



Thank you for choosing Corpus Pilates™ Instructor Training Programme. We understand that your Pilates instructor training is an important milestone in your movement education and we will strive to help you take that step successfully. Like any education, this will be a partnership – we will provide you with a solid and professional training. For you to get the most out of the training we ask that you:

- Read all required material **prior to course commencement**.
- Always be on time for all trainings and we require 100% participation; no exceptions.
- Ask questions when you do not understand.
- Have patience with yourself during the learning process.

Enclosed are the required agreements. If you have not already, please fill out the enclosed agreements and return them to our office as soon as possible by email (scans), by mail or dropped off at Corpus Studios. Please don't hesitate to call us with any questions or concerns.

Wishing you a joyful journey,

Kelly McKinnon
Corpus Studios

info@corpusstudios.com

STUDENT INFORMATION | INFORMATION SUR L'ETUDIANT

PLEASE COMPLETE IN CAPITAL LETTERS

Name | Nom:

Language | Langue:

Birth date | Date de naissance:

Address | Adresse:

Postcode | Code postal:

City | Ville:

Country | Pays:

Fixed phone number |

Numéro de tél. fixe:

Mobile phone | GSM:

Email address | Adresse email:

Emergency contact person |

Personne à contacter en cas
d'urgence

Name | Nom:

Phone number | Numéro Téléphone:

Email address | Adresse email:

Language of Training manuals | ☐ English
Langue des manuels de formation ☐ Français

INSTRUCTOR TRAINING PHYSICAL ACTIVITY READINESS

| QUESTIONNAIRE 1/3 |

Name | Nom: _____ Date: _____
 Date of Birth | Date de naissance: _____
 Profession: _____
 Address | Adresse: _____
 Telephone | Téléphone: _____
 Mobile phone | GSM: _____
 E-mail: _____

Existing Pilates experience if any | Expérience de Pilates et si oui laquelle:

Existing Fitness experience | Expérience de fitness et si oui laquelle:

Please check any of the following conditions that apply | Veuillez indiquer si les conditions suivantes sont d'application:

- _____ Back trouble | Problème de dos
- _____ Neck trouble | Problème de cou
- _____ Shoulder problems | Problèmes aux épaules
- _____ Knee problems | Problèmes de genoux
- _____ Other orthopaedic problems including plates, fractures, strains, sprains
Autres problèmes orthopédiques comprenant des vis, fractures, entorses
- _____ Osteoporosis
- _____ Heart trouble/abnormal ECG | Problèmes cardiaques – electrocardiogramme Anormal
- _____ Hypertension (high blood pressure) | Hypertension (tension élevée)
- _____ Hypotension (low blood pressure) | Hypotension (tension basse)
- _____ Headaches | Maux de tête
- _____ Glaucoma | Glaucome
- _____ Diabetes | Diabète
- _____ Anxiety/Depression | Anxiété/Dépression

INSTRUCTOR TRAINING PHYSICAL ACTIVITY READINESS | QUESTIONNAIRE 2/3 |

Lung problems | Problèmes respiratoires
Eating Disorders | Problèmes d'alimentation
Arthritis (Osteo/Rheumatoid) | Arthrite (Rhumatisme)
Mobility issues (restrictions) | Mobilité réduite
Elevated Cholesterol | Cholestérol élevé
Seizures | Convulsions
Chronic Illness/Chronic Fatigue | Maladie chronique/Fatigue chronique
I am pregnant | Je suis enceinte
I have been pregnant within the last six months | J'étais enceinte dans les 6 derniers mois
I am trying to get pregnant | J'essaie de tomber enceinte
I smoke | Je fume
I have had surgery in the last 2 years | J'ai subi une opération chirurgicale dans les 2 dernières années
I have other medical concerns | J'ai d'autres problèmes médicaux
I take daily medication | Je prends des médicaments journaliers

If any of the above is ticked, please clarify and state name of drugs and quantity as appropriate | Si vous avez indiqué une des conditions listées ci-dessus, veuillez détailler et mentionnez le nom et le nombre des médicaments que vous prenez:

History of any accidents or injuries (falls, car, athletic, childhood, etc.)
Veuillez indiquer tout accident ou blessure (chutes, accident de voiture, sport, enfance, etc.)

