



**PD:Approval**  
quality recognition

# A GUIDE TO ACCREDITATION

FOR RECOGNITION FROM  
THE REGISTER OF EXERCISE PROFESSIONALS  
PHILIPPINES



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## Introduction

Thank you for your interest in submitting your qualification to PD:Approval (PDA) to be accredited for recognition by REPS Philippines (RPH).

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 2.9 and 2.10](#) for more details.

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

The main outcome of accreditation is to enable your learners to gain a qualification that gives them entry to the RPH 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. Please note that if you wish your learners to be recognised by REPS India, you must reflect their [minimum hours](#).

The qualification you submit must map fully to the relevant RPH Standards to ensure an 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 RPH requirements and this document will guide you through mapping, assessing and applying for accreditation.

If you are in the early stages of developing your qualification then the RPH 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 at home and internationally once your learners have completed their qualification.

For learners who have already undergone fitness training, their expertise can be used to gain our certificate of achievement and membership of RPH through Recognition of Prior Learning (RPL) rather than undertaking the full qualification.

If you have any questions about our accreditation process, please feel free to contact us at

- Email: [repsph@pdapproval.com](mailto:repsph@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/repsph](http://www.pdapproval.com/repsph)

## Section 1: Background Information

### 1.1 Introduction to PD:Approval

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

PD:Approval  
Accredited

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. ICREPs has licensed PDA to run its approval process for accreditation.

### 1.2 REPS Philippines

**REPS Philippines** (RPH) is an independent, public register that recognises the qualifications and expertise of fitness professionals in the Philippines against international standards. REPS Philippines provides a system of regulation for instructors and trainers to ensure that they meet the global health and fitness industry's agreed standards.

RPH serves to protect people who take part in exercise and physical activity and provides assurance and confidence to the public and employers that all professionals on the register are appropriately qualified and have the knowledge, competence and skills to perform their role effectively. As RPH will meet international standards, the aim is for all members to be internationally portable to other countries if they wish to work abroad.

RPH has established a system of standards, qualifications and training that is truly world-class and meets international standards from around the globe.

Membership of RPH 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 RPH is the member for the whole of the Philippines. By adopting these standards to create the RPH entry framework, the register also provides the opportunity for its members to be recognised by other ICREPs member countries.

RPH Philippines will increase the trust, confidence, and credibility of the fitness industry and will ensure fitness services are offered in a high-quality, healthy, safe, and ethical environment.

### 1.3 RPH membership categories

The RPH membership 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, and gain recognition and insurance to practice, both within the Philippines and abroad.

The qualifications that give entry to the register are mapped to the RPH Standards:

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

Delivery requirements for the qualifications required to meet the standards are measured in Guided Learning Hours (GLH), Face to Face Hours (FTH) and 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 Pilates Matwork	275	150	75
Certificate in Pilates Comprehensive	225	150	75
Diploma in Pilates Comprehensive	500	300	150
Certificate in Personal Training	200	102	50
Diploma in Personal Training	275	150	75

## 1.4 Prerequisites

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

Discipline	Prerequisite
Certificate in Gym Instructing	no prerequisite
Certificate in Group Exercise	no prerequisite
Certificate in Pilates Matwork	no prerequisite
Certificate in Pilates Comprehensive	Certificate in Pilates Matwork accredited by PDA
Diploma in Pilates Comprehensive	no prerequisite
Certificate in Personal Training	Certificate in Gym Instructing accredited by PDA
Diploma in Personal Training	no prerequisite

## 1.5 Register membership

Learners who have successfully completed any Entry Qualification that is accredited by PDA for recognition by RPH may apply for registration with RPH. Training providers looking to bulk purchase membership for their learners can do so by contacting RPH at [hello@repsphilippines.com](mailto:hello@repsphilippines.com).

**Please note:** in the USA and Canada additional requirements may be necessary. For your learners to be recognised by REPS India, you must reflect their [minimum hours](#) in your qualification.

## 1.6 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 RPH and PDA 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 training providers that successfully complete the submission process for their qualification are 'accredited' by PDA.
Approved/Approval	Training providers need to gain 'approval' from PDA for their submission and after a live (virtual) quality assurance review in order to become accredited.
Recognised	PDA accredited qualifications are 'recognised' by RPH (not approved or accredited by RPH).

## 1.7 PD:Approval teaching, learning and assessment materials

Instead of creating your own learning and assessment materials and mapping them to the RPH Standards, you can choose to use PDA's fully mapped technical resources (fees apply). See [2.5 Using your own materials](#) and [2.6 Using PDA's materials](#) for more information.

**Please note:** *All PDA teaching and assessing materials are the intellectual property of PDA and cannot be altered in any way either by editing or manipulation of the pages. PDA's materials cannot be copied without prior consent by PDA. Any accredited provider found to be in contravention of the above will be [sanctioned](#).*

## 1.8 Language

The accreditation process and all PDA materials and resources are provided in English. Qualifications accredited by PD:Approval should be delivered in English as much as possible to support your learners towards an international career.

## 1.9 StudyHub

Registered learners will have access to the StudyHub via a unique login which will be emailed to them as soon as their registration payment has been made. Each learner will then have 12 months' access to the materials, which is active as soon as they receive their login. A further 6 months can be purchased (£40 per learner), should a learner require extra time to complete the qualification. You must notify us in writing and pay the fee before the additional access is provided.

One free access login will be given to you as the training provider so that you can view the manual and make use of the reporting facilities. For instance, you will be able to see details of all your registered students and what part of the manual they have accessed, how long for and when.

## 1.10 Bank fees

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

## 1.11 Withholding tax

Some of our prices will require Withholding Tax (WT) which is set at 13% due to our [UK Tax Residency Certificate](#). Full details of the Services that attract WT can be found [here](#).

Failure to deduct the correct WT from your payment will result in an invoice for the processing fee of £25 to either refund or reclaim the tax.

## 1.12 VAT

No Philippine VAT applies to PDA invoices as PDA is a UK entity.

## 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 certifying your learners, we have made a list of the key areas this will involve and the costs they may incur (a full list of prices and their PHP equivalent can be found in [Appendix 1](#)).

Mandatory	Description	Cost
<b>Prior to Approval</b>	Accreditation Pack (Resource Bundle, Qualification & Assessment Structure, Delivery Plan, Mapping Toolkit, Observation Checklists). Assessments provided at Approval if using PDA's materials.	£1200 for the first qualification split into 2 payments of £500 (Accreditation Pack) and £700 (Submission and evaluation). No Accreditation Pack fee is charged for additional qualifications.
	Submission and technical evaluation for Approval	
<b>After Approval</b>	Registration for certification	£40 per learner per qualification.
	Renewal of accreditation for one year	£600 per qualification.
	After year 1, remote annual EQA Grading review included in renewal fee. If a visit required, EQA fee and travel and accommodation costs apply as shown.	£380 per day plus £1000 travel and accommodation
Optional	Description	Cost
<b>Faculty Team training</b>	Tutor, Assessor and Internal Quality Assurance Professional Awards for Faculty Team (3 learners, 4 awards, blended learning). Additional awards are £200 each. Full information <a href="#">here</a> .	£600
<b>Technical Support</b>	To help with any aspect of the submission, for example mapping, programme development, etc	£40 per hour
<b>PD:Approval Learner Manuals*</b>	Fully mapped to the RPH standards. Minimum requirement of 50 learners per year for each discipline.**	Gym Instructor £30 Group Exercise £30 Personal Trainer £35 Diploma in Personal Training £40 Pilates Matwork £70

