

## **The Code of Practice for EuropeActive Accredited Training Providers**

The Purpose of the Code:

This Code of Practice embodies the responsibilities and professional standards and aims to clarify the training providers' role in setting a benchmark for an acceptable standard of provision to support the objectives of EuropeActive and EREPS members and in positively contributing to the professionalising of the European fitness sector.

Upon the date of application to EuropeActive to become an accredited Training Provider, the terms and conditions noted below will come into effect and become binding and enforceable to both the Training Provider and EuropeActive.

All EuropeActive accredited training providers will:

- Be established training providers already delivering training and assessment within the Active Leisure Sector
- Underpin and uphold the principles of EuropeActive and its Professional Standards Committee, and the mission and objectives of EREPS and its own Code of Ethical Practice.
- Work with other partners to both promote and to protect the integrity of EREPS and EuropeActive and to seek so far as it is possible the commonality of standards in the interests of securing appropriate professional conduct by exercise professionals.
- Seek accreditation for a stated "home" country as the main delivery country and apply for separate satellite or affiliate accreditation for all delivery outside the "home" country.
- Not apply for separate satellite or affiliate accreditation for delivery outside the "home" country for a minimum period of 12 months from the date their accreditation was given. A period that could be extended to 2 years if deemed necessary by the accreditation team.
- Comply with all requests for information, evidence, access to graduates and staff as deemed appropriate by EuropeActive.
- Provide assistance, on request from EuropeActive in carrying out External Quality Assurance monitoring activities including access to premises, graduates, staff and associated documentation records.
- Notify EuropeActive immediately in writing of any changes to the approval criteria noted within this application. In which case, EuropeActive are entitled, to modify, suspend or withdraw accreditation.
- Take appropriate steps to ensure that it does not render EuropeActive unsuitable to continue its accreditation service to the European Standards, whether directly or indirectly, and whether by any act or omission.
- Take all reasonable steps to identify and manage any potential conflicts of interest to avoid an Adverse Effect.

- Take all reasonable steps to identify and manage any incident which could have an Adverse Effect on both the Training Provider and EuropeActive brand.
- Retain an academic team with appropriate subject and technical competence to undertake the delivery, assessment and internal quality assurance of EuropeActive accredited disciplines.
- Maintain sufficient financial resources to support the delivery and assessment of EuropeActive accredited disciplines.
- Notify EuropeActive immediately if it becomes unable to pay its debts, ceases trading or commences a closure process
- Take appropriate steps and ensure sufficient internal quality assurance occurs to prevent the occurrence of any malpractice or maladministration incidents.
- Not sub contract any of its rights or responsibilities under the terms of accreditation to any third party without prior consent from EuropeActive.
- Not make false claim or representation about their company, EuropeActive accreditation status or training/qualification and not to make any false statements or value judgments about any other training provider
- Promote both EuropeActive and EREPS on their website, in promotional information and certificates of achievement, and to use the agreed logos and formats.
- Be fair, honest and considerate to all candidates and potential learners and to display control, respect, dignity and professionalism.
- Ensure graduates are fully informed and provided with the EuropeActive statement providing details of the code of practice, continued professional development and benefits of EREPS membership.
- Maintain a responsible attitude to the care and safety of participants within the training environment and in planned activities ensuring that they are appropriate and meet the needs of participants.
- At all times to have in place adequate and appropriate liability and indemnity insurance to protect participants from any legal liability arising.
- Demonstrate a duty of care and to be aware of their working environment and to be able to deal with all reasonably foreseeable accidents and emergencies – and to protect themselves, their colleagues and participants.
- Ensure due account is taken of an individual’s level of achievement and prior learning and to accept the level and status awarded by EREPS, and which should be deemed as acquired prior learning and experience.
- Clarify in advance with participants the number of sessions and/or time commitments, together with all fees and charges, accepted methods of payment, and any other potential costs involved in their training programme.
- Not smoke, drink alcohol or take recreational drugs before or whilst instructing or to ever advocate or condone the use of prohibited drugs or other banned performance enhancing substances.
- Ensure that the activities and training programmes they advocate and direct are appropriate for the age, maturity, experience and ability of the participant(s).
- Make sure all candidates are given a clear explanation of the learning outcomes of their training programme.
- Promote the execution of safe and effective practice and plan all sessions so that they meet the learning outcomes and expectations of their candidates.

- Not deliberately mislead candidates in the expected outcome from a piece of training and to ensure that EuropeActive standards, European Qualification Framework, EREPS status of registration are fully explained and detailed to help delegates in their choice of training solutions.
- Pass information about each graduate who successfully achieves their certification against the EuropeActive learning outcomes to EREPS for their individual registration, and to pay the agreed registration fee.
- Gain the necessary consent from graduates for the processing of personal data by EuropeActive under the EREPS membership scheme in accordance with all data protection and GDPR legislation.
- Complete accreditation applications within 12 months of payment or reaccreditation applications by the deadline of the accreditation period.
- Any applications which are declined by the EuropeActive Accreditation Panel within 12 months of payment will receive 50% refund on fees paid.

**EuropeActive Accredited Training Providers are approved to use the EuropeActive and EREPS logos provided upon successful accreditation. Training Providers are not agents, employees or franchises of EuropeActive. Training Providers business activities are independent and are neither owned nor operated by EuropeActive. Whilst EuropeActive establishes educational standards and supports best practice in training provision, it is not responsible for, nor does it have the right to control the operations and activities of the training provider but in adverse circumstances reserves the right to suspend, withdraw or decline accreditation.**

**Upon the date of application to EuropeActive to become an accredited Training Provider, the terms and conditions noted above within the Code of Practice will come into effect and become binding and enforceable to both the Training Provider and EuropeActive. EuropeActive reserve the right to refuse accreditation/re-accreditation to any centre deemed to be in breach of the above terms by the EuropeActive Accreditation Panel.**

**Sign here to indicate that you have read, understood and agreed to the terms presented in the Code of Practice agreement published by EuropeActive.**

**Signature of Applicant & Date**