Please Explain | Veuillez Détailler:

Operations & Dates | Opérations & Dates:

Do you have a Doctor's approval to exercise? ☐ Yes | Oui
Avez-vous l'autorisation de votre médecin pour faire de l'exercice? ☐ No | Non
(If yes, please attach your certificate to this form)

INSTRUCTOR TRAINING PHYSICAL ACTIVITY READINESS

| QUESTIONNAIRE 3/3 |

List medical professionals you are currently seeing for any problems, include your general practitioner, osteopath, chiropractor, physiotherapist, massage therapist etc. | Veuillez citer les médecins qui vous suivent en ce moment pour des problèmes chroniques. Veuillez mentionner médecins traitants, ostéopathes, chiropracteurs, masseurs, etc.

Name(s) | Nom(s):

Profession(s):

Address(es) | Adresse(s):

Telephone | Téléphone:

Please state reason:

May we contact them to discuss your exercise programme? | Pouvons-nous les contacter pour discuter de votre programme d'exercice ?

☐ Yes | Oui ☐ No | Non

Please note that a check-up with your Doctor is recommended before beginning any new exercise programme. Our courses are a form of physical exercise and a certain level of fitness prior to the start of the course may be required in order to benefit from and enjoy certain courses. None of our courses are suitable for participation under the influence of alcohol, or any other drugs or medication, prescription or otherwise, leading to the impairment of concentration or physical co-ordination. If you have any doubts about the suitability of any course for you, please let us know and we will be happy to discuss this with you. We always reserve the right to refuse entry to any class where we feel that a Student's participation carries an unacceptable level of risk to that Student's health, or would be detrimental to the experience of other students on the course. You hereby indemnify and will hold us harmless from any injury or loss sustained by you as a result of your failure to take these precautionary measures, provided always that nothing shall exclude or limit our liability to you in respect of any injury occasioned by our negligence or other breach of duty.

Signed | Signature: Date:

REGULATIONS FOR THE CORPUS PILATES INSTRUCTOR TRAINING PROGRAM

You must be present 100% and complete all requirements before entering any Corpus Pilates™ Instructor Training programme

As Mat pre-training, attend a min of 30 Mat classes at Corpus Studios or another approved studio. Or, you can take an audition class with a recognized Corpus Pilates™ instructor at your own expense (see current hourly rate on the website). For the Studio Comprehensive training programme you are required to follow 20 classes on the Reformer or Cadillac. You must arrive on time for the scheduled classes, as there will be no replacement classes. Be on time and be present.

Out of respect for the clients of the Studios, we ask you to dress properly. No ripped or grunge clothes are allowed. Be polite and respectful to the studio, Corpus Studio Instructors and clients. Keep your voice low and do not gossip in the studio within earshot of any clients. Be respectful and wear a smile. Clients always have full priority.

It is not possible to eat in the studio, there are plenty of cafes and restaurants in the area. Do not eat in the changing rooms or use this area for anything other than changing, i.e., it is not your personal meeting area.

During your, training Corpus Studios is open for your use within the requirements and limitations detailed at the beginning of your course.

1. When following a Mat training course, 10 online collective classes will be credited to your account, free of charge. These class credits can be used up until the date of the course practical exam. To participate in a collective class, you must confirm your participation via MBO/the online booking system, or with reception. Paying clients always have priority.
2. When using the apparatus, Instructors have priority and may ask you to leave the machines if they need them for clients. Apparatus use is only permitted out of rush hours.
3. After using the equipment in the studios, immediately clean and put everything away, in its place. Misuse of equipment or failure to clean up equipment will result in loss of use. Any broken or damaged equipment will be invoiced at your own cost.
4. The level of noise must be respected at all times. Reception area is not a meeting or chatting space. Please respect it is a working space and the receptionist needs to focus on clients.
5. During observation hours, do not ask questions until the class has finished. Observe discreetly and in silence with full concentration and please take notes. Be still, and no talking, no phones, no walking in and out of the room. There must be no dictaphones, cameras or flash photography. Sit discreetly, away from the client's workspace.
6. You are only allowed to teach once you have passed the first exam of the Corpus Pilates™ Instructors training Program.

