
**MEMORANDUM OF UNDERSTANDING
BETWEEN
REPS IRELAND AND ISESA**

Abbreviations:

REPs Ireland- Register of Exercise Professionals Ireland

ISESA- Irish Sport and Exercise Sciences Association

Parties

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Register of Exercise Professionals (REPs) Ireland and the Irish Sport and Exercise Sciences Association (ISESA).

Purpose

The purpose of this MOU is to establish the terms and conditions under which REPs Ireland and ISESA will work together to operationalise the Competency, Qualification, and Accreditation Framework for Long-term Conditions (LTC) Exercise Instructors (hereinafter referred to as “The Framework”) for the purposes of creating and developing a workforce of LTC Exercise Instructors in Ireland.

Terms of MOU

This MOU is effective upon the day and date it is signed by the duly authorised representatives of the parties to this MOU for a period of 3 years from that date. The MOU will be reviewed on an annual basis.

General Provisions

- A. Either party may request changes to this MOU upon the annual review or renewal date. Any changes, modifications, revisions or amendments to this MOU that are mutually agreed upon by and between the parties shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- B. REPs Ireland and ISESA will establish an Accreditation Committee for the LTC Exercise Instructor category to facilitate coordination of the activities related to the development of the LTC Exercise Instructor workforce. The Accreditation Committee will report to the Framework Steering Group currently facilitated under the Physical Activity for People Living with Chronic Conditions (PACC) initiative.
- C. The Framework for LTC Exercise Instructors and associated curriculum specification will replace the existing REPs Ireland Exercise for Health Specialist category on the register. The Accreditation Committee will work with education providers who educate for their existing category between now and their next audit (maximum of 2-year lead in) to assist transition to delivery of the new curriculum. Any instructors

currently registered with REPs Ireland in the Exercise for Health Specialist category will automatically transfer to the new LTC Exercise Instructor category. REPs Ireland will apply this new curriculum specification for any new education providers.

- D. The review of applicant education providers and applicant instructors will take place using an agreed process modified based on existing REPs Ireland and ISESA processes with potential additional expertise from other members of the Framework Steering Group. There will be a time commitment from both REPs Ireland and the ISESA for this review work.
- E. REPs Ireland and ISESA constituent members are ideally placed to organise suitable CPD opportunities, to include virtual and in person CPD, and to create and facilitate a community of practice. REPs Ireland and ISESA will plan an annual programme of CPD and develop a protocol for review of accredited instructors CPD and maintenance of accreditation.
- F. REPs Ireland and ISESA will work in a spirit of partnership and proactively engage when disputes arise and by working with other parties if needed.
- G. Both Parties will ensure equal representation and recognition of each Party and parity of esteem in all instances in which the accreditation is referenced, including but not limited to branding, documentation, publicity, communications, and digital platforms.

Operational Provisions

REPs Ireland and ISESA will perform agreed collective duties to create and develop a workforce of LTC Exercise Instructors. Roles are itemised in Appendix 1, with indication of shared and dominant roles. The primary duties of each association are as follows:

REPs Ireland:

- Appoint at least one representative to sit on Accreditation Committee and Framework Steering Group
- Registration of candidates who have fulfilled all requirements, maintaining a publicly visible register and ensuring the register operates as a professional register with entry requirements, RPL processes, code of conduct and disciplinary procedures
- Assessment of applicant education provider applications (with ISESA)
- Assessment of applicant specialist instructor applications (with ISESA) to include RPL applications and verification of any additional requirements
- Making provision for, approval and /or delivery of CPD (with ISESA and the Framework Steering Group)

ISESA:

- Appoint at least one representative to sit on Accreditation Committee and Framework Steering Group
- Assessment of applicant education provider applications (with REPs Ireland)

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- Providing auditors to REPs Ireland with the competencies to assess a university degree programme or stand-alone part-time programme
 - Assessment of applicant specialist instructor applications (with REPs) to include RPL applications and verification of any additional requirements
 - Making provision for, approval and /or delivery of CPD (with REPs Ireland and the Framework Steering Group)
 - Leading a Community of Practice of education providers delivering against this standard
 - Leading a Community of Practice of LTC Exercise Instructors
 - Direct delivery of CPD either by ISESA or affiliated universities

Signatures

The parties to this MOU through their duly authorised representatives have executed this MOU as set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein. The effective date of this MOU is the date of the signature last affixed to this page.

