will be added to the registration fee.

**Please note:** *If the target of 80 learner registrations is reached within the accreditation year and an invoice for manual credits is outstanding, that invoice must still be paid.*

If you would like to customise our materials with your logo, you must contact us for the fees involved and we will provide a customised copy once payment is received.

The manual credit will become a credit on your learner registration account after each manual payment has been received. If you use up your manual credit before your next payment is received, additional copies of the manual will be charged when registering your learners. If you do not use all your manual credits, they will be carried over and added to the next credit of 20 once payment for it has been received.

Upon renewal, the mandatory purchase of manuals will apply again.

Manual credits are non-refundable.

**Please note:** *the PDA learner manual can only be accessed by 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 accreditation will be at risk.*

You must use the same manual each accreditation 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 £600 (approximately INR 62,600) for evaluation and approval. See section 8.5 for more details.

*Please note: All PDA teaching, learning and assessment materials are the intellectual property of PDA and cannot be altered in any way either by editing or manipulation of the pages. Any accredited provider found to be in contravention of the above will be [sanctioned](#).*

## 1.12 Mandatory minimum annual registrations

If using your own teaching, learning and assessment materials, and to maintain your accredited status, you are required to register at least **80 new learners** each accreditation year. The minimum registrations requirement is across all your approved disciplines, not for each discipline. If the minimum registration requirement isn't met by the respective renewal date, your on-going accreditation will be at risk.

Having a steady number of learners helps you as a training provider to maintain a consistent level of high quality training and will improve your qualification based on regular feedback. It also allows us to gather enough data to provide useful insights and identify areas for improvement. Regular cohorts ensure you stay engaged with PD:Approval's processes, for instance assessment and certification, helping to maintain trust and credibility in your programme. It also helps to support your financial stability, ensuring you can continue delivering your training and your commitment to internationally recognised standards.

## 1.13 Language

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

# Section 2: Getting ready for submission

In order to support you all the way, from preparing for your submission and achieving approval for your accreditation, through to certificating your learners, we have made a list of the key areas this will involve and the costs they may incur. Each is explained more fully in this guide. Please note these are **Partner** prices; **Non-Partner** prices can be found in Appendix 2.

| This tables applies to Entry Qualifications only | | |
|---|---|---|
| **Mandatory** | **Description** | **Cost** |
| **Prior to Full Approval** | Accreditation Pack (Resource Bundle, Qualification Syllabus). Assessments provided at Interim Approval if using PDA manual. | £1000 for the first qualification (approximately INR 113,000) split into 2 payments of £400 (Accreditation Pack) and £600 (Submission and evaluation). No Accreditation Pack fee is charged for additional qualifications. |
| | Submission and technical evaluation for Interim Approval. | |
| | Approval Visit (after Interim Approval). | £1250 (approximately INR 130,000) |
| | Tutor, Assessor and Internal Quality Assurance  Professional Awards (x3, blended learning) – minimum 3 places on the training days @ £200 each (additional places £150 each learner). | £600 (minimum fee) (approximately INR 68,000) |
| **After Full Approval** | Registration and Certification (electronic certificate). | £40 per learner (approximately INR 4,500). If using electronic materials, cost per learner is added. |
| | Renewal of accreditation for one year. | £600 per qualification (approximately INR 68,000) |
| | After year 1, annual EQA Grading Visit and remote monitoring. | £1250 (approximately INR 141,000) |
| | Standardisation Day | £80 (approximately INR 9,000) per attendee (minimum 5) |
| **Optional** | **Description** | **Cost** |
| **Technical Support** | To help with mapping your programme. | £40 per hour (approximately INR 4,500) |
| **PDA Learner Manuals*** | These are the learning resources that have been mapped to the REPs India standards – available as electronically. A minimum of 200 manuals must be purchased annually (50 for Mat-based Pilates).** | Group Exercise £25 (approx. INR 2,800) Gym Instructor £30 (approx. INR 3,300) Personal Trainer £35 (approx. INR 3,900) Diploma in Personal Training £45 (approx. INR 5,000) Mat-based  Pilates £70 (approx. INR 8,000) |
| **Mentored Training** | Professional Awards delivered via with the support of an already qualified Mentor from your team | £150 per learner (approximately INR 17,000) |

***  If your application is approved using PD:Approval's manual, the same manual must be used for the whole of that accreditation period (one year). If you wish to change your manual this can be done at renewal however any changes to the materials must be approved prior to renewal (fees apply).*

| This tables applies to the Diploma in Special Populations only | | |
|---|---|---|
| **Mandatory** | **Description** | **Cost** |
| **Prior to Interim Approval** | Submission and technical evaluation for Interim Approval. | £700 (approximately INR 79,000) |
| | Tutor, Assessor and Internal Quality Assurance Professional Awards (x3, blended learning) – minimum 6 places on the training days @ £200 each (additional places £150 each learner). | £1200 (minimum fee) (approximately INR 136,000) |
| **After Interim Approval** | Approval Visit (after Interim Approval). | £1250 (approximately INR 1410,000) |
| | Registration and Certification (electronic certificate). | £40 per learner (approximately INR 4,500). |
| **After Full Approval** | Renewal of accreditation for one year. | £700 per qualification (approximately INR 79,000) |
| | Standardisation Day. | £80 (approximately INR 9,000) - qualified team member |

| **Optional** | **Description** | **Cost** |
|---|---|---|
| **Technical Support** | To help with mapping your programme. | £40 per hour (approximately INR 4,500) |
| **Learner Assessment Pack** | Mapped to the REPS India standards for each discipline, including live MCQs | £200 per pack (approximately INR 22,600) |
| **Mentored Training** | Professional Awards delivered via an already qualified Mentor from your team | £150 (approximately INR 17,000) |

## 2.1 The accreditation flowchart
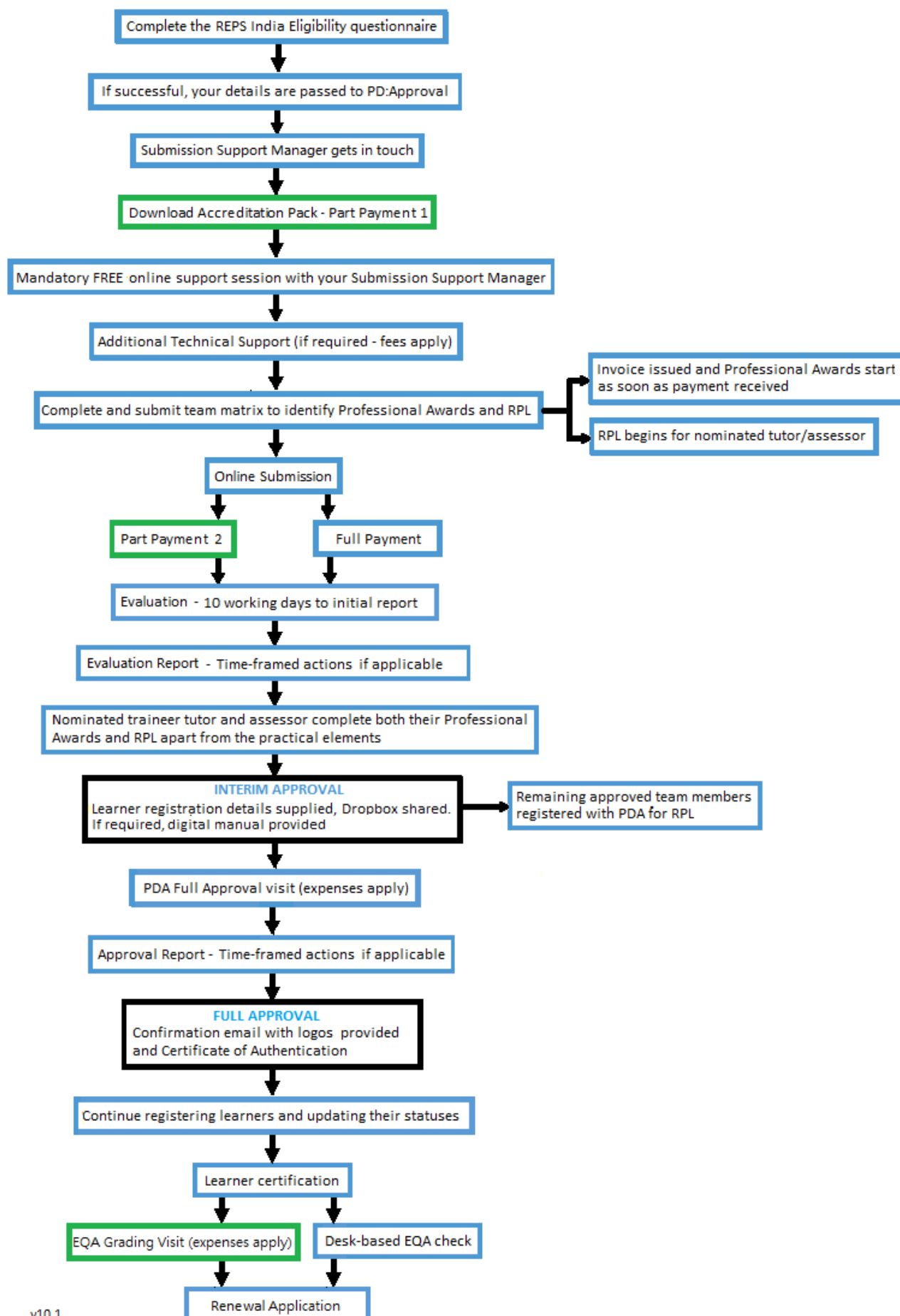
The flowchart overleaf shows the accreditation journey for entry qualifications and the Diploma in Special Populations.

Boxes with a green outline apply to Entry Qualifications only

![PD:Approval quality recognition]

```
┌─────────────────────────────────────────────┐
│ Complete the REPS India Eligibility questionnaire │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│ If successful, your details are passed to PD:Approval │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│ Submission Support Manager gets in touch     │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│ Download Accreditation Pack - Part Payment 1 │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌──────────────────────────────────────────────────────────┐
│ Mandatory FREE online support session with your Submission Support Manager │
└──────────────────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│ Additional Technical Support (if required - fees apply) │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌────────────────────────────────────────────────────────┐        ┌──────────────────────────────────────────┐
│ Complete and submit team matrix to identify Professional │───────▶│ Invoice issued and Professional Awards start │
│ Awards and RPL                                         │        │ as soon as payment received              │
└────────────────────────────────────────────────────────┘        └──────────────────────────────────────────┘
                      │                                            ┌──────────────────────────────────────────┐
                      │                                            │ RPL begins for nominated tutor/assessor  │
                      │                                            └──────────────────────────────────────────┘
                      ▼
┌─────────────────────┐
│ Online Submission   │
└─────────────────────┘
            │           │
            ▼           ▼
┌───────────────┐  ┌───────────────┐
│ Part Payment 2│  │ Full Payment  │
└───────────────┘  └───────────────┘
            │
            ▼
┌─────────────────────────────────────────┐
│ Evaluation - 10 working days to initial report │
└─────────────────────────────────────────┘
            │
            ▼
┌─────────────────────────────────────────┐
│ Evaluation Report - Time-framed actions if applicable │
└─────────────────────────────────────────┘
            │
            ▼
┌──────────────────────────────────────────────────────┐
│ Nominated trainer tutor and assessor complete both their Professional │
│ Awards and RPL apart from the practical elements     │
└──────────────────────────────────────────────────────┘
            │
            ▼
┌──────────────────────────────────────────────┐        ┌──────────────────────────────────────────┐
│            INTERIM APPROVAL                   │───────▶│ Remaining approved team members          │
│ Learner registration details supplied, Dropbox shared. │        │ registered with PDA for RPL              │
│ If required, digital manual provided         │        └──────────────────────────────────────────┘
└──────────────────────────────────────────────┘
            │
            ▼
┌─────────────────────────────────────────┐
│ PDA Full Approval visit (expenses apply) │
└─────────────────────────────────────────┘
            │
            ▼
┌─────────────────────────────────────────┐
│ Approval Report - Time-framed actions if applicable │
└─────────────────────────────────────────┘
            │
            ▼
┌──────────────────────────────────────────────┐
│              FULL APPROVAL                    │
│ Confirmation email with logos provided       │
│ and Certificate of Authentication            │
└──────────────────────────────────────────────┘
            │
            ▼
┌─────────────────────────────────────────┐
│ Continue registering learners and updating their statuses │
└─────────────────────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│ Learner certification   │
└─────────────────────────┘
            │           │
            ▼           ▼
┌───────────────────────────┐  ┌───────────────────────┐
│ EQA Grading Visit (expenses apply) │  │ Desk-based EQA check │
└───────────────────────────┘  └───────────────────────┘
            │           │
            ▼           ▼
      ┌─────────────────────┐
      │ Renewal Application │
      └─────────────────────┘
```

v10.1

## 2.2 Initial enquiry

If you would like to be considered for accreditation, you must first apply to REPS India and complete an eligibility questionnaire to determine your organisation's suitability and identify the training needs for your tutors, assessors and internal quality assurers. If all details meet their criteria, REPS India will then pass your contact details to PDA.