7. For Level 1 courses, you may practice on other students in your course. You may not promote yourself as a Corpus Pilates instructor until you have received your certification.
8. During the Instructor Training period, you may practice without charge and use the equipment at Corpus Studios when working with others from your Instructor Training class. If you would like to practice on a friend or a family member after the first level, 15€ will be charged for studio rental. You must make a reservation and the rental fee of 15€ must be paid before your session takes place.
9. All your apprentice hours in the studio must signed by either your Instructor or the receptionist at the Studio.
10. If you have not completed all the required hours and exams within 18 months from the first day of classes, you will forfeit any rights to a certification. After completion of your exams, you are considered as a client and pay accordingly to rent the studio or to take classes. You will only receive a certificate after completion of all the hours and exams and after full payment has been received by Corpus Studios.
11. Upon completion of the certification, we cannot guarantee you a job at Corpus Studios.

We wish you a lot of success with your training!

I _____ have fully read the above sections of the document
Corpus Pilates™ Training Program Regulations. If I fail to comply with any or all of the regulations I
may be asked to leave the program with no reimbursement. I will voice any objections to this
document before signing it and once I have signed it, I am in accordance.
I agree to the regulations and sign this agreement on the date of _____

Student Signature: _____

Corpus Trainer: _____

Print Name Clearly : _____

Date: _____

CORPUS STUDIOS STUDENT AGREEMENT

As a student enrolled and taking part in the Corpus Pilates™ Instructor Training certification program, I agree to the following rules as part of my enrolment and participation in this program. My signature at the bottom of this document also signifies that I have asked or have been informed of all the following student rules of conduct/standards expected from me while enrolled in the Corpus Pilates™ Training Program.

1. I understand all the requirements and guidelines of this training course.
2. I will be on time for all training sessions and will attend for the entirety of the training. If I miss any of the programme for any reason, I hereby agree that I will repeat the required session and pay for additional lessons/tutorials/exams (at the current hourly rate) to cover the material missed.
3. This is a strenuous program designed only for individuals both mentally and physically fit.
4. I agree to participate in the programme at my own risk.
5. I release and hold harmless Corpus Studios and/or the studio hosting program and their employees from any and all liability arising out of my participation in the program.
6. In the event of termination from the program for misconduct, no refund will be issued. Misconduct is defined as alcohol or drug use, disorderly conduct, violent behaviour, sexual misconduct, verbal or physical abuse, property damage or theft.
7. I acknowledge that the training content (intellectual property), proposed training materials, program schedules, promotional plans, proposed structure, and design are the sole property of Kelly McKinnon, Corpus Studios™ and Corpus Pilates™ and I will not directly or indirectly distribute, use, or disclose this information to any person.
8. If I fail an exam or portion of, I agree to pay for a re-sit of the entire exam or portion of.
9. I agree that no certificate of completion will be issued to me unless all hours required are completed within 18 MONTHS after beginning the course and all exams passed to the level required.

Name: _____

Signature: _____

INTELLECTUAL PROPERTY AGREEMENT

This contract takes effect from this day _____ Date _____
between Kelly McKinnon and _____ (student).

Confidential Information:

Student acknowledges that the training content (intellectual property), proposed training materials, program schedules, promotional plans, proposed structure, designs, formulas, documentation, software, know-how, information, observations, data, customer and suppliers lists, costs, and other trade secrets and confidential information of Kelly McKinnon (collectively "Confidential Information") are valuable, special and unique assets of Kelly McKinnon. Student shall not, at any time, directly or indirectly, distribute, use, or disclose "Confidential Information" to any person other than authorized officers or personnel as described by Kelly McKinnon. The foregoing restrictions upon Student shall not apply to the extent of such information:

- (a) is in the public domain or otherwise available to the public, or becomes a part of the public domain or available to the public through no fault of Student;
- (b) is provided to Student through an independent third party owing no obligation of confidentiality to the Company with regard thereto;
- (c) was in Student's possession or was within Student's knowledge prior to her/his association with Kelly McKinnon; or
- (d) is required, by law or court order, to be disclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written, to be effective from the date of this Agreement.

Student's Signature: _____

**PILATES MAT or
PILATES STUDIO INSTRUCTOR TRAINING COURSE
TERMS AND CONDITIONS AND CONFIDENTIALITY AGREEMENT**

Thank you for booking your Pilates Instructor Training with us and we confirm that on receipt of the deposit, your place will be confirmed on the following course (insert details):

COURSE NAME	DATES	VENUE	FEE

These are the terms and conditions that apply to each student (the "Student") booking and/or attending courses taught by us, unless we confirm otherwise in writing.

