



EHFA Terms & Conditions **plus Fees (EAD 04)**

Name of Training Organisation:

EHFA Terms & Conditions for Accredited Training Organisations

1. Conditions of Accreditation

Initial Accreditation:

- 1.1 Before your Training Organisation is able to offer (or advertise as offering) training accredited by EHFA you will need to acquire written accreditation from EHFA confirming the Training Organisation as accredited.
- 1.2 To apply for accreditation, your Training Organisation is required to review the Mapping Documents and complete the EHFA Accreditation Process Document, and declare whether you have ever had:
 - A previous application for accreditation denied/withdrawn
 - Sanctions applied/accreditation removed by another Independent Accreditation Body
- 1.3 EHFA will conduct an accreditation visit and provide written confirmation identifying which EHFA standards your training course is aligned to and therefore which EHFA logo you can use.
- 1.4 Your Training Organisation will only be accredited to deliver the EHFA course for which you have applied.
- 1.5 If your Training Organisation delivers a course that has not received EHFA accreditation while stating that it has, your Training Organisation's EHFA approved status will be automatically suspended. Please contact EHFA if you wish to become accredited for another discipline or level, so that we can support you in achieving additional accreditation.
- 1.6 You will be required to pay a standard amount per evaluator per day (see price list). This is required in advance of the visit.
- 1.7 You will be required to pay for all travel, subsistence and accommodation expenses for all Evaluator visits and a deposit towards this is required in advance of the visit.

Additional Accreditation:

- 1.8 If your Training Organisation wishes to seek accreditation for an additional discipline/level please apply in writing. Please also submit relevant evidence of staff experience/qualifications.
- 1.9 Your Training Organisation application for additional accreditation will incur an accreditation fee.

Maintenance of Accredited Training Organisation Status:

- 1.10 Your Training Organisation retains accreditation based on your ability to consistently meet the quality assurance guidelines provided by EHFA. These include the accurate completion of administrative forms and processes as well as adherence to security procedures and assessment protocol.
- 1.11 Your Training Organisation's ability to consistently maintain EHFA quality assurance standards is monitored and will be supported by the EHFA Evaluator.
- 1.12 If your Training Organisation falls below the EHFA quality assurance standards, EHFA may apply a change of risk status or may not permit the continued use of EHFA logos. EHFA will provide you with guidance and support to enable you to meet the required standards.
- 1.13 Training Organisations that have had accreditation withdrawn will be required to make a new accreditation application.

Human Resources:

- 1.14 Your Training Organisation accreditation is based on the information submitted by your Training Organisation to EHFA in the Training Organisation Accreditation Process document. This includes the details of teaching, assessing and quality assurance staff.

External Verification:

- 1.15 As an accredited Training Organisation approved by EHFA you will receive visits from a EHFA appointed Evaluator.
- 1.16 The EHFA Evaluator will conduct monitoring visits and complete a report identifying the extent to which your Training Organisation is able to comply with EHFA standards. The EHFA Evaluator will provide your Training Organisation with an action plan and any recommendations for improvement.
- 1.17 The EHFA Evaluator will conduct one monitoring visit per year to provide guidance and support, and to ensure ongoing compliance to the EHFA standards.
- 1.18 Please inform EHFA of any changes in teaching, assessing and quality assurance staff on each visit.
- 1.19 Your Training Organisation will be notified in advance of the dates and times of these visits which will be mutually agreed between you and the appointed Evaluator.
- 1.20 Cancellation by your Training Organisation of an agreed visit must be received in writing by EHFA **at least 28 days** before the visit date. Any expenses already incurred by EHFA will be charged to your Training Organisation.
- 1.21 Consistent failure to cooperate with EHFA monitoring activities or allow access to your Training Organisation, relevant staff, candidates or records will result in accreditation being withdrawn.

Programme Assessment and Delivery Dates:

- 1.22 EHFA will request information regarding programme delivery and assessment annually. If your Training Organisation fails to respond within three months of an official request your Training Organisation status will be suspended.
- 1.23 If your Training Organisation has been suspended due to failure to respond to a written request for programme/assessment information you will be required to re-apply for Training Organisation accreditation (including payment of new accreditation fees) and will be unable to recommence until a new accreditation has been granted.
- 1.24 You will be required to cover the travelling and subsistence costs incurred by EHFA for any evaluation/monitoring visits.
- 1.25 You will be required to cover postage/delivery costs for EHFA materials and resources.

