

Continuing Professional Development Endorsement Guide

for recognition by
REPs Ireland



Contents

Introduction	4
Section 1: Background Information.....	5
1.1 Introduction to the Register of Exercise Professionals and PD:Approval.....	5
1.2 REPs Ireland registration categories	6
1.3 Terminology	6
Section 2: CPD Endorsement	8
2.1 Endorsement products	8
2.2 Selecting your endorsement category.....	9
2.3 Purchasing options.....	9
2.4 International training providers.....	10
2.5 International endorsement with other REPs	10
2.6 Tutor, Assessor and IQA Training.....	10
Section 3: The Endorsement Process.....	11
3.1 Submission details.....	11
3.2 The CPD endorsement flowchart.....	11
3.3 The submission process	12
3.4 Confidentiality.....	12
Section 4: Criteria for Approval.....	13
4.1 Evidence required	13
1. Contact details.....	13
2. Where you will deliver the CPD programme.....	14
3. Do you own the intellectual property of the programme you are submitting?	14
4. When do you want to deliver the programme?.....	14
5. Title of your training	14
6. Description of training.....	14
7. Is your training online/blended:.....	14
8. Learning aims and outcomes.....	14
9. Tutor:student ratio	15
10. Prerequisites	15
11. Guided Learning Hours	15
12. Student Registration process.....	15
13. Facilities & Equipment.....	15
14. Biographies and certificates	15
15. Presentation Pack.....	16
16. Team Matrix	16
17. Tutor Pack.....	16
18. Learner Pack	17
19. Administration Pack.....	17
20. Assessment (Assessed Training submission only)	17
21. Evaluation form	18
22. Quality assurance policy.....	18
23. Marketing	18
24. Certificate of achievement	18
25. Agreements	18

4.2 Special considerations.....	19
Section 5: The Evaluation & Approval	20
5.1 The evaluation result	20
5.2 Approval.....	20
Section 6: Quality Assurance	21
6.1 External Quality Assurance (EQA)	21
6.2 Internal Quality Assurance (IQA)	21
Section 7: Now you are endorsed	23
7.1 Dropbox.....	23
7.2 PD:Portal	23
7.3 Changes to your endorsement.....	23
7.4 Adding new programmes.....	24
7.5 Adding new team members.....	24
7.6 Change to Contact Details.....	24
7.7 Renewal.....	25
Section 8: Appendices	26
Appendix 1 - Price list.....	26
Appendix 2 - The Internal Quality Assurer role.....	27
Appendix 3 - Sample lesson plan	29
Appendix 4 - Sample certificate	30
Appendix 5 - Guidance on assessment	31
Appendix 8 - Contact us	36

Introduction

Thank you for your interest in submitting your Continuing Professional Development (CPD) programme(s) for endorsement by PD:Approval (PDA) in order to gain recognition in Ireland for your training from the Register of Exercise Professionals Ireland (REPs Ireland) and offer REPs Ireland CPD points to your learners.

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

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

IMPORTANT

If you haven't already got a team that is qualified in their roles as **tutor, assessor** or **internal quality assurer**, you must have this training in place before you start your application for endorsement. Contact us using the details below to discuss the webinars we run for these roles (fees apply) or check out our [Shop](#) for more information.

Endorsement is available across multiple disciplines. Successful completion of the process will enable your organisation and endorsed training to be listed in the REPs Ireland members area.

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

We look forward to working with you.

The Professional Development Team

PD:Approval

E: repsireland@pdapproval.com

T: +44 333 577 0908

Section 1: Background Information

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

The Register of Exercise Professionals (REPs Ireland) has been established to professionalise the fitness industry through the promotion of standards. REPs Ireland ensures that registered members are appropriately qualified with the knowledge, skills and competencies required to perform their role effectively.

REPs Ireland accepts exercise professionals onto the professional register when they fulfil 4 key criteria:

1. Achieve qualifications and awards that meet industry standards and have been independently Quality Assured
2. Maintain professional standing by ongoing CPD
3. Maintain appropriate insurance cover
4. Adhere to a code of ethical practice

The categories that are currently available on the register are as follows:

- Fitness Instructor (IE L4/EQF L3/UK L2)
- Group Fitness Instructor (IE L4/EQF L3/UK L2)
- Personal Trainer (IE L5/EQF L4/UK L3)
- Pilates Teacher (IE L5/EQF L4/UK L3)
- Exercise for Health Specialist (IE L5/EQF L4/UK L3)

The industry standards used by REPs Ireland are based upon the European standards developed by Europe Active <https://www.ehfa-standards.eu/es-standards>.

REPs Ireland operates independently of all Education Providers and facilities and works to maintain professional standards in the industry.

REPs Ireland is governed by a council which has been established by Ireland Active, to oversee and support the function of the Register of Exercise Professionals in Ireland. The specific role of the council is to inform the setting of policy and standards in relation to professional registration, and provide advice in regard to industry trends, needs and opportunities that will enhance professional and industry development.

