

## EHFA - Glossary of Terms

Accreditation	The process through which EHFA confirms that a qualification conforms to the EHFA standards
Appeal	A process through which a training organisation may be challenged on the outcome of an assessment
Assessment	The process of making judgements about the extent to which a candidate's work meets the assessment criteria for a qualification
Assessment Criteria	The requirements that candidates need to meet in order to achieve success in a qualification
Assessment Strategy	A description of the methods and processes to be used to assess a qualification
Assessor	The person who assesses a candidate's work
Blended/Distance Learning	The structure of the qualification allows for part of the programme to be achieved by home study
Candidate	A person who is enrolled with a training organisation for a qualification
Comparability	The extent to which marks, grades or results are equivalent between training organisations, over time
Competency	The ability to carry out activities to the standards required
Condition (of accreditation)	Requirements which training organisations must meet, with deadlines, relating to compliance with EHFA accreditation criteria
Consortium	An association of several individuals or organisations working together to deliver a qualification
Content	The coverage of a qualification, expressed as the knowledge, understanding, skills or area of competence that is covered
Continuing Professional Development (CPD)	The process of maintaining and improving knowledge, skills and competence, and the enhancement of learning, undertaken by an individual throughout his or her working life
CYQ	Central YMCA Qualifications. CYQ works on behalf of EHFA as the EHFA Accreditation Unit
Direct Delivery	The qualification is delivered via direct contact between the tutor and the candidate
EHFA	European Health and Fitness Association. The standards setting body of the health and fitness industry in Europe

EHFA Evaluator	An individual appointed by EHFA to ensure accurate and consistent standards of assessment, across training organisations, and over time
EHFA Standards	Statements which describe the outcomes of competent work in an occupational field
European Qualifications Framework (EQF)	The framework used to position qualifications in Europe
Franchise	A license from the approved organisation (the franchiser) to another (the franchisee) which entitles the franchisee to trade under the trade mark/trade name of the franchisor
Health & Safety Policy	The centres procedures for dealing with the health and safety of the personnel, candidates and the environment
Learning Outcome	What learners should know and understand
Level	The level at which a qualification is positioned within the European Qualifications Framework
Malpractice	Improper or negligent activity, default or any other practice that compromises the integrity of the assessment process and/or the validity of the qualification certificate
Mandatory Unit	A unit that must be achieved as part of a specified qualification
Mapping Document	A document which identifies the knowledge, skills and competencies that form part of the EHFA standards
Monitoring	The review of, and reporting on, the training organisation's quality assurance arrangements by EHFA
Occupational Competence	A discipline specific qualification or specific industry experience
Optional Unit	A unit that can be selected as part of a qualification
Partnership	An association of two or more individuals or organisations working together to deliver the qualification(s)
Personnel	Individuals employed within the organisation
Public Liability Insurance	Insurance covering the training organisation in the event of an insurance claim, to include employees as well as the public
Quality Assurance Staff	Individuals appointed by the training organisation who ensure accurate and consistent standards of assessment between assessors
Range	Specific information that should be covered in each of the competencies
Risk Status	Allocated by the EHFA evaluator to determine the level of support the training organisation requires

Satellite Centre	Another centre which operates separately to the accredited training organisation but is dependent on/controlled by the accredited organisation
Standardisation of Assessment	A process to ensure that the assessment criteria for a qualification are applied consistently by assessors
Sub Contractor	An individual, or organisation who undertakes a contract to deliver qualifications on behalf of the accredited organisation
Suspension Status	Allocated to the accredited organisation, by the EHFA evaluator, if the required standards are not met
Title (of qualification)	A short description that states the type of qualification, the qualification level and its area of coverage
Training Organisation	An educational institution, training provider or employer, that provides training and assessment
Unit	The smallest part of a qualification that is capable of certification in its own right
Verification	A process of moderation that includes local checking of assessment processes and decisions