



# Final Document

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# Table of Contents

<b>PURPOSE OF REPS</b> .....	<b>4</b>
What is it? .....	4
Who has led the process so far?.....	5
Terminology Change .....	6
Who has shown support for the system so far ? .....	7
<b>STRUCTURE</b> .....	<b>8</b>
Ownership.....	8
Board & Organisational Structure.....	8
Tertiary Review Panel (TRP) .....	9
Expert Advisory Panel (EAP).....	9
Appeal / Disciplinary Panel (ADP).....	10
Other Industry Feedback.....	10
<b>REGISTRATION LEVEL DESCRIPTORS</b> .....	<b>11</b>
Foundation Registrations .....	12
Exercise Consultant Registrations.....	14
Advanced Levels .....	17
Notes on Nutrition & Sports Conditioning .....	18
Sfrito Assessor Requirements .....	18
<b>REGISTRATION PROCESS</b> .....	<b>19</b>
What do individuals that register receive? .....	20
Provisional Registration .....	21
Re-registration Process – Ongoing Education.....	22
Registration at Multiple Levels .....	26
Individuals leaving and re-entering the industry.....	27
Master Trainer Approval Process .....	27
Registration Fees.....	28
<b>REGISTRATION OF EXERCISE FACILITIES AND EDUCATION PROVIDERS</b> .....	<b>29</b>
Education Providers.....	29
REPs Registered Exercise Facility .....	31
Terms used to describe registered individuals and facilities .....	33
<b>ADVISORY PANELS</b> .....	<b>34</b>
Expert Advisory Panel (EAP) .....	34
Tertiary Review Panel (TRP) .....	34
Appeal and Disciplinary Panel (ADP) .....	34
Sfrito Fitness Sector Advisory Group (Fitness SAG).....	35
<b>CODE OF ETHICAL PRACTICE</b> .....	<b>36</b>
<b>PRIVACY POLICY</b> .....	<b>36</b>
<b>AUDIT PROCESS</b> .....	<b>37</b>
Individuals .....	37
Education Providers.....	37
Exercise Facility .....	37
<b>FREQUENTLY ASKED QUESTIONS</b> .....	<b>38</b>
<b>DOCUMENT’S REVISION HISTORY</b> .....	<b>38</b>

# Purpose of REPs

## What is it?

The Register of Exercise Professionals (REPs) is an organisation that, through consultation with the fitness industry and aligned health sectors, sets minimum standards for exercise professionals working in the area of exercise delivery and/or advice. The type of jobs/roles of those registering include: Group Exercise Instructors (aerobics), Gym Instructors and Personal Trainers. The REPs has multiple levels of registration recognising the different skills and competencies of individuals, clustered into three groups.

Individuals that meet the REPs standards apply for registration, and receive a registration certificate and card. This card provides proof to employers, the public, and other professionals in aligned industries (such as health) that the individual is registered. To ensure registered professionals remain current, an ongoing education process is required to re-register each year. The standards will enable employers and health professionals to immediately identify suitably qualified individuals, and also give assurance to the public as to the advice they are receiving is from exercise professionals.

The REPs is not any guarantee of suitability of an employee, but rather an independent verification that an individual meets the minimum standards expected of them to work in certain areas of the fitness industry. The REPs only covers competencies involved in exercise delivery and advice. The REPs system is not designed to assess performance in customer service, measure personality, or other non exercise related qualities that employees may be required to have. The REPs recognises that these are extremely important factors when employing staff (or when a member of the public is choosing a personal trainer) but the emphasis of the REPs is on the technical ability, rather than the personality traits of the individual.

The main purpose of the REPs is to enable all individuals and organisations involved in the fitness industry, and all those that liaise with it, to immediately identify suitably competent individuals involved in exercise delivery and/or advice.

**For Group Exercise Instructors, Gym Instructors and Personal Trainers** - to be able to formally be recognised as an exercise professional by the industry they work in and by other professionals

**For Employers** - to immediately be able to verify that individuals have the required industry standards in exercise delivery and advice to undertake a particular job or task

**For Health Professionals** - To be able to identify suitable exercise professionals to liaise with

**For Members of the Public** - To choose exercise professionals that meet the industry standards to give them appropriate exercise advice

## Why the need for a registration system?

Without a registration system there is no consistency on what a “qualified” exercise professional is, and qualifications in the industry range from nothing, through to post graduate tertiary degrees. This causes not only confusion within the fitness industry when attempting to employ staff, but also members of the public and health professionals when attempting to determine the suitability of an individual.

Genuinely qualified staff have been disadvantaged by their inability to distinguish themselves from those that have inadequate training, and in addition there is no way of establishing “levels” of qualifications or competencies without a reference to an independent process such as a registration system.

In some cases the public may have thought they were dealing with a suitably qualified individual, but in fact the individual may have been placing the member of the public at risk through inadequate advice, or worse, actually giving advice that could cause injury or compound medical conditions.

Individuals wanting to work in the fitness industry have traditionally found getting advice on what course of study to undertake problematic, as there is no industry standards on exercise delivery and advice qualifications. Because of this, individual employers have, by default, set the a number of different standards based on their own requirements.. Undertaking study at a course that meets the requirements of a registration system gives assurance to those entering the fitness industry that they meet the required industry standards.

All these factors combined have been reasons why an exercise professionals registration system operates in both Australia, and more recently in England.

In New Zealand during 1999, research was undertaken by FitnessNZ to identify the major issues facing the fitness industry. *The research identified that the number one priority for the industry was the need to establish industry standards for exercise professionals.*

## Who has led the process so far?

Fitness New Zealand<sup>1</sup>, as the association representing the fitness industry, has been leading the process addressing the lack of standards. Various processes and models for establishing industry standards were researched and considered, and the concept of a registration system first floated in 2000. Further research was undertaken<sup>2</sup>, including reviewing overseas models, and similar processes in other New Zealand industries. For example, Australia has an extremely successful registration system for exercise professionals. In addition many other industries in New Zealand have a registration system to ensure industry standards are met (e.g. Registered Plumber, Registered Physiotherapist, General Practitioners (GPs), Registered Nurses, Nutritionists etc). More recently (2002) England has put in place a exercise professionals registration system.

Substantial consultation was undertaken with the fitness industry including one on one meetings, an industry wide survey<sup>3</sup>, and a series of forums around the country in 2000/1. At the same time the Sport Fitness and Recreation Industry Training Organisation (Sfrito), through its Fitness Sector Advisory Group (SAG)<sup>4</sup> established that the top priority for education and training in the fitness industry was the establishment of a registration system.

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<sup>1</sup> Fitness New Zealand is the industry association for the health & fitness industry. It operates under a non profit incorporated society structure, with an executive elected by its members. The executive is made up of employers, tertiary providers, industry experts and consultants, as well as a regional sports trust representative.

<sup>2</sup> Over 50 clubs, tertiary providers and key individuals in the fitness industry were personally visited and interviewed, and over 300 health & fitness centres were invited to take part in a written national fitness industry survey – to which over 100 replied.

<sup>3</sup> Over 400 clubs were surveyed, and over 88% of clubs indicated it was a top priority for the industry. Less than 1% believed it should not proceed.

<sup>4</sup> Made up of a mix of employers, employees, tertiary providers from both a Maori and non Maori perspective.

Since then, FitnessNZ has been establishing partnerships and furthering relationships with key agencies (such as Sfrito, the standard setter in Education and Training in the fitness industry) and more recently with major providers of tertiary education/training in our industry (such as AUT and Network) and various health professional associations.