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



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

1.2 REPs Ireland registration categories

The categories that are currently available on the register are as follows:

- Fitness Instructor (IE L4/EQF L3/UK L2)
- Group Fitness Instructor (IE L4/EQF L3/UK L2)
- Personal Trainer (IE L5/EQF L4/UK L3)
- Pilates Teacher (IE L5/EQF L4/UK L3)
- Exercise for Health Specialist (IE L5/EQF L4/UK L3)

Further categories are in development that will reflect the knowledge, competency and skills currently in the exercise sector. These new categories will seek to reflect the job roles that are in existence or in need within the exercise sector. These will be published as the standards for entry to each category are agreed.

1.3 Terminology

It is important that providers understand the terminology used in CPD endorsement so that their marketing and social media is correct when describing their endorsed programme or the relationship with REPs Ireland.

Below is a list of the terms used in CPD endorsement – please make yourself familiar with them to ensure that you do not mislead your learners or inaccurately describe the status of your training:

Term	Explanation
Endorsed/ Endorsement	All training that successfully completes the CPD submission process is 'endorsed' by PD:Approval (not REPs Ireland) and is referred to as an 'endorsement'.
Approved/ Approval	Training providers need to gain 'approval' for their submission in order to become endorsed.
Recognised	A fitness endorsed programme is 'recognised' by REPs Ireland (not endorsed, approved or accredited).
Awarded	CPD points are 'awarded' to endorsed programmes and then the endorsed provider will 'award' those points to learners who successfully complete their endorsed training.
Course/ workshop	These words can be used to describe your training programme, although a course usually means one that is more in depth than a workshop. Do not use 'qualification' to describe your training programme as this is misleading and incorrect: qualifications are 100% mapped to national standards.
Beware!	Beware of the word 'accredited' – it cannot be used to describe any type of CPD endorsement and is used in the educational world only in the context of qualifications.

Examples

An example of a correct marketing statement:

XXX Training Company is excited to announce the arrival of XXX Fitness Course, which will provide you with the skills to run an XXX class with your clients. XXX Fitness Course has been endorsed by PD:Approval and is recognised by REPs Ireland. Upon completion, register members will be awarded # CPD points.

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

An example of an incorrect marketing statement:

XXX Training Company is excited to announce the arrival of XXX Fitness Course which will qualify you to deliver XXX to your clients. XXX Fitness Course is accredited and endorsed by REPs Ireland. Upon completion you will receive # CPD points.

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

Section 2: CPD Endorsement

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

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

2.1 Endorsement products

There is a range of endorsement products to choose from.

1. Assessed endorsement (8-16 CPD points)

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

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

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

3. Informal endorsement (1-3 CPD points)

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

4. Event endorsement (1-2 CPD points)

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

Providers who wish to endorse a full event including the presentations and/or workshops that take place during the event should purchase the Event Package which enables REPS Ireland members to gain extra CPD points for the sessions they attend.

All those responsible for the creation as well as the delivery of any training programme submitted for Assessed, Non-Assessed and Informal endorsement must be suitably qualified (see 4.1 [Evidence Required](#) for more details on acceptable qualifications). Authors, tutors, assessors and the internal quality assurers must hold relevant qualifications or acceptable alternatives. In the case of Event endorsement, all those involved in delivering presentations or workshops at the event must have suitable credentials and all training must be underpinned by current, valid research and be evidence based.

2.2 Selecting your endorsement category

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

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

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

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

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

If you are unsure if your training falls within this category, please give us a call on +44 333 577 0908.

2.3 Purchasing options

To provide flexibility we have created a number of options so that you can choose one that most suits your budget:

1. Pay as you go

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

*If you plan to offer a number of training programmes and want to have more flexibility with your endorsement, then take a look at the **Bundle** option.*

2. Bundle

Bundles enable you to endorse up to three training programmes in your chosen CPD endorsement category (Assessed, Non-Assessed, Informal, Event) with just one full submission in the category you have chosen. Once approved, you can add two more programmes at no other cost in the same category or below, and then add more training in the same category or below at a special Bundle rate of 50%. All additional submitted training is endorsed to the end of the endorsement period it is approved in, so that all your training is renewed together on one date. For more information, see [7.4 Adding New Programmes](#).

*If you have a large number of training ideas or programmes, then you can make a considerable saving through the **Unlimited** option.*

3. Unlimited

Unlimited gives you as many endorsements as you need in your chosen CPD endorsement option (Assessed, Non-Assessed, Informal) as well as for that category and any below, with just one full

submission. Qualifications can also be included in an Unlimited endorsement. All additional submitted training is endorsed to the end of the endorsement year it is approved in, so that all your training is renewed together on one date. For more information, see [7.4 Adding New Programmes](#).

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

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

2.4 International training providers

PDA invites applications from providers who are based outside Ireland, however conditions apply as the points awarded are for REPs Ireland members only:

- Endorsed face-to-face programmes: these must be delivered in Ireland and marketing must clearly show that the endorsement and the accompanying CPD points are for REPs Ireland members only
- Endorsed online programmes: marketing must clearly show that the endorsement and the accompanying CPD points are for REPs Ireland members only.