## 2.3 Submission Support

Once PDA receives your details from REPS India, we will contact you with details of **your Submission Support Manager**. Submission Support is a free service we offer to support you towards your submission and your Submission Support Manager will be available to answer any questions you may have prior to submitting your application and evidence.

Your Submission Support Manager will arrange with you a mandatory online support session which will give you the important opportunity to ensure you understand all the requirements of accreditation and to discuss any areas of the evidence or process that you are unsure of. For Entry Qualifications, this will take place after you have purchased and read the Accreditation Pack. The Submission Support Manager's role ends once you have submitted your application.

**Handy Hint:** Make the most of your Submission Support Manager – they are there to help you to submit the right information to give you the best chance to attain approval without delay.

**Please note:** *All written communications with PDA and its team members must be by email and copied to REPS India at [pdapproval@repsindia.org](mailto:pdapproval@repsindia.org); no other forms of written communication will be responded to.*

## 2.4 Tutor, Assessor and IQA Professional Awards

A mandatory requirement of accreditation is for your tutor/s, assessor/s and Internal Quality Assurer/s to undertake Professional Awards to ensure they are qualified for their roles, supported by one of our Guidance Assessors and including a virtual training day delivered by PDA's Master Trainer.

This is a robust training programme, with face to face training and evidence of tutoring, assessing and IQAing to be submitted to complete the students' portfolios.

**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.*

The awards must be started as soon as possible and suitable consecutive dates for the virtual training webinars (tutor, assessor, IQA) will be notified to you which all the team members taking part in the awards must be available to attend. Should any team member fail to take part in the virtual session, they will be provided with a recording of the session to review in their own time; alternatively you can request another virtual training webinar for them at a cost of £150 (approximately IR 17,000).

Team members who are undertaking more than one role in the team must complete the first Professional Award before going onto the next, they cannot be undertaken simultaneously ie tutor, then assessor, then IQA. Learners have up to six months to complete each award and must start their awards before Interim Approval is granted ('working towards').

**PLEASE NOTE:** *It is essential the Professional Awards are started as soon as possible by your team members, and your nominated tutor and assessor undertaking the initial DPT RPL (see section 2.6 below) must have completed all the Professional Award assessments apart from the practical observation and the RPL process before Interim Approval is given.*

**Fees:**

You will be required to pay a training day fee of £600 (approximately INR 68,000) which covers a mandatory 3 award places at £200 each – the three places must be for three members of your team (one tutor and two assessors), with one assessor to go onto the IQA award upon completion of the assessor award. For instance:

| Team member | Professional Award |
|---|---|
| Team member 1 | Tutor |
| Team member 2 | Assessor |
| Team member 3 | Assessor, IQA* |

Any additional team members you require to attend will each be charged at a reduced rate of £150 (approximately INR 17,000) per person, per award. All fees relating to the awards must be paid before the training starts.

* The fee for the IQA award will be invoiced at £200 within 6 months of the start of the assessor award.

Post approval you will be able to take advantage of our Mentor scheme, whereby a qualified tutor, assessor or IQA can mentor Professional Award students whilst they study. This does not include the virtual webinar. See the Appendix 1 and 2 price lists for details.

## 2.5 Fitness qualifications and RPL

All the team members you put forward for the Professional Awards must have an existing relevant fitness certification which includes a theory assessment and summative practice assessment, and at least **12 months experience as a fitness instructor.** If their existing certification is not recognised, they must first undertake the qualification you are applying for through the Recognition of Prior Learning (RPL) process. If any team member does not have an existing fitness qualification and at least 12 months experience, they cannot be included in your team.

You must initially identify a maximum of **one trainee tutor** and **one trainee assessor** from your team to undertake RPL through PD:Approval, which can be done at the same time as the Professional Awards, but must be fully completed apart from the practical element **before** Interim Approval is awarded. There is no fee for the RPL process  but they must be registered with PDA for a certificate of achievement (certification fee applies).

Once Interim Approval is awarded, the practical element of the assessment must be completed. Once qualified they will then be responsible for training and assessing your other team members through the RPL process. They must be registered as new learners with PDA using the details you will be provided with at Interim Approval (certification fee applies) . The RPL process for these team members must be completed within 3 months of Interim Approval and they must use their certificate of achievement to join REPS India.

**All team members must be registered for the DPT as learners with PDA as soon as Interim Approval is confirmed and you have received your registration login details.**

Once each member of your team qualifies for the DPT, they must join REPS India and undertake the mandatory annual CPD requirement to maintain their membership.

## 2.6 The submission stages for Entry Qualifications

**Please note***: If you are applying for the Diploma in Special Populations, go to*  2.6 The Submission Stages for the Diploma in Special Populations.

We have separated the payment for the submission process for Entry Qualifications into two. The full cost of submitting for accreditation is £1000 (approximately INR 113,000), which covers our Accreditation Pack, the technical evaluation, the Approval visit (fee applies) and remote support from an allocated External Quality Assurer (EQA). If using PDA's learner manual, we will also provide you with the Learner Assessment Pack and MCQs at Interim Approval.

The REPS India management team will also attend the Approval visit. For more information about our quality assurance process see Section 6.

The following indicates what is required at each stage, and what part of the accreditation fee you are required to pay.

### Stage 1 – Apply for your Accreditation Pack

To start the submission process, please complete the Accreditation Pack Order Form – if you are submitting more than one qualification for approval you can use the same form to order all the packs; when you submit your application you will only be charged one submission fee. Upon receipt, we will send you an invoice for £400 (approximately INR 45,200) for each Accreditation Pack. Once payment is received we will send you the relevant pack/s.

The pack contains essential information for all training providers that can be personalised and adapted to suit your own organisation and needs:

1. **Qualification Syllabus**
   The Qualification Syllabus is in the form of a Mapping Toolkit that lists all the learning aims and outcomes that you will need in your qualification/s to ensure they meet the REPS India Standards.  Within the syllabus you will see a checklist that will guide you through 'mapping' your content to the standards – this means that you tell us where we will find the standards covered in your training. The Mapping folder in your accreditation pack has a blank mapping toolkit for you to fill in where in your materials you reflect each unit and an assessment column for you to show how it will be assessed. An optional mapping toolkit with a completed assessment column must be completed by providers using our LAP, which also illustrates how you should complete the blank mapping toolkit if using your own assessment materials. The materials you submit must cover 100% of the competencies listed in the mapping toolkit.

**Handy Hint:** PD:Approval can provide ready-made learner materials to save you time. If you would like to know more, please contact us at repsindia@pdapproval.com.

2. **Resource Bundle:**
   The Resource Bundle contains information and templates for the following areas of your accreditation submission and must be used in conjunction with the processes that you run internally:

   - **Administration Pack:** a template pack that you can tailor to your own organisation, detailing the internal policies and processes that you should have in place
   - **Tutor Pack:** everything the tutor needs to run the training, such as a lesson plan template, tutor self-reflection form, PAR-Q, informed consent form etc.
   - **Learner Pack:** everything you need to provide the learner before, during and post training, including a guide to producing your learner manual.
   - **Assessment Pack:** a set of templates to use if submitting your own assessment process, such as assessor feedback form, invigilation checklist, etc. *Please note if using PDA's learning and assessment materials you will find full observation checklists in the LAP.*
   - **Quality Assurance Pack:** a set of templates to use in your quality assurance process, such as a sampling plan, team roles and responsibilities matrix, interview questions for learners etc.

3. **Accreditation Guide:**
   The pack also contains a hyperlink to this guide in case it hasn't been downloaded separately, and to ensure you always have the most up to date information. This guide will support you through the application process and covers all the evidence that you will need to provide in order to meet our requirements. The guide will also help you to understand the application process and the timeframes, as well as signposting you to additional support should you need

it. Once you are approved, Section 8 of the guide provides valuable information for you as an accredited provider.

*Disclaimer: By purchasing the Accreditation Pack, you (either as or on behalf of the training provider) understand and agree that the documentation it contains is for guidance and support only and is not legally approved. The documentation requires that you (either as or on behalf of the training provider) amend it to meet the accreditation needs and reflect the training provider's branding. Once amended, the documentation will be your (the training provider's) intellectual property and the contents your (the training provider's) responsibility.*

**Handy Hint:** If you wish to accredit more than one qualification at the same time, you can do this through one submission form - don't forget to first purchase the Accreditation Pack for each qualification using the Accreditation Pack Order Form in order to access each syllabus.

## Stage 2 - Gathering your evidence

You can now start gathering your evidence. You have the choice to:

1. Use your own materials, which must map 100% to the competencies in the mapping toolkit/s.
2. Use your own materials and map them to the standards.
3. Use your own materials but PDA will map them to the standards for you and identify any gaps you need to fill.
4. Purchase our Learner Manual for each qualification (except Comprehensive Pilates), available electronically (ask your Submission Support Manager for details).

**Please note:** *if your application is approved using PD:Approval's manual, the same manual must be used for the whole of that accreditation period (one year). This can be reviewed at renewal and any changes to the pack must be submitted to PDA for approval prior to renewal. A minimum order applies. 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 accreditation will be at risk.*

**Summative assessment**

The summative assessment is the term used for the tests held at the end of the qualification to show your learners' theory and practical skills and knowledge. You have three options for carrying out the summative assessment:

1. Use PDA's LAP (fees apply, unless using PDA's manual), with the live MCQs and MCQ answers provided at Interim Approval*.
2. Create your own LAP and MCQs mapped to the Qualification Syllabus and submit them with your evidence for approval.
3. Use a LAP and MCQs from another professional body mapped to the Qualification Syllabus and submit them with your evidence for approval and authorisation to use.

* If you purchase our LAP, a Live MCQ Pack for the summative assessment will also be provided to the specified Main Contact as part of your submission fee once you have achieved Interim Approval. It will be in a password protected document to keep it secure. The pack will contain the following:

- MCQs for the learner
- MCQs with answers for the tutor
- MCQ answer sheet for the learner to fill in

If you create your own LAP, it must contain guidance for the learner and all the paperwork they need to fill out in order to complete the summative assessment – use the Accreditation Resource Bundle to help you (available via our [Shop](#)).

The LAP for Entry Qualifications must contain the following:

- Case study
- Programme card
- Health screening paperwork
- Worksheets (internally assessed)
- Personal Development Plan
- Viva (oral examination)
- Practical observation checklist
- Reflective statement
- Professional discussion
- Session (Group Exercise only)

MCQs must also be provided as part of the LAP (but not given to the learner until the actual exam) along with a version with answers for the tutor to use.

### Stage 3 – Apply for your accreditation

Once you have gathered all your evidence, you will be ready to complete the online submission form. The online application process requires a payment of £850 (approximately INR 89,500) for one qualification, and for you to upload all the evidence for your submission (see Section 4.2).

Visit our website and select the qualification you are applying for. Press the **Select** button to start your application. Make sure you save your form by creating a password **before** starting to complete it so that you can access it again any time before you submit. Once you submit your form you will no longer be able to see it.