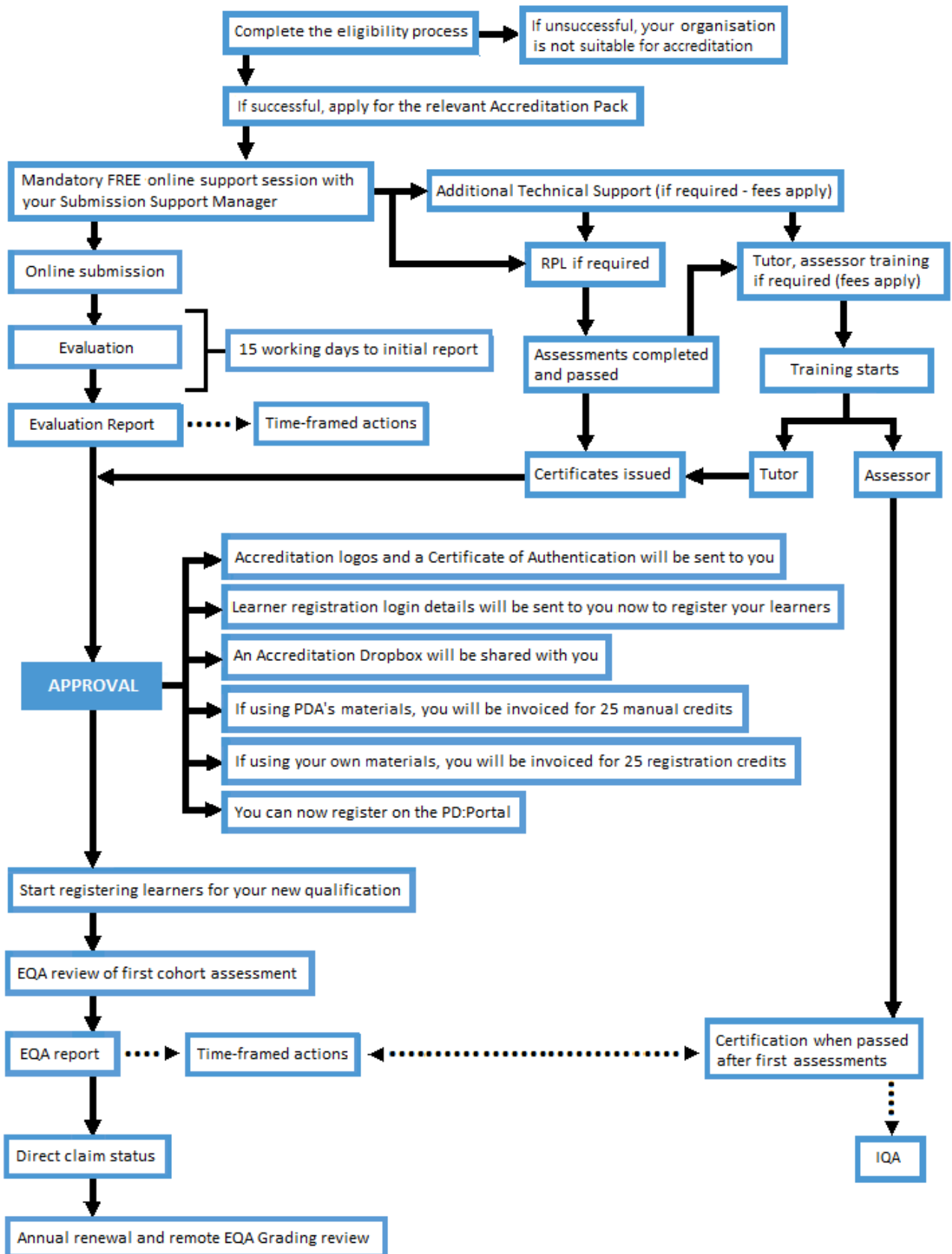
\* If your application is approved using PD:Approval's teaching, learning and assessment materials, StudyHub must be used for the whole of that accreditation period (one year). This can be reviewed at renewal and if you wish to change to your own teaching, learning and assessment materials they must be submitted to PDA for approval to be achieved prior to renewal. Should approval not be achieved before renewal, you must continue to use StudyHub.

\*\* A commitment of 50 copies per year is required to use PDA's Learner Manual, invoiced in two parts per discipline – first at approval and second after six months and repeating from renewal. Any unused allocation at renewal will be carried over and added to the following year's credit.

A full list of prices can be found in [Appendix 1](#).

## 2.1 The accreditation flowchart

This flowchart illustrates an example of the full accreditation journey in year 1.



RPH v1/0925

## 2.2 Initial enquiry

If you would like to be considered for accreditation, you must first complete the [eligibility questionnaire](#) which will determine your organisation's suitability and identify any training needs for tutors, assessors and internal quality assurers. If all details meet the criteria, PDA will contact you with next steps.

**Please note:** *Do not start the accreditation process until PDA has confirmed your eligibility.*

## 2.3 Submission Support

Once PDA receives confirmation from REPS PH, we will contact you with details of **your Submission Support Manager** and how to apply for your Accreditation Pack (see below). Submission Support is a free service we offer to support you with your submission and your Submission Support Manager will be available to answer any questions you may have prior to submitting your application and evidence. Once you have looked through the Accreditation Pack, your Submission Support Manager will arrange an online support session with you 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. 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.

## 2.4 The Accreditation Pack

The pack contains essential information for all training providers that can be personalised and adapted to suit your own organisation and needs, and will be provided to you once you have been referred to PDA. The Accreditation Pack contains the following:

### 1. Mapping

The mapping folder contains the **Qualification & Assessment Structure** which lists all the learning aims and outcomes that you will need in your qualification/s to ensure they meet the RPH Standards, as well as the assessments required for each unit.

If you are using your own teaching, learning and assessment materials, you must tell us where in the learning materials each of the knowledge and competencies can be found (mapping) and how they will be assessed. The **mapping toolkit** lists all the units, knowledge and competency that your qualification must map to.

The materials you submit must cover 100% of the competencies listed in the mapping toolkit.

***You only need to complete the mapping toolkit if you are using your own teaching, learning and assessment materials.***

**Handy Hint:** Remember that PD:Approval can provide ready-made learner materials to save you time. If you would like to know more, please talk to your Submission Support Manager or contact us at [repsph@pdapproval.com](mailto:repsph@pdapproval.com).

### 2. Assessment

For those of you using your own materials, we have provided you with **three practical observation marking checklists** for you to use with your learners, which show all the criteria you must mark them against for the gym induction, fitness assessing, and personal training session. If you are using PDA's materials, these marking checklists will be incorporated in the Learner Assessment Pack which you will receive at approval.

### 3. 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. **Please note** if you are using PDA's materials you will receive full lesson plans and delivery schedule at approval.
- **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 own assessment process, such as assessor feedback form, invigilation checklist, etc. **Please note** if you are using PDA's materials you will receive the full assessment materials at approval.
- **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.

### 4. Delivery schedule

The pack provides the delivery schedule that you must adhere to when delivering the training and assessments, whether you are using your own materials or PDA's.

### 5. Accreditation Guide

The pack also contains a hyperlink to this guide to ensure you always have access to 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. It will also help you to understand the application process and the timeframes, as well as signposting you to additional support should you need it.

**Disclaimer:** *By using 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, you must submit a new application. Please see the [price list](#) for fees.

## 2.5 Using your own materials

A key benefit of PDA's accreditation offer is the opportunity for training providers to use their own teaching, learning and assessment materials. The resources you submit must be your own intellectual property and must map 100% to the RPH Standards to ensure an industry benchmark is met.

You will be required to commit to registering a mandatory minimum of 50 learners per accreditation year for each discipline. We will invoice you every six months to meet the minimum requirement of 50 registrations per year, **with the first 25 invoiced at Approval**. We will invoice you six monthly for 25 learner registrations to meet the minimum requirement of 50 per year, **with the first 25 invoiced at Approval**, until you have registered 50 learners or until you have reached mandatory total of 50 credits, whichever is sooner.

The second invoice of the year will take into account the number of learners already registered.

**Please note:** *If the target of 50 learner registrations is reached within the accreditation year and an invoice for registration credits is outstanding, that invoice must still be paid.*

Registration credits are non-refundable and do not carry over to the following year.

## 2.6 Using PDA's materials

If you don't have your own teaching, learning and assessment resources, you can take advantage of PDA's off-the-shelf materials, providing you with everything you need to deliver a full qualification; the manual fee per learner covers all the resources provided, which includes an assessment pack, MCQs and lesson plans.

**Please note:** *All PDA teaching and assessing materials are the intellectual property of PDA and cannot be altered in any way either by editing or manipulation of the pages. PDA's materials cannot be copied without prior consent by PDA. Any accredited provider found to be in contravention of the above will be [sanctioned](#).*

PDA's manuals are provided via the StudyHub, PDA's online platform enabling learners to access the materials across all media using their unique login details. Training providers using the StudyHub will need to provide their learners' email addresses at registration so that their login details can be sent to them once the registration payment is received.

**Please note:** *As part of the enrolment process, you must gain your learners permission to share their contact details with PD:Approval.*

You will be required to commit to purchasing a minimum of number of 50 manuals per accreditation year for each discipline. We will invoice you every six months to meet the minimum requirement of 50 copies per year, **with the first 25 invoiced at Approval.**

The digital manual fee will become a credit on your learner registration account after each six monthly 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 within any six month period, they will be carried over and added to the next credit once payment for it has been received.

Upon renewal, the mandatory annual purchase of 50 manuals will again apply; if any manuals in the previous accreditation period haven't yet been used, they will be added to your new credit total.