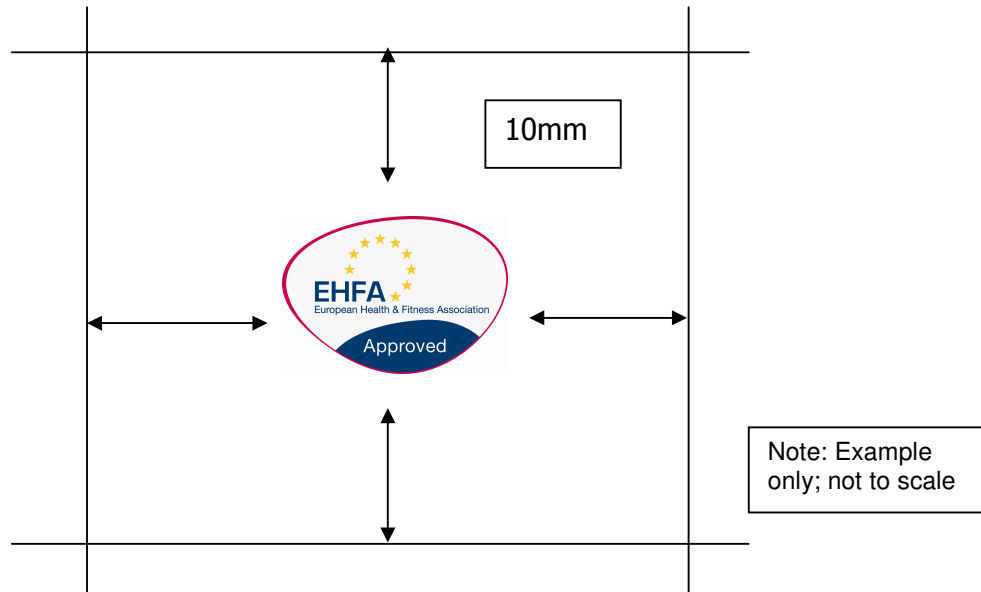
2. Use of EHFA Name and Logo

- 2.1 As a Training Organisation verified by EHFA, you can use the EHFA name and logo on certificates, publicity materials and websites.

On certificates:

- 2.2 Training Organisations using the EHFA logo must:
 - Record candidate names where the logo has been used
 - Retain a register of candidates and subsequent claims forms (CQS) for a minimum of two years
 - Ensure that the logo is used on the certificates of candidates that achieved results based on the accredited programmes and assessment criteria.
- 2.3 EHFA will suspend any Training Organisation found to be using the EHFA logo on certificates of candidates on programmes that have not been accredited.
- 2.4 Use of modified or tinted versions of the logo is not permitted.
- 2.5 The EHFA logo may be used in colour or black and white. The logo must conform with the following technical specifications:
- 2.6 When used in colour, the colours should match the following Pantone references (using the Pantone Matching System or PMS):
 - Blue: 295C
 - Yellow: 123C
 - Red: 206C
- 2.7 Where the EHFA logo is used, it may be used at the minimum size of 35mm at the widest point.

2.8 A clear zone of 10mm should be left around the logo at the widest/highest points.



On publicity materials and websites(in addition to the above conditions):

2.9 Only qualifications verified by EHFA may be advertised as such.

3. Achievement Claims

3.1 EHFA is unable to allow candidate certification for a qualification that has not been accredited.

4. Payment details

4.1 The invoice details provided in the Accreditation Process Document should be completed in full by the Training Organisation contact, clearly stating the invoice address and main contact.

4.2 Training Organisations should make all payments by direct transfer with all bank charges paid by the sender. Training organisations wishing to pay by alternative methods should contact EHFA to discuss the options. It is likely that an additional charge will be made to cover bank charges incurred.

4.3 It is the responsibility of your Training Organisation to advise EHFA in writing of any changes to Training Organisation details and/or payment method.

- 4.4 Payment terms for invoices are 30 days from the date of invoice.
- 4.5 If payment terms are not adhered to, EHFA will suspend the use of logo until the backlog is cleared.

5. Summary of Risk Status

- 5.1 Your Training Organisation will be allocated a risk status as a result of each monitoring visit. Risk status is applied to Fitness Instructor, Group Fitness Instructor, Aqua Fitness Instructor and/or Personal Trainer and may differ for each programme that you offer. Your Training Organisations risk status helps us to identify the level of support you will need.