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

2.5 International endorsement with other REPs

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

2.6 Tutor, Assessor and IQA Training

If members of your training team do not already hold qualifications for their roles, PDA offers tutor, assessor and internal quality assurer training (fees apply) that provides the knowledge they need to deliver CPD. **It is essential that you organise this training before you start the endorsement application process as it will support you in providing the correct evidence in your submission.**

Contact PDA for more information or visit our [Shop](#) to book your places. Please note, you must have at least a tutor and assessor (for CPD delivery this can be the same person) and an internal quality assurer (IQA). For more information on these roles see [Appendix 2](#).

Section 3: The Endorsement Process

3.1 Submission details

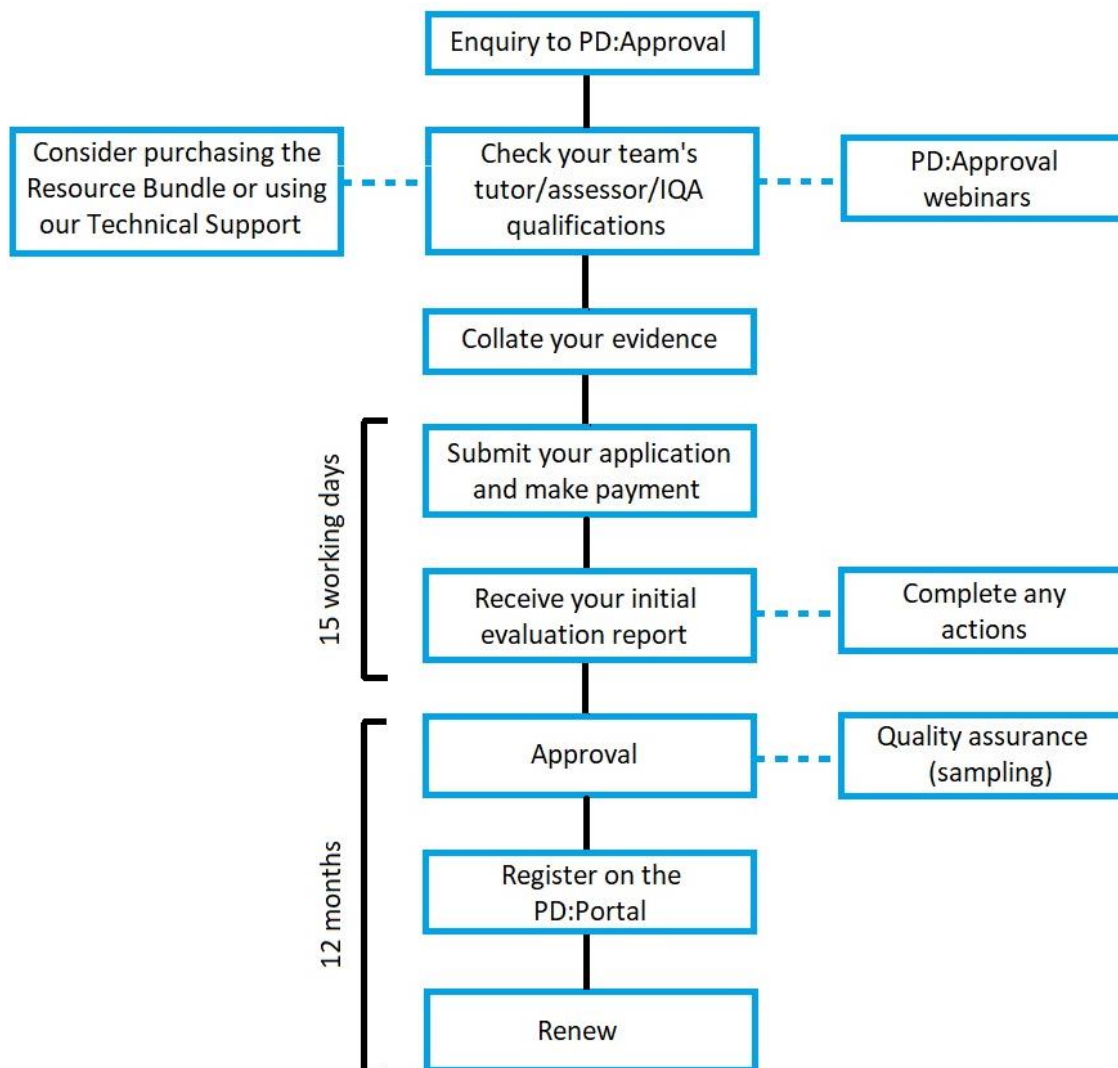
The online submission process has been structured to make it as streamlined as possible, and requires you to provide us with some key pieces of evidence which will be explained in detail later.

Each submission will be evaluated by a PDA appointed Technical Evaluator who will cross reference your evidence against robust criteria. Once complete, they will produce a report and, if required, an action plan which will need to be addressed within a specified timeframe to proceed to approval. The action plan will be detailed and have deadlines attributed to each criterion. Our initial evaluation process will take a maximum of 3 weeks.