In these terms and conditions, references to "we" and/or "us" and/or "our" are references to Kelly McKinnon trading as Corpus Studios.

As a student enrolled and taking part in this certification programme, I agree to the following rules as part of my enrolment and participation in this programme.

1. The requirements and guidelines of the programme have been fully explained to me.
2. I will be on time for all training sessions and will attend for the entirety of the training.
3. I agree to participate in the programme at my own risk.
4. In the event of termination from the programme for **misconduct, NO REFUND** will be issued. Misconduct is described as alcohol or drug use, disorderly conduct, violent behaviour, sexual misconduct, any form of discrimination, verbal and/or physical abuse, property damage or theft.

5. I acknowledge that the training content, proposed training materials, programme schedules, promotional plans, proposed structure, designs formulae, documentation, programme schedules, information, observations, data, customer and supply lists, and any other information remains known collectively as “confidential information/intellectual property” and are our valuable, special and unique assets. I acknowledge that I shall not at any time directly or indirectly distribute use or disclose “confidential information/intellectual property” to any person other than authorised officers or personnel as described by us.
6. All bookings will be provisional until we have received the deposit payment for the course.
7. We can only run certain courses with a minimum class size and in the event of a course being cancelled by us due to insufficient uptake, we reserve the right to cancel any booking and our only responsibility in such circumstances will be to return any payment received in respect of the cancelled course.
8. In the event that you become unable to attend a course, please let us know in writing and we will refund your course fee as follows:

Date of notification	Refund of Course fee
Notification earlier than 4 weeks prior to start of course	Total amount, minus the non-refundable deposit
Notification earlier than 2 weeks prior to start of course	50%
Notification less than 1 week prior to start of course *Deposit is non-refundable	none

9. In exceptional circumstances, we may be unable to deliver a course as advertised. We reserve the right to cancel any course, whether or not students have booked to attend and irrespective of whether or not the course has commenced. We will refund in full all payments received by us in respect of such a cancelled course, subject to a *pro rata* deduction in respect of any classes actually offered and run by us prior to the course being cancelled.
10. Our courses are a form of physical exercise and a certain level of fitness prior to the start of the course may be required in order to benefit from and enjoy certain courses. None of our courses are suitable for participation under the influence of alcohol, or any other drugs or medication, prescription or otherwise, leading to the impairment of concentration or physical co-ordination. If you have any doubts about the suitability of any course for you, please let us know and we will be happy to discuss this with you. We always reserve the right to refuse entry to any class where we feel that a Student's participation carries an unacceptable level of risk to that Student's health, or would be detrimental to the experience of other students on the course.

11. Without prejudice to the provisions of paragraph 4 it is the Student's responsibility to ensure that their general level of fitness and health is adequate to engage in a course of physical exercise. We will be happy to discuss the nature and requirements of any course offered by us but you should consult with your doctor or other medical professional if you have any doubts about the suitability of a particular course for you. You hereby indemnify and will hold us harmless from any injury or loss sustained by you as a result of your failure to take these precautionary measures, provided always that nothing shall exclude or limit our liability to you in respect of any injury occasioned by our negligence or other breach of duty.
12. Where a course leads to a certificate or other accreditation, the award of any certificate or other credit will be made based upon our assessment of the Student's performance and ability demonstrated during the course. Attendance at a course does not guarantee that any award will be made or grade attained or endorsed. Whilst we may give feedback on a Student's performance during a course, our final assessment of performance will be made by us in our sole judgement and is not open to review.
13. All our courses that are intended to prepare the Student as a competent instructor of Pilates or other physical training or exercise regime are clearly identified as such and any certificate or award issued on satisfactory completion of such course will clearly refer to a "teacher's" or "instructor's" qualification. Without having received such award or certification from us, you will not hold yourself out as being qualified or otherwise competent to teach Pilates or any other physical training or exercise regime by reason of having attended or passed any of our courses.
14. You will not, without our prior written agreement, use our name or otherwise refer to us or our courses in any statement designed to promote or endorse any trade, product, or service offered by you, on a commercial basis or otherwise.

My signature at the end of this document also signifies that I have asked or have been informed of all the student rules of conduct/standards expected from me while participating in the programme.

