



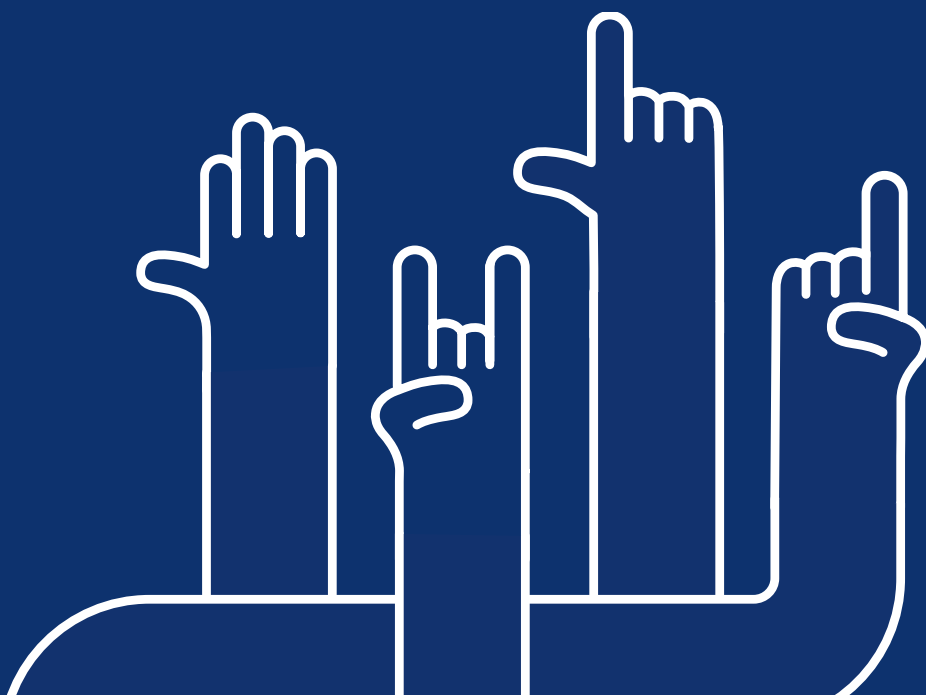
Partner Endorsement Guide

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Introduction

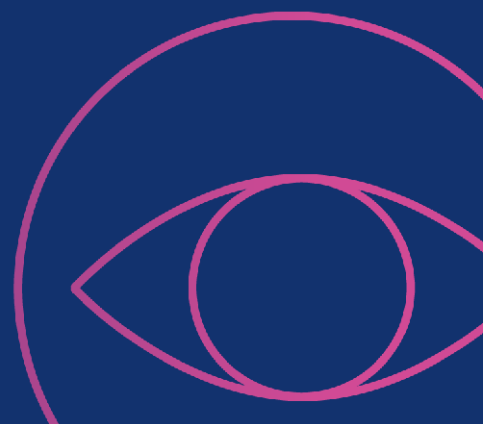
CIMSPA members and their professional practice is an integral part of CIMSPA's work towards achieving the vision of creating a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.



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Endorsement Process



The endorsement process for education partners is slightly different at the initial phase of the process, however all education products submitted go through the same steps outlined in the partnership type.

The [Professional Development Board \(PDB\)](#) and Professional Development Committees (PDC's) have access to the quarterly, approved endorsements. The PDB and PDC's will not be expected to review endorsement submissions, instead they will be issued a list of endorsements quarterly. The board or committees reserve the right to review endorsement submissions as deemed necessary.

The partner endorsement feedback form can be found [here](#). Moderators use this form to provide feedback for all education partnership types, along with providing feedback in the mapping template(s) submitted. The form shows the questions the moderators consider when reviewing the education providers submission, as well as resources they check to support the endorsement submission.

When a provider is submitting an endorsement for review with another organisation, it is essential that the submission is made collaboratively and jointly. Both organisations must hold joint intellectual property rights for the product being submitted. This requires the submission of all documentation, employer support, and guidance together. Additionally, written and signed consent from both parties must be provided, declaring equal joint ownership.

If only one organisation is in partnership with CIMSPA, CIMSPA will recognise the submitting organisation as the product owner across all platforms. Consequently, this organisation will receive all associated partnership and endorsement benefits, including the use of the logo.

We would encourage any third-party organisations to seek more information regarding a potential partnership as this may add additional benefit to their training and organisation.

A "third party" in this context refers to any individual or organisation that is not directly involved in the joint submission process between the two primary parties (the ones holding joint intellectual property rights) Intellectual property rights are legal rights that protect the creators' ownership and control over their creations, including, designs, and trademarks. Joint intellectual property rights mean that

both parties share ownership and have equal rights and responsibilities regarding the use, commercialisation, and protection of the intellectual property. Essentially, it is an external entity that is not one of the collaborating partners in the endorsement submission.