## 2.7 The submission stages for the Diploma in Special Populations (DSP)

**Please note:** *If you are applying for an Entry Qualification, go back to* 2.5 The Submission Stages for Entry Qualifications

The cost of submitting for DSP accreditation is £700 (approximately INR 79,000), which includes the Approval visit (fee applies) and remote support from an allocated External Quality Assurer (EQA).

The REPS India management team will also attend the Approval visit. For more information about our quality assurance process see Section 6.

### Stage 1 – The resources available for your Foundation Training submission

1. **Mapping Toolkits (mandatory)**
   You must download all the Special Populations mapping toolkits from our website, which each contain an assessment strategy. You must use these toolkits to map your training materials to all the standards.

2. **Learner Assessment Pack (LAP) (optional)**
   PDA has created LAPs for each special populations discipline which provide everything you need to carry out the summative (final) assessment at the end of the training, which can be purchased for £200 (approximately INR 21,000). The final part of the summative assessment, the multiple choice questions (MCQ), will be provided to you at Interim Approval in a pack described later on. You have the option to create your own LAP instead of using this one, but it must conform to the same standards.

3. **Resource Bundle (optional)**
   You may wish to purchase our Accreditation Resource Bundle which contains information and templates for the following areas of your accreditation submission and must be used in conjunction with the processes that you run internally. You can either buy the full pack for £200 (approximately INR 21,000) or individual sections:

   - **Administration Pack:** a template pack that you can tailor to your own organisation, detailing the internal policies and processes that you should have in place
   - **Tutor Pack:** everything the tutor needs to run the training, such as a lesson plan template, tutor self-reflection form, PAR-Q, informed consent form etc.
   - **Learner Pack:** everything you need to provide the learner before, during and post training, including a guide to producing your learner manual.
   - **Assessment Pack:** a set of templates to use in your assessment process, such as assessor feedback form, invigilation checklist, etc.
   - **Quality Assurance Pack:** a set of templates to use in your quality assurance process, such as a sampling plan, team roles and responsibilities matrix, interview questions for learners etc.

## Stage 2 - Gathering your evidence

You can now start gathering your evidence. You have the choice to:

1. Use your own materials, which must map 100% to the competencies in the mapping toolkit/s.
2. Use your own materials but PDA will map them to the standards for you and find any gaps. You must then create your own materials to cover the gaps found. **Please note: *this work must be complete before you submit your application.***

**Summative assessment**

The summative assessment is the term used for the tests held at the end of the qualification to show your learners' theory and practical skills and knowledge. You have three options for carrying out the summative assessment:

1. Use PDA's LAP (fees apply), with the live MCQs and MCQ answers provided at Interim Approval*.
2. Create your own LAP and MCQs mapped to the Qualification Syllabus and submit them with your evidence for approval.
3. Use a LAP and MCQs from another professional body mapped to the Qualification Syllabus and submit them with your evidence for approval and authorisation to use

\* If you purchase our LAP, a Live MCQ Pack for the summative assessment will be provided to the specified Main Contact as part of your submission fee once you have achieved Interim Approval. It will be in a password protected document to keep it secure. The pack will contain the following:

- MCQs for the learner
- MCQs with answers for the tutor
- MCQ answer sheet for the learner to fill in

If you create your own LAP, it must contain guidance for the learner and all the paperwork they need to fill out in order to complete the summative assessment – use the Accreditation Resource Bundle to help you (available via our Shop).

MCQs must also be provided as part of the LAP (but not given to the learner until the actual exam) along with a version with answers for the tutor to use.

**Diploma in Special Populations (DSP):**

This qualification 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 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).

MCQs must be kept in a password protected document before, during and after approval. Once accredited, providers must ensure they regularly refresh the MCQs to avoid repetition. Additionally, a new set of MCQs must be used for learners who need to resit their assessment. All new MCQs must be sent to your allocated EQA for approval before using them with your students.

The summative assessment must cover both theory and practical.

**Handy Hint:** For full assessment requirements please see the Standards page on our [website](#).

If you are using your own manual and need support in mapping the standards to your materials, you can make use of our **Technical Support** team. Support begins with a no-obligation discussion about your requirements and how the consultant can meet them, after which we will confirm the details and the cost in writing.

If you wish to go ahead with the support we will invoice you for the fee and, once payment is made, the support can go ahead. To arrange a support call, email us with the details of the support you require at [repsindia@pdapproval.com](mailto:repsindia@pdapproval.com).

**Handy Hint:** All mapping needs to be completed before proceeding to Stage 2.

**Stage 3 – Apply for your accreditation**

Once you have gathered all your evidence, you will be ready to complete the online submission form. The online application process requires a payment of £700 (approximately INR 79,000) for this qualification, and for you to upload all the evidence for your submission (see [Section 4.2](#)).

Visit our [website](#) and select the qualification you are applying for. Press the **Select** button to start your application. Make sure you save your form by creating a password **before** starting to complete it so that you can access it again any time before you submit. Once you submit your form you will no longer be able to see it.

## 2.8 Standardisation Days

> **Standardisation Days will not take place if travel and meeting in groups is affected by COVID or other circumstances which affect travel, and will resume only when it is deemed safe and appropriate by PD:Approval.**

PDA aims to run a standardisation training event each year at a location in India.

Standardisation days not only provide vital updates for your team on the qualification and accreditation process, but also offer time to come together and discuss questions about any aspect of delivery, assessment, and internal quality assurance to ensure that best practice is always followed. It is a great way to understand new ways of working and also to provide continuing professional development for your team. Each standardisation day will cover presentations, practical work, discussions and will be very interactive.

The attendance fee for the standardisation day is £80 (approximately INR 8,300) per person with at least five members of your faculty team required to attend. Other team members can also attend as delegates for the same fee.

# Section 3: The submission

Please ensure you have gathered all the necessary evidence before starting the online application form as there will be a fee of £250 (approximately INR 26,100) to cover additional evaluation time if there are gaps in your submission. At the end of the application form you will be asked how you wish to pay. Once we receive your submission, an invoice will be sent to you (payment terms 30 days from invoice – TDS applies). Your submission will be passed to one of our Technical Evaluators **as soon as payment is received**.

**Handy Hint:** Paying at the time of your submission means that we will immediately pass it on for evaluation.

## 3.1 The submission process

The submission process is all online through our website and has been structured to make it as streamlined as possible. Visit www.pdapproval.com/repsindia and take a moment to read through the features and benefits as this will ensure that you make full use of your accreditation.

**Handy Hint:** If you are applying for an entry qualification, don't forget to order the Accreditation Pack as you will need this to complete your submission – if you are submitting more than one qualification for approval you can use the same form to order each pack.

When you are ready, go to our Get Accredited page and select the qualification you wish to submit for accreditation - if you wish to submit more than one qualification you will be given the option to do so during the submission process. You will then be taken to a sign-in page where you input your contact details including email address and then press Submit.

An automated secure HTML link will be emailed to the email account you specified to give you access to your submission form. This unique link will enable you to return to your form whenever you wish before you submit, and all information you upload will be saved automatically once you press the Next button at the end of each page. Click on the link in the email and it will take you through to the submission form.

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

Start filling in the relevant boxes and, when you reach the evidence upload area, hover over each criteria to reveal a pop-up information box on how best to meet the evidence requirements. You can also refer to this guide for details. There are a few key pieces of evidence required which are explained in Section 4.

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

## 3.2 The submission evaluation

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 completed to the evaluator's satisfaction for you to proceed to approval. The action plan will be detailed and have deadlines attributed to each criterion. Our aim is to provide the evaluation report within 10 working days, however this is dependent on whether the evaluator needs to verify any of the materials with you during this time.

## 3.3 Confidentiality

All members of the PDA team have signed a Code of Confidentiality agreement and the materials you submit to us will be kept securely. 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.

# Section 4: Criteria for Approval

The online application form covers three areas – the first provides us with details about your organisation and employees, the second covers your submission evidence, and the last section deals with payment and agreement to our Contract Terms and Code of Conduct & Practice.

## 4.1 Building your evidence

You can use PDA's mapping toolkit and Resource Bundle to create your own materials or strengthen those you already have. If you are applying for Entry Qualifications you will have already received these in your Accreditation Pack, however those applying for the Diploma in Special Populations can access the mapping toolkits here and purchase the Resource Pack from our Shop.

PDA has also created a Learner Assessment Pack and theory Multiple Choice questions for all entry qualifications, which are free to providers using PDA's manual. The LAP covers both practical and theory elements. The theory assessment is in the form of Multiple Choice Questions (MCQs) which are provided to you at Interim Approval in a password protected document, along with a version containing the answers – make sure you give your learners the right version!

Applicants for the Diploma in Special Populations can purchase the assessment paperwork – contact us at repsindia@pdapproval.com for details.

You must ensure that the MCQs are regularly refreshed so that the same ones are not used too often, but any new MCQs must first be approved by your allocated EQA before you use them in your assessments.

## 4.2 Evidence required

The following details the evidence you will be asked for on the application form, please be as precise as possible when you are entering the details on the form to ensure accuracy and consistency.

**Helpful Hint:** It is essential that you read the explanation notes both here and on the submission form to help you meet all the criteria required. If your submitted evidence is missing or incorrect, a further fee of **£250** (approximately INR 26,100) may be required to evaluate additional or amended evidence.

1. **Contact details**

   This section is for the person who is filling out the form on behalf of your organisation. If it isn't the person who will be the Main Contact for your accreditation, and who our communications will be directed at in the first instance, you will be able to identify them later on the form. Please complete as many boxes as possible.

   a. **Organisation details**

      This information ensures that our records hold the correct information of your organisation name and location. Please remember to let us know if these details change once you are accredited. If you have a Facebook and Twitter page do let us have the details so that we can *like* and *follow* you.

   b. **Main Contact details**

      If different from the earlier contact details, please provide us with full details of the Main Contact should we need to call, email or send any correspondence by post regarding your accreditation application.

   c. **Invoicing details**

      Please provide the name of the person who we should contact regarding all finance issues, including invoicing, if it is different from the Main Contact.

   d. **Administrator contact details**

      It's useful to have an Administrator Contact in case we are unable to reach any of the other contacts you have provided.

2. **Website address**

Please provide the website address where your accredited qualification/s will be advertised.

3. **Size of faculty team**

Let us know how large your faculty team is (tutor/assessor/IQA). You will need to provide experience and skills information for all of them as part of the accreditation process.

4. **What qualification are you applying for?**

You have the following choices.

- **Entry qualifications:**
  - Certificate in Fitness Instructing
  - Certificate in Group Exercise Instructing (freestyle)
  - Certificate in Mat-based Pilates
  - Certificate in Comprehensive Pilates (**Please note** learners must also have a REPS India recognised and PD:Approval accredited Mat-based Pilates qualification to be able to undertake this training and subsequently join REPS India.)
  - Diploma in Comprehensive Pilates
  - Certificate in Personal Training (**Please note** learners must also have a REPs India recognised and PD:Approval accredited Gym qualification to be able to undertake this training and subsequently join REPS India.)
  - Diploma in Personal Training (Gym and Personal Trainer combined).

- **Additional qualifications**
  - Diploma in Special Populations

You can only pick one qualification at a time on the website; if you wish to accredit more qualifications, you must submit another application.

5. **How will this qualification be delivered?**

It's important that we know how you will be delivering your qualification. You have the option of **blended** (face-to-face and online) or **100% face-to-face**. Blended learning is very popular as it removes many barriers for your learners such as cost and distance to travel. However, we must ensure that it fulfils our strict criteria so you will be asked to provide login details to a test account. So that the evaluator can review your online training thoroughly, please ensure that there is no requirement for them to complete any of the study to be able to move through the process. For more details on Blended Learning see Appendix 3.

The other option for delivery is full-time **classroom based**, where the learners are taught with their tutor face to face. Select whichever applies to your training.

6. **Guided Learning hours (GLH)**

You will be asked to provide the total GLH of your qualification, and how much of that time is face to face and practical learning. GLH can incorporate the assessment, pre-course study and break times.