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

3.2 The CPD endorsement flowchart

This flowchart illustrates the endorsement journey in year 1.



3.3 The submission process

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

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

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

You will then be taken to a sign-in page. Input your contact details including email address and then press submit to receive access details to your personal application form. An automated secure HTML link will be emailed to the email account you specified. This unique link will enable you to return to your form whenever you wish before you submit when you create a password, and all information you upload will be saved automatically. Click on the link in the email and it will take you through to the submission form builder.

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

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

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

3.4 Confidentiality

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

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

Section 4: Criteria for Approval

4.1 Evidence required

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

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

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

1. Contact details

We require a formal Main Contact who we will be able to call, email or send any correspondence by post regarding endorsement. There are also areas to record invoicing and administrative contacts, which help towards a speedy and efficient approval. Please remember to let us know if these details change once you are endorsed to ensure that you always get the communications we send you. You will also be asked for your organisation address, website and social media links.

Please note: the organisation name you use in completing the application form is the organisation which will be endorsed, if successful. If you are working with another organisation to gain endorsement, you must ensure you apply under the correct name.

2. Where you will deliver the CPD programme

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

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

If you don't own the intellectual property of the programme you wish to have endorsed, you will need to upload a letter of authority from the person who does, allowing you to deliver or distribute it under your company name. The letter of authority is available as a download on the submission form or you can download it [here](#).

4. When do you want to deliver the programme?

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

5. Title of your training

Ensure the title you enter is **exactly the same** as it appears on your learning materials, marketing and certificate of achievement as this is how we will record it on our system and in the REPs Ireland members area. Your training title must be consistent throughout all the resources you have for your training.

6. Description of training

You will be asked to provide a brief overview of your training to include research sources and the target market. Check the information in the [Selecting your endorsement category](#) and [Special Considerations](#) sections to ensure you have selected the right product for your training.

7. Is your training online/blended:

If it is, you will be asked to provide login details so the evaluator can check it out. Please ensure they don't need to answer any questions, they just need to see the learner journey and check that your training meets the learning aims and outcomes.

8. Learning aims and outcomes

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

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

Knowledge: these should describe the areas of knowledge that learners will be expected to acquire by the end of the course.

Understanding: these should describe what learners will do during the course in order to develop their knowledge.

Application: these should describe the technical and transferable skills that learners should be able to demonstrate by the end of the course

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

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

Assessed Programmes only: The 'type' or format of assessment will be reflected in the language used in your learning aims ie 'demonstrate' for a practical assessment, 'understand' for a theory assessment, 'explain' for a theory and/or practical assessment. It is essential that the learning aims and outcomes are embedded within the assessment.

9. Tutor:student ratio

Let us know how many students each tutor will teach at one time.

10. Prerequisites

This is where you must stipulate any prior learning that REPs Ireland members need to have in order to undertake your training. The prerequisite is mandatory for REPs Ireland members but a recommendation only for other learners who come on your training.

11. Guided Learning Hours

Guided Learning Hours (GLH) must be consistent with the requirement of your endorsement product (check [here](#)) and may incorporate the assessment, pre-course study and break times.

12. 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.

13. Facilities & Equipment

Use the template provided on the form to detail the facilities and equipment required to run your programme. Please also provide a short video (no more than 5 minutes) that shows the equipment, facilities and area/s that you will use for the training and assessment.

14. Biographies and certificates

Use the biography template provided on the submission form to detail the experience, training and qualifications of everyone involved in your faculty team, including the programme's author if applicable.

For Event Package endorsement, you will be asked to provide short biographies of all the speakers and presenters at the event, which show they have the technical expertise to deliver their chosen subject. You do not need to complete individual Biography Templates, this can be presented on a single document.

Where the training is underpinned by a category on the REPs Ireland framework, all team members involved in writing, delivering or assessing the programme must be qualified in the prerequisite fitness qualification identified for the training. They must also have training in the discipline if it is not covered within that qualification, ie a course in kettlebells requires the team to have the prerequisite qualification (Group/Fitness Instructor) and recognised training in kettlebells.

Please note: Your faculty team must include at least one tutor, one assessor and one IQA who must all be qualified or undergo relevant training. In addition, the Internal Quality Assurer cannot be either the tutor or assessor on the cohort of students that they are quality assuring due to conflict of interest.

If any member of the faculty team is not qualified in tutoring, assessing (if applicable) or internal quality assuring, they must undertake the relevant training for their role before you submit your application.

Handy Hint: PDA offers a [webinar](#) (fees apply) for each role to cover the fundamental skills to ensure that the minimum criteria has been met.

Below is a list of the tutor, assessor and IQA qualifications acceptable for endorsement:

Tutors:

- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 3 Award in Education and Training (QCF)

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

Assessors:

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

IQA:

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

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

15. Presentation Pack

(Event Package only) You will be asked to provide short biographies of each of your presenters and workshop leaders, as well as the presentation materials for review.