FAQs for Submitting a Third Party's Training for Endorsement

1. **Can I submit an endorsement on behalf of a third party?** Yes, you can submit an endorsement on behalf of a third party, but not if the content has been created for the provider who is already in partnership with CIMSPA. Also, if there is a reason as to why the third party cannot submit themselves or become a partner, CIMSPA request notice of this.
2. **What is considered a third party in the context of endorsements?** A third party is any individual or organisation that is not directly involved in the joint submission process. This includes entities that do not hold joint intellectual property rights for the product being submitted.
3. **What are the requirements for submitting on behalf of a third party?**
 - There must be a shared agreement between the submitting partner and the third party, authorising the submission.
 - Written and signed consent from both parties must be provided, declaring the arrangement and the reasons why the third party cannot submit themselves or become a partner.
 - All documentation for the endorsement submission as per the guidance requirements.
4. **Why might a third party not be able to submit their training themselves?** Reasons may include resource constraints, or other specific barriers that prevent them from applying directly. These reasons must be clearly communicated to CIMSPA.
5. **How should the shared agreement be documented?** The shared agreement should be documented in writing, signed by both parties, and included with the submission. This agreement should outline the responsibilities, rights, and authorisation details.
6. **What happens if the third party can eventually become a partner?** If the third party can later meet the requirements to become a partner,

they should apply to become a Training Provider Partner with CIMSPA and handle their endorsements independently.

7. **What documentation is required for a joint submission?** All documentation, and guidance must be submitted together. Additionally, written and signed consent from both parties must be provided, declaring the shared agreement and the reasons for third-party submission.
8. **If there are additional reasons for the third party not being able to submit themselves, what should be done?** Any additional reasons should be clearly communicated to CIMSPA as part of the submission. Transparency is essential to ensure all factors are considered.
9. **What happens if only one party is in partnership with CIMSPA?** If only one party is in partnership with CIMSPA, CIMSPA will recognise that party as the product owner across all platforms. This party will receive all associated partnership and endorsement benefits, including the use of the logo.
10. **How can a third party become a Training Provider Partner with CIMSPA?** The third party must apply through CIMSPA's official process to become a Training Provider Partner. [Find out more about the application process on the CIMSPA website.](#)

It is expected that all education partners will submit their first endorsement upon signature of the contract, or within three months of the contract being signed in line with the submission windows.

All education products submitted for endorsement must have suitable pre-requisites where the education product is designed to support or enhance occupational competence and scope of practice e.g., Continuous Professional Development (CPD).

Where an education product provides occupational competence, a pre-requisite is not always required e.g., regulated occupational awarding organisation qualification that meet a full occupational professional standard or Higher Education Degrees that meets a full occupational professional standard will not always require a pre-requisite.

The full suite of industry professional standards can be [accessed from our professional standards library](#). The associated mapping templates are also accessible via the library.

During the endorsement review, if the moderator determines the submission is not yet endorsed, the partner will be provided with clear, supportive feedback around the submission, with actions and recommendations to facilitate future endorsement (in a resubmission).

All education partners will be notified of any consultations and/or reviews happening with new and existing industry professional standards. [CIMSPA position statements on individual industry areas be found on our website](#).

On review of any professional standard, all education partners will be advised of any amends that may impact endorsement/s. When an updated version of a professional standard is released and published, any education product and education partner that has mapped to the professional standard will be provided with a timeframe to transition to the new version and supported to map to the most up to date professional standard, this will ensure the education product remains valid and employer led.

If there are any questions on the process, please contact endorsements@cimspa.co.uk

Training Provider Partners

We advise that support for endorsement should be sought through your Education Manager prior to submitting, to ensure the CPD product is appropriate for endorsement.

For further guidance on the allocation of CPD points and categories please see the CPD Policy.

Endorsement process

- **Step 1** – The Education Manager will collaborate with the key contact/contacts from the Training Provider Partner to support with queries around the endorsement submission, mapping templates and provide guidance where necessary.
- **Step 2** – The Training Provider Partner submits the education product for endorsement via the online system (if support is required, please contact trainingpartners@cimspa.co.uk) – including supporting evidence such as: pre-requisites, scheme of work, learning programme, learning and assessment resources and any other relevant resources that will support your endorsement submission. To ensure the endorsement process is a seamless process, the Training Provider Partners is required to submit all evidence necessary for a full and comprehensive review. Failure to do so may result in the endorsement review being delayed.
- **Step 3** – The Training Provider Partner will receive an email to confirm that the endorsement submission has been received.
- **Step 4** – A moderator* will be assigned to review the endorsement submission. From the closing date of the submission window, this process can take up to 30 working days. The Training Provider Partner may be contacted for clarification/questions on the submission during that time or post review.