To develop the initial draft of the technical details for each level of registration, FitnessNZ used the services of Wendy Sweet and Nigel Harris. Their brief profiles are outlined below.

### **Wendy Sweet**

Over 15 years experience in the health & fitness industry. A registered nurse, with a Bachelor in Physical Education, AUT lecturer, consultant to the industry, and wellness consultant to businesses. Consults to Sfrito on the NZQA fitness industry unit standards in a number of roles. A regular presenter at conferences and training seminars to the fitness industry and personal trainers in New Zealand and abroad. Brought the concept of Personal Training to New Zealand.

### **Nigel Harris**

A Senior Lecturer in fitness and exercise studies at Auckland University of Technology (AUT) School of Community Health & Sports Studies. Accredited physical conditioner with Sports Science NZ - working with NZ swimmers, squash, rugby, paralymphics. Ten years in the fitness industry. Currently completing a Masters of Health Science in sport and exercise studies).

## **Terminology Change**

There have been a number of terminology changes from the initial consultation documents, and this final version. These changes were based on feedback from the fitness industry, and also health professionals. In reading this final document it may assist in being aware of some of the terms that were used in the initial discussion documents.

### **The main changes were:**

- "Floor Walker" is now referred to as "Exercise Assistant"
- "Accredited Fitness Centre" is now referred to as "REPs Registered Exercise Facility"
- "Accredited Tertiary Institution" is now referred to as "REPs Registered Education Provider"
- "Exercise Prescription - Generic" is now referred to as "Exercise Consultant Level 1" and "Exercise Prescription - Personalised Programs" is now referred to as "Exercise Consultant Level 2". Both are still under the general heading of the "Exercise Prescription" level
- In general the term "accredited" has been replaced with "Registered" (for consistency)

# Who has shown support for the system so far ?

Below is a list of education providers and health professional groups, that have shown their support for the concept of the system. While individual comments from these organisations vary, they have all indicated that they believe that the idea of the system is a sound one and that it should proceed (no organisation has indicated that they do not wish it to go ahead).

## Education Providers

- Auckland University of Technology (AUT)
- Eastern Institute of Technology (EIT)
- Unitec Institute of Technology
- Lincoln University
- Massey University
- Waikato Institute of Technology (Wintec)
- Christchurch Polytechnic (CPIT)
- Sports Institute of Otago
- Network New Zealand

## Health Professional Groups

- National Heart Foundation
- Te Hotu Manuwa Maori
- General Practitioners representative
- Accident Compensation Corporation (formal comments pending)
- New Zealand Society of Physiotherapists
- NZ Dieticians Association

# Structure

## Ownership

The Register of Exercise Professionals (REPs) is the trading name for *New Zealand Register of Exercise Professionals Ltd*. The company has ten shares, which will be owned by:

- FitnessNZ – nine shares
- Sfrito Ltd – one share

The company will be run under a charitable status. Shares have nil value, and will not be able to be traded in anyway. Shareholders will receive no dividends from owning shares.

Traditionally such registration systems are entirely owned by the applicable national industry body (in this case it would be FitnessNZ), however given Sfrito's position as the govern recognised standard setter for education and training in the fitness industry, and also playing a pivotal role in facilitating on job training, Sfrito's involvement at the ownership level is appropriate.

Also, given the unique nature of the fitness industry's involvement with the health sector, it is appropriate to have a clearly identified process that gives the health sector feedback into REPs. In addition to using an expert panel (detailed later in this document) one organisation has been identified as having both a health focus, and also a proven commitment to using exercise and physical activity in both a preventative and rehabilitative sense – The National Heart Foundation (NHF). The NHF, and its partner organisation Te Hotu Manawa Maori (THMM) will therefore be given a special status of "Primary Partners" where their input will be encouraged on a regular basis. Work will also be done with the NHF and THMM to assist them in the development of any program that is likely to be provided by exercise professionals. It is intended that a memorandum of understanding will be entered into to facilitate this.

## Board & Organisational Structure

The board of REPs will be made up of between four to six individuals as appointed by the shareholders (owners). Such make up may include:

- Chair of REPs – an independent individual, appointed by FitnessNZ
- Chief Executive of FitnessNZ
- Two individuals as elected by the FitnessNZ membership
- Individual appointed by the Sfrito

The REPs may choose not to employ staff directly, and may contract a third party to administer the day to day running of the system. This administration function will have no involvement in the standard setting process, and will simply involve processing registration applications, and promoting the system.

The board will ensure the standard setting function of the REPs is independent to the organisational administration of registrations. The board appoints the various advisory panels, that collectively, through facilitation, set the registration standards. Details of these panels and their roles are outlined below.

## **Tertiary Review Panel (TRP)**

Made up of academics from tertiary institutions who are involved in delivery of education/training in the exercise area, and also aware of course structure and educational/training practices.

The potential make up may include representatives from:

- Auckland University of Technology (AUT)
- Network NZ
- University of Otago
- Te Wananga o Aotearoa
- Christchurch Polytechnic
- Lincoln University

This panel will be used to review courses run by tertiary providers that wish to have their courses registered with REPs. In all cases, where an individual on the panel is involved with the provider applying for registration, the individual will not be involved in that review in any way. This panel will be paid.

For more details on the TRP, see “Advisory Panels” later in this document.

## **Expert Advisory Panel (EAP)**

This panel is made up of experts from a variety of disciplines that advises REPs on technical issues related to their industries suggestions for the registration system, and the ongoing education process (ROCs).

- National Heart Foundation
- Te Hotu Manuwa Maori
- General Practitioners representative
- Accident Compensation Corporation
- New Zealand Society of Physiotherapists
- NZ Dieticians Association
- Sports Science New Zealand (SSNZ)
- Sports Medicine New Zealand (SMNZ)
- Pharmacy Guild of New Zealand
- Ministry of Labour: Occupational Health & Safety

The board would meet twice a year to review the registration system, including ROCs, and make recommendations to the REP.

For more details on the EAP, see “Advisory Panels” later in this document.

## **Appeal / Disciplinary Panel (ADP)**

Made up of four individuals - the REPs CEO, and a representative from each of the following groups:

- employers
- employees/personal trainers
- the Tertiary Review Panel (TRP).

This panel hears appeals of registrations, and TRP decisions, and also complaints against the Code of Ethical Practice. This panel would be paid.

For more details on the ADP, see “Advisory Panels” later in this document.

## **Other Industry Feedback**

The REPs will also utilise the Sfriso Fitness Sector Advisory Group to give feedback from an industry perspective. REPs will also liaise directly with FitnessNZ and include questions in the annual survey undertaken by FitnessNZ to get wide industry feedback.