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. The lesson plans must reflect the total GLH, Face to Face Tuition Hours (FTH) and practical learning time, broken down into manageable daily sessions for the learner.

We advise **no more than 6 hours learning per day,** including breaks, with a mixture of practical and theory training.

**Please note the breakdown of GLH and FTH for each qualification:**

| Discipline | GLH | FTH | Minimum practical hours to be included in FTH |
|---|---|---|---|
| Certificate in Gym Instructing | 150 | 75 | 24 |
| Certificate in Group Exercise | 150 | 75 | 24 |
| Certificate in Mat-based Pilates | 275 | 150 | 75 |
| Certificate in Comprehensive Pilates | 225 | 150 | 75 |
| Diploma in Comprehensive Pilates | 500 | 300 | 150 |
| Certificate in Personal Training | 200 | 102 | 50 |
| Diploma in Personal Training | 275 | 150 | 75 |
| Diploma in Special Populations | 300 | 335 | 120 |

> Learners must only attend a maximum of **6 hours of learning during any day**, as to do more will impact on their capacity to learn and will not be conducive to their studies and overall

7. **When do you want to deliver your programme?**
   Let us know when you hope to deliver your accredited programme so that we can do our best to help you meet your time frame.

8. **In which region/s do you intend to deliver your qualification/s?**
   For our records and data collection purposes we ask you to record the regions in which you plan to deliver your accredited qualification/s. A list is provided for you to select from. **Please note** that you will be required to provide details and a video of the centres for each of the locations you select. If you don't have a centre in a region, please do not select it.

9. **Tutor:student ratio**
   Let us know the maximum number of learners your tutor will be teaching during each lesson.

10. **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.

11. **Training Centres, Equipment and Facilities**
    You must provide the address of each venue you will be using to deliver or assess your qualifications, and then the following information for each. You will have the opportunity to add the details of up to two centres on the form.

    - **Equipment**
      You will be provided with a list of equipment depending on the qualification you have selected and must tick everything that you have available for your learners. It is not necessary to have all the items listed, however some of them will be essential. The lists can be found in Appendix 4 (if you are applying for the Diploma in Special Populations, please use the list specifying the equipment required for the Certificate in Fitness Instructing). 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.

      **Please note:** *by selecting equipment from the list as part of your submission, you are confirming that it is safe, effective and fit for purpose.*

- **Facilities**

  The form includes a list of facilities and equipment your centre should provide for your learners, please tick the ones that you have in place at all of your venues.

  **Please note***: By selecting equipment from the list as part of your submission, you are confirming that it is safe, effective and fit for purpose.*

- **Video evidence**

  You must upload a short video of each centre you will be using showing all the items you have selected in both the Equipment and Facilities lists. All equipment with moving parts must be shown in use. If your video is too big to upload to the form, you may share it with us via Dropbox or WeTransfer

**Please note:** *Only approved centres can be used for your accredited training and delivery of RPL (recognition of prior learning – entry qualifications only). You will receive a certificate of approval for each of your approved centres.*

## 12. Biography templates and achievement certificates

Use the template link in the form when you reach this page, to download a Biography template for each member of your team – or download it [here]. Here you can detail the experience, training and qualifications of everyone involved in your faculty team, including the programme's author if applicable. This must include all the relevant qualifications achieved by the members of your faculty team, including their fitness qualifications, so that we can determine the suitability and level of achievement. All team members must have at least 12 months experience as fitness instructors. 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 (which includes a theory assessment and a summative practice assessment) 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.

Your faculty team will be required to undertake tutor, assessor and/or internal quality assurer (IQA) training  - see [2.5 Tutor, Assessor and IQA Awards] for more information – and can start in their role as long as they are enrolled on the appropriate award ('working towards').

All team members must also undertake the qualification you are applying for through Recognition of Prior Learning – see [2.6 Fitness qualifications and RPL] 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.*

## 13. Team Matrix

You will be asked to complete a Team Matrix [spreadsheet] showing the team members you have submitted Biography Templates for, the role/s you intend them to undertake (tutor/assessor/IQA) and if they are undertaking PDA's Professional Awards. If any of your team does not have the necessary fitness qualifications, the matrix must also indicate if they need to undertake RPL with PDA.

## 14. Learner Pack

This is the manual of information that the learner needs once they sign up to your accredited programme, and must include everything they need before, during and after the training takes place.

**Please note:** *PDA has created learner manuals for all Entry Qualifications which you can use instead of creating your own. PDA's manuals are provided in PDF format. See [1.11 Using PD:Approval learner materials](#) for more details.*

The pack should contain:

- Contents page and page numbers for ease of reference
- Overview of the organisation, your accolades, values and ethos, along with company department contact numbers.
- Main resources relating to the training programme - ensure that you try to incorporate everyone's learning style (VAK)
- Training programme overview

In addition, including if you are using a PDA manual, you need to provide your learners with the following information:

- Company polices (equal opportunities, complaints, appeals etc)
- Timetable
- Resources to bring (pens, paper, gym kit etc)
- Pre-course instructions
- Overview of the assessment and the criteria
- Appendix - policy forms

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.

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.

**Further information:**

1. **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).

2. **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.

3. **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:** The Accreditation Resource Bundle (included in the Accreditation Pack or purchased from our Shop) contains a Learner Manual template and guidance to save you time.

### 15. Assessment Pack

If you are using PDA's learner manual we will provide you with a fully mapped Learner Assessment Pack at Interim Approval. The LAP provides everything you need to carry out the summative (final) assessment at the end of the training and includes:

- Case study
- Programme card
- Health screening paperwork
- Worksheets (internally assessed)
- Personal Development Plan
- Viva (oral examination)
- Practical observation checklist
- Reflective statement
- Professional discussion
- Session (Group Exercise only)

The final part of the summative assessment, the multiple choice questions (MCQ), will also be provided to you. You have the option to create your own LAP instead of using this one, but it must conform to the same standards.

If you are creating your own LAP, please provide all of the materials for running an assessment and self-reflection – use the Assessment Pack templates in the Resource Bundle to help fulfil this criteria.

If you are applying for the **Diploma in Special Populations**, you can elect to purchase PDA's assessment packs. Each **assessment pack** is £200 (approximately INR 20,800) 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.

If you submit your own assessment pack, it must be fit for purpose with clear marking criteria and be able to judge the achievement of the learning outcomes. Please also ensure you include assessment information in your Learner Pack. The assessment pack must include:

**Entry Qualifications:**

- Assessor Feedback Form
- Assessor Self-reflection Form
- Group Assessment Plan
- Individual Learner Assessment Plan
- Invigilation Checklist
- Invigilation Guidelines for Theory Assessments
- Peer Assessment Form
- Practical Observation Checklist
- Reasonable Adjustments for Additional Learning Needs Form

**Please note:** *The pass mark across all written/theoretical assessments MUST be a minimum of 70%.*

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.

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.

Further information on creating an assessment, invigilation or re-sits can be found in Appendix 6.

**Handy Hint:** If you are creating your own  Learner Assessment Pack use the templates in the Accreditation Resource Bundle (included in the Accreditation Pack or purchased from our Shop).

### 16.  Mapping to REPS India Standards

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.

**Please note:** *If you are using PD:Approval's learner materials, you don't need to complete any mapping as we have done it for you.*

Use the relevant mapping toolkits to map your programme 100% to the REPS India Standards – by mapping your programme, the evaluator will be able to check that you have covered everything required to gain accreditation.

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(for example 'Slide 9-18 of PowerPoint A'), manuals (for instance, 'page 11-15 in the Learner Manual'), lesson plans or books.

Insert in the righthand columns of the toolkit/s where in your training we will find reference to the particular competency or knowledge requirement and how it will be assessed. You can see an example of mapping in Appendix 7.

**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.*

**Helpful Hint:** If you would like help with the mapping, please contact us to discuss the support of one of our Technical Consultants.

### 17.  Tutor Pack

This is everything that a tutor will need to deliver your accredited qualification, and is essential for anyone who needs to step in if the usual tutor is unable to take any class – use the Tutor Pack in the Resource Bundle to help fulfil this criteria. The pack must include:

- Learner application form
- Attendance register
- Health and safety checklist

- CPD record
- Lesson plans* for each session – these must include the learning aims and outcomes (see examples of the detail required in Appendix 5)
- Learner feedback form
- Tutor:learner agreement
- PAR-Q/consent form (if applicable)
- As well as any additional resources such as PowerPoint presentations.

**\*Lesson Plans available for the Diploma in Personal Training**
The DPT accreditation pack includes a full set of lesson plans and a mapping toolkit which includes where the lesson plans are mapped (see the Lesson Plan folder in the Accreditation Pack). You have the option to use the lesson plans as they are, or altering them to suit your training:

- If you use our unaltered lesson plans, select that option on the submission form. You will not be asked to upload any lesson plans but, if you are not also using PDA's DPT Learner Manual, you must upload the mapping toolkit in the Lesson Plans folder in the Accreditation Pack, after you have edited the 'Resources' column showing how your learning materials are mapped.

- If you use PDA's lesson plans but alter the contents in any way, you must upload your version as evidence in your submission form, and amend the mapping toolkit in the Lesson Plans folder accordingly before uploading it to the submission form.

- If you are using your own lesson plans, you will be asked to upload them together with a completed mapping toolkit (use the blank template in the Mapping folder in your Accreditation Pack and complete every section).

**Handy Hint:** don't forget to include opportunities for formative checks throughout your own lesson plans.

**Handy Hint:** The Accreditation Resource Bundle (included in the Accreditation Pack or purchased from our Shop) contains a Tutor Pack with templates and guidance to save you time.

18. **Learner Assessment Pack (LAP):**
    The LAP provides everything you need to carry out the summative (final) assessment at the end of the training.

    The LAP includes:

    - Case study
    - Programme card
    - Health screening paperwork
    - Worksheets (internally assessed)
    - Personal Development Plan
    - Viva (oral examination)
    - Practical observation checklist
    - Reflective statement
    - Professional discussion
    - Session (Group Exercise only)

    The final part of the summative assessment, the multiple choice questions (MCQ), will be provided to you at Interim Approval in a pack described later on. You have the option to create your own LAP instead of using this one, but it must conform to the same standards.

19. **Administration Pack**
    The administration pack is a document that you will use with your team internally which 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.

The pack must include:

- Mission Statement
- Aims & Objectives
- Equal Opportunities Policy & Procedure
- Appeals Policy & Procedure
- Appeals Request Form
- Learning Support and Reasonable Adjustments Policy
- Internal Quality Assurance Policy & Procedure (see Section 7.7)
- Trainer Procedures for Recording & Retaining Evidence
- Data Protection Policy & Procedure
- Learner Contact & Support Procedure
- Training Cancellation Policy
- Health & Safety Policy
- Safeguarding Policy
- Media Policy & Procedure
- Social Media Policy & Procedure

**Handy Hint:** The Accreditation Resource Bundle (included in the Accreditation Pack or available from our Shop) contains a template Administration Pack and guidance to save you time. The Quality Assurance Pack also includes templates to assist you in your internal quality assurance process.

## 20. Marketing materials

Please upload examples or hyperlinks to any designed draft marketing materials promoting your qualifications and organisation (you can add the accreditation logos once you have Full Approval); all marketing must clearly show the following information:

1. Purpose/aim of the course to include key learning outcomes
2. Cost
3. Prerequisite requirements (if applicable)
4. The type of assessment
5. Please also indicate where you will put the REPS India Training Provider and CPD point logos, and the PD:Approval Accredited logo – post approval you will be required to resend your marketing with the actual logos in place and must display them on your website.

*Please note: **Do not make unsubstantiated claims about your organisation or the qualifications you are offering in your marketing or social media.***

## 21. Certificate of Incorporation
Please provide a copy of your certificate.

## 22. Certificate of insurance
Please provide a copy of your business insurance policy.

## 23. Agreements
At the end of the submission you will be asked to confirm your agreement to the following:
- That you are authorised to complete the submission form
- That you have read and understood the requirements of accreditation and agree to pay the non-refundable fee/s.
- That any centres, facilities and physical resources have met health & safety guidelines and venues are covered by any necessary insurances

- That you agree to purchase the required amount of learner manuals (if using PDA's manual)
- That you have read and agree to the Contract Terms and Code of Conduct & Practice

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

## 4.3 Submission Payment

Once you have submitted your form, we will send you an invoice and appoint one of our technical evaluators to review your submission as soon as payment is received.

