

ETSIA Peer Review Entry Level Assessment

What is the ETSIA Peer Review form?

At the beginning of the training course, you will have to fill in the **Peer Review EQF Entry Level Assessment**: a compulsory document produced by ETSIA.

ETSIA evaluates each learning experience according to three different categories in order to weigh them and allocate the right amount of training credits (ECTS/ECVET):

- **AWH – Average Workload Hours**
 - Hours of practice and/or individual study
- **ATH – Average Teaching Hours**
 - Hours of teaching, managing or professional activity
- **ALH – Average Learning Hours**
 - **ALH-F:** Hours of formal learning (e.g.: academies, schools, universities etc)
 - **ALH-NF:** Hours of non-formal learning (e.g.: gym courses, verified sources of learning activities)
 - **ALH – I:** Hours of informal learning (e.g.: youtube videos, unverified sources of learning activities)

The aim of this document is to **assess each candidate's previous skills, experience or knowledge that will help to provide the most personalised assessment referenced to European Qualification Framework**. It is oriented towards the identification of the professional and training experience (recognition of prior educational or Work-based Learning at the workplace or at a VET Institution) and the new topics and subjects acquired in recent academic and vocational education and training.

It is a warranty of fairness and a useful comparison tool to better analyse candidates' competences and knowledge before the completion of the educational course.

Additional to the CV in Europass form (that each student shall attach in the dedicated section), the Peer Review's structure allows ETSIA's verifiers to assign with high accuracy the credits, transposing the AWH, ATH, ALH into ECTS/ECVET to each activity performed; so, the Peer Review form is integrating the CV rather than replacing it.

How do I fill in the ETSIA peer review form?

ETSIA classifies all its activities in four groups, each one with multiple sub-groups as listed:

A – Educational, social, cultural

- **A.I** – Culture Operator / Operator / Volunteer, (educational, social, cultural)
- **A.II** – Educator / Culture Educator, Language Expert, Communication Expert, Animator / Animator (studies applied to education, sport-culture, environment, etc.)

B – Health, wellness, performance

- **B.I** – Teacher, Instructor, Social Operator, (health, physical activities for the improvement of health and well-being)
- **B.II** – Trainer, Coach / Coach, (sports or no-sport-competitive performance development)

C – Legal framework and Regulatory Framework

- **C.I** – Legal Advisor (sport business or right of athletes or recognition of diplomas)
- **C.II** – Judge, Referee, Timekeeper, Coaching according to Sport Regulatory Framework,

D – Management and Communication

- **D.I** – Management, Administration and financial instruments
- **D.II** – Coaching; Leadership, Communication, Public Relations, Public Affairs

If needed, you are allowed to add pages or section/boxes: be sure to use the same Peer Review format.

The document is divided into nine different sections to be completed with your personal data as follows:

1. Discipline for the preliminary verification is requested: this section is standard for the ETSIA course and you will find it already filled with the definition e.g. “D.II – Sport Manager”.

2. Discipline and sport or other sector for which the ETSIA validation is requested: this section is standard for the ETSIA course and you will find it already filled with the definition e.g. “Grassroots sport Manager”.

3. Description of personal competences and EQF own qualification (if already obtained): here you will need to insert all the competences and qualifications that you have beside school and work (e.g., trainer/coach qualifications). Pay attention to clearly indicate the full name of the issuing institution and your current degree or level. If you do not have any, leave this section blank. **NB-** Do not insert the language certifications here, you will find a dedicated section below.

4. Experience - Sport Professional or Amateur/Voluntary: Insert here your previous experience in the field of sport, specifying the starting and ending dates, your role, the average number of hours per week you spend in this role and if your role was as professional or amateur/volunteer. If you have a role as teacher, be sure to specify the average number of your students and their level.

5. Professional experience – Non sport: Insert here your previous experience in fields other than sport. Be sure to specify the operating sector, the full name of the organisation/firm, the starting and ending dates and your average number of hours per week. Moreover, indicate the sector of the activity referring to the four main categories listed above:

A – Educational, social, cultural

B – Health, wellness, performance

C – Legal and regulatory framework

D - Management and Communication

6. Education and Training: Concerning your formal education, insert here your educational qualification and the year of achievement (e.g., BA Degree, MA degree etc.). if you leave this section blank, you will be considered as owning the compulsory school qualification.