Manual fees are non-refundable.

**Please note:** *Only learners who are registered with PDA to receive a certificate will be given access to the PDA learner manual on the StudyHub. If access to the manual is provided to other learners, you will be sanctioned and your continuing accreditation will be at risk.*

### Changing to your own teaching, learning and assessment materials

If you are using PDA's learner manual via the StudyHub and other materials, you must use them for the whole accreditation year, however prior to renewal you can submit your own teaching, learning and assessment materials for a fee of £600 for evaluation and approval. See [8.7 Changing to new teaching, learning and assessment materials](#) for more details.

## 2.7 Gathering your evidence

Once you have the Accreditation Pack, you can start gathering your evidence. You have the choice to:

1. Use your own materials and map them to the RPH Standards using the mapping toolkit in your Accreditation Pack.

2. Purchase PDA's teaching, learning and assessment materials for each qualification, with the manual available online via the StudyHub, and includes a full hard copy assessment pack and lesson plans (ask your Submission Support Manager for details).

**Please note:** *The same manual must be used for the whole of the accreditation period (one year). This can be reviewed at renewal and if you wish to change to your own teaching, learning and assessment materials they must be submitted to PDA for approval to be achieved prior to renewal. Should approval not be achieved before renewal, you must continue to use StudyHub.*

### Learner assessment

If you use your own manual you must provide the assessments and assessment strategy. Please refer to the mapping toolkit to see the assessment strategy for each unit. Your assessments must cover both the theory and practical units.

If you decide to use PDA's teaching, learning and assessment materials, a learner assessment pack and a live MCQ pack covering anatomy & physiology will be provided to the specified Main Contact once you have achieved Approval. The MCQs 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

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.

**Please note:** *All new MCQs must be sent to your allocated EQA for approval before using them with your learners.*

If you create your own LAP, it must contain guidance for the learner and all the paperwork they need to fill it out in order to complete the necessary assessments – using the Qualification and Assessment framework in your Accreditation Pack to help you.

The LAP must contain the following, which will be marked by your assessor:

- Case study
- Programme card
- Health screening paperwork
- Worksheets (internally assessed)
- Personal Development Plan
- Professional discussion (oral examination)
- Practical observation checklist (*see the Accreditation Pack for ready-made versions*)
- Reflective statement
- Professional discussion
- Session (Group Exercise only)

**Please note:** *Refer to the Qualification & Assessment structure and the practical observation checklists provided in your Accreditation Pack to ensure you follow the correct assessment strategy.*

## 2.8 Technical Support

Should you need support in creating or adapting your own materials, you can make use of our **Technical Support** team. These are highly experienced consultants who can help you in any aspect of your application, including ensuring your accreditation application meets all our criteria before you submit it. 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. Your Submission Support Manager can advise you on the support you might need.

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 chat, email us with the details of the support you require so that we can allocate one of our consultants to contact you.

**Please note:** *All mapping and/or Technical Support must be completed before starting your application for accreditation.*

## 2.9 Tutor, Assessor and IQA Professional Awards

If members of your training team do not already hold qualifications for their roles, PDA offers tutor, assessor and internal quality assurer Professional Awards that provide the knowledge they need to deliver a qualification. It is essential that you organise this training before you start the application process. Ask your Submission Support Manager for more details.

A requirement of accreditation is for your tutor/s, assessor/s and Internal Quality Assurer/s (IQA) to be qualified for their role/s. If not they will be required to undertake PDA's Professional Awards (fees apply).

**Please note:** *All team members must also have a relevant and recognised fitness qualification in order to be part of the faculty team – see [2.10 Fitness Qualifications and RPL](#).*

Our Professional Awards map to the UK National Occupational Standards at Level 3 and offer a robust training programme with comprehensive materials, a dedicated Guidance Assessor to support learners, and evidence of tutoring, assessing and IQAing to be submitted to complete the learners' portfolios.

Approval can only be given when you have a suitable number of faculty team members, as well as meeting the other criteria, with at least one qualified tutor, one assessor who is either qualified or 'working towards' their Professional Award, and one qualified IQA (who must also be qualified as an assessor as a minimum, and as a tutor for best practice).

**Please note:** *Trainee assessors must have all their decisions verified by the qualified IQA before being given to the learner, until they are qualified themselves. If you do not have a qualified IQA in place because the intended IQA must first complete their assessor Professional Award, the assessments of the first three learners from your first cohort whose assessments have been completed and marked will be reviewed by PDA to counter-sign the marking. No final results can be given to any of the learners in this cohort until PDA has approved the marking of the selected assessments. Please see [7.5 Internal Quality Assurance](#) for more information.*

The cost of an individual Professional Award is £200. For providers applying for accreditation who don't have a qualified faculty team, we offer a Submission Package at a special price of £600 for enrolling a maximum of four people onto the required Professional Awards (we recommend one tutor, two assessors, one IQA to cover the faculty requirements of the submission).

Additional learners can be added to the Submission Package for £200 per learner/award.

Full information about the training will be provided to the learners which details each stage of the process. Certificates of achievement will be awarded to learners who have successfully completed the assessments.

If you only have one or two people who need to do Professional Awards in order to be part of your initial faculty team, or if you wish to put more people on the awards after approval, the cost per learner/award is £200.

All fees relating to the awards must be paid before any materials are provided.

**Please note:** *Please refer to our cancellation policy in the [terms and conditions](#).*

## 2.10 Fitness qualifications and RPL

All the team members who you put forward for the Professional Awards must have an existing recognised fitness qualification relevant to the discipline you are applying for (which includes a theory

assessment and a summative practice assessment), and at least 12 months experience in that fitness role.

If their qualification is not recognised, they must undertake the qualification you are applying for with PDA through the Recognition of Prior Learning (RPL) process (fees apply). The RPL process for these team members must be completed within 3 months of Approval.

## 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 to cover additional evaluation time if there are gaps in your evidence.

We will invoice you on receipt of your application and as soon as payment is received your submission will be passed to one of our Technical Evaluators to review.

**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/repsh](http://www.pdapproval.com/repsh) and take a moment to read through the features and benefits as this will ensure that you make full use of your accreditation once you achieve it.

When you are ready, go to our [Get Approved](#) page and select the qualification you wish to submit for accreditation.

**USE THE PASSWORD FACILITY TO SAVE YOUR APPLICATION FORM BEFORE YOU START FILLING IN ANY INFORMATION! THIS WILL ENSURE THAT YOU CAN COME BACK TO YOUR FORM WHENEVER YOU LIKE UNTIL YOU SUBMIT IT, AND THE INFORMATION YOU HAVE INPUTTED WILL STILL BE THERE!**

**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, check out the helpful information 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 5](#).

**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 **15 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 team, the second covers your submission evidence, and the last section deals with payment and agreement to our Accreditation Contract and PDA Terms and Conditions.

### 4.1 Evidence required

The following details the evidence you will be asked for on the accreditation 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 submission is missing essential evidence or the evidence you have provided needs extensive revision, a further fee of £250 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. You must tell us who will be Main Contact for your accreditation, who our communications will be directed to in the first instance, and the Finance Contact, who we will send invoices to. You can also appoint an Administrator Contact as a second point of contact. Please complete as many boxes as possible.

#### 2. Organisation details

This information ensures that our records hold the correct information of your organisation name and address, which will be on your invoices. Please remember to let us know if these details change once you are accredited. Do provide details of your social media so that we can *like* and *follow* you and you can see when we are promoting your accreditation.

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

#### 3. Website address

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

#### 4. Size of faculty team

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

#### 5. Awarding bodies

Let us know what other awarding bodies you have approval from.

#### 6. Disclosure

You will be asked to disclose if anyone in your organisation has been the subject of an investigation, conviction or sanction, or if your organisation has been refused recognition, refused renewal of an existing recognition, or had its recognition terminated by any professional body, awarding organisation or quality kitemark? *Please note that we will contact your other accrediting bodies as part of our due diligence checks.*

#### 7. The qualification you are applying

You have the choice of Gym Instructor, Group Exercise Instructor, Pilates Matwork Instructor, Certificate in Pilates Comprehensive (Apparatus), Diploma in Pilates Comprehensive (Matwork and Apparatus combined), Personal Trainer and the Diploma in Personal Training (Gym and Personal Trainer combined).

**Please note:** Learners must also have a PD:Approval accredited Gym qualification to be able to undertake the Certificate in Personal Training; learners must have a PD:Approval accredited Certificate in Pilates Matwork to undertake the Certificate in Pilates Comprehensive.