* Moderator – sector specialists within the industry areas, as per the Professional Development Committees.

- **Step 5** – The Training Provider Partner will be informed of the outcome by email from the Education team via endorsements@cimspa.co.uk. A follow up meeting can be arranged to discuss next steps/areas of feedback.

Outcomes

- **Outcome 1** – CPD is approved and endorsed- The Training Provider Partner receives confirmation and relevant logos from the Education team via endorsements@cimspa.co.uk. The endorsed CPD will become accessible for CIMSPA members via the online system and will be uploaded to the [CIMSPA Endorsed Training Directory](#).
- **Outcome 2** – CPD is not yet endorsed – Clear feedback is provided, with correspondence from the Education team, to enable the Training Provider Partner to review and address the feedback. The Training Provider Partner then has the following options:
 - The Training Provider Partner makes amends to endorsement submission, based on the moderators’ feedback, and resubmits within a given timeframe.
 - The Training Provider Partner may appeal against the decision and address the endorsement with the committee[†].
- **Outcome 3** – Endorsed with conditions- The CPD has been endorsed but there are specific conditions that the Training Provider Partner will need to fulfil, for full endorsement. These conditions will have been identified by the moderator and will be shared with the Training Provider Partner through clear feedback and actions.

Examples of the conditions could include: a change or update to website information, requiring accurate reference numbers or amends to detail that does not impact on the full endorsement but that need to be made before renewal (re-endorsement).

[†] Committee - [Industry Professional Development Committees](#) (Performance Sport, Exercise and Fitness, Community Sport and Leisure Operations).

Following **Outcome 1**, the CPD is approved and endorsed on the portal, with the appropriate CPD points allocated. It will go live to the public via the [CIMSPA Endorsed Training Directory](#).

Where a Training Provider Partner makes an amend to the endorsed CPD, the Training Provider Partner must inform CIMSPA of the amends within 30 days of the amends going live. The amends could be considered minor or major changes to the original endorsed CPD. These may include (but are not limited to): title change, delivery/assessment methods, content, changes to workforce or changes to mapping to CIMSPA professional standards.

The Training Provider Partner may also decide to cease delivery of the endorsed CPD due for several reasons. The Training Provider Partner should inform CIMSPA within 30 days of the CPD being withdrawn.

If there are any questions on the endorsement process, please contact the education team at endorsements@cimspa.co.uk

Sport's Governing Body Partners

Sport's Governing Bodies are inherently responsible for their workforce and govern and administer a sport on a national basis, whether that is for the whole of the United Kingdom, or for one of the Home Countries.

In line with the Standards for Deployment policy and guidance, Sport's Governing Bodies are able to make informed decisions on the type of training and assessment an individual needs, to be deemed as competent in their role and eligible to be awarded professional recognition by their professional body, CIMSPA.

All organisations responsible for governing their workforce i.e., employers, deployers, sport's governing bodies and membership organisations are encouraged to apply relevant and reasonable principles when deciding what type of assessment is required for the role, they can do this by using the guidance in the Professional Standards and policies published by CIMSPA.

Organisations responsible for governing their workforce have an obligation to ensure they are making the right decisions regarding the use of regulated qualifications[‡]. The Standards and guidance have been provided as a guide for organisations to use to make informed decisions underpinned by robust principles.

CIMSPA will provide guidance on the core occupations as outlined by the professional standards and organisation responsible for governing their workforce should apply that to their context. For example, CIMSPA will provide guidance on in relation to the occupation of coach as outlined in the professional standards, a sports governing body should then identify the specific risks, expertise, and mitigations they apply to determine their rating of the coach in that environment subsequently applying the appropriate types of training and assessment.

[‡] a definition of regulated qualifications and who can act as a regulator is outlined in the standards for deployment policy

If you are not working with an Awarding Organisation and the standards for deployment requires the role to have a form of regulation, a clear justification would need to be submitted and furthermore, any certificating bodies will need to be a CIMSPA Partner.

We advise that support for endorsement should be sought through your Workforce Governance Partnership Manager and or Education team prior to submitting, to ensure the education product is appropriate for endorsement.

For further guidance on the allocation of CPD points and categories please see [the CPD Policy](#).

Endorsement process

- **Step 1** – The Workforce Governance Partnership Manager will collaborate with the key contact/contacts from the Sport’s Governing Body Partner to support with queries around the endorsement submission, mapping templates and provide guidance where necessary.
- **Step 2** – The Sport’s Governing Body Partner submits the education product for endorsement via the online system (if support is required, please contact ersequeries@cimspa.co.uk) – including supporting evidence such as: pre-requisites, scheme of work, learning programme, learning and assessment resources and any other relevant resources that will support your endorsement submission. To ensure the endorsement process is a seamless process, the Sport’s Governing Body Partner is required to submit all evidence necessary for a full and comprehensive review. Failure to do so may result in the endorsement review being delayed.
- **Step 3** – The Sports Governing Body Partner will receive an email to confirm that the endorsement submission has been received.
- **Step 4** – A moderator* will be assigned to review the endorsement submission. From the closing date of the submission window, this process can take up to 30 working days. The Sport’s Governing Body Partner may be contacted for clarification/questions on the submission during that time or post review.