16. Team Matrix

You will be asked to upload a spreadsheet showing the team members you have submitted Biography Templates for, the role/s you intend them to undertake (tutor/assessor/IQA

17. Tutor Pack

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

- a lesson plan for **each session** (see [Appendix 3](#) for an example)
- a tutor:learner agreement
- evaluation form
- faculty team roles and responsibilities matrix
- attendance register
- health and safety checklist
- a PARQ / Informed consent (if applicable)
- certificate of achievement*
- additional resources such as PowerPoints

* Although you won't have the official REPs Ireland/endorsement logos at this point, you will need to indicate where they will be placed on your certificate. See [Appendix 4](#) for an example certificate, which must include the following text: *The logos on this certificate are not an indication that the recipient has a full fitness qualification.*

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

18. Learner Pack

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

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

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.

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

19. Administration Pack

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

These must include at a minimum policies for:

- Quality Assurance
- Equal Opportunities
- Appeals and Complaints
- Data Protection
- Information Recording
- Reasonable Adjustments

For a full list of the policies you should consider for your organisation, visit [here](#).

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

20. Assessment (Assessed Training submission only)

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

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

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

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

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

Nos 20-21 apply specifically to Informal and Event endorsement

21. Evaluation form

An evaluation form is essential so that you can reflect on how your programme or event went and make adjustments for future delivery. Include questions about the venue, speakers, communication before the programme/event, and the programme/event organisation.

22. Quality assurance policy

A quality assurance policy is an important document that details what you will do to ensure that the standard of delivery is the same across all your endorsed programmes or that the endorsed event you are running is consistently a success. It is important that your organisation knows how to spot any areas for concern and address them. A quality assurance policy need not be too complex but must show protocols are in place to identify these areas.

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

23. Marketing

Please provide examples of marketing for your programme or a link to where you have it on your website. Indicate where you will put the REPs Ireland Training Provider and CPD point logos, and the PD:Approval Endorsed logo – post approval you will be required to resend with the actual logos in place.

24. Certificate of achievement

Please provide a draft certificate showing where you will put the REPs Ireland Training Provider and CPD point logos and the PD:Approval Endorsed logo. Ensure you have space for the date, the tutor's signature, the name of the programme and an overview of what the learner has achieved. An example certificate can be found in [Appendix 4](#).

25. Agreements

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

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

You must ensure that you are fully aware of your commitments under these terms.

4.2 Special considerations

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

- **Diagnostic/injury management:** Please ensure that your training does not include diagnosis of illness or injury unless it is regarding management of a specific medical condition where the participants are qualified in the appropriate discipline as a prerequisite and where they will be working with clients referred to them by a relevant qualified professional.
- **Nutrition:** Please ensure that your training does NOT include prescriptive nutrition advice or how to develop bespoke individualised nutrition plans for clients as these can only be taught by a qualified dietician on a nutrition qualification. Training can only contain general advice and guidelines on healthy eating.
- **Training involving special populations (Older Adults, Pre and Post Natal, Youth/children, the Disabled):** Where there is a recognised industry qualification in these disciplines, they must be the prerequisite for your training.
- **Pre and Post-Natal:** Learners must be advised that any parents or carers bringing a child or a baby to their class must be asked to sign a disclaimer to ensure that they understand they are fully responsible for that child or baby should anything happen. PDA will not endorse any training where a child or baby is used as an aid to the activity.
- **Training equipment:** If your training uses equipment that is not covered within the prerequisite qualification, or involves children, babies or animals, please contact us first so that we can check if it is suitable for endorsement.

Section 5: The Evaluation & Approval

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

5.1 The evaluation result

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

- **Approve:** this means that your evidence has met all requirements and your training is endorsed – congratulations!
- **Approval Pending:** this means that parts of your submission fall just short of meeting all the requirements and your report contains actions and a deadline for them to be completed by. There is no fee.
- **Further Evidence Required:** this means that parts of your submission has failed to meet the standards by some way, so your report contains actions and a deadline for them to be completed by. In order to proceed with the submission, you will be required to pay an additional fee of £200 (approx. €230) to cover the evaluator's time in reviewing the new evidence, should you decide to go ahead. If you haven't already, at this stage you should consider purchasing the [Resource Pack](#) or using our [Technical Support](#) to help you achieve a successful submission. **NB** you may also have a Further Evidence Required status if you fail to adhere to the deadlines on an Approval Pending report.
- **Not Approved:** this means that unfortunately your submission has failed to reach the standards set by PD:Approval and REPs Ireland despite the support of the evaluator, or that you have failed to complete actions set for you in your Further Evidence Required report or missed the deadline. The submission process for the programme in question will end and you will need to start a new submission if you wish to become endorsed. Your report will guide you on what you must do to improve a future submission, and a period of six months will be imposed to give you time to fully reflect on the process before resubmitting.