**Please note:** *the submission fee is subject to Tax Deducted at Source.*

# Section 5: The Evaluation

Once payment is received for your submission, PDA will appoint an independent technical evaluator to review your evidence. They will review it in line with PDA's accreditation criteria and the standards set by PDA and REPS India. We aim to provide the initial report within 10 working days but this timeline may be affected if the evaluator needs to verify any details with you during this time.

**Any communications regarding your evaluation and report status must be directed to repsindia@pdapproval.com, who will liaise with the evaluator on your behalf. All communications must also be copied to REPS India at pdapproval@repsindia.org.**

## 5.1 The evaluation report status

If all your evidence has been approved, you will receive a report with an **Interim Approval** status. Whilst the evidence you have submitted has been approved, a status of Full Approval will not be available until your allocated EQA and the REPS India management team perform a joint Approval Visit during your first assessment.

If your submission isn't given Interim Approved, your initial report will have one of the following statuses:

- **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 **£250** (approximately 26,100 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 fail to provide the correct evidence or miss the agreed deadline, your status will change to Not Approved (see below).

- **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 accredited. 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.

**Please note:** *All written communications about your evaluator and/or report must be by email and copied to REPS India at pdapproval@repsindia.org; no other forms of written communication will be responded to.*

## 5.2 Appeals

If you are unhappy with a decision made by PDA you can appeal by following the process outlined in 8.12 Complaints & Appeals.

# Section 6: Interim & Full Approval

## 6.1 Interim Approval

Once you have satisfied all the submission criteria, your organisation will be awarded Interim Approval. This means that you must now only use the accredited materials for training new learners in the discipline/s that you have been approved for. At this point your approved qualification/s are not yet recognised by REPS India and you cannot market them as such or display any REPS or accreditation logos. Recognition comes after Full Approval when logos will be provided to you. However, you must now start registering your learners (see 6.3 below).

Along with your Interim Approval confirmation email, you will be given access to an Accreditation Dropbox which contains all your accreditation history so far as well as the password-protected MCQs for your summative assessment (unless you are using your own). For full details of your Dropbox, please see 6.4 Dropbox.

## 6.2 Using a PDA Manual

**Manual credits**

If you are using PDA's electronic copy Learner Manual (Entry Qualifications only), you will be required to commit to registering a minimum of 200* learners per accreditation year using the electronic manual. We will invoice you quarterly for 50 copies to meet the minimum requirement of 200 copies per year, **with the first 50 invoiced at Interim approval**, and these will be added as a credit to your learner registration account. A 5% discount will be applied if you bulk purchase all 200 at submission. If you are accredited for more than one qualification you will only be required to purchase one set of 200 manuals and you can specify the split of the copies prior to invoicing to reflect the correct price.

*  If you are using the Mat-based Pilates manual, the commitment is 50 per year. At Interim Approval you will be invoiced for 25 copies, then again in six months.*

If you use up your credit during the quarter, additional copies will be charged automatically when registering your learners. If you do not use up credit during the quarter, they will be carried over and added to the next credit. Once you meet your mandatory quota of learners, all new manuals will be charged upon registering your learners. Upon renewal, the mandatory purchase of manuals will apply again; if any manuals in the previous accreditation period haven't yet been used, they will be added to your new quota.

**Please note:** *if using the 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 accreditation will be at risk.*

**Learner Assessment Pack**

We will now provide you with the Learner Assessment Pack and live MCQ papers which will be password protected and stored in your Accreditation Dropbox. The passwords will be emailed to the specified Main Contact and it will be their responsibility to maintain the documents' security.

## 6.3 Registering your learners

All providers who have gained Interim Approval to deliver accredited qualifications must register their learners with PDA, and you will be sent login details to register your learners on our website. You must gain permission from your learners upon enrolment to pass their information to us before registering them **within 7 working days of the start of their qualification**. Their information will be used solely for the purposes of recording their registration and assessment status and issuing a Certificate of Achievement for those who have passed (once you have gained Full Approval).

For each of your learners, you must provide us with the following information via our website by filling in the Learner Registration form:

- Full name
- Date of birth
- Learner Number (the unique number you have allocated to the learner and is required for security and identification purposes)
- Date of learner's registration (the date they registered with you on to the qualification)
- The qualification code (the code you have assigned to the qualification)
- The qualification they are undertaking

Once the learners have completed their final assessment, you will need to update us on who has passed, failed, been referred or withdrawn by completing the Learner Status form. We will then start processing the Certificates of Achievement for those who have passed.

Depending on your process, you can then update us on any learners who have been referred using the same online form if they subsequently pass or fail.

**Security**
Your learners' details will be kept securely on a Customer Relationship Management (CRM) system with a two-step verification process for access, and will not be shared by any third party. Records will continue to be stored until the learner informs us that they wish them to be removed, so that duplicate certificates can be provided on request (a fee of £40 – approximately INR 4,100 - will be incurred for duplicate Certificates of Achievement).

PD:Approval complies with all requirements for General Data Protection Regulations (GDPR) and is a member of the Information Commissioner's Office (IOC). All members of PD:Approval have signed a Code of Confidentiality.

**Previously certificated learners** (Entry Qualifications only)
Once your qualification/s map to the REPS India Standards and are accredited, you can re-assess previous learners who have already been certificated by you prior to accreditation using the Recognition of Prior Learning (RPL) materials in your accreditation pack. Register them as normal on the Learner Registration Form and use the Learner Status form to update us. If they have passed the RPL assessment, we will provide a PD:Approval Certificate of Achievement so that they can be recognised by REPs India as well as the other ICREPs member countries.

This process would also be appropriate for those working in the industry who have extensive experience or prior training, and are sufficiently skilled and knowledgeable but do not hold an accredited qualification. For more details on Certification and what to do if an additional copy is needed, see Section 8.2.

## 6.4 Dropbox

At Interim Approval you will receive access to your Accreditation 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 accreditation.

**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 PDA Accreditation Dropbox, they must email repsindia@pdapproval.com 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 Interim Approval, we will 'share' your PDA Accreditation Dropbox with the Main Contact, who will receive an email with a link which will provide them with full access.

*Your Accreditation 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.*

## 6.5 Full Approval

In order to award you Full Approval, PDA will carry out an Approval Visit at least 4 weeks after the training days and during your first summative assessment for your accredited qualification,. They will be accompanied by a member of REPS India (costs will apply which they will advise you of separately).   This is to ensure that your systems and processes are being properly implemented and that your delivery and assessment meet the required standard. The newly qualified members of your faculty team will be observed at the same time.

> **Should travel and meeting in groups be affected by COVID or other circumstances and until it is deemed safe by PD:Approval, the EQA Grading visit described below will be carried out virtually by Zoom.**

**Approval Visit fee**
You will be required to pay a fee of £1250 (approximately INR 130,000) once dates have been agreed. No travel arrangements will be made until this fee is paid so invoices must be settled in full by the payment date on the invoice. REPS India will advise you of their fees separately.

**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 visit.*

After the Approval Visit a report will be provided which will determine your Approval status and detail any actions you might still need to complete within a specified timeframe to gain Full Approval.

All communications at this point will be through PDA at repsindia@pdapproval.com, who will support you with any actions detailed in your report. **Please do not contact your EQA directly.**

**Please note:** *All written communications with PDA must be by email and copied to REPS India at pdapproval@repsindia.org; no other forms of written communication will be responded to.*

Your Approval report will grade you using the following criteria:

- **Full Approval:** Congratulations, your organisation and qualification have met the required standards and are now recognised by REPS India.

- **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).

- **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. In order to proceed with the submission, you will be required to pay an additional fee of **£250** (approximately INR 26,100 – 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 fail to provide

the correct evidence or miss the agreed deadline, your status will change to Not Approved (see below).

- **Not Approved**: this means that unfortunately your submission has failed to reach the standards set by PDA and REPS India. The submission process for the programme in question will end and you will need to start a new submission if you wish to become accredited.

Your report will guide you on what you must do to improve a future submission, and a period of six months will be imposed to give you time to fully reflect on the process before resubmitting. After a successful Approval Visit and completion of any actions, PDA will issue you with notification of Full Approval. You will receive the REPS India and PD:Approval accreditation logos to add to your marketing and website, and a Certificate of Authentication detailing your accredited status which you can print out and display, and use as proof of your status.

**Please note:** *It is a condition of your accreditation that the logos are placed on your website along with text referencing your accreditation by PD:Approval and recognition by REPS India. See the Logo Guidelines document in your Dropbox for more information.*

# Section 7: Quality Assurance

## 7.1 After Full Approval

If you are approved for an Entry Qualification, your allocated EQA will support you to maintain the quality of your delivery throughout your accreditation period through remote monitoring activities (no fees apply but support is limited to a maximum of 6 hours), and at each renewal will organise a new EQA Grading Visit with you (usual fees and conditions apply). They will be accompanied by a member of REPS India (costs will apply which they will advise you of separately).

**Please note:** *All written communications with your EQA must be by email and copied to REPS India at pdapproval@repsindia.org; no other forms of written communication will be responded to.*

## 7.2 EQA Grading Visits (Entry Qualifications only)

> **Should travel and meeting in groups be affected by COVID or other circumstances and until it is deemed safe by PD:Approval, the EQA Grading visit described below will be carried out virtually by Zoom.**

After your first year of accreditation and during each new accreditation year, your EQA will arrange with you a Grading Visit to undertake quality assurance of your organisation and provide support (usual fees and conditions apply). They will be accompanied by a member of REPS India (costs will apply which they will advise you of separately).  Desk-based sampling may also take place during the year.

**EQA Grading Visit fee**
You will be required to £1,250 (approximately INR 130,000) 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. REPS India will advise you of their fees separately.

**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 Visit.*

## 7.3 The EQA Grading Report (Entry Qualifications only)

A detailed report will be compiled after the Grading Visit 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.

Your EQA will grade your organisation according to PDA's quality framework, as detailed overleaf.

## 7.4 Desk-based Quality Assurance (Diploma in Special Populations)

If you are approved for the Diploma in Special Populations, your appointed EQA will carry out virtual, desk-based quality assurance checks each year after your first renewal.

After each annual desk-based check, a report will be provided 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.

Should your quality assurance check raise any issues that require a visit the process for quality assurance visits – see 7.2 above – will be followed, which will incur fees.

See overleaf for the PDA Quality Framework.

**PDA Quality Framework**

| Grade 1: Outstanding |
| --- |
| The quality and consistency of the teaching, learning and assessment is outstanding. The content is highly relevant and there is evidence of a commitment to continuous improvement. All learners are achieving and are actively encouraged, through leadership, teaching and management to achieve their full potential. Read the full criteria here. |
| **Grade 2: Good** |
| The quality of teaching, learning and assessment is good or better. There is evidence of a positive and conducive learning environment. Most learners are achieving and learning outcomes are being met and there are measures in place to support learner achievement. |
| **Grade 3: Requires improvement** |
| The quality of teaching, learning and assessment, although it may good in places, is inconsistent in its overall quality. Some learners may be meeting the outcomes, and some learning and outcomes may require improvement. |
| **Grade 4:Unsatisfactory** |
| In general, the effectiveness of the programme is inadequate. The quality of teaching, learning and assessment and the outcomes for learners are inadequate. There are weaknesses in leadership and management and learners' ability to succeed is impaired. |

## 7.5 Outstanding Status

To achieve an Outstanding quality assurance status, there are a number of criteria that must be satisfied which are detailed here.

## 7.6 Unsatisfactory Status

If your quality status is Unsatisfactory after an EQA Grading Visit or desk-based check, an EQA Grading Visit may be required which would incur a fee of £400 (approximately INR 41,700) per day plus £1250 (approximately INR 130,000), plus the cost of any training that your EQA has specified. If the status remains at Unsatisfactory despite our support, your continuing accreditation could be at risk.