Concerning training, insert here your experiences in Formal academic training in sports or non-formal training (schools, private academies, gyms). Pay attention to clearly indicate the full name of the training centre and the duration of the training both indicating the starting and ending dates and the total amount of hours as well as the name of the certification body, if known. You may also enclose copy of your awards, certificates, diplomas.

7. Language Skills and Competence: Insert here information about your language competences declaring your mother tongue and other languages you know. If you insert any official certification, pay attention to clearly indicate the full name of the issuing institution.

8. Other references: Here you can add any other references you think might be useful in assessing your entry level.

9. Declaration on honour: Fill this last part with the personal data requested and add your signatures (one for the declaration/request and one for the privacy statement).

<p>PEER REVIEW © EQF Entry Level Assessment EurEthICS ETSIA ® format A.A. 2025/2026</p>	<p>Candidate: Name, SURNAME Place, Birth Date:..... Nationality and National Number:..... (Enclose Copy of Passport/ID)</p>
<p>Discipline for which the preliminary ETSIA verification (entry level) of (assistant manager in structured context under school supervision) ONE general competence is requested</p>	<p>Indicate the general qualification and competence for which verification is requested. Highlights Area A.i, A.ii, B.i, B.ii, C.i, C.ii, D.i .Dii: A.i Culture Operator / Operator / Volunteer, (educational, social, cultural) A.ii Educator / Culture Educator, Language Expert, Communication Expert, Animator / Animator, Magister (studies applied to education, sport-culture, environment, etc.) B. i Teacher, Instructor, Social Operator, (health, physical activities for the improvement of health and well-being) B.ii Trainer, Coach, (sports or no-sport-competitive performance development) C. i. Legal Advisor (business or other sector legislation and regulations) C ii Judge, Referee, Timekeeper, Coaching according to Sport Regulatory Framework, D.i Manager; Management, administration and financial instruments D.i.i. Communication, Leadership, Public Relations, Public Affairs</p> <p>Qualification, General Competence:</p>
<p>Discipline and sport sector for which the EurEthICS validation of ONE general competence is requested – after training modules and test (independent trainer, teacher, advisor manager or professional activity)</p>	<p>Indicate the specific qualification and competence for which the validation is requested. Highlights Area A.i, A.ii, B.i, B.ii, C.i, C.ii, D.i .Dii: and provide a brief description of your specific competence:</p> <p>Qualification, Specific Competence:</p>
<p>Description of personal competences and EQF own qualification (if already obtained)</p>	<p><i>Indicate:</i> 1. the full name of your present school, academy, reference Training Centre, register, website. 2. the current Degree or Level, (eg or beginner, intermediate, advanced level) and/or Title (if known, specify the name and initials of your reference organization and EQF) and/or position within your organization, company or academy with specific discipline.</p>
<p>Experience - Sport Professional or Amateur/Voluntary</p> <p>Organisation Name - Date (from-to) Number of annual working weeks AWH (Hours of practice/individual study) ATH (Hours of Active teaching or sport managing)</p>	<p><i>Specify if</i> 1) <input type="checkbox"/> Professional or <input type="checkbox"/> Amateur/Volunteer 2) <input type="checkbox"/> Operator,, <input type="checkbox"/> Teacher or <input type="checkbox"/> Trainee, <input type="checkbox"/> Advisor, <input type="checkbox"/> Manager, <input type="checkbox"/> Other..... <i>If teacher, specify annual average number of students and level (beginner, intermediate, advanced). If Manager, specify the number of persons you cooperate with, manage or direct</i> 3) <input type="checkbox"/> Full time (FT) or <input type="checkbox"/> Part time (PT) (indicate average number of hours per week). <i>(NB if the definition Professional or Amateur/Volunteer or the hours are not specified, it will be attributed 96 hour AWH yearly standard)</i></p>
<p>Professional Experience - Non Sport</p> <p>Organisation Name - Date (da – a) Function in the organisation AWH (Hours of practice/individual study) ATH (Hours of Active teaching, managing or professional activity)</p>	<p><i>Specify if</i> 4) <input type="checkbox"/> Professional or <input type="checkbox"/> Amateur/Volunteer 5) <input type="checkbox"/> Operator,, <input type="checkbox"/> Teacher or <input type="checkbox"/> Trainee, <input type="checkbox"/> Advisor, <input type="checkbox"/> Manager, <input type="checkbox"/> Other..... <i>If teacher, specify annual average number of students and level (beginner, intermediate, advanced). If Manager, specify the number of persons you cooperate with, manage or direct</i> <input type="checkbox"/> Full time (FT) or <input type="checkbox"/> Part time (PT) (indicate average number of hours per week). <i>(NB if the definition Professional or Amateur/Volunteer or the hours are not specified, it will be attributed 96 hour AWH yearly standard)</i></p>
<p>Education and Training Organisation Name - Date (from-to) Title/Qualification achieved ALH F (Hours of formal learning) ALH NF (Hours of non formal learning)</p>	<p><u>1. Educational qualification example Compulsory School, BA Degree, other</u> <u>NB1 if the qualification is not specified, the compulsory school qualification will be considered</u> <u>2. Formal academic training in sports or non-formal training (schools, private academies, gyms) Date and place, course, duration in hours and name of the Training Centre and Certifying Body</u></p>
<p>Language Skills and Competence</p>	<p><u>Compulsory section:</u> mother tongue or main language..... <u>Optional section (Compulsory for Ac. EUE level):</u> other language skills and/or certifications</p>
<p>Other references and/or Curriculum vitae</p>	<p><u>Insert copy of full CV or other awards, certificates, diplomas (E.g. EQF)</u> <u>Optional section:</u> insert name of ETSIA certified reference member or certified Academy name.</p>