- **Step 5** – The Sport’s Governing Body Partner will be informed of the outcome by email from the Education team via endorsements@cimspa.co.uk. A follow up meeting can be arranged to discuss next steps/areas of feedback.

Outcomes

- **Outcome 1** – Education product (e.g., formal course, CPD or Qualification) is approved and endorsed- The Sport’s Governing Body Partner receives confirmation and relevant logos from the Education team via endorsements@cimspa.co.uk. The endorsed Education product (e.g., formal course, CPD or Qualification) will become accessible for CIMSPA members and will be uploaded to [CIMSPA Endorsed Training Directory](#).
- **Outcome 2** – Education product (e.g., formal course, CPD or Qualification) is not yet endorsed – Clear feedback is provided, with correspondence from the Education team, to enable the Sport’s Governing Body Partner to review and address the feedback. The Sport’s Governing Body Partner then has the following options:
 - The Sport’s Governing Body Partner makes amends to endorsement submission, based on the moderators’ feedback, and resubmits within a given timeframe.
 - The Sport’s Governing Body Partner may appeal against the decision and address the endorsement with the committee†.
- **Outcome 3** – Endorsed with conditions- The Education product (e.g., formal course, CPD or Qualification) has been endorsed but there are specific conditions that the Sport’s Governing Body Partner will need to fulfil, for full endorsement. These conditions will have been identified by the moderator and will be shared with the Sport’s Governing Body Partner through clear feedback and actions.

Examples of the conditions could include: a change or update to website information, requiring accurate reference numbers or amends to detail

that does not impact on the full endorsement, but that need to be made before renewal (re-endorsement).

Following **Outcome 1**, the Education product (e.g., formal course, CPD or Qualification) is approved and endorsed, with the appropriate CPD points allocated.

Where a Sport's Governing Body Partner makes an amend to the endorsed Education product (e.g., formal course, CPD or Qualification), the Sport's Governing Body Partner must inform CIMSPA of the amends within 30 days of the amends going live. The amends could be considered minor or major changes to the original endorsed product(s). These may include (but are not limited to): title change, delivery/assessment methods, content, changes to specifications or changes to mapping to CIMSPA professional standards.

The Sport's Governing Body Partner may also decide to cease providing the endorsed product(s) for several reasons. The Sport's Governing Body Partner should inform CIMSPA within 30 days of the education product being withdrawn.

If there are any questions on the endorsement process, please contact the education team endorsements@cimspa.co.uk.

Awarding Organisation Partners

For CPD endorsement please see the [CPD Policy](#) for further guidance on the allocation of CPD points and categories.

Endorsement process

- **Step 1** – The Education Manager will collaborate with the key contact/contacts from the Awarding Organisation Partner to support with queries around the endorsement submission, mapping templates and provide guidance where necessary.
- **Step 2** – The Awarding Organisation Partner submits the education product for endorsement via the online system (if support is required, please contact the Education Manager) – including supporting evidence such as: pre-requisites, scheme of work, learning programme, learning and assessment resources and any other relevant resources that will support your endorsement submission. To ensure the endorsement process is a seamless process, the Awarding Organisation Partner is required to submit all evidence necessary for a full and comprehensive review. Failure to do so may result in the endorsement review being delayed. We advise that support for endorsement should be sought prior to submitting the education product from the relevant regulator or body.
- **Step 3** – The Awarding Organisation Partner will receive an email to confirm that the endorsement submission has been received.
- **Step 4** – A moderator* will be assigned to review the endorsement submission. From the closing date of the submission window, this process can take up to 30 working days. The Awarding Organisation Partner may be contacted for clarification/questions on the submission during that time or post review.
- **Step 5** – The Awarding Organisation Partner will be informed of the outcome by email from the Education team via endorsements@cimspa.co.uk. A follow up meeting can be arranged to discuss next steps/areas of feedback.