# Registration Level Descriptors

Level	Name	Synopsis of Role	Approx length of study	Notes
<b>Foundation</b>	Exercise Assistant	Monitor and support participants performing basic exercises in a fitness centre environment	20 hours	NZQA Level 1-3 NZ Uni Council Level 3+
<b>Foundation</b>	Group Fitness (aerobics) Instructor - Choreographed - Pre-choreographed	Instruct and lead a group of people through a structured exercise session	40 hours <sup>1</sup> pre-choreographed  80-90 <sup>1</sup> hours choreographed	Sfrito Nat Cert L3 group fitness NZQA Level 1-3 NZ Uni Council Level 3+
<b>Exercise Prescription</b>	Exercise Consultant Level 1	Interpret client pre-screening and recommend and demonstrate a generic exercise program	75-100 hours <sup>1</sup> 3 months <sup>2</sup>	Nat Cert L3 NZQA Level 3/4 NZ Uni Council Level 5
<b>Exercise Prescription</b>	Exercise Consultant Level 2	As above plus prescribe personalised exercise programs	105-120 hours <sup>1</sup> 3-6 months <sup>2</sup>	Nat Cert L4 NZQA Level 4+ NZ Uni Council Level 5
<b>Exercise Prescription</b>	Personal Trainer	An experienced professional operating an independent business that provides personalised exercise advice.	250 hours <sup>1</sup> 6 months <sup>2</sup>	Sfrito Nat Cert Level 4 PT NZQA Level 4+ NZ Uni Council Level 5
<b>Advanced</b>	Advanced Physical Conditioner (this term may be replaced with "Advanced Personal Trainer")	An experienced professional, with advanced knowledge of exercise and exercise conditioning principals	12 months <sup>2</sup> +	
<b>Advanced</b>	Exercise Specialist (3 strands) 1. Health Rehabilitation 2. Physical Rehabilitation 3. Sports Conditioning		Appropriate post graduate qualifications (a joint project with Sports Science New Zealand)	
	Master Trainer	Recognition of individuals with proven expertise, making a significant contribution to the fitness industry in education and training (honorary position only).		

(1) If training is specific to the requirement for registration, and delivered in intense compact training

(2) If training is delivered in a normal tertiary institution environment such as full time courses. It is likely such courses would be more comprehensive and would cover more than just the requirements of the registration system.

Each level or registration has its own requirements, some of which are pre-requisites for other levels. The summary of competencies required for each level of registration is below. A more detailed document that in turn clearly outlines the requirements for each of these competencies will form part of the registration system.

## **Foundation Level Registrations**

### **Foundation: Exercise Assistant**

Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:

- Identifying potentially dangerous (contra indicated) exercises
- Have a basic knowledge of the facility's exercise products and services available to clients
- Recognise the need for exercise expertise from other people
- Understand basic issues relating to exercise health & safety
- Operate and demonstrate cardiovascular equipment (e.g. treadmills) to clients (how to turn on and start)
- Have a current CPR certificate

**This level is not endorsed under this registration system to:**

- Prescribe or demonstrate exercises
- Give any advice in the health & fitness area (including generic advice)
- Pre screen or test clients

### **Option for consideration:**

There is some discussion as to whether individuals at this level should be able to demonstrate simple exercises, so there is a point for consideration as to whether the following should be added in as a requirement:

- Demonstrate basic exercises (Note: As per Sfrito Schedule A?)

## Foundation: Group Fitness (aerobics)

**PREREQUISITE:** To reach this level, individuals must also be able to reach the requirements of *Foundation: Exercise Assistant* PLUS have undertaken forty hours work experience in a fitness centre environment.

Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:

### PART A

- Demonstrate basic exercise techniques to a group
- Have an understanding of basic anatomy and exercise physiology (note: see special notes, schedule A)
- Design (for choreographed only), monitor and instruct a structured group exercise class that follow the principles of safe exercise structure (warm up and cool down etc) that allows for a physiologically safe and balanced workout
- Use and operate a stereo for use with group exercise
- Have a current First Aid certificate

### PART B:

To teach classes that involve any of the following:

- The use of resistance training techniques (eg pump, circuits)
- Use of equipment (e.g. swiss balls)
- Are based in, or include use of a pool or water (aqua classes). In such cases the individual should also hold the Pool Lifeguard award
- Yoga or pilates

then it is expected that the instructor have undertaken specific training in this area to ensure they are competent (in all cases a course certificate should be provided to REPs for each area)

### This level is not endorsed under this registration system to:

- Pre-screen or test clients<sup>5</sup>
- Prescribe any exercise to individuals
- Demonstrate any resistance training techniques (in a class or individually) except where Part B applies

Registration at this level will be given in one of two forms

- pre-choreographed
- choreographed (which allows an individual to teach a pre-choreographed program also)

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<sup>5</sup> It is important to note that while Group Exercise Professionals are not expected to pre-screen clients, a pre-screening process should be in place at all fitness facilities prior to participants taking part in a class.

# Exercise Prescription Level Registrations

## Exercise Prescription: Exercise Consultant Level 1

**PREREQUISITE:** To reach this level, individuals must also be able to reach the requirements of *Foundation: Exercise Assistant* PLUS have undertaken forty hours work experience in a fitness centre environment, and have a current First Aid certificate.

Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:

- Apply appropriate pre-screening techniques that
  - Determine if a person is suitable for exercise
  - Determine the direction towards an appropriate program
- Recommend and demonstrate an appropriate exercise program based on pre-screen and identified needs <sup>6</sup>
- Ensure all advice given is consistent with ACSM and NZHF guidelines
- Prescribe to special needs groups as long as there is a pre-written generic program specifically for that special needs group, and there is no special circumstances for that client (e.g. a generic post natal program may be given, as long as one exists, but not if for example that client has had a caesarean)
- Ability to identify issues outside of the competency of the instructor and refer on to appropriate registered professional (within REPs at a higher level, a health professional, or other professional such as dietician). Specifically, but not limited to, the following examples:
  - Special needs
  - Advanced needs
  - Health or Physical Rehabilitation (post operation of major injury)
- Supply clients with generic nutritional information
- Provide basic generic fitness testing (such as blood pressure, fat %, simple flexibility and sub maximal fitness tests)

**This level is not endorsed under this registration system to:**

- Design pre-screening forms
- Write generic programs
- Personalise programs
- Undertake advanced or personalised testing
- Give personalised nutritional or dietary advice
- Undertake Personal Training sessions <sup>7</sup>

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<sup>6</sup> These programs will be written by an exercise professional registered at “Exercise Consultant: Level 2” or above

<sup>7</sup> The distinction between a personal training session and what may be regarded as a “gym program” or “session with a gym instructor” is not an absolute one, however a clear definition of what personal training is will be made clear for the purposes of the registration system. It will include the type of tasks associated exclusively with being a Personal Trainer, and the concepts behind personal training that is distinct from that of a gym instructor.

## Exercise Prescription: Exercise Consultant Level2

**PREREQUISITE:** To reach this level individuals must also be able to reach the requirements of *Exercise Consultant Level 1* (including prerequisites) PLUS have undertaken one hundred hours work experience in a fitness centre environment.

Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:

- Personalise any programs given
- Design pre-screening forms
- Write generic programs for use by *Exercise Consultant Level 1*
- Provide individualised fitness testing
- Have extended knowledge of functional anatomy and exercise physiology
- Work with and personalise programs for special needs and advanced needs clients, up to but not including health/ physical rehabilitation and advanced sports conditioning
- Work with clients requiring health rehabilitation and/or physical rehabilitation under the guidance from a registered health professional or an individual registered with REPs at the 'Specialist' level
- Work with clients requiring specific and advanced sports conditioning under the guidance from an Exercise professional registered at an "Advanced" level or registered Sports Scientist Level x in physical conditioning (through SSNZ)
- Give personalised nutritional advice under the guidance<sup>8</sup> of a registered nutritionist or dietician

**This level is not endorsed under this registration system to:**

- Provide physical or health rehabilitation
- Undertake postural analysis
- Provide personalised nutritional advice
- Undertake Personal Training sessions

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<sup>8</sup> The exact form of this guidance is at the discretion of the nutritionist or dietician. This could be the nutritionist/dietician views/approves each and every piece of dietary advice given on an individual basis, through to approving a "process" establishing criteria and boundaries that the registered exercise professional may operate within. In all cases the registered exercise professional should have this approval process documented and signed by the dietician/nutritionist.

## **Exercise Prescription: Personal Trainer**

**PREREQUISITE:** To reach this level, individuals must also be able to reach the requirements of *Exercise Consultant Level 2* (including prerequisites) and also have undertaken at least one hundred hours, over at least a six month period of work, at the *Exercise Consultant Level 2* level.

Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:

- attract and keep clients
- keep business records
- understand and apply relevant consumer law
- undertaken business planning, including cashflow forecasting and financial management, or able to show that they have this process managed externally

**This level is not endorsed under this registration system to:**

- Provide physical or health rehabilitation
- Undertake postural analysis
- Provide personalised nutritional advice

NB: Individuals that are Personal Trainers with an employment relationship with the exercise facility they operate from may register as a sub level of this registration - "Personal Trainer - Employee". Under this registration individuals do not need to meet the last criteria (business planning etc) and also receive a discounted registration fee, and do not receive the insurance (as the facility's insurance would cover employees).

# Advanced Levels Registrations

## Advanced: Advanced Exercise Conditioner

(Individuals may also use the term “Advanced Personal Trainer”)

**PREREQUISITE:** To reach this level individuals must also be able to reach the requirements of *Exercise Consultant: Personal Trainer* (including prerequisites) and also have undertaken at least one hundred hours, over at least a six month period of work, at the *Exercise Consultant Level 2* level.

*Details of this level of registration is to be confirmed, but is likely to involve qualifications of at least 12 months, focusing on advanced exercise concepts. Diplomas and degrees that involved a mixture of exercise and management or sport may also meet this level, as long as the exercise component is sufficient.*

## Advanced: Exercise Specialist

**PREREQUISITE:** To reach this level individuals must also be able to reach the requirements of *Advanced Exercise Conditioner* (including prerequisites) and also have undertaken at least one hundred hours, over at least a six month period of work, at the *Exercise Consultant Level 2*.

Individuals at this level are required to have undertaken and passed qualifications which verify that, or are otherwise able to prove that, they are competent in the following:

- Provide personalised advice, prescribe and demonstrate physical exercise for their applicable area of expertise
  - Health Rehabilitation (post cardiac care)
  - Physical Rehabilitation OR
  - Special Populations
  - Sports Conditioning

Individuals at this level may be able to undertake postural analysis in their field.

**This level is not endorsed under this registration system to:**

- Give medical advice
- Provide personalised nutritional advice

The exact details of this level of registration will be set in conjunction with Sports Science New Zealand. It is likely this level of registration will involve a level of qualification at the post graduate level.

## Master Trainer

There is no set qualifications or level or expertise that automatically qualifies an individual at this level, but individuals with proven expertise, making a significant contribution to the industry and a recognised leader in their field will be considered on a case by case basis.

This level does not endorse the individual to operate at any other level.

# Notes on Nutrition & Sports Conditioning

## Nutrition

It is recognised that the area of nutritional advice is one that requires clarification, both as to what is regarded as “personalised advice” and what the process is for interaction with registered dietitians/nutritionists.

Firstly it is the intent of the register to allow a certain amount of nutritional advice to be given out by appropriately registered exercise professionals, in what may be regarded as “public domain” information. Such advice would be generic in nature, and cover such things as:

- General healthy eating principals
- The food pyramid
- The basic principals of exercise / nutrition interaction

It is not the intention of the system to endorse in any way personalised dietary analysis of any client, or personalised dietary advice (such as giving advice on specific foods to eat, or constructing a diet) unless the registered exercise professional is also one of the following:

- Accredited with Sports Science New Zealand (level x or above) in Sports Nutrition
- A registered Dietician
- A registered Nutritionist

## Sports Conditioning

Should a registered exercise professional wish to further pursue a career or business opportunities dealing with elite athletes, or advanced sports conditioning, then REPs recommends that the individual also obtains accreditation from Sports Science New Zealand (SSNZ). The top level of the REPs registration system will provide a pathway to the SSNZ Accreditation system (this will be a joint project between REPs and SSNZ, and details will be finalised some time in late 2003).

## Sfrito Assessor Requirements

To be a Sfrito assessor the person must have worked in the area of exercise delivery or prescription for at least two years if they are to assess any Sfrito fitness unit standards. In addition they must be registered at the following level:

Assessing against units in	Required Registration Level
National Certificate Group Exercise (any level)	Exercise Consultant Generic Level 1 AND Group Exercise
National Certificate Individual (any level)	Exercise Consultant Level 2
National Certificate PT (any level)	Personal Trainer

**NB:** Registration at the appropriate level is in addition to any requirement to be competent in assessing any particular unit standard and or area. It is necessary, but not sufficient, to be a registered professional before assessing any Sfrito fitness unit standards (it is likely that Sfrito has other requirements also).

**NB:** Sfrito would need to approve such a change to assessor requirements, but REPs would recommend any such changes to Sfrito.

# Registration Process

	<b>PATHWAY 1</b> <b>Automatic</b> Individual with qualifications from a REPs Registered Education Provider	<b>PATHWAY 2</b> <b>Registered Exercise Facility</b> Provisional Registration	<b>PATHWAY 3</b> <b>Qualification Verification</b> Individual with qualification not verified by REPs	<b>PATHWAY 4</b> <b>Recognition of prior skills and abilities</b> Individual without formal qualifications or with qualifications insufficient to cover their current level
<b>Level of registration</b>				
<b>Foundation</b>	Automatic	Registration under this pathway will be granted on a provisional basis, and identify training required to reach permanent registration at a particular level	Automatic (assuming qualifications can be easily verified).	Go to a REPs Registered Education Provider (or Sfrito) who will verify your competency (payment required to the institution)
<b>Exercise Prescription</b>	Automatic		Individual required to provide module/course descriptors and other info as required by registration board. This will be checked by a TRP approved reviewer. Cost: Additional \$95+gst	
<b>Advanced</b>	Automatic	Not available		Not available
<b>Resubmission Process</b>	If further evidence is asked for by the registration board, as long as it is provided within 28 days no further fees are incurred. After 28 days from the registration board asking for information, a further registration fee is required.			n/a
<b>Appeal Process</b>	n/a	Appeals must be made within 28 days of receiving a decision. The appeal board will consider applications, and may make any one of the two possible findings (1) uphold initial findings (2) arrange for additional review or reassessment COST: \$95+gst (refunded if appeal successful)		

- All payments are regardless of outcome, and must be received before application is processed
- All qualifications must be less than five years old to be automatically accepted. In cases where the qualification is older than five years, then the individual will be also required to show currency of knowledge (through work experience and ongoing education since obtaining their qualification)

In all cases the individual applying for registration completes and signs an application form

# What do individuals that register receive?

Individuals that register will receive

- A REPS certificate of registration
- A REPs registration card (business card size)
- A twice yearly newsletter on REPs issues and general exercise issues
- Access to an annual meeting (starting 2004) held in Auckland, Wellington and Christchurch for registered professionals
- Discount on exercise products (the REPs will contact clothing/shoe companies and arrange discounts on behalf of registered professionals – starting 2004)
- Individuals will be able to advise the REPs that they accept information coming to them from employers looking for new employees
- The ability to use the term “REPs Registered Fitness Professional” and the appropriate specific level term eg “REPs Registered Personal Trainer”
- Levels of Personal Trainer and above will be publicised individually (via the web site, and also when enquiries are made to the REPs 0800 line)

## Insurance

Individuals who successfully register as a personal trainer or above will also receive public liability, professional indemnity, and statutory liability insurance cover for the activities that the individual is registered for. The cover is a collective industry cover up to the following levels: \$1,000,000 for public liability, \$2,000,000 for professional indemnity, and \$1,000,000 for statutory liability.

