



CPD EVENT ACCREDITATION

The CPD Standards Office is a unique organisation and was founded with the vision of understanding and enabling positive and successful CPD and learning experiences. As a highly specialised expert team, our university led research has equipped us with extensive expertise on all things CPD.

Between the work of the Professional Development Consortium and the CPD Standards Office dual CPD research and accreditation activities sharpen our knowledge and expertise. This enables us to work with individual coaches, training providers, employers, and 'membership organisation's as a collaborative CPD network & community.

This factsheet will give an overview of the CPD Standards assessment process to accredit events and conferences for formal CPD purposes.

CPD Accredited Events

At the CPD Standards Office we assess and accredit all formats of learning. This includes face to face courses, eLearning, webinars, podcasts, coaching, speaking, structured reading and events.

The assessment process has been developed with our Independent Advisory Board to ensure we review all aspects of the learning activity.

The assessment process for events and conferences involves the completion of our assessment forms along with the submission of supporting materials. The areas that are covered during assessment are:



- The learning objectives and outcomes of the event
- The policies you have in place for data protection, health and safety, equal treatment etc
- Profiles of any speakers who will be at the event
- Examples of marketing materials and the process to sign up to attend

The CPD Standards Office part of
THE PROFESSIONAL DEVELOPMENT CONSORTIUM LTD
T: 0203 745 6463 W: www.cpdstandards.com

- An example of a feedback form
- Speaker slides

We do understand that speaker slides are often difficult to obtain before the event so this is the only part of the assessment where we will accept the submission later, or even after the event.

The event that is submitted for assessment cannot be a historic event but needs to be the upcoming event that will be delivered. Upon the submission of any future events delivered in the same format we will only require a resubmission, this is a shorter process where we will only need the changes in learning objectives and outcomes and the different speaker information.

Once the events are accredited, provider logos and documents are issued. We will also need a completed web form so we can list the event provider in our online CPD Directory. From here the event will be able to be advertised as CPD accredited and all delegates will be able to receive formal CPD points.

We hope you have found this factsheet helpful.

Please see www.cpdstandards.com for more information on our accreditation services or call **0203 745 6463** for further advice.