Signed on behalf of Corpus Studios:

Signed by Student:

Name : _____

Name : _____

Date : _____

Date : _____

Signature : _____

Signature : _____



CORPUS STUDIOS

Rue Borrens 33 | B-1050 Brussels | Belgium | Tel.: +32 (0)2 513 07 66 | www.corpusstudios.com

EQUAL OPPORTUNITIES POLICY AND CODES OF PRACTICE

Corpus Studios is committed in the pursuit of academic excellence, in equality of opportunity and a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

To whom does the policy apply?

The equal opportunity policy applies to all of the following:

- Job applicants and potential applicants
- Current and past employees/freelance Instructors
- Volunteers
- Tutors and Trainers
- Qualified instructors gaining continuing professional development
- Assessors
- Internal Verifiers
- Candidates on training courses
- Members of the public attending classes

Corpus Studios is therefore committed to policy and practice, which require that, for students, admission to any course will be determined only by personal merit, completion of any pre-requisites and by performance. For any staff, entry into employment with Corpus Studios and progression within employment will be determined only by personal merit and by the application of criteria, which are related to the duties and conditions of each particular post and the needs of the Corpus Studios.

Subject to statutory provisions no applicant for admission as a student or a member of staff, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age. For students, ability to meet the requirements, completion of pre-requisites and performance and admission and for staff, ability to perform the job, will be the primary consideration.

Although Pilates can be a suitable exercise programme for people with specific disabilities, the physical demands required to teach the exercises fully and with the necessary skills may make it impractical for some disabled or elderly people to become teachers. Corpus Studios require that all persons who apply for admission to a training course as a student, student teacher or employment as a Freelance Pilates teacher have sufficient physical ability to perform the exercises and observe and feedback on the performance of peers, students and clients.

No particular type of clothing is required to perform or teach the exercises and this would not usually be an issue, for example, with persons whose religion requires a particular style of dress.

However as certain types of clothing may impair freedom of movement or provide a safety risk, a suitable compromise style of clothing may be required to be worn.

If any person admitted as a student or appointed as an employee or freelance Pilates Teacher considers that he or she is suffering from unequal treatment on any of the above grounds in his or her admission, appointment, or progression through the Corpus Studios he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

Corpus Studios will take active steps to promote good practice. In particular they will

- Promote equality of opportunity
- Promote good relations between people of different racial groups, between women and men and between disabled and non-disabled people
- Have due regard to the need to eliminate discrimination on grounds of race, sex, disability, and all other grounds set out in the statement on equal opportunities
- Subject its policies to assessment in order to examine how they affect all under-represented groups, especially ethnic minority students and staff, women, and disabled students and staff, and to identify whether its policies help to achieve equality of opportunity for all these groups, or whether they have an adverse impact
- Monitor the recruitment and progress of all students and staff, paying particular attention to the recruitment and progress of ethnic minority students and staff, women, and disabled students and staff.
- Promote an inclusive culture, good practice in teaching, learning, and assessment, and good management practice, through the development of codes of best practice, policies, and training.
- Take positive action wherever possible to support this policy and its aims.
- Publish this policy amongst staff and students, together with policy assessments and results of monitoring.

CORPUS STUDIOS will endeavour to meet all statutory obligations under relevant legislation.

Act of 17th May 1999 on Equality of treatment of men and women

Act of 25th February 2003 on the Fight against Discrimination

The policy will be amended as appropriate to meet the demands of future legislation.

LEARNER INFORMATION, ADVICE AND GUIDANCE STATEMENT

Corpus Studios™ offers a range of services to current and potential learners to help and guide you through your Pilates Teacher training journey with us.

We aim to:

- Offer you a service that is accessible, visible, professional and knowledgeable, impartial, responsive, friendly and welcoming.
- Provide initial information, advice and guidance on the available learning options, qualification pathways and possible funding which will enable you to maximise your chances of success.
- Support you during your learning/training with on-going information, advice, guidance through personal tutoring, support services and teaching resources.
- Provide you with information, advice and guidance on progression routes, including higher-level qualifications, Continued Professional Development programmes and work-based learning.
- Help you to develop lifelong transferable and career management skills to assist you in making choices now and in the future.
- Meet the needs of employers by providing information and advice related to business training needs.
- Promote and support equality of opportunity by provision of services to meet the needs of all, regardless of ability, age, gender, sexual orientation or ethnicity.