Those registered at any levels below Personal Trainer may purchase this insurance for an additional \$150+gst (it is included for no additional charge for Personal Trainers and above)

## Options are also being considered for the following:

- Access to email discussion groups of other registered exercise professionals
- Access to information on overseas job opportunities

# Provisional Registration

The REPs recognises that there are a large number of existing employees with a mix of qualifications and experience that are likely to meet the standards of the REPs system, but may not have formal qualifications to match these. Therefore a process of provisional registration will be put in place (see pathway 2 of the registration process) to allow for existing exercise professionals who are already working in the fitness industry to be provisionally recognised under the REPs and also have their specific skills gaps identified and a pathway shown for full registration. The skills gaps may involve a combination of assessment by a tertiary institution, specific training by a REPs Registered Education Provider, or on job training utilising the Sfrito qualifications/NZQA framework. A timeframe for addressing any skills gap will be established for each exercise professional based on their existing skills, competencies and qualifications. It is expected all provisional regulations would be converted to full registrations by the end of 2004, subject to the individuals meeting the REPs requirements identified for them.

The REPs will give provisional registration at the level that REPs is most confident is appropriate to the individual, based on the information supplied to REPs. In a small number of cases, where the individual is unable to verify in any way that they have the majority of the skills and competencies required of registration, they may be declined registration, even provisionally.

Where REPs requires assessment to verify any element of a registration, REPs will use a Sfrito assessor (an individual who has been approved by Sfrito as a workplace assessor) or a REPs Registered Education Provider to undertake assessment of individuals. This may incur some minimal cost to the individual, but will be done in such a way as to minimise any cost, but grouping exercise professionals together in clusters.

**Provisional registration under pathway 2 is only available for foundation and prescriptive registrations (i.e. not advanced) that are based at a REPs Registered Exercise facility.** This pathway is only in place for existing exercise professionals, and as from January 2004, all exercise professionals will be required to register under another pathway.

In addition to pathway 2, provisional registrations may be given in the following circumstances:

- Where an individual meets all requirements of registration except work experience (90 days will be given to complete this, or six months in the case of a PT)
- Where a TRP reviewer or REPs Registered Education Provider recommends it (some minor issues may be awaiting approval)

# Re-registration Process – Ongoing Education

To continue to register as an exercise professional, all individuals must undergo ongoing education and training to keep their skills, knowledge and competencies current. To verify this, the REPs will use a system of Recognition of Currency (ROC) credits.

## Recognition of Currency (ROC)

To re-register individuals must have undertaken:

- at least 2 ROCs over the previous year, and
- at least 6 ROCs over the previous two years (this is waived for the first year of re-registration)

In the case of Exercise Assistants – only 1 ROC needs to be achieved each year.

## How to receive ROCs

### For Foundation/Exercise Prescription Registrations

Method	Number of ROCs	Notes
Attending Network NZ annual conference (for all fitness days)	5 ROCs	Individual must attend at least 75% of all educational lectures/seminars for all the standard conference days, and have this verified. (e.g. if there are 12 timeslots then at least 9 must be attended)
Approved Courses	Depending on the course	There is a maximum of three ROCs from any one course NB: Courses outside New Zealand are eligible to apply for this.
Be an active Sfrito assessor	1 ROC	To be regarded as active, the individual must have reported at least 25 credits in the previous year.
Working in the industry in the last year	1 ROC per 500 hours involved in exercise delivery For group exercise – 1 ROC per 50 classes	Maximum 2 ROCs per year from this method

### For Advanced Registrations

Method	Number of ROCs	Notes
Publications	½ ROC per article published in any of the following publications (To be established)	Max 1 ROC per year from this method
Lecturing / teaching at a registered education provider	1 ROC per 20 contact hours	Max 2 ROCs per year from this item
Approved Specialist ROC sources	As per credit in the course	There is a maximum of three ROCs from any one course

## Notes

- In all cases it is expected that at least 50% of the ROCs undertaken are in the field of registration (e.g. a personal trainer can not do more than 50% of their ROCs in group exercise, or vica versa).
- Individuals that repeat the same course for ROC credits will have the credit for that course declined, unless the course has changed by more than 50% (verification from tertiary provider required).
- Should an individuals registration lapse due to not meeting an ongoing education requirements, as long as they meet these requirements within 90 days, and pay the appropriate re-registration fee, the individual's registration will be backdated to the original expiry date, with no joining fee required. Where an individual's registration lapses for more than 90 days, a joining fee is payable.
- Where an individual's registration lapses due to going overseas as long as they have either
  - Maintained registration in Australia or England (for the period away)
  - Worked in a country other than Australia or England, and shown evidence of ongoing education (during the period away)then the individual may re-register without paying an additional joining fee

## Examples:

### Example One:

	Re-registration details
Individual first registers in 2003 as a Registered Personal Trainer	No ROCs required to initially register
In 2004 individuals applies to be re-registered, and in the last 12 months has been working in the fitness industry 30 hours a week for the year (30 hours a week = 1500 hours a year = 2 ROCs)	Last year: 2 ROCs - re-registration accepted
In 2005 the individual applies to be re-registered, and has still been working in the industry 30 hours a week (2 ROCs), and attended the national conference (5 ROCs)	This year: 7 ROCs Previous Two Years: 9 ROCs - re-registration accepted

### Example Two:

	Re-registration details
Individual first registers in 2003 as a Registered Group Exercise Professional	No ROCs required to initially register
In 2004 individuals applies to be re-registered, and in the last 12 months has been working part time teaching classes one a week, starting six months ago, and has taught 25 classes in the 12 months (no ROCs), and been working on reception 20 hours a week (no ROCs) and attended the National Conference (5 ROCs) and also a ROC registered course that had 2 ROCs (2 ROCs)	Last year: 7 ROCs - re-registration accepted
In 2005 the individual applies to be re-registered, and in the last twelve months has continued to teach one class a week (52 classes = 1 ROC) and attended the National Conference (5 ROCs)	This year: 6 ROCs Previous Two Years: 13 ROCs - re-registration accepted

### Example Three:

	Re-registration details
Individual first registers in 2003 as an Exercise Specialist	No ROCs required to initially register
<b>Scenario one:</b> In 2004 applies to be re-registered, and in the last 12 months has been working 15 hours a week as a PT. They have attended several courses and seminars, but none with any ROCs (no ROCs), and have also lectured at several courses for New PTs at the centre they are based, teaching them advanced postural analysis (no ROCs).	Last year: 1 ROCs - re-registration <b>not accepted</b>
<b>Scenario two:</b> In 2004 applies to be re-registered, and in the last twelve months been a PT, working 20 hours a week (2 ROCs) and in 2005 they continue to work in 20 hours a week as a PT	2004: 2 ROCs – accepted 2005: 2 ROCs, last 2 years only 4 ROCs (need 6) – <b>not accepted</b>
<b>Scenario three:</b> In 2004 the individual attends a group exercise course run by a provider with 2 ROCs	2 ROCs – but none in the field that the person is registered in – <b>not accepted</b>

## How courses get approved for ROCs

Courses that wish to apply to be recognised for ROCs, are required to meet the following criteria:

- Be delivered in a structured format, with a clear course outline, and learning outcomes documented
- Be primarily focused on the advancement of exercise knowledge for those working in the industry
- Not primarily be involved in pre-employment knowledge or skills
- Have as much new material as practically possible for the topic
- Be delivered by competent exercise professionals or academics (where they are being delivered by exercise professionals, those individuals should be registered with REP)

## For REPs Registered Education Providers

Providers complete a ROC application form, outlining course content, length of the course and if it is assessed or not. Fee: \$25+gst per ½ ROC

## For Education Providers that do not have any REPs Registered courses

Providers complete a ROC application form, and in addition provide the following information on the course

- Course objectives
- Presenter profiles
- Learning outcomes
- Detailed assessment method
- Detailed course content

This information will be verified by REPs, and if approved, will be awarded ROCs.