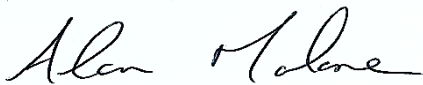
REPs Ireland

Signed by Gavin Finn (Chairperson REPS Ireland)



REPs Ireland

Signed by Alan Malone (REPS Ireland Registrar)



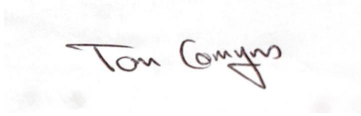
Ireland Active

Signed by Karl Dunne (Ireland Active CEO)



ISESA

Signed by Tom Comyns (Chairperson ISESA)

A handwritten signature in black ink that reads "Tom Conyns". The signature is written in a cursive style and is centered within a light gray rectangular box.

ISESA

Signed by Bróna Kehoe (ISESA Representative)

A handwritten signature in black ink that reads "Bróna Kehoe". The signature is written in a cursive style and is positioned above a horizontal line.

Date of MOU:

12/01/2026

Appendix 1

REPS Ireland and ISESA collective duties in relation to the creation and development of a workforce of Long-Term Conditions Exercise Instructors

* minor role, ***dominant role

	REPs Ireland	ISESA
Steering Group		
Appoint a representative to sit on the Steering Group to attend 4 meetings annually, each 1.5hrs in duration, primarily virtual with occasional face-to-face meeting as required, review documentation in advance etc	***	***
Accreditation Committee (oversees accreditation of programmes and individuals)		
Appoint a representative to sit on the accreditation committee to oversee the arrangements for RPL/non-standard applications and accreditation of education providers. There may be a need for backup representatives if the workload becomes excessive	***	***
Develop initial guidance to be refined over time on the processing of non-standard applicant applications for the register (for those who have not followed an approved LTC programme). This may or may not be made public	***	***
Review RPL/non-standard applications from individuals who have not followed an approved LTC Instructor programme	***	***
Agree workable solutions to allow certain classes of non-standard applicants to retrieve deficits in education or assessment	***	***
Assess non-standard applicants for entry to the register in specific (limited) cases if deemed necessary	*	***
Identify auditors who might be suitable for assessing prospective education programmes seeking accreditation	*	***
Arrange for auditor training	***	
Establish and keep under review the audit process including relevant forms	***	*
Maintain records of applications, approvals, CPD completion and conditions of registration, sharing as appropriate	***	
Register		
Maintain a publicly searchable register of LTC professionals and approved education providers	***	
Ensure fair processes are in place to remove a professional from the register in the case of misconduct including clearly working outside of scope of practice. Convene a sanctions hearing.	***	***

Promotion		
Promote the LTC register category and the importance of the LTC registered professionals with all stakeholders, education providers, facilities etc	***	***
Create slots and space for LTC Instructor or clinical exercise sessions at annual events	***	***
CPD		
Propose suitable CPD opportunities based on workforce intelligence / monitoring of non-standard applications and identify suitable providers	*	***
Maintain and advertise menu of suitable CPD opportunities	*	***
Establish a system to award CPD points and to have it quality assured if necessary	***	*
Co-funding		
Work to secure co-funding opportunities for exercise professionals who wish to undertake the initial LTC Instructor education programme or CPD via Skillnet or other sponsoring bodies	***	*
Community of Practice		
Co-ordinate a community of practice involving registered professionals identifying pertinent issues for the workforce	*	***
Co-ordinate community of practice involving education providers	*	***
Labour market intelligence		
Engage with service providers in relation to workforce and skills issues	***	***
Monitor staff turnover, demand and shortages	***	*
Placement		
Identify, seek buy-in and maintain a register of appropriate placement providers	***	***
Develop a competency-based placement model	*	***
Develop documentation and verification processes for completion of placement as jointly agreed	***	*
Insurance		
Work to ensure appropriate insurance is available to LTC Instructors who work within scope of practice	***	
Organisation governance		
Administer both organisations professionally carrying out all LTC Instructor matters ethically and transparently	***	***
Report to the Steering Committee on any issue that would bring LTC Instructor efforts into disrepute or any other governance matters	***	***