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

5.2 Approval

Once your submission has been approved, PDA will issue you with your REPs Ireland and endorsement logos and a Certificate of Authentication for you to display. You will receive access to your own Endorsement Dropbox – see [Section 7.1](#) for more information - and will also be able to create an account on the [PD:Portal](#) to promote your organisation and endorsed training – see [Section 7.2](#) for more information.

Section 6: Quality Assurance

6.1 External Quality Assurance (EQA)

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

- **PAYG**

If you have an Assessed, Non-Assessed or Informal endorsement under the PAYG option, you may be required to carry out self-evaluation as part of our sampling process during the approval year. You can find more details on our quality assurance process [here](#).

- **Bundle/Unlimited**

If you have an Assessed, Non-Assessed or Informal endorsement under the Bundle or Unlimited endorsement, you will receive a virtual quality assurance review from PDA during each year of endorsement. You will be notified of your allocated External Quality Assurer (EQA) upon approval and will receive guidance before their review.

Your EQA report will grade you according to PDA's [quality framework](#): Outstanding, Good, Requires improvement, Unsatisfactory. A detailed report will be compiled after the 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. Please note that if an additional EQA visit is required as part of this process, a fee will be incurred and mandatory training may be required.

6.2 Internal Quality Assurance (IQA)

Endorsed providers are required to conduct their own internal quality assurance process to ensure that the standard of training and assessment that learners are receiving is of a consistently high standard. The IQA role cannot be undertaken by a member of the faculty team for the same set of learners.

Small training providers

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

1. Hire a freelance IQA – the minimum amount of IQA required is 20% of delivery, so you might only require an IQA 2 or 3 times a year. You will need to provide us with their details.
2. Where there are two members of the team, the tutor can also assess (or vice versa) for a particular cohort so that the other team member can IQA. That person would need to attend our [IQA training webinar](#) (fees apply) if they are not already qualified.
3. Send a peer onto the [IQA training webinar](#) (fees apply) who would be willing to be available to IQA you when required. They would need to satisfy the endorsement criteria with regard to their occupational competence.
4. Visit [PD:Verified](#), PD:Approval's professional register for qualified tutors, assessors and quality assurers to find new members for your team.

Strategies to internally quality assure your endorsed training

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

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

2. **Team Meetings** - Simple yet effective. It is important that all those involved in the programme as well as those who are involved with other parts of the business eg administrators, marketing, etc, come to meet regularly to ensure that any changes, amendments, learner feedback etc are all recorded in official minutes and that there is evidence of actions been completed against timeframes. It is recommended that Team Meetings are held once a month.

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

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

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

Section 7: Now you are endorsed

7.1

Logos

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

7.1 Dropbox

On approval your submission and evaluation report/s will be saved in your own personal Endorsement Dropbox account, provided by PDA and shared with the main contact on the submission form. The Dropbox will be used to store all documentation and records relating to your endorsement, for example your original and approved submissions, your approval confirmation, your renewal documents and any relating to quality assurance. The Dropbox will also contain a spreadsheet for you to record the members of your approved delivery team which must be updated as and when members change, subject to prior approval by PDA. It also includes a Programme Amendments spreadsheet to record any changes you wish to make to your endorsed programme. You will also need to save evidence in your Dropbox if you submit any new programmes for endorsement (Bundle and Unlimited only).

7.2 PD:Portal

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

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

7.3 Changes to your endorsement

If you make any major changes to your endorsed programme once it has been approved, you must make these known to PDA as soon as possible using the Programme Amendments spreadsheet in your Dropbox. **No changes to your endorsed programmes can be put in place before gaining approval from PDA.**

Follow this process for recording changes to your endorsed programme:

- Enter the details of the changes you wish to make on the Programme Amendment spreadsheet in your Endorsement Dropbox (Amendments folder)
- Create a new folder with the name of the programme and the date in the Amendments folder
- Save the new materials or other evidence of changes in the programme folder
- Contact repsireland@pdapproval.com to let us know with a brief outline of the changes so that we can review them.

As well as changes to the content or delivery time, this includes changes to policies and procedures. **Please note:** continuing to deliver endorsed training when major changes have occurred without informing us could result in a [sanction](#) or termination of your endorsement.

7.4 Adding new programmes

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

The evidence we require depends on the level of endorsement you would like:

- Assessed (at least 8 hours with an assessment: Learner manual, lesson plans, assessment, team matrix.
- Non-Assessed (at least 4 hours, no assessment): Learner manual, lesson plans, team matrix.
- Informal (1-3 hours, no assessment): Lesson plans, marketing, team matrix.
- Event: Marketing, biographies of workshop leaders.

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

All additional submitted training is endorsed to the end of the endorsement year it is approved in, so that all your training is renewed together on one date. For more information, see [7.4 Adding New Programmes](#).

7.5 Adding new team members

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

You will find in your Endorsement Dropbox a copy of the Biography Template and a spreadsheet for you to list your current and new team members. When you have a new team member, please use the following Dropbox process:

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

Only those who have been approved by PD:Approval can be part of the team delivering the endorsed programme. Using unapproved team members to deliver, assess or quality assure your endorsed training will result in a sanction and possible termination of your endorsement.