Fee: \$100+gst per ½ ROC

How many ROCs are there per course ?

Assessed Courses	Non Assessed Courses
1 ROC per day	½ ROC per day
Maximum 3 ROCs per course	

## Notes

- In all cases all courses must have the primary focus on upskilling of individuals already in employment in the fitness industry. It is expected that new material is presented if the course is repeated.
- No tertiary provider may run courses of more than five ROCS a year (excluding the Network Conference). A course may be run more than once in a year, and not effect this criteria.
- ROC allocation is required each year (the same course can reapply for ROC allocation each year)

## For REPs Registered Exercise Facilities

REPS Registered Exercise facilities that offer their own in house training are eligible to have their courses registered for ROCs as long as the courses met the following criteria:

- Run by a recognised presenter (an individual registered at the “Advanced” level or above, or a registered health professional, or otherwise able to be verified as ‘recognised’)
- That the facility’s training program is reviewed and approved by Sfruto (there may be a cost for this)

It is not intended that all courses run by exercise facilities would meet this standard, but that certain courses that have a robust structure, delivery mechanism and assessment processes would meet the standard. It is likely that only larger facilities with the structure to support such systems and process would be able to meet this standard.

### Notes:

- REPS Registered Exercise Facility completes a ROC application form, outlining course content, and the individual presenting
- Successful courses under this process are eligible for ½ ROC per day
- Courses of under one day in length may be bundled together to form “day length” courses  
e.g. 2 hours per day x 4 weeks = 1 day
- Fee: \$25+gst per ½ ROC

# Registration at Multiple Levels

Any individual may register at more than one level, as long as each level of registration is not a pre-requisite of any other registered level for that individual. This only applies to “Group Exercise” and “Master Trainer”.

i.e. an individual registered at any level OTHER than group exercise is not endorsed to operate at the group exercise level. In all other cases a lower level is a prerequisite of high levels of registration.

Examples of valid multiple level registrations:

- both a Personal Trainer (PT) and a Group Exercise Instructor, or
- both an Exercise Specialist and a Group Exercise Instructor
- both a Master Trainer and any other level (since Master Trainer has no prerequisites)

Examples of invalid multiple registrations:

- both a PT and an Exercise Consultant since latter is a prerequisite of being a PT
- both an Exercise Specialist and an Exercise Consultant since the later is a prerequisite of being an Exercise Specialist
- an Exercise Assistant and any other level other than Master Trainer (since the requirements of being a Exercise Assistant is a prerequisite to all other levels other than Master Trainer)

Individuals that apply for registration at more than one level pay one registration fee equal to the highest level of registration being applied for. Individuals that have already registered at one level, and apply for registration at another level need not pay any additional registration fees except where the new level of registration has a higher fee, and in such cases would only pay the difference (this only applies to registration fees, any assessment fees, appeal fees and so on are payable in all cases).

# Individuals leaving and re-entering the industry

It is recognised that individuals will leave and re-enter the exercise industry from time to time. In addition individuals may stay in the exercise industry, but leave New Zealand to do so.

The following policy will be applied to such individuals

- Individuals who leave the industry (or leave New Zealand) for a period of less than six months would be encouraged to simply keep their registration current with REPs.
- Individuals that go overseas to England or Australia and maintain registration with Fitness Australia or REPs UK, will be able to return to New Zealand and register with REPs at the same level they left with no further proof required.
- Individuals that go overseas to countries other than England or Australia have the option of
  - (i) Maintaining registration in New Zealand for the time they are away (work in the other country will count towards the ongoing education requirements) OR
  - (ii) Letting their registration in New Zealand lapse, and when they return re-registering. If the re-registration is within 2 years of their last registration in New Zealand, then they may reregister with REPs at the same level as long as they can demonstrate that they have undertaken ongoing education to a level similar to the ongoing education requirements of REPs. Registrations that have lapsed for more than 2 years would be treated as a new registration.
- Individuals may pay a registration fee of \$50 per year, and have their registration put on hold, during which time they are not registered to practice giving exercise advise/delivery but will be kept informed of REPs activities in the same way other registered individuals are. Should the individual also choose to do so they can continue to meet the ongoing education requirements of REPs, and in such cases can return to full registration and practicing anytime by simply paying the difference between their annual registration fee they paid. Individuals that choose not to continue to meet the ongoing education requirements may re-register in full with REPs as long as they meet the requirement for ongoing education for one year (i.e. 2 ROCs) and have had their registration on hold for less than five years. Registrations on hold for more than five years would need to re-register in the same way a new registration would.

**Important:** Individuals with membership on hold may NOT use the term “REPs Registered Exercise Professional” or any other derivations.

## Master Trainer Approval Process

Unlike all other levels of registration, The *Master Trainer* level of registration is not in itself a certificate of competency or otherwise a verification of any particular qualification or skill of the individual to undertake any particular exercise related activity. Instead, the Master Trainer is a recognition of an individual and the contribution that they have made/are making to the fitness industry in the area of education and training.

The REPs will consider applications for master trainer registration at any time, and will take advice from both the Tertiary Review Panel (TRP) and the Sfriso Fitness Sector Advisory Group as to appropriateness of awarding registration at this level for the individual.

# Registration Fees

Registration is at an individual level, therefore the individual pays the registration fee. The registration remains with the individual regardless of their place of employment, and re-registration is not required if an individual moves from one employer to another.

Workplaces may choose to subsidise registration totally at their discretion. Overseas some workplaces chose to pay employees back at the end of the year, if they are still in employment at that workplace.

**Table 1.0: Registration Fees**

Registration Level	Annual Registration Fee	REPs Registered Education Provider <sup>1</sup>	REPs Registered Exercise Facility <sup>2</sup>
Foundation	\$75+gst	\$35+gst	\$45+gst
Exercise Consultant (excluding PT)	\$125+gst	\$65+gst	\$75+gst
Specialist & PT	\$275+gst	\$175+gst	\$195+gst \$125 for PT Employees
	1 <sup>st</sup> year \$50 joining fee (waived for all registrations received by 31/12/2003) The joining fee recognises the higher amount of administrative work required to first register an individual.		

## NOTES

- (1) To receive this discount, ALL students that successfully complete any REPs registered course run by that institution must register (as a single transaction). Discounts only apply in the first year of registration for an individual, or where doing a new qualification enables them to register at a higher level. Subsequent re-registration of that individual would be done through standard registration, or through a REPs Registered Exercise facility.
- (2) To receive this discount, ALL staff and contractors of the centre that are involved in exercise delivery or advice in any way must be registered in one single transaction.
- (3) Registration is for the year 1<sup>st</sup> October to 30<sup>th</sup> September the following year. Registrations received after 1 April will pay the standard joining fee plus half the applicable annual registration fee
- (4) Pricing has been set based on the COST of registration. As REPs is a non profit charitable organisation, all monies received will only be applied for running and promoting the registration system

Additional Fees are payable in cases where

- Assessment by a REPs Registered Education Provider is required (Pathway 4)
- When applying with non REPs registered qualifications (Pathway 3)
- Where applications are not complete, and additional information that is requested is not provided within 28 days of the first application
- An unsuccessful appeal

# Registration of Exercise Facilities and Education Providers

## Education Providers

Tertiary institutions that have their course accepted by the Tertiary Review Panel (TRP) may use the term *REPS Registered Education Provider* or *REPs Registered course*.