You can only pick one qualification at a time on the form; if you wish to accredit more qualifications, you must complete a new submission form.

**8. How will your 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, online, and/or virtual) 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 online account or details of your virtual platform. 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 2](#).

The other option for delivery is full-time **classroom based**, where the learners are taught with their tutor 100% face-to-face. Select whichever applies to your training.

**9. Tutor:learner ratio**

Let us know the maximum number of learners your tutor will be teaching at each session.

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

You will be asked to provide the total GLH, and how much of that time is face to face and practical learning.

The lesson plans must reflect the total GLH and practical learning time, broken down into manageable daily sessions for the learner.

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

- **Certificate in Gym Instructing:** 150 GLH which must include 24 hours of practical delivery.
- **Certificate in Group Exercise (freestyle):** 150 GLH which must include 24 hours of practical delivery.
- **Certificate in Group Exercise (pre-choreographed):** 140 GLH which must include 20 hours practical delivery.
- **Certificate in Pilates Matwork:** 275 GLH which must include 75 hours of practical delivery.
- **Certificate in Pilates Comprehensive:** 225 GLH which must include 150 hours face to face, 75 of which must be practical.
- **Diploma in Pilates Comprehensive:** 500 GLH which must include 300 face to face hours, 150 of which must be practical.
- **Certificate in Personal Training:** 250 GLH which must include 30 hours of practical delivery.
- **Diploma in Personal Training:** 275 GLH, which must also include 54 hours of practical delivery.

The GLH indicated for each qualification can incorporate the assessment, pre-course study and break times.

**11. 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.

**12. The region/s 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.

**13. Learner Manual**

You will be asked if you wish to use PDA's manual via StudyHub, provided to you with a full assessment pack and lesson plans, or if you wish to use your own and provide your own

assessment and lesson plans. The learner manual must cover all of the mandatory units for learners to work through the whole qualification. It must have pictures and diagrams as well as text to guide the learner logically and set them up to pass the qualification; if you are using pictures, diagrams or quotes you must reference them.

See a sample of PDA's learner manual [here](#), which will save you time and money.

**Please note:** *The same approved teaching, learning and assessment materials must be used for the whole of that accreditation period (one year). If your application is approved using PDA's teaching, learning and assessment materials, a minimum requirement of 50 manual credits per year is required.*

#### 14. Learner Pack

This is 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 – use the Learner Pack guidance in your Resource Bundle to help fulfil this criteria.

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.
- Company policies (equal opportunities, complaints, appeals etc)
- Training programme overview ie what they will be covering and what they will be qualified to do once they have completed it.
- A timetable of the course ie split it up into days or weeks and indicate what they will be covering at each point.
- Resources to bring (pens, paper, gym kit etc)
- Pre-course instructions
- Main resources relating to the training programme - ensure that you try to incorporate everyone's learning style (VAK)
- Overview of the assessment and the marking criteria
- Appendix ie policy forms

**Handy Hint:** The Resource Bundle included in the Accreditation Pack contains a Welcome Pack template and guidance to save you time.

#### 15. Learner Assessment Pack & MCQs

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

- Programme card
- Health screening paperwork
- Worksheets (internally assessed)
- Personal Development Plan
- Professional discussion (oral examination)
- Practical observation checklists (see the **Accreditation Pack**)
- Reflective statement
- Professional discussion
- Session (Group Exercise only)

If you are not using PDA's materials, please provide all the materials for running an assessment and self-reflection – use the assessment strategy outlined in the **Qualification & Assessment Structure** and the three **Observation Checklists** in your Accreditation Pack (Gym Induction, Client Fitness Assessing and summative Practical Observation of a personal training session).

The assessments 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 information about the assessments your learners will have to undertake in your Learner Pack so they are clear on what the assessments will entail, when in the course they will take place, and what is expected of them.

You must include an MCQ exam which covers Anatomy & Physiology. The exam must include at least 60 multiple choice questions with a minimum 70% pass mark required. 60 questions should take 60 minutes to complete. The MCQ exam must be held under invigilated conditions.

Your submitted MCQ Pack must contain the following:

- MCQs for the learner (at least 60 questions with a minimum pass mark of 70%)
- An additional copy for one re-sit
- MCQs with answers for the tutor to use
- Blank MCQ answer sheet for the learner to fill in

The MCQ pack must be kept in a password protected document at all times once approved.

Once accredited, providers must ensure they regularly refresh the MCQs to avoid repetition and gain approval from PDA before using. Additionally, a new set of MCQs must be used for learners who need to resit their assessment.

**Please note: All new MCQs must be sent to your allocated EQA for approval before using them with your learners.**

If you create your own Learner Assessment Pack, it must contain guidance for the learner and all the paperwork they need to fill it out in order to complete the necessary assessments – use the **Qualification and Assessment framework** in your Accreditation Pack to help you.

The LAP must contain the following:

- Case study
- Programme card
- Health screening paperwork
- Worksheets (internally assessed)
- Personal Development Plan
- Professional discussion (oral examination)
- Practical observation checklists (*see the Accreditation Pack for ready-made versions*)
- Reflective statement
- Professional discussion
- Session (Group Exercise only)

**Please note: Refer to the Qualification & Assessment structure and the practical observation checklists provided in your Accreditation Pack to ensure you follow the correct assessment strategy. You can also check out the [standards page](#) on the website to see the specific assessments required for the discipline you are applying for.**

In your Accreditation Pack you will find other useful templates and information for the assessor to use in the Resource Bundle:

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

**Please note:** *Practical assessments must ideally be conducted face to face. If it is not possible to conduct face-to-face practical assessments, they must be conducted live virtually and recorded and saved for internal and external quality assurance purposes. Video assessment is only permitted under certain circumstances where face-to-face is not allowed or advised in a pandemic, and must be approved by PDA before putting in place.*

Whether you are using your own materials or PDA's, 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

The evaluator will be checking that your learners 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 them if they are referred or fail and/or if they need to appeal a decision.

Further information on creating an assessment, invigilation or re-sits can be found in [Appendix 5](#).

## 16. Mapping to RPH Standards

*If you are using PDA's learner manual and assessment you don't need to complete any mapping as we have done it for you.*

If you are submitting your own materials, use the Mapping Toolkit in the Accreditation Pack to map your programme 100% to the RPH Standards – by mapping your programme and assessment, the evaluator will be able to check that you have covered everything required in your qualification.

To complete this process, you must insert in the righthand columns where in your training we will find the particular competency or knowledge covered and how it will be assessed. This might reference PowerPoint slides (for example 'Slide 9-18 of PowerPoint A') or a page in the learner manual (for instance, 'page 11-15 in the Learner Manual'), etc.

**Please note:** *If any evidence of mapping is provided by video, you must inform us where in the video (time) the evaluator must look 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. Centre equipment and facilities

You must provide the address of at least one centre you will be using to deliver your qualification, and then the following information for each.

### • 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 3](#) (if you are applying for the Diploma in Special Populations, please use the list specifying the equipment required for the Certificate in Gym Instructing).

**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.*

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.

- **Facilities**

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

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

You will have the opportunity to add the details of two centres on the form.

- **Video evidence**

You must upload a short video (no more than 5 minutes) 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 the delivery and assessment of your accredited training. You will receive a certificate for each of your approved centres as confirmation of approval which will be updated at each renewal.*

## 18. Learner enrolment process

All providers must have a **secure learner enrolment process** which collects as a minimum their name (which will be registered with us and go on their certificate), address, email address (for StudyHub), date of birth, and the qualification they are enrolling on, as well as their permission for you to pass their personal details to PDA.

You must tell us how you enrol your learners, what records you keep and how you maintain its security, how you allocate each learner with a unique learner number and a Course Code for each cohort of learners.

## 19. Biography template and achievement certificates

Download and complete a [Biography Template](#) for each member of your team to upload to your submission. 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. We also need to know how much experience they have as either tutor, assessor or internal quality assurer (IQA).

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

### **Fitness qualifications**

All your faculty team members must have a recognised qualification in the discipline being applied for which includes a theory assessment and a summative practical assessment, and at least 12 months experience of performing that role. If they have a qualification that is not recognised but have at least 12 months experience in that role, they must undertake the PDA qualification through the Recognition of Learning (RPL) process, via PDA (fees apply). You will be sent more information about this when your team's training needs are identified.

### **Faculty qualifications**

To gain Approval, your faculty team must include at least one qualified tutor, one assessor who is either qualified for their role or 'working towards', and one fully qualified IQA.

**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 – see [8.5 Internal Quality Assurance](#) for more information on the IQA role.