Outcomes

- **Outcome 1** – Education product (CPD or Qualification) is approved and endorsed – The Awarding Organisation Partner receives confirmation and relevant logos from the Education team via endorsements@cimspa.co.uk. The endorsed CPD or Qualification will become accessible for CIMSPA members and will be uploaded to [CIMSPA Endorsed Training Directory](#).
- **Outcome 2** – Education product (e.g., formal course, CPD or Qualification) is not yet endorsed – Clear feedback is provided, with correspondence from the Education team, to enable the Awarding Organisation Partner to review and address the feedback. The Awarding Organisation Partner then has the following options:
 - The Awarding Organisation Partner makes amends to endorsement submission, based on the moderators' feedback, and resubmits within a given timeframe.
 - The Awarding Organisation Partner may appeal against the decision and address the endorsement with the committee†.
- **Outcome 3** – Endorsed with conditions– The Education product (CPD or Qualification) has been endorsed but there are specific conditions that the Awarding Organisation Partner will need to fulfil for full endorsement. These conditions will have been identified by the moderator and will be shared with the Awarding Organisation Partner through clear feedback and actions.

Examples of the conditions could include: a change or update to website information, requiring finalised qualification specifications or amends to detail that does not impact on the full endorsement but that need to be made before the approval logos can be shared.

Following **Outcome 1**, the Education product (CPD or Qualification) is approved and endorsed on the portal, with the appropriate CPD points allocated. It will go live to the public via the [CIMSPA Endorsed Training Directory](#). This may be delayed if the partner still needs to submit to the regulator.

Where an Awarding Organisation Partner makes an amend to the endorsed Education product (e.g., formal course, CPD or Qualification), the Awarding Organisation Partner must inform CIMSPA of the amends within 30 days of the amends going live. The amends could be considered minor or major changes to the original endorsed product(s). These may include (but are not limited to): title change, delivery/assessment methods, content, changes to qualification specification or changes to mapping to CIMSPA professional standards.

The Awarding Organisation Partner may also decide to cease providing the endorsed product(s) for several reasons. The Awarding Organisation Partner should inform CIMSPA within 30 days of the education product being withdrawn.

If there are any questions on the endorsement process, please contact the education team endorsements@cimspa.co.uk.

Higher Education Partners

The endorsement relates to a single degree programme (inclusive of Foundation, Undergraduate and Postgraduate degrees). It will not relate to endorsement of the whole institution.

For CIMSPA endorsement – the programme must:

- Have embedded the principles and focus areas outlined in the Advance HE (former HEA) Employability Framework.
- Fully cover all the criteria contained within and be delivered in the intention of one or more CIMSPA professional standards.
- Align to the QAA subject specific benchmark statements.
- Evidence the engagement of CIMSPA employer partners in the programmes design, delivery, and evaluation e.g., employer panels engaged in programme and assessment design, employers providing guest lectures in delivery and destination employers commenting on the programme suitability.
- Include an element of work-based or work-related learning which includes assessing the skills and behaviours outlined in one or more of the CIMSPA professional standards.

CIMSPA endorsement of Sport and Exercise Science degrees reflects the inclusion of content that maps to industry professional standards required in roles within the sport and physical activity sector e.g., Personal Trainer, Gym Instructor.

BASES endorsement of Sport and Exercise Science Undergraduate degrees is awarded to courses that meet criteria covering the necessary foundation of Sport and Exercise Science knowledge, technical skills and professional development competencies required to succeed in the profession. BASES Undergraduate Endorsement Scheme (BUES) is now the recognised standard for all Sport and Exercise Science Undergraduate degree programmes in the UK.

Where a Higher Education partner submits training for CPD endorsement please see the [CPD Policy](#) for further guidance on the allocation of CPD points and categories.

Endorsement process

- **Step 1** – The Education Manager will collaborate with the key contact/contacts from the Higher Education Partner to support with queries around the endorsement submission, mapping templates and provide guidance where necessary.
- **Step 2** – The Higher Education Partner submits the education product for endorsement via the online system (if support is required, please contact the Education Manager) – including supporting evidence such as: qualifications specification, learning programme, module overviews, outcomes, learning and assessment resources, VLE resources/ materials and any other relevant resources that will support the endorsement submission. To ensure the endorsement process is a seamless process, the Higher Education Partner is required to submit all evidence necessary for a full and comprehensive review. Failure to do so may result in the endorsement review being delayed.
- **Step 3** – The Higher Education Partner will receive an email to confirm that the endorsement submission has been received.
- **Step 4** – A moderator* will be assigned to review the endorsement submission. From the closing date of the submission window, this process can take up to 30 working days. Higher Education Partner may be contacted for clarification/questions on the submission during that time or post review.
- **Step 5** – The Higher Education Partner will be informed of the outcome by email from the Education team via endorsements@cimspa.co.uk. A follow up meeting can be arranged to discuss next steps/areas of feedback.