We will:

- Maintain and publicise up to date information on all of our course programmes and support services.
- Use trained and experienced staff to provide personal advice.
- Respond to all enquiries within 5 working days.
- If possible refer you to other learning providers and specialist organisations where they are better placed to meet your needs.

Information, Advice and Guidance services can be accessed via:

- Our website or via email.
- One – to - one advice from our Teacher Trainers based upon availability.
- Our studios during working hours or by appointment.
- Planned sessions during your programme of study with your tutor.

All students are required to register for courses, exams and tutorials (min 2 weeks in advance) on MBO our online booking system. Failure to do so will be failure to participate.

Feedback on our services:

We regularly seek feedback to ensure that our services are continuously developed and improved. Evaluation forms are given out on courses or you can e-mail directly to info@corpusstudios.com. If our services do not meet your expectations, please contact the Internal Verifier, giving as much detail as possible. You will receive an initial response within 5 working days.

EuropeActive/EREPS

Corpus Pilates™ is a EuropeActive accredited training provider and as such, agrees to register successful graduates from the full Corpus Pilates™ Mat Instructor Course (all 3 levels), onto the European Register of Exercise Professionals (EREPS).

This helps quickly build, at a European level, the number of working exercise professionals who have achieved the necessary skills to work in the sector. **All members of EREPS are listed on the public register at www.ereps.eu.com with their status of registration.** They can also add a personal statement and further information about themselves.

The Benefits of EREPS

The European Register of Exercise Professionals (EREPS) is an independent process for the registering of instructors, trainers and teachers working in the European health, fitness and physical activity sector. It is a pan-European system, based on independent national registers, which culminate in a central European database.

Through its quality assurance process the EREPS Programme recognises that exercise professionals are qualified to do their job and this gives consumers, employers and partners in medical professions the necessary level of confidence in their professionalism. The EREPS Programme provides the structure at a European level for the recognition of diplomas and certificates, and supports the increased mobility of workers.

Registration means that an exercise professional has met the agreed prescribed minimum standards of good practice, including the adoption of a Code of Ethical Practice and that they are committed to raising standards through a process of personal career professional development. EREPS is regulated by EuropeActive's Professional Standards Committee through the accepted European Fitness Sector Qualification Framework (SQF) which is referenced to the European Qualification Framework (EQF). The standards used for EREPS have been developed through extensive consultation and define the knowledge, skills and competencies that an exercise professionals need to achieve registration.

For more information about EuropeActive Professional Standards Committee :
<https://www.europeactive-standards.eu/es-standards-committee>

For more information on the EuropeActive SQF and standards : <https://www.europeactive-standards.eu/es-standards>

EREPS is a central platform in the professionalising of the sector and in developing its capacity to improve skills so that its members are better able to work with other professionals and especially with partners in the delivery of health-enhancing physical activity. The health and safety of consumers is of utmost concern and the qualifications required for registration have concise requirements for adherence. Members are issued with their own unique certificate of registration.

Some key points of the benefits of EREPS:

- The European fitness industry needs to professionalise and to raise its standards
- Great clubs need great staff and EREPS can help to direct future directions for skills needs
- As the sector is moving quickly towards the health agenda it requires higher skilled exercise professionals and EREPS and the EuropeActive SQF encourage development
- It is important to continually improve the fitness sector in the customer safety and experience it offers
- Helps to stimulate the demand for training in the health and fitness sector across Europe
- Promotes the (international) mobility of professionals and the labour pool of high quality exercise professionals.
- Provides a career structure for lifelong learning and career professional development which helps to improve the chances of retaining staff in the industry and will help drive up overall standards
- Improve business performance and the retention of technical skills
- Increase the range of products and services available to consumers
- Gives “protection of title” for exercise professionals
- Provides a career structure
- An independent resource centre for producing skills information for Governments, agencies, operators, etc.

The Commitment

A EuropeActive accredited training provider agrees to register all graduates who have successfully completed a training programme that gives entry to EREPS or which change their status – for example moving from EQF level 3 to EQF level 4.