#### Recognised faulty qualifications

PDA recognises the following accredited faculty qualifications. If your team's qualifications are not listed here, we strongly advise that you send us full details with the certificates before starting the application process so that we can review their content against the relevant standards:

#### 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)

Faculty team members without recognised tutor, assessor and/or internal quality assurance qualifications will be required to undertake Professional Awards delivered by PDA (fees apply) which must be started before Approval is granted - see [2.9 Tutor, Assessor and IQA Professional Awards](#).

**Please note:** *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. When delivering qualifications, it is best practice that the roles of tutor and assessor for the same cohort of learners are carried out by different members of the team. In addition, the Internal Quality Assurer cannot be either the tutor or assessor on the cohort of learners that they are quality assuring due to conflict of interest.*

## 20. 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.

## 21. 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 your Resource Bundle to help fulfil this criteria. The pack must include:

- Attendance register (one for each lesson)
- Record of attendance tracker (for the whole qualification)
- Health and safety checklist
- CPD record
- Lesson plans for each session (if using your own materials) – these must include the learning aims and outcomes (see examples of the detail required in [Appendix 4](#)) and reflect the Qualification & Assessment structure in the Accreditation Pack and on our [website](#).
- Learner feedback form
- Tutor:learner agreement
- PAR-Q/consent form (if applicable)
- Any additional resources such as PowerPoint presentations.

**Please note:** *If you elect to use PDA's learning and assessment materials, you will be provided with a full set of lesson plans and the delivery schedule to follow at Approval.*

The Accreditation Pack includes a mapping toolkit which shows how the lesson plans are mapped.

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 Resource Bundle included in the Accreditation Pack contains a Tutor Pack with templates and guidance to save you time.

## 22. Administration Pack

The administration pack ensures you have all the necessary systems and processes in place to guarantee that you can process, support and deliver training to the learners efficiently and effectively. This contributes to safeguarding your organisation against complaints and appeals – use the Administration Pack and Internal Quality Assurance Pack in your Resource Bundle to help fulfil this criteria. 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 [7.5 Internal Quality Assurance](#))
- 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 Resource Bundle included in the Accreditation Pack 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.

### 23. Marketing materials

Please upload examples or hyperlinks to any **designed draft marketing materials** promoting the qualification you are applying for and your organisation, as well as your company branding.

**Please note:** *You are not yet authorised to use the RPH and PDA logos until you achieve Approval so do not put them on your draft marketing!*

Your draft marketing must clearly include the following information:

- Name of the qualification
- Contact details
- Shapes to indicate where you will put the RPH and PDA Accredited logos – post approval you will be required to resend your marketing with the actual logos in place.

Larger promotional marketing could also include:

- Purpose/aim of the course to include key learning outcomes
- Cost
- Prerequisite requirements (if applicable)

**Please note:** *If you are also issuing your own Certificate of Achievement, you are not authorised to add the accreditation logos.*

### 24. Company logo

Please upload a high resolution .png company logo that we can add to the Certificate of Achievement for your learners and use in our own social media to promote your organisation.

### 25. Company Certificate of Registration

Please provide your official **Certificate of Registration** (SEC for corporations/partnerships or DTI for sole proprietorships), as proof that your company is duly registered and authorised to operate in the Philippines.

### 26. Agreements

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

- That any centres, facilities and physical resources have met health & safety guidelines and centres are covered by any necessary insurances
- That you have read and understood the requirements of accreditation and agree to pay the non-refundable fee/s.
- That you agree to purchase the required amount of learner manuals (if using PDA's manual).
- That you agree to use the same PDA manual for the whole of the accreditation year (if using PDA's manual).
- That you agree to the Accreditation Terms & Conditions

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

You will also be given the option for the evaluation to either start as soon as we receive payment or only after the 14 day cancellation period, which starts from the date your submission is received.

## 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 RPH. We aim to provide the initial report within 15 working days but this timeline may be affected if the evaluator needs to verify any details with you during this time.

**Please note:** *Any communications regarding your evaluation and report status must be directed to [repsph@pdapproval.com](mailto:repsph@pdapproval.com), who will liaise with the evaluator on your behalf.*

### 5.1 The evaluation report status

If all your evidence has been approved, you will receive a report with an **Approval** status. Whilst the evidence you have submitted has been approved, a status of Approval will not be available until your allocated EQA has performed a review during your first assessment.

If your submission isn't 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 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. A Further Evidence Required status can be given either immediately if you haven't met enough of the criteria, or after receiving Approval Pending. In order to proceed with the submission, you will be required to pay an additional fee of **£250** 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 using our Technical Support to help you achieve a successful submission. **Please note:** Should you fail to either meet the deadline or to fulfil enough of the criteria, your status will move to Not Approved.
- **Not Approved:** this means that unfortunately your submission has failed to reach the standards set by PDA and REPS PH. A Not Approved status can be given either immediately 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 full new application if you wish to become accredited, with the associated costs (see below for full details). Your report will guide you on what you must do to improve a future submission.

### 5.2 Applying again

After a Not Approved status has been given, a period of **three months** from the date of your Not Approved status will be imposed before you can reapply to PDA for the same qualification (submission fee applies), to give you time to fully reflect on the process and the evidence requirements before starting a new application.

**Please note:** *All written communications about your evaluator and/or report must be by email to [repsph@pdapproval.com](mailto:repsph@pdapproval.com); no other forms of written communication will be responded to.*

### 5.3 Appeals

If you are unhappy with a decision made by PDA you can appeal - see [8.13 Complaints & Appeals](#).

## Section 6: Approval

Once you have satisfied all the submission criteria, your organisation will be awarded Approval via a confirmation email. This means that you can now promote your qualification as accredited by PDA and recognised by RPH using the accreditation logos we provide to you. You must also now start registering your learners (see [6.1 Registering your learners](#)).

Along with your Approval confirmation email, you will be given access to an Accreditation Dropbox which contains all your accreditation history so far as well as the PDA teaching, learning and assessment materials (unless you are using your own). For full details of your Dropbox, please see [6.4 Dropbox](#).

### 6.1 Registering your learners

Once approval is awarded, you will be sent an ATP code to register your learners on our [website](#). Remember, 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, enrolling them on StudyHub, and issuing a Certificate of Achievement for those who have passed (once you have gained Approval).

**IMPORTANT: Only learners residing in the country where you are accredited can be enrolled on your approved qualification and registered with us.**

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

- First name (the learner's legal first name)
- Middle name/s (the learner's legal middle name, if applicable)
- Last name (the learner's legal surname)
- Date of birth (the learner's legal birth certificate date)
- Email address (to receive login details to the StudyHub)
- Unique Learner Number (the unique number you have allocated to the learner and is required for security and identification purposes)
- Course Code (the unique code for the course the learner is on)
- Course Start Date (the date the course started)
- Qualification (choose the qualification to be undertaken).
- Full/RPL (whether the learner is completing the full qualification or the Recognition of Prior Learning process)

#### 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. Where certificates have been issued, duplicates can be provided on request (a fee of £40 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 staff members of PDA have signed a Code of Confidentiality.

## 6.2 Direct Claim Status

After your **first three learners on your first cohort** have completed their assessments in full and been marked, you must send us their Learner Assessment Packs and MCQ answer papers to review for quality assurance purposes. Their mark is only provisional until we have quality assured the marking, and you must make sure they are aware of this.

Only once we are satisfied with the level of marking will you be awarded **Direct Claim Status**, which means that your assessors can mark the assessments and give the learners their result without first providing their LAP and MCQs to us for quality assurance purposes. However, please remember that your faculty team must be internally quality assured regularly as part of your internal quality assurance policy and process to ensure standardisation and accuracy.

## 6.3 Status update

Once you have achieved Direct Claim Status, you can update your learners' registration by using the [Status Update button](#) as soon as they have completed their qualification, using your ATP code. We will then start processing the digital Certificates of Achievement for those who have passed and where their registration and certification fee has been paid.

**Please note:** *If you are issuing your own Certificate of Achievement, you are not authorised to add the accreditation logos.*

## 6.4 Dropbox

At 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 your own Dropbox account opened with the email address of the Main Contact in order to access the Dropbox link we share with you. 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 contact us with authorisation and details for us to share the Dropbox with them.