Outcomes

- **Outcome 1** – Education product (Degree programme or CPD) is approved and endorsed – The Higher Education Partner receives confirmation and relevant logos from the Education team via endorsements@cimspa.co.uk. The endorsed Degree Programme or CPD will become accessible for CIMSPA members and will be uploaded to [CIMSPA Endorsed Training Directory](#). Provisional endorsement may be provided whilst going through validation/revalidation.
- **Outcome 2** – Education product (Degree programme or CPD) is not yet endorsed – Clear feedback is provided, with correspondence from the Education team, to enable the Higher Education Partner to review and address the feedback. The Higher Education Partner then has the following options:
 - The Higher Education Partner makes amends to endorsement submission, based on the moderators’ feedback, and resubmits within a given timeframe.
 - The Higher Education Partner may appeal against the decision and address the endorsement with the committee†.
- **Outcome 3** – Endorsed with conditions– The Education product (Degree programme or CPD) has been endorsed but there are specific conditions that the Higher Education Partner will need to fulfil for full endorsement. These conditions will have been identified by the moderator and will be shared with the Higher Education Partner through clear feedback and actions.

Examples of the conditions could include conditions around validation/revalidation, a change or update to website information, requiring correct reference numbers, requiring finalised module overviews or amends to detail that does not impact on the full endorsement but that need to be made before the approval logos can be shared.

Following **Outcome 1**, the Education product (Degree programme or CPD) is approved and endorsed on the portal, with the appropriate CPD points allocated.

It will go live to the public via the [CIMSPA Endorsed Training Directory](#). This may be delayed if the partner still needs to submit to the regulator.

Product endorsement is reviewed annually (on the date of approval). The re-endorsement process: two months before renewal of contract, the Education Manager will contact the Higher Education Partner to discuss re-endorsement of the education product(s). In the life cycle of an endorsed product there may be amends to the original endorsed submission. The amends could be considered minor or major changes. These may include (but are not limited to): delivery/assessment methods, content, changes to workforce, changes to mapping to CIMSPA professional standards. It is requested that when a Higher Education Partner makes an amend, they inform CIMSPA within 30 days of the amends going live.

The Higher Education Partner may also decide to cease delivery of the education product(s), this could be for several reasons, for example whilst a revalidation is taking place or due to limited recruitment. The Higher Education Partner should inform CIMSPA within 30 days of the education product being withdrawn.

If there are any questions on the endorsement process, please contact the education team endorsements@cimspa.co.uk.

Submission Information



Submission process

As presented, there is an endorsement process for all CIMSPA Education Partners that meet CIMSPA professional standards.

CIMSPA recognises that Education Partners work within a complex system, with regulatory obligations in many cases, all of which place additional necessary burden on day-to-day activities. Therefore, the process focus' on set timeframes for all Education Partner endorsement submissions, allowing CIMSPA to ensure the moderators have time to review and return feedback to the Education Partner in a timely manner.

Submission dates

The submission windows for review by the moderators are available here. CIMSPA operates on bi-monthly submission to ensure there is enough availability with moderators and provide clear timeframes for Education Partners for submission and review.

Endorsement windows

Endorsement submissions accepted	Endorsement submissions reviewed by moderators
1 st – 31 st December	1 st – 31 st January
1 st – 28 th February	1 st – 31 st March
1 st – 30 th April	1 st – 31 st May
1 st – 30 th June	1 st – 31 st July
1 st – 31 st August	1 st – 30 th September
1 st – 31 st October	1 st – 30 th November

The submission and review dates will continue as above each year.

For any resubmissions – once an Education Partner completed any actions in line with the moderator feedback, they can resubmit to endorsements@cimspa.co.uk. The resubmission review can take up to 30-working days from the date received.

Resubmission of endorsement

When an endorsement outcome is not yet endorsed and/or endorsed with conditions, Education Partners can resubmit their actions/amends for endorsement at any time, meaning the Education Partner does not need to wait for the next window of submission. From the date of receipt, this may take up to 30 working days for feedback and/or any further action.

If an Education Partner has not respond to their initial feedback within two months of the initial moderator feedback if the outcome is not yet endorsed or endorsed with conditions, the Education Partner will be expected to reapply for the full endorsement, unless otherwise agreed with the Education Manager.

Submission of changes to endorsement

Education Partners may need to make changes to education products during the life cycle of endorsement.

These may include changes to (but are not limited to): title, specifications/ schemes of work/ module overviews, delivery/assessment methods, content or even changes the mapping to CIMSPA professional standards.

Where changes have been made, or are going to be made, Education Partners are required to inform CIMSPA to enable the amends/ changes to be reviewed and complete a re-endorsement/ changes form.

The form will capture the changes that have been made or will be made and will require the most up to date mapping template to be submitted with this.

The re-endorsement/ changes form will need to follow the submission window dates above.

To apply for approval for changes (re-endorsement), please complete the relevant Education Partner form below:

- [Training Provider Partner](#)
- [Awarding Organisation Partner](#)
- [Higher Education Partner](#)

Submission of additional standards

For all Education Partners, once submitted and endorsed, please do not reapply for the same CPD/ Qualification/ Degree Programme through the online system.