Declaration of honour

I, the undersigned, NameSURNAME,
Place, Birth Date:.....Nationality and National Number:.....

declare that the information given above in this Peer Review form is true, complete and accurate as well as

Accept the ETSIA guidelines and training regulation including the regulatory sources (in particular the Code of Ethics), the mission and objectives of the ETSIA project mission and values and in particular the

- Certification of Educational Services EurEthICS ETSIA Guidelines
<https://www.eurethicsport.eu/certificationguidelinesandforms/>

EurEthICS ETSIA - Healthy Lifestyle and Physical Recreation for All Ages, All Abilities: All Together!
<https://sport.ec.europa.eu/healthylifestyle4all/pledges/healthy-lifestyle-and-physical-recreation-for-all-ages-all-abilities-all-together>

- UNESCO Principles of Recognition of Prior Learning;
- EQF European Qualifications Framework structured in eight levels that describes knowledge / skills / competences (responsibility / autonomy), in order to make objective the assessment of the level achieved based on the learning outcomes;
- European Commission Pact for Skills

Submit my application for the sector of Area A.i, A.ii, B.i, B.ii, C.i, C.ii, D.i .Dii:

General competence:

Specific competence.

whereas the application is aimed at obtaining an international qualification according to the 2017 EQF Recommendations for LLL, for Education through Sport addressed to all Associated Members of ETSIA or EU Experts registered Academies and Training Centres and in order to identify the right level in the national qualifications systems (NQF), which is completed with the issue of the diploma qualification according to the relevant European and national regulatory framework and corresponding teaching, managing or professional activity licence.

Confirm that all of the above included in the Peer Review Form is correct, read and accepted.

Place, **Candidate Signature**.....

I, the undersigned, Name SURNAME....., authorise the publication of my certification data including my Name SURNAME, Title(s) and Level(s) on the official register
www.etsia.academy , www.etsia.eu

Place, **Candidate Signature**.....

Reserved Section for the EurEthICS TA Verification, Validation Committee

ETSIA Verifier A Name and Signature ETSIA Verifier B Name and Signature

Evaluation AWH, ATH, ALH = TC Evaluation AWH, ATH, ALH = TC

AWH	ATH	ALH	TC	AWH	ATH	ALH	TC

EQF Entry Level proposed and certified correct:
Title:.....
Specific Competence:

Signature and Stamp of the delegated Validator by EurEthICS ETSIA ®