6. Suspension:

- 6.1 A suspension status is allocated if systems/resources fall below minimum expected standards. This is most often applied in cases where staff have left and there is no sufficient replacement, or in cases where the Training Organisation has not responded to EHFA payment requests/terms and conditions.
- 6.2 Suspension will automatically be applied to Training Organisations who have failed to comply with the repeated requests of an Evaluator or those that do not adhere to minimum guidelines as identified in the EHFA Accreditation Process Document.
- 6.3 This status indicates a suspension of all services and will not be altered until full compliance in the relevant area has been achieved.
- 6.4 In cases where your Training Organisation is unable to support existing candidates you will be charged for any measures that EHFA need to put in place to ensure that the candidates have supported access to assessment and those required to ensure the continued integrity of the qualification.
- 6.5 Suspension of services will be communicated in writing to the Training Organisation named contact. The EHFA Lead Accreditation Officer will provide written details conveying the reason for suspension and the measures required for reinstatement along with a proposed action plan.
- 6.6 In circumstances where suspension of an individual qualification remains unresolved, EHFA may apply suspension across all qualifications.
- 6.7 Your Training Organisation is required to disclose to EHFA if a suspension has been/is about to be applied by another verification body.
- 6.8 EHFA considers suspension of services as a serious matter. We will make every effort to guide and support your Training Organisation to resolve issues arising before this measure is imposed. Your Training Organisation should contact your Evaluator /EHFA Lead Accreditation Officer as soon as a difficulty arises.

7. General

- 7.1 EHFA reserves the right to refuse an application for Training Organisation accreditation.
- 7.2 EHFA reserves the right to withdraw accreditation from a Training Organisation that we consider falls below the set quality assurance standards.
- 7.3 EHFA reserves the right to withdraw accreditation from a Training Organisation where the EHFA name or logos are abused.
- 7.4 These terms and conditions are not exhaustive, and EHFA reserves the right to amend them at any time.

On behalf of _____ (insert name of Training Organisation)
I agree to adhere to the EHFA Terms and Conditions located on pages 1-7 of this document.

I confirm that _____ (insert name of Training Organisation) will not use the EHFA logos for certificates that are not accredited by EHFA or for any candidate that has not been registered.

I also confirm that we will not use the EHFA logo to misinform candidates or falsely promote our Training Organisations own products.

Name:
Position:
Date:
Signature:
Witness Signature:

EHFA Accreditation Fees

EHFA economic zones

Training organisations going through the EHFA accreditation process may be entitled to a discount on accreditation fees as follows:

Zone	Countries	Discount	
1	Austria Belgium Denmark Finland France Germany Iceland Ireland Italy Liechtenstein	Luxembourg Monaco Netherlands Norway San Marino Spain Sweden Switzerland UK	0%
2	Andorra Cyprus Czech Republic Estonia Greece	Hungary Malta Portugal Slovakia Slovenia	50%
3	Albania Bosnia Herzegovina Bulgaria Croatia Latvia	Lithuania Macedonia Poland Romania Serbia & Montenegro	70%

Initial fees (1 st year)	
Administration fee	€900
Evaluation visit €900 per evaluator per day (usually 1 evaluator for 3 days*) plus travel, accommodation and subsistence <small>*Dependent on travel time</small>	€2700 + expenses
Total	€3600 + expenses

Annual fees (2 nd year onwards)	
Monitoring visit €900 per evaluator per day (usually 1 evaluator for 2 days*) plus travel, accommodation and subsistence <small>*Dependent on travel time</small>	€1800 + expenses

Optional resources	
EHFA Assessment and Quality Assurance Pack (contains assessment and quality assurance documentation)	Free of charge

What the fees cover

Administration fee

- Sending out and recording information
- Reviewing evidence and mapping documents against EHFA standards
- Requesting more evidence as and when appropriate to keep visit time to a minimum
- Reviewing additional evidence
- Making judgements on sufficiency of evidence against EHFA standards and process documents and identifying gaps to be evidenced on visit
- Arranging an accreditation visit

Accreditation visit fee

- Sampling of:
 - practical assessment
 - theory assessment
 - curriculum and the mapping to EHFA standards
 - quality assurance processes
 - administration processes
- Trained External Verifier carrying out the visit and making judgements on the evidence provided
- Report writing
- Making final decisions on recommendations for accreditation and action planning
- Following up actions
- Reviewing additional evidence produced as a result of action requests
- Making judgements on additional evidence as a result of action requests

Annual monitoring visit fee

- Ongoing monitoring of content against EHFA standards
- Ongoing monitoring of quality assurance and administration processes
- Report writing
- Action planning
- Making recommendations regarding ongoing EHFA accreditation status
- Following up actions
- Reviewing additional evidence produced as a result of action requests
- Making judgements on additional evidence as a result of action requests
- Suspending or withdrawing accreditation where this is necessary
- Auditing use of the EHFA logo against learner records

CYQ will invoice for all the above and will not carry out the visit until the fees have been paid in full by the training organisation with the exception of the expenses.