When making changes to an endorsed product to include additional CIMSPA professional standards, please complete the above re-endorsement/ changes form relevant to the partnership type. The original endorsement against the CIMSPA professional standard/s will still stand and the product will be reviewed only against the new additional CIMSPA professional standard/s.

CIMSPA will check whether the most up to date CIMSPA professional standard mapping template version for the original endorsement is accurate. It may be necessary for the CIMSPA Education Partner to update the mapping template in line with CIMSPA's current processes.

Appeals

If a CIMSPA Education partner wishes to appeal against a decision related to the endorsement process or outcome, they are able to do so by following the [CIMSPA Appeals Policy](#).

To submit an appeal the CIMSPA Education Partner must complete the online form (found within the CIMSPA Appeals Policy) within 5 working days of receiving formal communication of the decision made by CIMSPA.

CIMSPA Moderators

CIMSPA moderators support the Education team in reviewing all education product endorsement submissions. They have an eye for detail as they review the submitted education products and provide developmental feedback to CIMSPA education partners. They are an experienced team spanning across all industry areas. The team of CIMSPA moderators have been recruited based on their sector

experience, education, and professional background. They have experience in reviewing education products and industry standards and are active in the Sport and Physical Activity Sector.

If you have any specific questions regarding the mapping process, please contact the Education team endorsements@cimspa.co.uk.

Mapping guidance



Mapping guidance and examples

To gain endorsement against CIMSPA [professional standards](#) for any education product (Continuing Professional Development (CPD), Qualification or Degree Programme) all Education Partners must complete the relevant mapping template. A moderator will then review the evidence provided within the mapping template and give feedback based on how well the education product maps against the occupation, population, environment and/or technical specialism professional standard.

To ensure a comprehensive and timely review of the endorsement submission it is important to include all relevant evidence with the mapping template at the point of submission, this should include, but is not limited to the programme/qualification specification, unit/module breakdown, scheme of work, observation records, learner resources, templates and any other additional documents that forms the education product.

Mapping templates should include evidence of where the criteria are covered within the education product. This needs to be explicit, ensuring coverage of the knowledge and skill criteria.

The Education Partner should also include which assessment method is used to assess those criteria. For the Knowledge sections, this could include portfolio, assignments, or coursework. For the Skill sections, assessment methods should include how the individual has demonstrated that skill e.g., observation, practical.

The comments section should be used by the Education Partner to explain the evidence and assessment method further, if applicable, or to add clarification on how the product(s) meet the Learning and Development Requirements (LDRs) within the CIMSPA professional standards.

For endorsements that are for occupational roles (e.g., Gym Instructor, Personal Trainer, Coach) and provide entry into CIMSPA membership/support professional status, the education product must meet the whole professional standard (100% mapped). If the education product is mapped against a population, environment, or technical specialism professional standard – in accordance with the CPD

policy, the education product does not need to meet the full CIMSPA professional standard. These products can be used to support the development of someone in an Occupational role, for example Personal Trainer, with a population such as Working with Clients with Long Term conditions.

Where there are optional units/modules within the qualification/ programme that are to be completed to meet the CIMSPA professional standard, this must be explicitly stated within the qualification specification/ programme / training documentation to make it clear to the learner what they must achieve to meet the CIMSPA professional standard.

For CPD the CIMSPA professional standard does not have to be fully met. Please see [CPD policy](#) for specific information on the different CPD categories and CPD point allocation.

Whilst there is currently no stipulation for CPD on the minimum percentage an Education Partner should map against a CIMSPA professional standard, the endorsement guidance is always under review and may be amended in line with sector policy. However, where there is content available in the submitted CPD, where an Education Partner has chosen not to map to a CIMSPA professional standard, this will always be an action.

Where an Education Partner does not meet the full CIMSPA professional standard specifically for CPD, it is important to note, that the Education Partner must meet a full Knowledge or Skill LDR. To meet K1.4 in the image below, the Education Partner must provide evidence that maps against the full content of the LDR, meaning they would have to provide evidence for each of the four sections. Additionally, evidence must also be provided for each bullet point within an LDR section. For example, within the first section on explaining different communication techniques and how to use them, evidence must be provided for the following; observation/non-verbal techniques/body language, open/closed questioning, and active listening.

K1.4	Communication	Explain different communication techniques and how to use them: - Observation/non-verbal techniques/body language. - Open/closed questioning. - Active listening.
		Explain how to adapt communication methods to meet the differing needs of participants e.g., impairment groups, differing backgrounds, cultures, sport/activity experience etc.
		Explain the importance of communicating effectively with a wide range of people from different demographic backgrounds.
		Explain the barriers to communication such as language differences, level of knowledge, cultural, religious, and personal beliefs and/or values and explain potential solutions.

