

EUROPEAN

STANDARDS

europe **active**



EuropeActive Education & Standards

Online learning requirements for
EuropeActive accredited fitness
instruction and personal training
courses

Introduction

In the current digital age providers across the educational sector increasingly turn to technological solutions for both learning tools and assessment methods. EuropeActive has become increasingly aware of the growing need for guidance in this mode of learning.

With a vast array of research into the use of digital technology which spans positive, negative and good practice guidance, EuropeActive wishes to take a practical and bespoke approach to the guidelines we implement to ensure an immersive and effective quality education from our approved providers.

EuropeActive have developed the below guidance to cover Fitness Instructor and Personal Trainer disciplines. This guidance will need to be met and exceeded in order to gain EuropeActive endorsement. EuropeActive wish to see online programmes which are robust in structure, delivery and assessment methods. Any online providers will be subject to extensive scrutiny from EuropeActive Verification Team in the first 12 months of accreditation in order to ensure continual compliance and high standards expected from EuropeActive accredited provision.

Online provision which is accredited by EuropeActive will be identified clearly as such within the EuropeActive "Get Qualified" section of the website, so as to ensure transparency and separation from our face-to-face providers and avoiding comparison in these very differing modes of learning and assessment.

Note: the guidance below only applies to the delivery of the Fitness Instructor and Personal Trainer standards. It is not to be specifically applied to any other courses aligned to the standards within the EuropeActive Sector Qualifications Framework or the EREPS Lifelong Learning Programme - although there may be information below that is valuable to the design and delivery of such courses.

EuropeActive will only be accepting applications for recognition from existing EuropeActive accredited training providers who have completed reaccreditation

Guidance

Prior to enrolment:

- Potential students will have a means of experiencing the online learning from the training provider before enrolment, built to the same specifications of a primary certification. This will allow learners to determine if this form of learning is suited to their needs.
- Potential students will be able to communicate live (email, messenger, phone, or video call) with an appropriate representative within a training organisation to seek answers to any questions they may have prior to enrolment.

Course enrolment:

- Learners will be guaranteed a confidential and secure online registration and payment process in line with current GDPR requirements.
- Learners will receive all necessary course details and be provided with an effective orientation of the online learning platform.

Course learning:

- Course learning will be provided using trusted and robust online technology.
- Live webinar/classroom experiences must utilise stable, secure and established interactive conferencing technology.
- An online training provider will have a professional, technical team that ensure Learning Management System (LMS) maintenance and consistent access to online learning materials in line with the level of provision sold to the student.
- All course tutors will undertake training in online teaching prior to involvement in any form of online delivery.
- Each student will be given an initial induction (either with a tutor or an automated navigation) and orientation session in relation to accessing and working with the online learning materials.
- Regular "touch points" of interaction (e.g. phone calls, conference calls, emails, instant messaging in real time) with learners should be scheduled at intervals throughout the intended programme of learning and as required by the learner, to progress towards completion in a timely manner.
- Each student will be provided an appropriately qualified tutor as a point of contact throughout each course / module within a certification programme. Tutor availability should be known to students on course and there should be scheduled opportunities for regular live, face-to-face interactions with the tutor.
- Learning plans should be established with each student at the beginning of their programme of study.
- Each course will provide a clearly outlined syllabus identifying the learning outcomes, detailing the requirements for completion, and the necessary assessments to test learner knowledge, skills and ability.
- Providers must also provide a Teaching and Learning Strategy where they outline their approach to helping the student achieve the various knowledge and competencies of the standards with a clear delivery plan.
- Courses must use a variety of content delivery methods to appeal to different learning styles, e.g. video, audio, reading, interactive, practical etc.
- Presentations of content (either on-demand or live streaming interactions) must make up at least 50% of the guided learning hours (GLH) of the combined Fitness Instruction and Personal Training standards as stated in the EuropeActive learning hours requirements.
- Courses should provide alternative ways of interaction, learner contribution and collaboration using such applications as Zoom, Teams, WhatsApp, Social media etc.
- All courses must include a minimum of 40 hours supervised internship signed off by a suitably qualified fitness manager/personal trainer. It should be emphasised that this requirement supports, but in no way replaces the need for focus on practical skills during the training course.
- Programmes will be categorised by the EuropeActive Panel as either being distinctly online or meeting with the Guided Learning Hours for face to face provision, published by EuropeActive for Accredited Training Providers. The decision is solely made by the EuropeActive Panel on categorisation.

Course assessment:

- Course assessments will be explained in detail to ensure a full understanding of the requirements and the assessment criteria will be known prior to any student attempt.
- Course assessments must be 'fit for purpose' and be suitably matched to meet the knowledge or skills intended as stated in the learning outcomes.
- Programmes must have a combination of both formative and summative assessment, with regular feedback given on progress.
- Where practical assessments are to be completed remotely, EuropeActive Video Guidance procedures will need to be followed in full.
- Online external theory assessment is only approved with the use of online invigilation tools which are available and are used to ensure the candidate sits the examination in line with the examination requirement e.g. Photo ID matches the candidate and ensure no malpractice.
- Assessments which provide instantly graded assessments, when not met must have feedback provided to learners to indicate areas for development.
- Written and video assignments submitted for tutor grading will be assessed with care and attention to detail and be graded within a previously indicated timeline. Tutors will provide sufficient, clear feedback to support student learning and development.
- Tutors will be available, where necessary, to speak with students following assessment feedback, to discuss and address any questions or concerns.
- Learners should be told clearly how many attempts at each assessment are allowed and the process for resit if any assessment is referred, prior to beginning the assessments.
- Videos of practical assessment must be retained for each 2-year period of accreditation and only destroyed following reaccreditation process having been completed. These must be made available for sampling by EuropeActive when requested at any point of accreditation.
- Monitoring of achievement rates must be retained for sampling by EuropeActive when requested.

Course completion:

- Online Courses must take place over a 4 month (16 week) minimum period to allow for consolidation of learning and practice.
- Students will be informed regarding course completion and certification in a timely and professional manner following the final assessment of the course.
- A digital or printed course certificate of achievement will be sent directly to the student along with full course transcript details identifying all student attainment.
- All graduates on successful completion should be registered with EREPS.



EuropeActive

setting the standards for Europe

House of Sport
Avenue des Arts / Kunstlaan 43,
B-1040 Brussels,
Belgium

T: +32 (0) 2649 9044
W: www.europeactive-standards.eu
www.europeactive.eu
www.ereps.eu