To create your own Dropbox, the Main Contact must visit the Dropbox website [here](#), complete the First Name, Last Name and email boxes (with the Main Contact's email address), then create a password. Once you have gained Approval, we will 'share' your PDA 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; whilst you may add any information you feel is relevant to your Dropbox, nothing can be deleted without the prior consent of PDA.*

Your Accreditation Dropbox will contain the following folders for each of the qualifications we have accredited:

1. **Submission:** This folder contains your approved accreditation submission materials, your evaluation reports and your approval confirmation emails, and your ATP code/passwords.
2. **Centre Approval:** certificates of approval for your centres of delivery/assessment.
3. **Certification:** copies of your digital Certificates of Achievement will be saved here for your successful graduates.
4. **Logos:** RPH and PDA Accredited logos, and guidelines for their use
5. **PDA Resources:** qualification materials if you are using PDA's.
6. **Quality Assurance:** the reports provided by your EQA following the EQA reviews that will take place after approval.
7. **Amendments:** where you will record the evidence for any changes you make to your accreditation (see [8.3 Amendments to approved content](#)).

8. **Faculty Team:** your approved faculty team information will be saved in this folder. Complete the Biography Template in this folder for new faculty team members and save it in a new folder with the name of the person, together with their supporting certificates, and let us know so we can review for approval.
9. **Renewal:** renewal confirmation emails and updated Certificates of Authentication will be kept here.
10. **Other Info:** for relevant information that doesn't fit in any of the other folders

Your Dropbox will also contain a document explaining how to use your Accreditation Dropbox.

## Section 7: Quality Assurance

### 7.1 Post Approval EQA review

PDA will carry out a virtual Post Approval review during the summative assessment for your accredited qualification with your first cohort. 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 or 'working towards' members of your delivery team may be observed at the same time.

The fee for the Post Approval review is included in the cost of your accreditation.

After the Post Approval review a report will be provided which will detail any actions you might need to complete within a specified timeframe to maintain your accredited status. Failure to complete the actions satisfactorily or within the timeframe may put your continuing accreditation at risk.

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

### 7.2 On-going EQA

Your allocated External Quality Assurer (EQA) will support you to maintain the quality of your delivery by sampling during your accreditation year, and at each renewal will organise a new remote **EQA Grading Review** with you.

**Please note: All written communications with your EQA must be by [email](#); no other forms of written communication will be responded to.**

### 7.3 The EQA Grading Report

A detailed report will be compiled after each Grading Review 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:

<b>Grade 1: Outstanding</b>	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.
<b>Grade 2: Good</b>	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.
<b>Grade 3: Requires improvement</b>	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.
<b>Grade 4: Unsatisfactory</b>	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.

## 7.4 Unsatisfactory Status

If your quality status is Unsatisfactory, an EQA visit may be required which would incur a fee of £380 per day plus £1000 towards your EQA's travel and accommodation, plus the cost of any training that your EQA may specify (fees will apply). If the status remains at Unsatisfactory despite our support, your continuing accreditation could be at risk.

**Please note:** *If there is a delay in you agreeing suitable dates or a delay in payment of the fees to PDA, either of which affects the cost of the EQA's travel and accommodation and takes them over £1000, you will be charged the excess amount. 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. If the travel and accommodation costs exceed £1000 because of the delay in payment, the provider will be charged the excess.*

## 7.5 Internal Quality Assurance (IQA)

Your organisation and accredited qualification/s must be internally quality assured by a qualified member of your team (or 'working towards'), who will be required to create a quality assurance strategy, systems and procedure .

Your internal quality process will include tutor and assessor standardisation training, programme staff meetings with minutes, learner feedback forms, tutor and assessor 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 requirements.

### 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 team, 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.

### Quality assurance without an IQA

If you do not have a qualified IQA in place because the intended IQA must first complete their assessor Professional Award, you must provide the fully completed and marked assessments (including the MCQ marked paper) of the first three learners from your first cohort for theme to be reviewed by PDA who will counter-sign the assessor's marking. This includes videoing all the practical observation tasks. If you have more than one assessor you must provide marked LAPs from each of them.

For those on the assessor Professional Award, the filmed practical assessment of the personal training session may be suitable for this criteria in the award. Please confirm with your Guidance Assessor.

**Please note:** No final results can be given to any of the learners until PDA has approved the marking of the selected assessments.

### Guidelines for recording of the practical observations

For all practical observations, the learner, their client(s) and you as the Student Assessor need to be in view of the camera throughout the whole assessment.

You must gain the **written consent** of the learner and their client(s) to record them in the session before you start and provide it with your video evidence. Please also ensure the learner knows that your decision is provisional until it has been ratified by PDA.

To ensure we are able to clearly identify your filming and those present please make sure that at the start of the filming you do the following:

1. Face the camera and state your name, the venue, date and time.
2. Introduce by name the learner you are assessing.
3. Show written evidence that you have permission from the learner and client/s that you may film them.
4. Show you as the assessor briefing the learner before the assessment.
5. Show the full assessment (no breaks in recording).
6. Show you giving feedback to the learner regarding their provisional grade i.e. pass or refer, action plan and additional feedback.

You may film the briefing and feedback separately to the main assessment but must also carry out 1 and 2 above for each film.

### PLEASE NOTE:

7. **All video submissions must be conducted in clear spoken English.**
8. **The videos must be filmed in landscape view.**
9. **All participants must be in clear view all the time.**

Once the practical observation is completed, the learner must finalise their LAP by filling in the Reflective Statement and undertaking a Professional Discussion with you as their assessor.

Along with the observation video, you must submit the following:

- Written confirmation of permission to be filmed from the learner and their client/s.
- The learner's fully updated LAP which shows the completed Personal Training Practical Observation marking checklist, as well as your marking of their Reflective Statement and the Professional Discussion.

***Before submitting your video, check it to ensure your Guidance Assessor can review it – check the sound and that you have covered 1-9 above.***

## Section 8: Now you have Approval

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

### 8.1 Logos

Upon Approval, you will be issued the RPH logo and the PDA Accredited logo, which may be used on your marketing, website and social media in relation to your accreditation. 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 [repsph@pdapproval.com](mailto:repsph@pdapproval.com). Misuse of the accreditation logos will result in a [sanction](#).

### 8.2 Registration and Certification

All learners must be registered on the [PDA website](#) **within 7 days of the start date of the accredited qualification** (Course Start Date). The cost of registering your learners is £40, plus the cost per learner of the PDA resources if you are using them. The cost of PDA resources will only be added if no credit remains on your account; once you have met the minimum 50 registrations per accreditation year, no more credits will be requested in that year.

PDA will provide you with an official, secure Certificate of Achievement digitally for each of those learners who have successfully passed their final assessment. The certificate will contain a QR code to protect against fraud, and will have a unique certificate number, the qualification they have achieved, your provider name and logo, and the date the learner passed their final assessment.

When scanned, the QR Code will show:

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

Certificates issued can be verified either by scanning the QR code or by going direct to our [website](#).

If you provide your own certificate, please be aware that it will not be recognised by RPH.

**Please note: If you are issuing your own Certificate of Achievement, you are not authorised to add the accreditation logos.**

Digital certificates are processed weekly for learners whose status is recorded as 'passed' via our learner registration page and payment has been received by 4pm UK time on the Tuesday of any week, 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, Pilates Matwork, Personal Trainer and the Diploma in Personal Training) that will be recognised by REPS PH.

#### Replacement digital certificates

Replacement certificates will be charged at £40 each unless due to an error by PDA.

### 8.3 Amendments to approved content

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

If you plan to make any major changes to your own teaching, learning or assessment materials during the accreditation period, you must make these known to PDA **before they take effect**.

**Please note:** *This does not apply to PDA teaching, learning and assessment materials as they cannot be changed.*

Other changes could include for instance new delivery team members (training must be delivered to them 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 Delivery Team folder, whichever is appropriate, in your Accreditation Dropbox for evaluation to ensure that it meets our criteria and doesn't affect your current accreditation.

Be sure to create a new folder with a relevant name to hold your evidence ie for new team members, create a folder with the person's name in the Delivery Team folder. Then contact us to let your EQA know about the changes and where to find the evidence, so that it can be reviewed and approved. Once approved, you can then incorporate the changes.

**Please note:** *if you are changing to your own teaching, learning and assessment materials you must ensure that approval is in place for the change to take place at your next renewal date. See [8.7 Changing to a new teaching, learning and assessment materials](#) for full details.*

## 8.4 Delivering at new centres

**Please note:** *You cannot use a new training centre until it has been approved by PDA.*

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. The evidence you must provide for each new centre is as follows:

1. Details of the equipment and facilities at the centre. Your Accreditation Dropbox provided at Approval will contain a form to complete it with all the details.
2. Create a short video showing the equipment and facilities at the centre; any equipment with moving parts must be shown being used. Once complete, share the video or share a link 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.*

## 8.5 Additional accreditations

If you would like to add another accreditation to your portfolio, you must apply again through the submission process but will pay a reduced fee of £700. Please [contact us](#) for further information.