Image 1 Screenshot of Personal Trainer CIMSPA professional standard K1.4

If the Education Partner was not able to map against the “explain the importance of communicating effectively with a wide range of people from different demographic backgrounds” or was only able to cover the “active listening” aspect of the LDR content through their education product, this would mean they would not be able to sufficiently map to K1.4.

Professional standards represent most of the sector’s occupations and jobs roles and support members careers progression, therefore [we are no longer accepting endorsement against national occupational standards \(NOS\).](#)

Mapping templates have improved and CIMSPA now uses mapping templates that include a breakdown of the moderator’s feedback and comments, and mapping percentage. This is particularly useful for Education Partners who submit CPD and where they partially map to a CIMSPA professional standard. See image 2 for an example of the mapping template, including the mapping percentage and moderator feedback.

Professional Standard: Personal Trainer			Education Product Title: INSERT HERE				Moderator Feedback Section					
Ref	Knowledge and Understanding (KU) / Skills:	Professional Standard Content	Evidence (sign post to SOV / course specification / supporting documents)	Assessment Method	Further Comments (expand on evidence within column E)	Response to Moderator Feedback Section (second review evidence - if applicable)	Score	Mapping to Point	% Mapped to Section	Moderator comments	General Feedback (first review)	General Feedback (second review - if applicable)
K1.1	Participant needs	Explain the local demographics of their participants. Analyse participant requirements and targets within the relevant facility or environment. Explain how to build social support and inclusion within the relevant facility or environment. Explain how to obtain feedback to support participant retention.						Not Fully Mapped				

Image 2 Screenshot of Personal Trainer CIMSPA professional standard mapping template example.

CIMSPA will provide a breakdown of the percentage of the overall mapping to the CIMSPA professional standard as seen below in image 3.

Mapping Breakdown shows a breakdown of the percentage that your course has mapped to each sections knowledge and skills criteria, and the overall percentage that your course has mapped to the professional standard

		Total % covered of area	% covered of entire standard
1	Knowledge	0	0.0
	Skills	0	0.0
2	Knowledge	0	0.0
	Skills	0	0.0
3	Knowledge	0	0.0
	Skills	0	0.0
4	Knowledge	0	0.0
	Skills	0	0.0
5	Knowledge	0	0.0
	Skills	0	0.0
6	Knowledge	0	0.0
	Skills	0	0.0
7	Knowledge	0	0.0
	Skills	0	0.0
8	Knowledge	0	0.0
	Skills	0	0.0
9	Knowledge	0	0.0
	Skills	0	0.0
10	Knowledge	0	0.0
	Skills	0	0.0
11	Knowledge	0	0.0
	Skills	0	0.0
Totals			0.0

Image 3 Screenshot of Personal Trainer CIMSPA professional standard mapping template percentage breakdown example.

It is therefore a requirement for all endorsements, past and present to transition to the most up to date and current mapping templates in line with CIMSPA's current processes.

Where partners have previously mapped to a CIMSPA professional standard by submitting the evidence on a word document, upon renewal of either the endorsement or partnership, the most up to date mapping templates will be provided along with a timeline for completing the transition from the previous mapping document to the most up to date mapping template.

Professional standard endorsement guidance

- An occupational professional standard **must** be fully met (100%) – if seeking endorsement for regulated Qualifications and Degree Programmes. This will also provide entry into membership.
- If the LDR has a specific commanding verb, that should be the lowest level descriptor used.

- The aims and objectives of the CPD/ Qualification/ Degree Programme need to match and align with the professional standard.
- All supporting evidence MUST be submitted with the initial endorsement e.g., programme specification and/or programme overview, module handbooks, unit specification and/or module overview, observation records, feedback records, learner booklets, prerequisites, links to web pages, Virtual Learning Resources (VLR), internal quality assurance process and/or strategy.
- Completed mapping template - highlight in the mapping the exact assessment criteria and activity.
- Try not to be too generic with your comments - paint the picture - include a narrative where possible.
- Correctly label resources and specification detail submitted.
- The inclusion of handbooks/relevant documentation so the bigger picture can be understood.
- The education product should be advertised on the website, the same as the information that is provided.
- When mapping to an occupational standard, where the assessment evidence templates are available, these should be submitted with the mapping template (s) and other relevant evidence.
- When submitting CPD, there may be a requirement to provide additional information on pre-requisites.

Where an endorsement sits outside of CIMSPA's remit and/or Education Partners are acting on behalf of a third-party organisation, the partner will be signposted to the relevant body e.g., British Association of Sport and Exercise Sciences (BASES), The British Association of Sport Rehabilitators and Trainers (BASRaT), Association for Nutrition (AfN) and/or Sports/National Governing Bodies to seek support for accreditation.



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