## Process for Registering Education Providers

The Tertiary Provider Panel (TRP) will be used to review each application. Within the TRP an individual will be assigned the task of verifying the course against the REPs standards, and showing this work to the TRP for sign off.

Where an individual is employed or contracted by the tertiary institution applying for accreditation, or has a conflict of interest, or in anyway significantly involved with one of the tertiary institution direct competitors, then that individual will stand down from the review process for that particular application. Potential conflicts include: working for a direct competitor of an applicant, or having a previous relationship with the applicant that could result in an unfair hearing for the applicant.

Appeals of TRP decisions will be heard by the Appeal and Disciplinary Committee.

NB: It is not a requirement for a registered course to meet the work experience requirements of the registration levels. If a registered course meets all the requirements of a particular level of registration except the work experience requirement, then a graduate from that course will be able to provisionally register at that level, subject to completing the work experience requirements within 90 days (six months for a PT). In such cases the education provider will be able to claim that the course meets the REPs standards.

**Cost:** The cost of an application is \$950+gst per course. Courses are then registered for 24 months. (the funds from this will be used to run the Tertiary Review Panel)

NB: Should a provider so request, consideration will be given to allowing an individual to sit on the TRP and instead of payment, having their TRP work credited towards any fees for their tertiary institution. In effect their TRP work can be used to offset any course application costs.

## Accreditation Process

Once set up, the TRP's first task will be to formally develop and adopt an application/review process for courses applying for accreditation. This process will outline how applications should be considered, and exactly how the criteria should be interpreted. Initially applications will be conducted in pairs, and the recommendation from each pair reported back to the panel for approval (or adjustment).

## **Benefits of being a REPs Registered Education Provider**

### **(1) Increased credibility and promotion of REPs Registered courses**

Reps will keep a public list of registered courses, and when contacted by the public provide these to individuals enquiring about getting employment in the fitness industry. The REPs will never recommend any particular course, but will always recommend that individuals undertake a course that is REPs registered.

### **(2) Option of Substantial Discount for bulk registration of graduates**

Tertiary institutions that have had their course registered that also choose to sent in registration forms of all students that successfully pass the course, will receive substantial discounts on registration fees (it is envisaged that this would be passed on to the students as a course related cost). See "Registration Fees" for more details.

NB: To receive this level of discount, the tertiary institutions must register all students from all courses run by that provider that are registered by REPs

### **(3) Simplified process for running course for ongoing Education (ROC courses)**

Once registered, the tertiary institution may run ROC courses for only \$25 per ½ ROC (renewable annually). For full details see the ROC system see the "Recognition of Competency" section.

### **(4) Opportunity to undertake assessment (pathway 4)**

REPs Registered Education Providers are the only organisations able to recognise existing competencies under pathway four. REPs Registered Education Providers are able to charge a fee for this assessment to the individual.

# REPs Registered Exercise Facility

## What is a REPs Registered Exercise Facility?

An exercise facility (such as a fitness centre, gym, health club etc) that registered all staff involved in exercise delivery and also is a member of the relevant industry body (FitnessNZ) may apply to recognition as a REPS Registered Exercise Facility.

## Why have it ?

As registration is on an individual level, members of the public could find it problematic to determine who is registered and who is not, unless they go to the trouble of asking for registration details from every individual they have contact with in a fitness centre. As a way of ensuring the public can be 100% confident that any individual working at the centre is registered, they can go to a REPs Registered Exercise Facility.

## How to Apply for REPs Registered Exercise Facility (REF) Status

Any exercise facility may apply for REPs Registered Exercise Facility status, by completing an application form and paying the appropriate annual fee.

Small Facilities: \$195+gst (less than 10 staff involved in exercise delivery/advice)

Other Facilities: \$495+gst (10 or more staff involved in exercise delivery/advice)

## Criteria

To be accepted the exercise facility must meet the following criteria

- the centre must be a full member of the national industry association (Fitness New Zealand) and agree to abide by its Code of Ethics
- all staff involved in exercise delivery or advice must be registered by the centre.

To receive the discounted registration rate, registrations must be received in bulk by REPs (i.e. all individuals employed by the centre are sent as one, with a single payment).

REPs Registered Exercise Facilities may choose to register staff under Pathway 2. Each registration under this pathway should have:

- The CV of person
- The length of time the individual has worked in the fitness industry, with a summary of roles and time in each role.
- Signed statements verifying the above by referees (supervisors of the individual, including their job title, and length of time in that role)
- They facility agrees to support the individual to achieve full registration, including on job training as required

Should a registered professional leave a REPs Registered Exercise Facility (REF) while still on provisional registration, as long as they start work at (or in the case of a PT are contracted to) another REPS REF, then registration remains unchanged. In all other cases where an individual leaves an REF with provisional registration, they will be given 28 days to enter another pathway for registration, or have their registration lapse – in such cases the individual would be required to pay the difference between the REF and non REF registration rate.

## **Benefits of Registered Exercise Facility (REF) Status**

### **(1) Discounted registrations**

REPs REF centres receive substantial discount on registration fees (see "Registration Fees")

### **(2) Ability to register staff under pathway 2**

Being employed or contracted by a REPs REF is the only way an individual may be registered under pathway 2.

### **(3) Ability to advertise job vacancies**

REPs REFs may advise the REPs of any position, and this will be emailed out to all registered professionals that have indicated that they are interested in being contacted by potential employers.

### **(4) Free Promotion of REPs REFs**

- In the yellow pages
- On The REPs web site
- Via the REPs 0800 (members of the public will be given details of AFCs near them)
- AFCs will be publicised to Regional Sports Trusts, and other relevant fitness or health based agencies

### **(5) Ability to run in-house education programs eligible for Recognition of Currently (ROCs) credits**

REPs REFs will be able to have their in-house training that meets the REPs standards eligible for credits towards the ongoing education requirements of REPs. For more details see "Re-Registration Process - Ongoing Education".

Free promotional advertising by REPs (they will mentioned they are a "Preferred Centre" and the centre may use the term "REPs Registered Exercise Facility")

## **Notes**

To apply for provisional registration under Pathway 2, the individual being registered must be

- Employed or in a contractual relationship for exercise delivery / advice with the centre, and been in this role prior to 31<sup>st</sup> December 2003

# Terms used to describe registered individuals and facilities

## Individuals

Individuals that register may use the following term *REPs Registered Exercise Professional* to describe and market themselves. In addition they may use the term “REPs Registered “... followed by the level name eg “*REPs Registered Personal Trainer*” or “*REPs Registered Exercise Assistant*”

## Exercise facilities

Facilities such as health clubs, fitness centres, aerobics centres etc that meet the requirements of the REPs standards (see details on “REPs Registered Exercise Facility”) may use the term “*REPs Registered Exercise Facility*”

# Advisory Panels

## Expert Advisory Panel (EAP)

The purpose of the EAP is to advise the REPs on all relevant matters from a perspective of other professionals that interact or service the fitness industry in some capacity. The EAP is likely to meet once or twice a year. Individuals from as many disciplines and areas as possible will be invited to take part in this panel, but numbers managed to ensure operational effectiveness.

Health professionals will be encouraged to give feedback in all areas, and in particular on the requirements of registration/ongoing education requirements at the specialist level.