**Please note:** *No travel arrangements can be made until the fee is paid so invoices must be settled in full by the payment date on the invoice.*

## 7.7 Internal Quality Assurance (IQA)

Your organisation and accredited qualification/s must be internally quality assured by a qualified member of your team, and you will be required to provide a quality assurance strategy, systems and procedure as part of your submission for approval.

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

**Who can undertake the role of the IQA?**
Anyone who has undertaken our IQA training and holds relevant fitness qualifications can carry out the role of IQA for your accredited qualification or endorsed Foundation Training.

**Strategies to quality assure vocational training**

- **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.

- **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 that also input into the programme 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.

- **Learner Feedback:** This is essential to ensure that you are meeting the needs of your learners. All learner feedback must be recorded and reviewed.

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

## Section 8: Now you have Full Approval

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

### 8.1 Logos

Upon Full Approval, you will be issued the REPS India Independently Accredited logo and the PDA Accredited logo, which may be used on your marketing, website and social media in relation to your accreditation.

**Please note:** *It is a condition of your accreditation that the logos are placed on your website along with text referencing your accreditation by PD:Approval and recognition by REPS India. See the Logo Guidelines document in your Dropbox for more information.*

Neither logo can be added to any other materials whether relating or not to your accreditation, for instance your own learning materials or certificate of achievement. If in doubt, please contact repsindia@pdapproval.com. Misuse of the accreditation logos will result in a sanction.

### 8.2 Registration and certification

> **As a condition of accreditation, you must register**
> **a minimum of 120 new learners each accreditation year – see 1.12 for further details.**

All learners must be registered on the PDA website **within 7 days of the start date of the accredited qualification** (Course Start Date).

*Please ensure the details you submit are accurate by checking before submitting. Changes to any information you supply that appears on Certificates of Achievement can only be made by contacting us with details before the certificate is processed; once processed any change to details that requires a new certificate will incur a fee. This does not include typing errors advised to us within 24 hours of the certificate being issued.*

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

PDA will provide you with an official, secure Certificate of Achievement electronically as a PDF document for each of those learners who have successful passed their final assessment. The certificate will contain a QR Code to protect against copying, and will have a unique certificate number, the qualification they have achieved, your provider name and the date the learner passed their final assessment. If you provide your own certificate, please be aware that it will not be recognised by REPS India or the other ICREPs member countries.

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

Certificates can also be verified by visiting our website and keying in the certificate number.

Electronic certificates are processed every Wednesday for learners whose status is recorded as 'passed' and payment has been received by 4pm UK time on the preceding Tuesday, and we will send an email to the Main Contact by the end of the same week to inform them that copies of the certificates have been uploaded to their Dropbox.

PDA's official secure Certificate of Achievement is the only certificate for Entry Qualifications (Gym Instructor, Group Exercise Instructor, Mat-based Pilates, Certificate in Comprehensive Pilates, Diploma in Comprehensive Pilates, Certificate in Personal Training and Diploma in Personal Training) that will be recognised by REPS India. Upon receipt of their certificate, learners will be able to register with REPS India. Once they are a member, REPS India will then be able to provide a letter of portability for recognition by other ICREPs member countries should they require it.

PDA's official secure Certificate of Achievement for the Diploma in Special Populations is recognised by REPS India as demonstrating that the learner has met the standards and is fit to practice with the Special Population groups. They will also be covered by their REPS India insurance if applicable.

## 8.3 Replacement certificates

We will reissue any certificate with a typing error if we are informed within 24 hours of the certificate being issued. However, after this timeframe a charge of £25 will be made per certificate. This does not include name changes, which must be provided to us before the certificate is processed otherwise the £25 fee will be charged for a new certificate.

## 8.4 Making amendments

If you plan to make any major changes to your qualification/s during the accreditation period, you must make these known to PDA before they take effect. This could include for instance new faculty team members (training must be delivered to them through the Mentoring process – see 8.8 Training New Members - before they commence their role/s), changes to policies and procedures, or changes to the qualification content. Evidence must be uploaded to the Amendments folder or the New Team Members folder in your Accreditation Dropbox for evaluation to ensure that it meets our criteria and doesn't affect your current accreditation. The process for both amendments and new team members are similar. Below is the process for amendments:

1. Access your Dropbox
2. Open the Amendments folder
3. Open the Amendments template, fill in the details of the changes and save it
4. In the Amendments folder, create a new folder with a relevant name and the date ie New Tutors 03.03.20 **NB:** If you are submitting a new assessment, this must be uploaded to the MCQ folder in a new folder with a relevant name and the date ie New Assessment 03.03.20
5. Upload your supporting evidence into the new folder ie for new team members, a Biography Template and supporting certificates
6. Contact your EQA to inform them that changes are ready for review
7. Your EQA will review the information you have added to Dropbox and the supporting evidence
8. Once the EQA has confirmed approval, you can then incorporate the changes.
9. New faculty team members must be added to the Faculty Team Template but only once they have completed any training successfully and been approved

**Please note:** *Continuing to deliver accredited qualifications when changes have occurred without informing us and gaining approval or using unqualified team members could result in a sanction or termination of your accreditation.*

## 8.5 Change to a new learner manual

You must use the same learner manual each accreditation 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 accreditation period to start, otherwise you will not be able to change over until after the following renewal date. Any electronic manual credits that you have accrued will not be refundable.

**Please note:** *To allow for the full process to take place as outlined below, any applications received within five months of your next renewal date will not be accepted.*

**Handy Hint:** The Resource Bundle (included in the Accreditation Pack or available from our Shop) 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 (see your Accreditation Pack for details), as well as any new tutor resources and/or assessment materials. You can continue to use PDA's lesson plans and assessment, however if applicable they must be updated to reflect your manual and provided as part of your application.

A non-refundable fee of £600 (approximately INR 62,600) is charged for the technical evaluation, which will start as soon as payment is received.

We will review your application a maximum of three times:

1. **Review 1:** We will review your initial submission evidence and a report will be issued within 10 working days. If further evidence is required it will include actions that must be completed within a one month deadline. Alternatively, if your evidence is approved you will be notified and able to use the materials as outlined below.

2. **Review 2:** If after reviewing the additional submitted evidence your materials still do not meet our requirements, your report will be updated with actions to be completed within a one month timeframe, and, if you chose to proceed, a fee of £300 will be issued for a third and final review. If you decide not to proceed, your report will be updated with a status of Not Approved, and the process will end. Alternatively, if your evidence is approved at this stage you will be notified and able to use the materials as outlined below.

3. **Review 3:** If you have decided to proceed and the fee has been paid and the additional evidence received, a final review will be carried out. If your materials still do not meet our requirements, your report will be updated with our feedback and a status of Not Approved, and the process will end. Should your evidence meet our requirements at this stage, you will be notified and able to use the materials as outlined below.

**Please note:** *Should you miss the report deadline (1/2) or not wish to proceed (2), or your application is not approved (3), you must continue using PDA's materials but may apply again in your next accreditation period using the same form and making the applicable payment.*

### Approval

As long as 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 qualification after your new accreditation period starts. If approval is not in place by your renewal date, you must continue to use PDA's materials until your next renewal date.

### Requirements for new manuals

The manual as a minimum must:

- Be suitable for the programme and reflect good practice
- Map 100% to the REPS India Standards, evidenced with a Mapping Toolkit
- Be the original work of the applicant and not breach PDA copyright
- Be technically accurate and evidence-based, referenced where applicable
- Have illustrations that are clear and relevant, referenced where applicable
- Be grammatically correct and easy to read
- Contain a contents page that reflects the manual's page numbers
- Contain a bibliography
- Be branded to the training provider and contain relevant contact details
- Be mapped if required to the assessment and tutor resources
- Include a reference to the qualification being mapped to REPS India standards, accredited by PD:Approval and recognised by REPS India

**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**

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**

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.

**Plagiarism**

As with all accredited materials, they must be your own work. Neither text nor images can be copied from PDA materials and you must show the appropriate referencing and permissions for any text and images that are not created by you. *Should any breach of PDA's copyright be found in your materials, a Level 1 sanction will be put in place.*

**Changing to PDA materials**

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

**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 accreditation will be at risk.*

## 8.6 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 –may be the same person as the Main Contact
- **Administrator Contact**: to 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.

## 8.7 Delivering at new centres

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

1. Details of the equipment and facilities at the centre – download this form, complete it and add it to the Centres folder in your Accreditation 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 venue; any equipment with moving parts must be shown being used. Once complete, save the video in your Dropbox or send a link to repsindia@pdapproval.com so that we can view it for approval. Please save the video labelled with the name of the centre.

**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.*

## 8.8 Training new team members

If you wish to take on new tutors, assessors or IQAs they must first have a recognised qualification in the discipline you are accredited for, and then complete and pass the relevant Professional Award.

Because you will already have team members who have successfully completed our awards, this can be delivered through the **Mentor** process, where one of your experienced and qualified team members acts as a Mentor to the learner helping them with 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 and must complete a logbook of evidence.

All Professional Award students and their appointed mentors will be required to provide relevant information as part of the students' enrolment, which will also enable us to approve them as members of your faculty team once they have successfully completed their award/s, so there is no need for a Biography Template.

A training webinar is not included in the Mentored price, however you do have the option to purchase the virtual training day with our Master Trainer at £150 each (approximately INR 15,600).

## 8.9 Assessments

You must regularly review the MCQs used in your summative assessment to ensure they can't be anticipated by the learners. Any new MCQs must be approved by your EQA before they are used as part of your accredited qualification.

## 8.10 Renewal

Accreditation is renewable annually at the cost of £600 (approximately INR 68,000) for each qualification. Your renewal fee provides a new period of accreditation and continuing support from your EQA, including their annual Grading Visit (fees apply) and remote monitoring. Please make a note of your renewal date, which will be communicated to you in your Full Approval confirmation email. 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 accreditation expiry date your new period of approval will continue without interruption.

## 8.11 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 1,80,000, 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.

## 8.12 Complaints and Appeals

In the event of a complaint or appeal against PDA or against one of our accredited 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 accredited provider may result in a Sanction.

To make an appeal against a decision by PDA or to complain about either PDA or another accredited provider, please follow our Complaints and Appeals process.