Handy Hint: If any member of your team is not qualified in tutoring, assessing (if applicable) or internal quality assuring then PDA offers [training](#) to cover the fundamental skills to ensure that the minimum criteria has been met.

7.6 Change to Contact Details

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

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

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

7.7 Renewal

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

Section 8: Appendices

Appendix 1 - Price list

Euro conversion based on exchange rate March 2020 and are for guidance only.

Product	Endorsement Type	Price	€	Renewal	€	Time frame
Pay As You Go (Single endorsement)	Assessed	£420	485	£300	346	1 year
	Non-Assessed	£300	346	£255	280	
	Informal	£250	289	£180	198	
	Event	£200	230	NA	NA	Event date
	Event Package	£485	560	NA	NA	Event date
Bundle (3+unlimited at 50%)	Assessed	£1000	1156	Same price		1 year
	Non-Assessed	£785	900			
	Informal	£695	800			
Unlimited	Assessed	£1800	2100	Same price		1 year
	Non-Assessed	£1100	1270			
	Informal	£900	1000			
1-2-1 Technical Support		£40/hr	44	NA		8 hours
Tutor Training Webinar – 2.5hr		£120	170			2.5 hours
Assessor Training Webinar – 2.5hr		£120	170			2.5 hours
Internal Quality Assurer Webinar – 2.5hr		£120	88			2.5 hours
Resource Bundle (includes all the packs listed below which you can buy individually)		£200	220			-
Administration Pack		£85	93			-
Learner Pack		£85	93			-
Assessment Pack		£50	55			-
Quality Assurance Pack		£50	55			-
Tutor Pack		£50	55			-
External Quality Assurance support visit (incurred if investigation required)		£380	418			1 day

Appendix 2 - The Internal Quality Assurer role

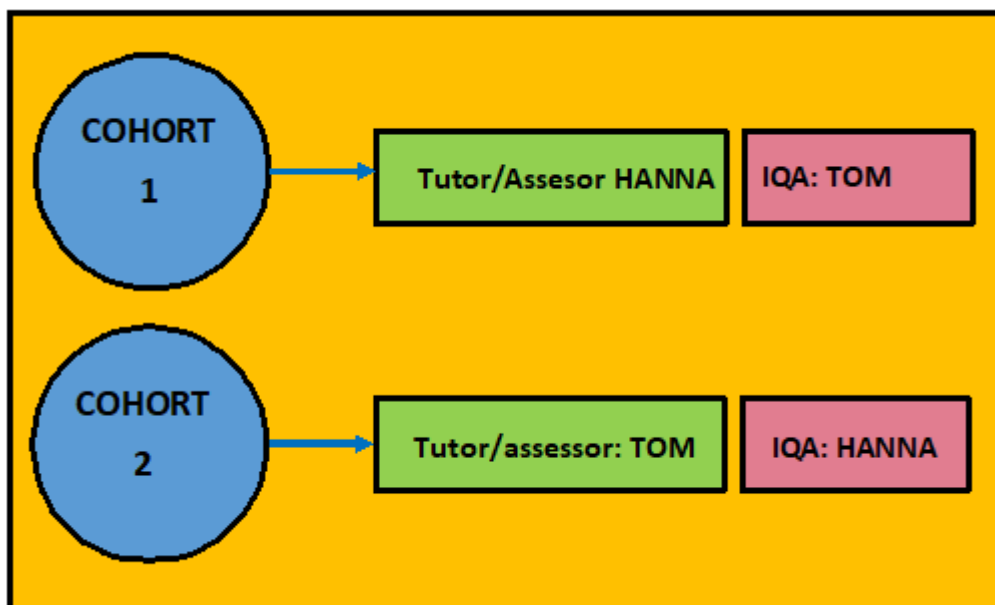
The Internal Quality Assurer - or IQA for short - has a very important role in your team in ensuring that the quality and consistency of your training remains at the same level every time you deliver it, and that internal processes such as team meetings, following up on evaluation feedback and record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

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

Who can undertake the role of the IQA?

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

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



One person performing the role of both tutor and assessor is not best practice but we recognise that small providers just starting out may not be in a position to employ other staff. However if the portfolio of training grows so must your delivery team. It's worth pointing out that if you are thinking of delivering qualifications this is not a model that could be put into practice - the tutor and assessor would need to be different people and have suitable qualifications.

Anyone performing the role of IQA who is not formally qualified must come on our [training webinar](#) (fees apply) to ensure they have the knowledge to carry out the tasks required, just like with the roles of tutor and assessor. The IQA must also complete the programme they are quality assuring before they can IQA it.

Where can you find an IQA?

If you are a one-man band, or simply don't know where to start looking, there are a few options for finding someone to carry out IQA for you:

- Hire a freelance IQA – the minimum amount of IQA required is 20% of delivery, so you might only require an IQA 2 or 3 times a year. You will need to provide us with their details.
- Where there are two members of the team, the tutor can also assess (or vice versa) for a particular cohort so that the other team member can IQA. That person would need to attend our [IQA training webinar](#) (fees apply) if they are not already qualified.
- Send a peer onto the [IQA training webinar](#) (fees apply) who would be willing to be available to IQA you when required. They would need to satisfy the endorsement criteria with regard to their occupational competence.
- Visit [PD:Verified](#), a professional register run by PDA for qualified tutors, assessors and IQAs, to see if there is someone who would be interested in working for you.