## Tertiary Review Panel (TRP)

The Tertiary review panel is made up of academic experts from tertiary institutions involved in delivery of qualifications for exercise professionals. The TRP has three main functions

- (1) to advise the REPs on matter related to tertiary education and how this interacts with the REPs
- (2) approve or decline applications for REPs Registered Education Provider status
- (3) appoints/removes TRP reviewers to verify individuals qualifications as mapped out against the REPs standards

## Appeal and Disciplinary Panel (ADP)

### APPEALS

The ADP hears appeals on the following matters

- (1) any registration decision (through any pathway)
- (2) decisions of the TRP declining a tertiary provider for registration status

#### (1) Registration Appeals

Individuals that wish to appeal the outcome of a registration application can apply to have the decision reviewed by the Appeals/Disciplinary Panel (ADP). Before an application will be heard the appropriate appeal fee needs to be paid, and an appeal application formally lodged in writing. The appeal fee will be refunded should the appeal be successful.

The ADP will review the process followed for the specific decision being appealed, taking into account comments / statements from any organisations or individual that undertook any assessment or review as a part of the registration process, as well as comments/statements from the appellant.

The ADT shall be limited to looking at matters of process, rather than specific exercise issues.

Possible outcomes of an appeal are restricted to:

- (i) accepting appeal and referring back for reassessment (pathway 4) or re-review (pathway 3) or reconsideration (pathway 2)
- (ii) declining the appeal.

## **(2) TRP Appeals**

The ADP hears appeals against TRP decisions for accreditation of tertiary providers. As with (1) above, the panel will consider principally the process followed. The outcomes of this appeal may be

- (i) accepting appeal and referring back it to the TRP for re-consideration
- (ii) declining the appeal.

## **COMPLAINTS (disciplinary function)**

Any individual, whether they be a member of the public, another registered professional, or a third party, may lay a complaint with the REPs in regards to the behaviour/actions/inaction of any registered individual. The complaint should be in relation to a registered professional not following the REPs Code of Ethical Practice, or is in any other way breaching a REPs standard.

### **How to complain**

Complaints against any registered individual may be made to the REPs. Any complaint should be made in writing, and outline:

- The full name and details of the person(s) to whom the complaint refers
- Relevant dates and times of any events
- Exactly what the complaint is for (making reference to any specific breaches of the Code of Ethical Practice if they believe it has been breached) and the context of the issue
- Your relationship / involvement in the process
- The contact details of the person complaining

### **Possible outcomes of the complaint process**

Serious complaints will be heard by the Appeals and Disciplinary Panel (ADP). This committee is empowered to make the following decisions as a result of any complaint it hears:

- No action
- Requesting any registered individual to undergo specific training
- For more serious offences: Temporarily revoking registration status for a set period of time
- For the most serious offences: Permanently removing a registered individual from the REPs
- There may also be the option to the matter to a government recognised commissioner

## **NOTES**

In all cases, complaints must be about *registered individuals*. Complaints about a REPs Registered Exercise facility not having registered staff involved in the exercise delivery area will be administered by REPs – and if upheld, the centre could have their accreditation removed (temporarily or permanently). Complaints of a minor nature may be dealt with by the REPs without referring to the ADP.

## **Sfrito Fitness Sector Advisory Group (Fitness SAG)**

Sfrito has a fitness sector advisory group made up to advise it on Fitness education, training and qualifications needs. The REPs will also use this group to get wide industry feedback on REPS issues. The Fitness SAG is made up of a mix of employers (large, medium and small workplaces), employees, tertiary providers, and two representatives to ensure needs Maori are considered and addressed by the group.

# Code of Ethical Practice

In addition specific competencies required for registration, and on going education required for re-registration, all registered exercise professionals are required to abide by the REPs Code of Ethical Practice.

The code sets out a number of standards related to behaviours and general standards of professionalism. Complaints received against a registered professional breaching the code are heard by the Appeal /Disciplinary Panel (ADP)

## Privacy Policy

As a general policy the REPs will keep all information confidential except where is it in the public interest to disclose this information. All disclosures will be in consistent with permission received from registered individuals.

Specifically the following information will be able to be accessed:

- (1) Any person may verify the registration status of any individual. When applying for such information the person applying must state their name and the reason for the enquiry (e.g. an employer verifying a potential employee's status, or a member of the public verifying their trainer).
- (2) A person may verify the status of a tertiary provider and/or workplace to see if they are registered. In addition a list of REPS Registered Exercise Facilities and a list of REPs Registered Education Providers will be made public and easily accessible to the public, and also used in various media releases and advertising
- (3) Registered professionals that indicate they are willing to receive information about job opportunities will be sent an email from REPs from time to time with a list of job vacancies at REPS Registered Exercise Facilities.

REPs will never disclose the contact details of any registered individual to any employer or third party except with the express permission of the individual.

At no time will a list of registered individuals be given to any person or organisation except where required to do so under law.

Decisions of any panel are considered public and may be disclosed to any person inquiring with good reason. All documents, records and notes relating to any decision are considered confidential and will not be disclosed.

# Audit Process

To ensure the integrity of the system, the REPs will ensure a robust audit process is in place for the various areas of its registration process as detailed below. Where practical, audits will be undertaken by an independent body/person(s). Consideration will also be given to utilising existing review processes used by other organisations that may provide a function similar to the audit requirements of the REPs.

## Individuals

Those with provisional/full registration may be visited and assessed against any REPs standard that they have provisional/full registration.

## Education Providers

REPs Registered Education providers may be audited by the TRP at any stage against any requirement under the REPs process. In addition any education provider offering any ROCs credits can have their course audited against the requirements of this system.

## Exercise Facility

Any REPs Registered Exercise Facility (REF) can be audited to ensure all exercise professionals employed or otherwise engaged at the centre are registered, and that the centre meets all other criteria for REF status.

REPs REFs that breach any of the criteria for REF status may have their REF status temporarily or permanently removed.

In all cases, audits will be at no cost to the individuals/organisation concerned (other than time involved), and the individual(s)/organisation undertaking the audit will provide a written report on their findings to REPs, along with recommended actions.

# Frequently Asked Questions

## **Why does REPs not undertake any assessment or training of individuals?**

REPs, through its many processes of consultation with the industry and related sectors, sets the standards for registration. To ensure REPs in not both the “standard setter and standard checker” REPs does not get directly involved in training or assessment. Assessment and training is the realm of tertiary institutions, and also when it is based on on-job training, through Sfrtio assessors. This allows REPs to remain independent to the process.

## **How can I tell if someone is registered?**

The REPs will confirm the registration level of any exercise professional to any individual enquiring. Eventually this will be able to be done online (see also privacy policy).

## **What does this mean for those working in the industry ?**

Firstly, for the majority of individuals, it does NOT mean that you have to obtain any new qualifications. The registration system is about *recognising your existing qualifications and experience*, not making you undertake new training. Individuals that have little or no formal qualifications can apply to have an approved third party verify that they have the required skills through a transparent process (pathway 4). Only those that are not qualified and can not show that they have the required skills will be unable to register until they complete further training.

A list of existing qualifications will be matched up against the levels of the registration system, so you will be able to verify which level of registration your existing qualifications match up with. If you choose to undertake further studies, we will be able to provide you with a list of courses so you will know which ones enable you to register at a higher level.

# Document's Revision History

8 May 2002 Draft Released for comment by health professionals and education providers

12 May 2003 Draft Code of Ethical Practice Released

10 June 2003 Revised Draft Released for Fitness Industry & Public Comment

June/July – Industry Roadshow (12 meetings in 11 cities). Approximately 200 individuals throughout New Zealand attended, predominantly made up of centre owners/managers, with a number of exercise professionals also present. In addition individuals attended from the follow organisations: Many tertiary education institutions, ACC, TEC, Ministry of Health, Regional Sports Trusts.

23 July Final Document Released for industry comment

9 August Process finalised, and document released