# Section 9: Appendices

## Appendix 1 - Partner Price list

**Please note:** *All prices in the preceding pages are based on the Partner price.*

Partner status is for the whole of the accreditation year, including renewal. Changing to Non-Partner status must be confirmed in writing before the renewal date and will be effective from the start of the new accreditation period.

| Product | Price | INR† | Details |
|---|---|---|---|
| **Entry Qualifications: Accreditation Pack (£400) / Submission fee (£600) -** Additional entry qualifications will be charged for the Submission fee (£600) only. | £1000 | 113,000 | 1st year |
| **Diploma in Special Populations** submission fee | £700 | 79,000 | 1st year |
| **Diploma in Special Populations** assessment pack | £200 | 22,600 | One-off fee |
| **Additional Qualifications** (submission fee only) | £600 | 68,000 | Per qualification |
| **Annual Accreditation Renewal** | £600 | 68,000 | Per qualification |
| **Further Evidence Required (FER) report status** | £250 | 28,000 | - |
| **Technical Support -** Zoom/telephone/email | £40 | 4,500 | Per hour |
| **Registration and certification costs per learner** (certificate fee plus PDA materials if applicable) | £40 | 4,500 | Per learner |
| **Replacement certificate** | £40 | 4,500 | Per certificate |
| **Group Exercise Learner Manual** (minimum 80 per accreditation year) | £25* | 2,800 | Per learner |
| **Gym Learner Manual** (minimum 80 per accreditation year) | £30* | 3,300 | Per learner |
| **Personal Trainer Learner Manual** (minimum 80 per accreditation year) | £35* | 3,900 | Per learner |
| **Diploma in Personal Training Learner Manual** (minimum 80 per accreditation year) | £45* | 5,000 | Per learner |
| **Certificate in Mat-based Pilates Learner Manual** (minimum 80 per accreditation year) | £70* | 7,900 | Per learner |
| **Manual review** (FER fees may also apply) | £600 | 68,000 | Per manual |
| **Professional Awards (Tutor/Assessor/IQA)** (submission stage) Mandatory minimum 3 learners/awards @ £200 each (one tutor and two assessors) | £600** | 68,000 | Per learner/award |
| **Additional attendees** | £150 | 17,000 | |
| **Mentor-led Professional Awards** (post approval) | £150 | 17,000 | Per learner/award |
| **Professional award with virtual training webinar** (post approval) | £200 | 22,600 | Per discipline |
| **Full Approval/EQA Grading Visit fee** | £1250 | 141,000 | - |
| **External Quality Assurance support visit** (if investigation required) | £400 £1250 | 45,000 141,000 | Per day - |
| **Standardisation Days** (minimum 5 members of approved faculty team to attend | £80 | 9,000 | Per attendee |

**Some of these costs are subject to Tax Deducted at Source (TDS). All bank fees are to be paid by the applicant.**

\*   Costs added at registration to each learner registration and certification fee

\*\*  Covers 3 mandatory places which must include Professional Awards for one tutor and two assessors (one assessor must continue to the IQA award which will be invoiced within six months of the start of the assessor award)

†   Prices based on exchange rate 07/05/2025

## Appendix 2 - Non-Partner Price list

**Please note:** Non-Partner status is for the whole of the accreditation year, including renewal. Changing to Partner status must be confirmed in writing before the renewal date and will be effective from the start of the new accreditation period.

| Product | Price | INR† | Details |
|---|---|---|---|
| **Entry Qualifications: Accreditation Pack (£400) / Submission fee (£600) -** Additional entry qualifications will be charged for the Submission fee (£600) only. | £1000 | 113,000 | 1st year |
| **Diploma in Special Populations** submission fee | £700 | 79,000 | 1st year |
| **Diploma in Special Populations** assessment pack | £200 | 22,600 | One-off fee |
| **Additional Qualifications** (submission fee only) | £600 | 68,000 | Per qualification |
| **Annual Accreditation Renewal** | £600 | 68,000 | Per qualification |
| **Further Evidence Required (FER) report status** | £300 | 34,000 | - |
| **Technical Support -** Zoom/telephone/email | £40 | 4,500 | Per hour |
| **Registration and certification costs per learner** (certificate fee plus PDA materials if applicable) | £65 | 7,300 | Per learner |
| **Replacement certificate** | £65 | 7,300 | Per certificate |
| **Group Exercise Learner Manual** (minimum 80 per accreditation year) | £30* | 3,300 | Per learner |
| **Gym Learner Manual** (minimum 80 per accreditation year) | £40* | 4,500 | Per learner |
| **Personal Trainer Learner Manual** (minimum 80 per accreditation year) | £50* | 5,600 | Per learner |
| **Diploma in Personal Training Learner Manual** (minimum 80 per accreditation year) | £70* | 7,900 | Per learner |
| **Certificate in Mat-based Pilates Learner Manual** (minimum 80 per accreditation year) | £100* | 11,000 | Per learner |
| **Manual review** (FER fees may also apply) | £900 | 101,000 | Per manual |
| **Professional Awards (Tutor/Assessor/IQA)** Mandatory minimum 3 learners/awards @ £200 each (at submission stage) | £600** | 68,000 | Per learner/award |
| **Additional attendees** (at submission stage) | £150 | 17,000 | |
| **Mentor-led Professional Awards** (post approval) | £150 | 17,000 | Per learner/award |
| **Professional Award with virtual training webinar** | £200 | 20,600 | Per discipline |
| **Full Approval/EQA Grading Visit fee** | £1250 | 141,000 | - |
| **External Quality Assurance support visit** (if investigation required) | £400 £1250 | 45,000 141,000 | Per day - |
| **Standardisation Days** (minimum 5 members of approved faculty team to attend) | £110 | 12,000 | Per attendee |

**Some of these costs are subject to Tax Deducted at Source. All bank fees are to be paid by the applicant.**

\*    Costs added at registration to each learner registration and certification fee
\*\*   Covers 3 mandatory places which must include Professional Awards for one tutor and two assessors (one assessor must continue to the IQA award which will be invoiced within six months of the start of the assessor award)
†    Prices based on exchange rate 07/05/2025

## Appendix 3 - Blended Learning

PDA recognises that there are a number of ways to deliver the theory element of an accredited qualification and encourages training providers to utilise all methods available to ensure a positive learning environment for the learner.

Each qualification that you are applying for will come with designated Guided Learning Hours which are broken down into Face to Face Tuition Hours, of which a certain amount have to be practical.  For example, the Diploma in Personal Training has 275 Guided Learning Hours - 150 must be Face to Face Tuition Hours, 75 of which must be practical. Therefore the 125 hours of theory may be delivered blended, subject to approval.

One way to complement the delivery of theory is through an online platform, also known as a **Learner Management System (LMS)**.  An LMS can be really beneficial especially when it comes to visual aids and providing learning checks throughout the programme, and suits the learning styles of audio and visual. Online/blended learning however does come with certain challenges around offering the right support for learners when needed if the platform (LMS) is limited in functionality. This functionality will be assessed as part of the submission process for which we will require a username and password to follow the learner journey.

Online learning **cannot** simply be the sending out of PDF files, or the use of 'fremium' public platforms such as WhatsApp, Facebook, Facetime etc., to provide lectures or 'online support'. If blended learning is to be approved, it must be via a **designated LMS**.

## Appendix 4 - Equipment and facilities list

**Certificate in Gym Instructing**

1. **Free Weights**
   You must have **at least two** of the following benches:
   - Flat bench
   - Incline adjustable bench
   - Rack bench

   You must have **at least two** of the following bars:
   - Olympic bar
   - Long bars
   - EZ bar

   You must have **all** the following:
   - Collars
   - Free weights – dumbbells 1kg-10kg
   - Free weight storage system

2. **Resistance Machines:**
   You must have resistance machines to work **all\*** the major muscle groups, for example:
   - Seated chest press
   - Pec deck or fly machine
   - Bicep curl
   - Tricep press
   - Hi/lo pulley
   - Shoulder press
   - Seated row
   - Lat pulldown
   - Hip adductor
   - Hip abductor
   - Hip extension
   - Leg curl
   - Leg extension
   - Leg press
   - Back extension

   *\* some exercises may not require specific machines but are able to be carried out using the high/low pulley.*

3. **Cardiovascular**
   You must have a range CV machines, with at least one from **three** of the following four groups:
   - Upright cycle/Recumbent cycle
   - Treadmill
   - Stepper/Elliptical trainer/Cross trainer
   - Rowing machine

4. **Other equipment requirements**
   You must have **all** the following:
   - Mats
   - Stability devices

5. **Optional equipment**
   - Exercise balls
   - Elastic resistance
   - Proprioception devices

**Facilities for practical delivery**

- Area for bodyweight exercises and stretching
- Air conditioning/heating
- Adequate lighting
- Male / female changing areas with showers
- Male / female toilets and washing facilities
- Access to drinking water
- Fire exits and fire extinguishers
- Fire evacuation procedure
- Health & Safety notices clearly displayed ie Fire evacuation procedure and escape routes
- First Aid facilities

## Certificate in Group Exercise Instructing

1. **Equipment**

   You must have **all** the following:
   - Music system
   - Mats
   - Stability devices

2. **Optional equipment**
   - Exercise balls
   - Elastic  resistance bands
   - Proprioception devices
   - Small hand weights

**Facilities for practical delivery**

You must have **all** the following:
- Suitable studio/dance space
- Music/sound system
- Mirrored wall
- Air conditioning/heating
- Adequate lighting
- Male / female changing areas with showers
- Male / female toilets and washing facilities
- Access to drinking water
- Fire exits and fire extinguishers
- Fire evacuation procedure
- Health & Safety notices clearly displayed ie Fire evacuation procedure and escape routes
- First Aid facilities

## Certificate in Mat-based Pilates

1. **Equipment**

   You must have **all** the following:
   - Mats

**Facilities for practical delivery**

You must have **all** the following:
- Area for bodyweight exercises and stretching
- Air conditioning/heating
- Adequate lighting
- Male / female changing areas with showers
- Male / female toilets and washing facilities
- Access to drinking water
- Fire exits and fire extinguishers

- Fire evacuation procedure
- Health & Safety notices clearly displayed ie Fire evacuation procedure and escape routes
- First Aid facilities

## Certificate and Diploma in Comprehensive Pilates

1. **Equipment**

   You must have **all** the following:
   - Mats
   - Reformer

2. **Equipment**

   You must have **at least one** of the following:
   - Reformer
   - Barrell
   - Cadillac
   - Chair
   - Magic Circle
   - Spine Corrector

**Facilities for practical delivery**

You must have **all** the following:
- Area for bodyweight exercises and stretching
- Air conditioning/heating
- Adequate lighting
- Male / female changing areas with showers
- Male / female toilets and washing facilities
- Access to drinking water
- Fire exits and fire extinguishers
- Fire evacuation procedure
- Health & Safety notices clearly displayed ie Fire evacuation procedure and escape routes
- First Aid facilities

## Certificate in Personal Training

1. **Free Weights**

   You must have **at least one** of the following benches:
   - Flat and or incline adjustable bench
   - Rack bench

   You must have **at least one** of the following bars:
   - Olympic bar
   - Long bars
   - EZ bar

   You must have **all** the following:
   - Collars
   - Free weights – dumbbells 1kg-10kg
   - Free weight storage system

2. **Resistance Machines**

   You must have **all** of the following - **Please note:** *some of the following exercises may not require specific machines but are able to be carried out using the high/low pulley.*

   - Seated chest press
   - Pec deck or fly machine
   - Bicep curl
   - Tricep press
   - Hi/lo pulley

- Shoulder press
- Seated row
- Lat pulldown
- Hip adductor
- Hip abductor
- Hip extension
- Leg curl
- Leg extension
- Leg press
- Back extension

3. **Cardiovascular**

You must have a range CV machines, with **at least one from** three of the following four groups:
- Upright cycle/Recumbent cycle
- Treadmill
- Stepper/Elliptical trainer/Cross trainer
- Rowing machine

4. **Fitness Assessments**

You must have recording and measure facilities for **all** the following:
- Height, weight, BMI and waist circumference
- Blood pressure monitor (manual and digital where possible)
- Body composition (callipers, bio-electrical impedance etc)
- Cardiovascular fitness (such as Astrand bike test, Rockport walking test etc.)
- Range of motion (such as sit and reach test)
- Muscular fitness testing (space for sit up test etc.)
- Time (stopwatch)

5. **Other equipment**

You must have **all** the following:
- Mats
- Stability devices

6. **Optional equipment:**
- Exercise balls
- Elastic resistance bands
- Proprioception devises

**Facilities for practical delivery**

You must have **all** the following:

- Suitable space for bodyweight exercises and stretching
- Air conditioning/heating
- Adequate lighting
- Male / female changing areas with showers
- Male / female toilets and washing facilities
- Access to drinking water
- Fire exits and fire extinguishers
- Fire evacuation procedure
- Health & Safety notices clearly displayed ie Fire evacuation procedure and escape routes
- First Aid facilities

**Diploma in Personal Training**

See both the lists for Gym Instructor and Personal Trainer.