The European Register of Exercise Professionals CODE OF ETHICAL PRACTICE



EREPS CODE OF ETHICAL PRACTICE – AUGUST 2015

The European Register of Exercise Professionals (EREPS) is an independent process for the registering of instructors, trainers and teachers working in the European health, fitness and physical activity sector. It is a pan-European system, based on independent national registers, which culminate in a central European database.

Registration means that an exercise professional has met the agreed prescribed minimum standards of good practice, including the adoption of a Code of Ethical Practice and that they are committed to raising standards through a process of personal, career professional development.

EREPS is regulated by EuropeActive's Professional Standards Committee through the accepted European Fitness Sector Qualification Framework (SQF) which is referenced to the European Qualification Framework (EQF). The standards used for EREPS have been developed through extensive consultation and define the knowledge, skills and competencies that an exercise professionals need to achieve registration.

It is important to establish, publicise and maintain standards of ethical behaviour in fitness instructing practice, and to inform and protect members of the public and customers using the services of exercise professionals. This **Code of Ethical Practice** defines what is best in good practice for professionals in the fitness sector by reflecting on the core values of rights, relationships, responsibilities and standards.

Registration is achieved and maintained through the gaining of qualifications and training, which are recognised through the EREPS Programme and which are internationally benchmarked. Members of EREPS also have to respect any specific laws and requirements of the country they are working in and where required will also hold appropriate liability insurance.

There are four principles to the Code:

PRINCIPLE 1 – RIGHTS

'Exercise professionals will be respectful of their customers and of their rights as individuals'

Compliance with this principle requires exercise professionals to maintain a standard of professional conduct appropriate to their dealings with all client groups and to responsibly demonstrate:

1. Respect for individual difference and diversity.
2. Good practice in challenging discrimination and unfairness.
3. Discretion in dealing with confidential client disclosure.

PRINCIPLE 2 – RELATIONSHIPS

'Exercise professionals will nurture healthy relationships with their customers and other health professionals'

Compliance with this principle requires exercise professionals to develop and maintain a relationship with customers based on openness, honesty, mutual trust and respect and to responsibly demonstrate:

1. Awareness of the requirement to place the customer's needs as a priority and promote their welfare and best interests first when planning an appropriate training programme.
2. Clarity in all forms of communication with customers, professional colleagues and medical practitioners, ensuring honesty, accuracy and cooperation when seeking agreements and avoiding misrepresentation or any conflict of interest arising between customers' and own professional

obligations.

3. Integrity as an exercise professional and recognition of the position of trust dictated by that role, ensuring avoidance of any inappropriate behaviour in all customer relationships.

PRINCIPLE 3 – PERSONAL RESPONSIBILITIES

‘Exercise professionals will demonstrate and promote a clean and responsible lifestyle and conduct’

Compliance with this principle requires exercise professionals to conduct proper personal behaviour at all times and to responsibly demonstrate:

1. The high standards of professional conduct appropriate to their dealings with all their client groups and which reflect the particular image and expectations relevant to the role of the exercise professional working in the fitness industry, and not to smoke, drink alcohol or take recreational drugs before or whilst instructing.
2. That they never advocate or condone the use of prohibited drugs or other banned performance or image enhancing substances.
3. An understanding of their legal responsibilities and accountability when dealing with the public and awareness of the need for honesty and accuracy in substantiating their claims of authenticity when promoting their services in the public domain.
4. A responsible attitude to the care and safety of client participants within the training environment and in planned activities ensuring that both are appropriate to the needs of the clients.
5. That at all times there is adequate and appropriate liability and indemnity insurance in place to protect their clients and any legal liability arising.
6. An absolute duty of care 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 clients.

PRINCIPLE 4 – PROFESSIONAL STANDARDS

‘Exercise professionals will seek to adopt the highest level of professional standards in their work and the development of their career’

Compliance with this principle requires exercise professionals to commit to the attainment of appropriate qualifications and ongoing training to responsibly demonstrate:

1. Engagement in actively seeking to update knowledge and improve their professional skills in order to maintain a quality standard of service, reflecting on their own practice, identifying development needs and undertaking relevant development activities.
2. Willingness to accept responsibility and be accountable for professional decisions or actions, welcome evaluation of their work and recognize the need and when it is appropriate to refer to another professional or specialist.
3. A personal responsibility to maintain their own effectiveness and confine themselves to practice those activities for which their training and competence is recognised by the Register.