## 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 – 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 (optional)

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 Changing to new teaching, learning and assessment materials

You must use the same approved teaching, learning and assessment materials each accreditation year, however if you are using PDA's you can apply to change to your own 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 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 for entry qualifications ) 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 the new tutor resources and assessment materials.

A non-refundable fee of £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 15 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 £250 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.*

You will be required to commit to registering a mandatory minimum of 50 learners per accreditation year for each discipline. We will invoice you every six months to meet the minimum requirement of 50 registrations per year, **with the first 25 invoiced at Approval.**

The second invoice of the year will take into account the number of learners already registered. If 50 learner registrations are achieved within the first six months, you will not be invoiced for further registration credits during that accreditation year.

Registration credits are non-refundable and do not carry over to the following year.

## 8.8 Training new team members

If you wish to take on new tutors, assessors or IQAs they must first complete and pass the relevant Professional Award. Trainee assessors must have all their decisions verified by the qualified IQA before the result is given to the learner. The cost for each student per award is £200. The rest of the award process remains the same.

## 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 Recognition of Prior Learning (RPL)

RPL is a process that recognises a learner's knowledge and skill, whether achieved as a long-standing fitness instructor without a formal qualification, or if the qualification is not recognised by RPH. By taking the RPL route, the learner will go straight to the assessment without usually undertaking any lessons.

As the training provider, you must first assess that the learner has sufficient knowledge to pass the assessments, which should take place as a professional discussion with them. You may decide that they need to complete some learning with you, which you must discuss with them first.

Once they are ready to complete the assessment process, they must first start with the invigilated, closed book MCQ exam which tests their knowledge of anatomy and physiology. If they pass the exam, they can go on to the Learner Assessment Pack, and you will give them a timeframe to complete it in. If they fail the MCQ exam, they should undertake the full qualification. The RPL process is managed by you as the training provider; RPL learners must be registered with PDA in the normal way.

## 8.11 Renewal

Accreditation is renewable annually at a cost of £600 per qualification. Your renewal fee provides a new period of accreditation and continuing support from your EQA through the annual Grading review. It also provides you with continuing exposure via the [PD:Portal](#). Please make a note of your renewal date, which will be communicated to you in your Approval confirmation email from PDA. We 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. Late payment means that your entry on the [PD:Portal](#) is no longer visible and your new accreditation start date will be backdated to your previous renewal date.

## 8.12 PD:Portal

Once you have Approval, you can register for a free account on the [PD:Portal](#), which is available for anyone to find quality assured training internationally. 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

## 8.13 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 - Price list

Costs may also differ if national taxes apply; all bank charges must be borne by the payer.

Product	GBP	PhP*	Details
<b>Entry Qualifications:</b> Accreditation Pack (£500) / Submission fee (£700)	1200	94,000	-
<b>Diploma in Special Populations</b> submission fee	700	54,700	-
<b>Additional entry qualifications</b>	700	54,700	Submission fee only
<b>Annual Accreditation Renewal</b>	600	47,000	Per qualification
<b>Further Evidence Required (FER) report status</b>	250	19,500	-
<b>Technical Support</b> - Zoom/telephone/email	40	3,100	Per hour
<b>Registration and certification costs per learner</b> (certificate fee plus PDA materials if applicable)	40**	3,100	Per learner
<b>Replacement certificate</b>	40**	3,100	Per learner
<b>Group Exercise Manual</b> via StudyHub	30**	2,300	Per learner
<b>Gym Learner Manual</b> via StudyHub	30**	2,300	Per learner
<b>Personal Trainer Manual</b> via StudyHub	35**	2,700	Per learner
<b>Diploma in Personal Training Manual</b> via StudyHub	40**	3,100	Per learner
<b>Pilates Matwork Learner Manual</b> via StudyHub	70**	5,400	Per learner/award
<b>Additional 6 months on StudyHub</b>	40	3,100	Per learner/qualification
<b>Manual review</b> (FER fees may also apply)	600	47,000	Per manual
<b>Professional Awards (Tutor/Assessor/IQA)</b> (submission stage) Mandatory minimum of four people onto the required Professional Awards (we recommend one tutor, two assessors, one IQA to cover the faculty requirements of the submission). <b>Additional attendees</b> £200 per person/award	600	47,000	Per learner/qualification
<b>Professional award</b> (post approval)	200	15,600	Per award
<b>Recognition of Prior Learning (RPL)</b> with PDA	120	9,300	Per learner
<b>External Quality Assurance support visit</b> (if investigation required)	380 1200	29,700 93,800	Per day Travel/accommodation

\* Approximate PhP cost at 01/10/2025

\*\* Costs added at registration if no manual credits available.

## Appendix 2 - 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 (GLH), of which a certain amount must be practical. For example, the Diploma in Personal Training has 275 GLH – at least 54 must be practical. Therefore the 221 remaining GLH may be delivered online, face to face or blended, subject to approval.

### Online delivery

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 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 'freemium' 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.

### Virtual delivery

Another useful aid for the delivery of the theory element is live virtually through a recognised platform such as Zoom. The platform used must have the functionality to follow the requirements of the lesson plan for that particular session ie whiteboard, breakout areas. A chat and 'raising the hand' facility must also be available.

**Please note: All virtual delivery must be recorded and saved for internal and external quality assurance purposes.**

Use of online or virtual delivery must be approved by PDA.

**Please note: any change to the way you deliver your learning after you have gained accreditation must be approved by PDA before it is put in place.**

## Appendix 3 – Equipment & Facilities list

### Certificate in Gym Instructing (and Diploma in Special Populations)

#### Equipment

##### 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 Pilates Matwork

#### 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 in Personal Training

### Equipment

#### 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 devices

**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.

**All Qualifications**

**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 4 - 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

<b>Programme title</b>	Diploma in Personal Training 1	<b>Tutor</b>	<i>[Insert details]</i>
<b>Location</b>	<i>[Insert details]</i>	<b>Date</b>	<i>[Insert details]</i>

Session 1 - Title: Welcome & icebreaker Duration: 30 minutes				
<b>Lesson aims:</b> <i>(tutor's intentions)</i> To introduce tutor, explain health and safety and complete registration paperwork				
<b>Differentiation</b> <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.				
<b>Specific learning outcomes:</b> <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 health and safety and to complete paperwork			<b>Assessment method(s):</b> <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	
<b>Materials and equipment required:</b> <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

Example 2

<b>Programme Title</b>	Diploma in Personal Training	<b>Tutor</b>	[Insert details]
<b>Location</b>	[Insert details]	<b>Date</b>	[Insert details]

<b>Session 12 - Title: The deadlift, squat and variants</b> <b>Duration: 11.15 – 12.15</b>				
<b>Lesson aims:</b> <i>(tutor's intentions)</i> review and instruct the deadlift, squat and variants, and address the common faults				
<b>Differentiation</b> <i>(how the Tutor will change the teaching and learning activities to respond to individual learners' needs and learning style)</i> Active learning, practical application, observation and discussion with peers.				
<b>Specific learning outcomes:</b> <i>(what you intend learners to achieve in this lesson)</i>			<b>Assessment method(s):</b> <i>(how <u>each</u> learning outcome will be assessed)</i>	
1. Review the benefits associated with the lifts 2. Consider the teaching points associated with the lifts 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 5 - Guidance on assessment, invigilation and re-sits

You have two options for assessing your qualification:

1. Use PDA's Learner Assessment Pack (LAP) and Multiple Choice Questions (MCQs), provided at Approval if using PDA's materials.
2. Create your own assessment mapped to the RPH Standards and submit it with your application if using your own materials.

You will need to regularly review your MCQs to avoid the same questions being used too many times.