Appendix 3 - Sample lesson plan

Areas in italics are for information only

CPD Title	Functional Fitness Instructor	Tutor	Tom Bell
Venue	Roxy Gym, London	Date	12.01.17

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

Appendix 4 - Sample certificate

Please see below a suggested format for your certificate for learners successfully completing your endorsed programme. Your certificate must include the text *'The logos on this certificate are not an indication that the recipient has a full fitness qualification'*.

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



Your
Logo

CERTIFICATE OF ACHIEVEMENT

This is to certify that

.....

has successfully completed the following one day training programme

FULL NAME OF ENDORSED PROGRAMME

which contained the following modules

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

These modules are part-mapped to EuropeActive Standards, details overleaf

Signed: **Date:**

(Tutor)

PD:Approval Endorsed logo

REPs
Ireland
Training
Provider
logo

CPD
Point Logo

The logos on this certificate are not an indication that the recipient has a full fitness qualification.

Appendix 5 - Guidance on assessment

1. Practical Assessment

Formative Practical Assessment (assessing throughout the course)

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

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

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

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

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

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

Please note that the qualified assessor will have the discretion to mark the learner as either a pass or fail against the criteria on the checklist. With all assessments including practical there needs to be a marking criteria to ensure that the assessor can arrive at a decision to pass or fail the learner.

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

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

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

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

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

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

2. Assessment marking criteria

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

Points to remember when creating assessments:

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

The suitability of the chosen assessment tool will be reviewed by the evaluator at the submission stage.

3. Guidance on Re-sits

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

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

4. Guidance on learner certification

Upon passing their theory and practical assessments it is important that the learner is issued with their certificate as soon as possible so that they can register it against their REPs membership for CPD points. It is important that you only issue certificates with the REPs and logos to learners who are members. Please see [Appendix 4](#) for a sample of an acceptable certificate.

5. Guidance for writing Multiple Choice Questions

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

- a. **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.
- b. **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.
- c. **Place most of the words in the question stem**
If you're using a question stem, rather than an entire question, ensure that most of the words are in the stem. This way, the answer options can be short, making them less confusing and more legible.
- d. **Make all distracters plausible**
All of the wrong answer choices should be completely reasonable. This can be very hard to accomplish, but avoid throwing in those give-away distracters as it detracts from the test's validity. If you're really stuck, get help from your friendly SME.
- e. **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.
- f. **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?'
- g. **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.
- h. **Keep the number of options consistent**
Did you ever have to convince a SME that he or she can't have answer choices that go to 'h' in one question and 'c' in the next? It's something of a user interface issue. Making the number of options consistent from question to question helps learners know what to expect. Research doesn't seem to agree on whether 3 or 4 or 5 options is best. We recommend 4 options as a fair choice.
- i. **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.
- j. **Use 'All of the Above' and 'None of the Above' with caution**
When you run out of distracters, *All of the Above* and *None of the Above* can come in handy. But they may not promote good instruction. Here's why. *All of the Above* can be an obvious give-away answer when it's not used consistently. Also, the *All of the Above* option can encourage guessing if the learner thinks one or two answers are correct. In addition, the downside to *None of the Above* is that you can't tell if the learner really knew the correct answer.

6. Online video assessment

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

- a. Must be presented in a viewable format for PC or Mac.
- b. The training provider must provide a secure platform to view video that is password protected
- c. Clearly labeled and include full personal details including: full name, date of birth, assessment date, candidate number (if applicable) and CPD Course title.
- d. Contain footage of the assessment ONLY, which must commence at the beginning of the video.
- e. Filmed in ONE take. Learners should be asked to resubmit if their video contains any edits.
- f. Contain a minimum of three participants for a group exercise setting e.g. a Pilates class, or exercise to music session.
- g. Ensure that the video shows the learner and their participants in full view (camera shot) at all times throughout the filming.
- h. Ensure that the learner's voice and any relevant music must be clearly audible at all times throughout the filming. If the learner's instructions are inaudible, the video will be referred for resubmission. Comments made by participants need to be audible.
- i. Be conducted in a suitable environment e.g. a hall or commercial health and fitness centre. If the venue is deemed to be unsatisfactory, the learner's assessment will be referred for resubmission.
- j. Be accompanied by a copy of the practical plan, exercise program or session plan if applicable.
- k. Be accompanied by a copy of the health and safety and risk assessment plan.
- l. Be accompanied by a legally recognised form of identification including a photograph e.g. driving licence or passport.

7. Invigilation guidelines for theory assessment

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

The invigilator role includes:

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

Appendix 8 - Contact us

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

E: repsireland@pdapproval.com

T: +44 333 577 0908

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