**Facilities for Theory Delivery and Assessment**

You must have **ALL** the following facilities:

- Classroom
- Tables and chairs for students
- Presentation tools, ie flipchart, PowerPoint
- Air conditioning/heating
- Adequate lighting
- Access to drinking water
- Male / female toilets and washing facilities
- Fire exits and fire extinguishers
- Fire evacuation procedure
- Health & Safety notices clearly displayed ie Fire evacuation procedure and escape routes
- First Aid facilities

## Appendix 5 - Example lesson plans

Here are two example lesson plans to help you create your own. Imagine the usual tutor is unable to deliver the session – there must be a lesson plan for every session to provide a detailed guide for a replacement tutor to deliver the training in exactly the same way. *Areas in italics are for information only*

**Example 1**

| Title | Kettlebell Instructor | Tutor | *[Insert details]* |
|---|---|---|---|
| Venue | *[Insert details]* | Date | *[Insert details]* |

---

**Session 1 - Title: Welcome & icebreaker**
**Duration: 30 minutes**

**Lesson aims**: *(tutor's intentions)* To introduce tutor, explain health and safety and complete registration paperwork

**Differentiation**
*(how the Tutor will change the teaching and learning activities to respond to individual learners' needs and learning style)*
Encourage people to engage in the icebreaker but don't pressure anyone who is not keen to be involved. Ensure additional paperwork so that everyone can complete, give support if needed in completing the paperwork, offer them the option to fill in later if they are struggling with the paperwork.

| **Specific learning outcomes**: | **Assessment method(s):** |
|---|---|
| *(what you intend learners to achieve in this lesson)* | *(how **each** learning outcome will be assessed)* |
| 1. Explain housekeeping, fire exits etc<br>2. Learners to relax into the group and environment.<br>3. To understand health and safety and to complete paperwork | 1. Ask group questions<br>2. Group observation<br>3. Q&A of individuals and final assessment paperwork |

**Materials and equipment required**: *Registration paperwork, icebreaker cards, club's emergency procedures.*

| Time | Subject Matter/Content | Tutor Activity | Learner Activity | Resources/Notes |
|---|---|---|---|---|
| 10 mins | Welcome group and introduce tutor. Complete paperwork | Introduce self | Complete paperwork | Registration paperwork |
| 5 mins | Cover health and safety for the course and housekeeping rules ie toilet breaks, lunch breaks, respecting each other | Discuss | Q&A | None |
| 15 mins | Ice breaker - Picture Cards | Observe | Participate | Picture cards |

**Example 2**

| CPD Title | Kettlebell Instructor | Tutor | *[Insert details]* |
|---|---|---|---|
| Venue | *[Insert details]* | Date | *[Insert details]* |

<table>
<tr><td colspan="5" align="center"><b>Session 12 - Title: The deadlift, squat and variants<br>Duration: 11.15 – 12.15</b></td></tr>
<tr><td colspan="5"><b>Lesson aims</b>: <i>(tutor's intentions)</i>  Review and instruct the deadlift, squat and variants, and address the common faults</td></tr>
<tr><td colspan="5"><b>Differentiation</b><br><i>(how the Tutor will change the teaching and learning activities to respond to individual learners' needs and learning style)</i><br>Active learning, practical application, observation and discussion with peers.</td></tr>
</table>

| Specific learning outcomes: *(what you intend learners to achieve in this lesson)* | Assessment method(s): *(how **each** learning outcome will be assessed)* |
|---|---|
| 1. Review the benefits associated with the lifts<br>2. Consider the teaching points associated with the lifts<br>3. Observe, experience and teach the lifts whilst addressing the common faults | Role play, formative assessment and feedback from tutor and peers. |

**Materials and equipment required**:

| Time | Subject Matter/ Content | Tutor Activity | Learner Activity | Resources/Notes |
|---|---|---|---|---|
| 5 minutes | The deadlift | Review & expand upon the session aims & objectives (PP slide two). Introduce and explain the benefits of the deadlift and the variants available (PP slide three). | Listen, observe and make notes. | PowerPoint slides, learner manual and pens |
| 8 - 10 minutes | The deadlift | Demonstrate and lead group through the deadlift whilst confirming the teaching points (PP slide three) and common mistakes. Demonstrate the associated phases of the lift: set up and pull. Include the different variants: different stances (conventional or sumo), single handed or two handed and single leg deadlift. | Listen, observe, make notes and participate. | PowerPoint slides, learner manual and pens |
| 10 - 15 minutes | The deadlift | Facilitate a role play activity: pair up learners into trainer and client, and role play teaching the deadlift, swap and repeat. Provide constructive feedback to each learner. | Pair up learners into trainer and client, and role play teaching the deadlift, swap and repeat. | Learner manual and pens |

| | | | | |
|---|---|---|---|---|
| 5 minutes | The squat | Introduce and explain the benefits of the squat and the variants available (PP slide four) | Listen, observe and make notes. | PowerPoint slides, learner manual and pens |
| 8 - 10 minutes | The squat | Demonstrate and lead group through the squat whilst confirming the teaching points (PP slide four) and common mistakes. Include the different variants: different stances, holding the handle, horn or bell either single handed or two handed. | Listen, observe, make notes and participate. | PowerPoint slides, learner manual and pens |
| 10 – 15 minutes | The squat | Facilitate a role play activity: pair up learners into trainer and client, and role play teaching the squat, swap and repeat. Provide constructive feedback to each learner. | Pair up learners into trainer and client, and role play teaching the squat, swap and repeat. | Learner manual and pens |
| 4 minutes | The squat and deadlift | Facilitate a partner discussion activity: identify two benefits of the squat and deadlift, two teaching points provided during the squat and deadlift, and ask "what do you need to improve as a trainer?" (PP slide five). | In previous pairs identify: two benefits of the squat and deadlift, and two teaching points provided during the squat and deadlift, and ask "what do you need to improve as a trainer?" (PP slide five). | PowerPoint slides, learner manual and pens |

## Appendix 6 - Guidance on assessment, invigilation and re-sits

You have three options for assessing your qualification:

1. PDA's Learner Assessment Pack (LAP) and Multiple Choice Questions (MCQs) (provided at Interim Approval if using PDA's manual).
2. Create your own assessment mapped to the ICREPs Global Standards

You will need to regularly review the  MCQs to ensure all learners are properly tested.

If you wish to create your own assessment paperwork and materials, please ensure these are included in your submission so that we can appraise them to ensure they fully meet the ICREPs Global Standards.

Below you will find guidelines to support you on carrying out your assessment and creating new MCQs if you do not choose to use the PDA pre-set questions.

**Formative Practical Assessing**

Formative assessing is on-going learning 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 refer 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 refer 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.  The comment must be recorded on the observation checklist with any other feedback from the assessor.

**Handy Hint:** Take a look at the Learner Assessment Pack in the Accreditation Pack.

All practical observations should cater for the ability to 'viva question' the learner if there is some doubt on their competence in the criteria. However, it is essential the assessor writes the question in the comments box on the observation checklist 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 - 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.

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 for each marked task on an assessment action plan which links to an overall record of achievement, included at the end of the LAP . Both the assessor and learner must sign it to say that they agree with the decisions.

**Handy Hint:** Place details of the appeal policy in the LAP, or if using PDA's, make sure learners have a copy so that they are aware of the process should they be referred overall.

**Creating your own assessments**

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. The MCQ papers used to test theoretical knowledge MUST include a minimum of 30 questions and MUST also include short/long answer questions that test comprehension, application and analysis.
5. Learners must be given reasonable time to prepare for this both the MCQ and practical assessment/s.
6. Learners MUST be practically assessed individually.
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 provided to the learner at the start of the programme; this MUST include a copy of LAP and the appeals process.
9. Case study assessments must reflect the qualification 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 below) and be completed in a classroom setting.

**How to complete practical assessments**

1. Ensure the learner has had plenty of time to prepare for the assessment. A time, date and location 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 as part of the LAP 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 location.

4. Before starting the assessment, the assessor MUST check if the learner has any questions.

5. Once the assessment formally begins the assessor MUST NOT interfere with the assessment, the learner must 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 must be given feedback and the assessment MUST 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 (ie 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 MUST 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 and is referred.

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 should appear in the Learner Assessment Pack (LAP).

9. At the end of the session the assessor must ask the learner to end their session, this should indicate that the learner gives feedback to the 'clients' on their performance and asks for 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 should then be given time and a private place to complete a reflection or evaluation of their performance/instructing.

13. Feedback should 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.

**Summary of the Summative Practical assessment**

1. Prepare the learner
2. Show the learner the assessment criteria you are marking them against
3. Brief the learner on what to expect during the assessment
4. Allow the learner to ask any questions
5. Once assessment begins the assessor must be unobtrusive
6. Move the learner on during the assessment if appropriate
7. The assessor should not answer questions from the learner during the assessment
8. Ensure the assessment runs for the full assessment time
9. At the end of the assessment, ask the learner to end their session and give and gain feedback.
10. Allow the learner to clear and tidy the area
11. Viva question the learner if required
12. Allow the learner to do their evaluation/reflection
13. Give the learner feedback
14. Create an action plan and a plan for re-assessment if required
15. Sign and date all paperwork

## 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) should 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. Each centre should have dedicated invigilators, ideally these should NOT be the tutor or assessor.

3. At least two invigilators are required to be present for written exams, and must decide their roles beforehand so each knows what the other is doing on the day.

4. The 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.

5. Invigilators should NOT cause any unnecessary disturbance in the exam room - try to avoid noisy shoes or discussions between other invigilators or staff.

6. Invigilators should NOT read or do marking during the exam unless the paperwork is relevant to the exam process. The invigilators should be watching the learners throughout the exam to be able to offer any support (see below) and to ensure cheating is not occurring.

## MCQ Exam procedure

### Set up the room

1. The invigilators should 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 should be visible for the learners, with the following information written on it:

   a. Training Provider Name and cohort number (learners may need to complete this on the paperwork)
   b. The date
   c. Time allocation for the exam (some learners may be given extra time, ideally their seat number is recorded and their times noted (see *Support for learners during exam*).
   d. Start time (to be written in once exam starts).
   e. Finish time/s (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, an invigilator must read out instructions relating to the exam, for example if the fire alarms goes what the learners need to do. If the fire alarm does go, an invigilator should 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 ie "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 and they will not be able to continue.

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.

7. The invigilators must monitor the learners throughout the exam to ensure there is no cheating and to be available should any incident occur.

**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 should 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 should 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 should leave the exam and then be readmitted. 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 second invigilator 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 invigilator 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 scriber (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 scriber**

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 scriber 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 scriber 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.

**Invigilator's announcements/instructions**

The following instructors must be given to your learners:

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 should 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 should 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 the 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 7 - Example of mapping

### Professional roles and responsibilities

- How to manage healthcare referrals
- Professional responsibilities

| Performance Criteria<br>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<br>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 8 - Glossary of terms

Below is a glossary of some of the terms used in accreditation that you might not be familiar with.

**Certificate of Achievement**
PD:Approval will provide a Certificate of Achievement for each successful learner that is registered with us. The certificate will include the learner's name, the learner number you have given them, your organisation name, the qualification they have achieved and the REPS India Standards the qualification has mapped to.

**Certificate of Authentication**
PD:Approval will provide to your training organisation with a Certificate of Authentication to display and to use as proof of accreditation. The certificate will include the provider's name, the qualifications they have accredited, and the period of their accreditation. An updated certificate will be provided at every renewal.

**Face to Face Tuition Hours (FTH)**
This is the period of time that each qualification must include for face-to-face training, and which must also include a specified amount of practical training.

**Formative assessment**
These are the informal learning checks that take place throughout the training to ensure learners are on track.

**Guided Learning Hours (GLH)**
This is the time each unit should take to complete and includes assessments. The GLH includes Face to Face Tuition Hours, which must incorporate practical learning.

**ICREPs**
ICREPs is the International Confederation of Registers of Exercise Professionals, whose Global Standards are used as a basis for all qualifications recognised by member countries. REPS India has adopted these standards for their framework.

**Mapping**
This is the process of showing where in your qualifications you reflect the REPS India Standards. This is completed using the Mapping toolkit/s contained in your Accreditation Pack.

**Qualification Syllabus**
This details the full content of the units of the qualification, along with the assessment and hours. You will find the information in your Accreditation Pack.

**Special Populations**
This covers Pre and Postnatal women, the Older Adult, Disabled clients and Youth. REPS India members must have achieved the Diploma in Special Populations if they wish to work with these specialist groups.

**Summative assessment**
The summative assessment is at the end of the qualification and includes theory (Multiple Choice Questions and programme cards) and practical tests.

**Viva / Professional Discussion**
A method of assessing learners formatively by asking them questions relating to their training.