Below you will find guidelines to support you on carrying out your assessment and creating new MCQs if you do not choose to use PDA's materials. **Please refer to the Qualification and Assessment Structure and the Observation Checklists provided in your Accreditation Pack**

### Criteria for assessments

Assessments must meet the following criteria:

1. Practical assessments must test competence 100% against the standards.
2. The pass mark across all written/theoretical assessments MUST be a minimum of 70%.
3. Clear marking criteria/model answers MUST be developed for each assessment.
4. Assessor-observed practical assessments require an observation checklist, which records the learner's planning and performance and the assessor's decision and comments. You will find copies in your Accreditation Dropbox.
5. Where MCQ papers are used to test theoretical knowledge they MUST include a minimum of 40 questions and MUST also include short/long answer questions that test comprehension, application and analysis. You must also submit the MCQ answers and model answers for the short/long questions.
6. The learner must be given reasonable time to prepare for the practical assessments (observation checklist) and MCQs.
7. Learners MUST be practically assessed individually.
8. All procedures and relevant paperwork for assessments MUST be included in the learner's learning materials; this MUST include a copy of the practical observation checklist, where required, and the appeals process.
9. Case study assessments must reflect the course learning outcomes and adhere to fair and reasonable assessment principles. Case study assessments may be completed online. Theory assessments must adhere to PDA's invigilation guidelines (see below) and be completed in an approved centre.
10. **Online or virtual** theory assessment must be invigilated under exam conditions (see below).
11. Practical assessments must ideally be conducted face to face. If it is not possible to conduct face-to-face practical assessments, they must be conducted live virtually and recorded and saved for internal and external quality assurance purposes.

**Please note:** *Video assessment is only permitted under certain circumstances where face-to-face is not allowed or advised ie pandemic, and must be approved by PDA before putting in place.*

Check out the standards page on the [website](#) to see the specific assessments required for the discipline you are applying for, and refer to the Qualification and Assessment Structure in your Accreditation Pack.

## 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 in order to meet our criteria for approval:

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

**Please note:** *if you are considering changing to video assessment once approved, you must inform PDA before putting it in place.*

## Formative Practical Assessing

Formative assessing is on-going learner checks that take place during the training. The results of these checks are not to be included in any final mark, only the Summative Assessment at the end of the qualification will show if the learner has passed. Formative checks need to be robust enough to ensure that the learners are competent and have the necessary practical skills and/or experience. For formative practical assessment, an observation checklist will be required that covers the practical learning outcomes in the Qualification & Assessment Structure, and you will find three ready-made checklists for you to use in the Accreditation Pack.

## Summative Practical Assessing

Summative assessing takes place when the syllabus has been completed against a practical observation checklist and MCQs. 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.

**Handy Hint:** Take a look at the Learner Assessment Pack in the Resource Bundle in the Accreditation Pack, as well as the Qualification & Assessment Structure and the ready-made observation marking checklists.

All practical observations should cater for the ability to 'viva question' (live questions face to face) 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 in the LAP as well as the learner's answer, and the learner must also sign after receiving feedback to ensure that this is a true reflection of their answer. It is also important to remember that the learner is completing a practical competency check, therefore if they do not show the ability to meet the criteria fully it may not be appropriate to question them instead - for example if the criteria states 'The learner must be able to demonstrate safe and effective lifting techniques' and the learner does not demonstrate this, it is not appropriate to question them i.e. 'why is it important to lift safely' or 'how should you lift safely', they need to be able to show you their ability to demonstrate this.

**Handy hint:** Whilst it might sound obvious, please ensure that you cover in your assessment the learning aims and outcomes as this will ensure that the course achieves them.

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

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

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

### How to complete a Summative Practical assessment

1. Ensure the learner has had plenty of time to prepare for the assessment. A time, date and centre should be agreed in advance.
2. Ensure the learner has a good understanding of the assessment criteria. The practical observation checklist should be available to the learner from the start of the course.
3. Before the actual assessment the assessor MUST brief the learner. This gives the assessor an opportunity to discuss with the learner the marking criteria, the process for the assessment, how long each section should last, any safety issues regarding the client, instructor or centre.
4. Before starting the assessment, the assessor MUST check if the learner has any questions.
5. Once the assessment formally begins the assessor should not interfere with the assessment, the learner should show an ability to manage their timings and the 'client' or group of 'clients'. However if the assessor becomes concerned that the 'client' is at risk of injury due to the instruction from the learner, they should stop the assessment. The learner would require feedback and the assessment would have to be redone.
6. The assessor may move the learner on during the assessment, for example the learner may plan to do 2 sets of an exercise but the assessor could choose to ask the learner to move on to the next exercise and not complete the second set. This could be done a couple of reasons:
  - the assessor has seen that the learner is competent and therefore does not need to see the second set
  - 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 should 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 should have checked that all equipment (where possible) is available, clean and

suitable for use as part of the assessment. The learner should not rely on the assessor to tell them what to do, however the assessor may feel for the safety of the 'client' 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 should ask the learner to end their session, this indicates that the learner should give feedback to the 'clients' on their performance and gain feedback from the 'clients'.
10. The assessor should then expect the learner to clear and tidy the area before the assessment is finished.
11. If deemed appropriate, the assessor can now 'viva question' the learner if there is some doubt on their competence in any area of the criteria. However, it is essential the assessor writes the question in the comments box in the LAP 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 the reflection or evaluation of their performance/instructing as part of their LAP.
13. Feedback from the assessor 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 LAP 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 client 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 and the result of their assessment
14. Create an action plan and a plan for re-assessment if required
15. Sign and date all paperwork in the LAP and ensure the learner has too

## 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 (theory) 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 MCQs are closed book.

2. The assessment of learners and the integrity of the exam process is of paramount importance to PDA. Each accredited provider should have dedicated invigilators, ideally these should NOT include the tutor.
3. 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.
4. Invigilators should NOT cause any unnecessary disturbance in the exam room - try to avoid noisy shoes or discussions between other invigilators or staff.
5. 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.

### Written Exam procedure

#### Set up the room

1. The invigilator 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 code (learners need to complete this on the paperwork)
  - b. Today's date
  - c. Time allocation for the exam
  - d. Some learners may be given extra time, ideally their seat number is recorded and their times noted (see *Support for learners during exam* below).
  - e. Start time (to be written in once exam starts).
  - f. Finish times (based on their given time – consider those given extra time).

#### Admitting the learners to the exam

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

#### Starting the exam

1. Before the exam starts, the invigilator should read instructions relating to the exam, for example if the fire alarms goes what the learners need to do. If the fire alarm does go, the invigilator 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.
5. Hand out the exam papers but do not let them open the paper.
6. Once everyone has their papers, check the time and record it, then instruct the learners to start.

### Ending the exam

1. The invigilator could announce when there is 15 minutes left. This is up to each individual centre, some learners may find this distracting and some may find it useful.
2. Once the allocated time is completed the invigilator 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. Extra time

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

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

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

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

#### 2. 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.

#### 3. A scribe

Some learners may need someone to write for them. This could be for many reasons such as an injury to their writing hand. The role of the scribe is to record everything the learner states, and generally this will be just ticking a box for the MCQ papers. Ideally the learner and the scribe

should be in a separate room so as not to disturb the other students. This learner will be entitled to an extra of 25% of the exam time.

### Invigilator's announcements/instructions

The following instructions 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 [location]. If we are forced to leave the room, please stay together as a group and await instructions from me.
4. You are allowed a water bottle, however the label must be removed. Pencil cases are not allowed so take out any pens or pencils you need and place the case with your belongings. You may have a calculator but not your phone.
5. Please raise your hand now if you have anything on or around your desk which should not be there.
6. Any learners believed to be conferring or using unauthorised material or notes will have their papers removed.
7. If you require any assistance, including additional paper, please raise your hand and speak to an invigilator. Invigilators cannot give assistance on the meaning or interpretation of questions.
8. Please do not disturb other learners in any way. Please be aware that some learners may continue to work after the main exam end time. Please be considerate and remain quiet until you have left the exam room and are away from the immediate area.
9. Clocks are located [location]. This exam will last [number] 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 [time]. The exam will end at [time]. 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 6 - 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**

PDA 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 RPH Standards the qualification has mapped to.

### **Certificate of Authentication**

PDA 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 qualification they are accredited for, and the period of their accreditation. An updated certificate will be provided at every renewal.

### **Closed Book**

This is a method of assessment where the learner is not allowed any aids to help them complete it, ie reference manuals.

### **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. ICREPs has adopted these standards for their framework. ICREPs offers international recognition to training providers in countries where there is no register through PDA.

### **Mapping**

This is the process of showing where in your qualifications you reflect the RPH Standards. This is completed using the mapping toolkits provided in the Accreditation Pack.

### **Open Book**

This is a method of assessment where the learner is allowed aids to help them complete it, ie reference manuals.

### **Qualification and Assessment Structure**

This is a document that is provided in the Accreditation Pack which lists all the RPH Standards, the hours of study required and the applicable assessment/s.

### **Summative assessment**

The summative assessment is at the end of the qualification and includes theory (Multiple Choice Questions) and practical observations.

### **Viva voce / viva question / professional discussion**

A method of assessing learners formatively or summatively by asking them questions relating to their training.