



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 provides information on structured reading and how the CPD Standards Office assesses and accredits this.

CPD and Structured Reading

At the CPD Standards Office we assess and accredit training and learning activities for CPD purposes. This covers training courses, events, webinars and eLearning.

Following a recent series of consultations with our Advisory Board, we can now also assess and accredit ‘Structured Reading’ as a formal CPD activity, where CPD time can be allocated to the time spent reading professional topics and literature. For a book, article or text to be accredited as CPD structured reading, the CPD Standards assessment considers the overall value of the content, the author and the structure of the text.



In addition, the assessment team will review any learning objectives, the target audience and format of the reading as well as allocating the time it should take to read and absorb the content fully. - The overall time spent reading the text defines the number of CPD hours or points that can be allocated.

The CPD Standards Office part of
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To become fully accredited for CPDSO structured reading, you will also need to demonstrate any processes you have in place for keeping the content up to date, and how you (where applicable) distribute any supporting materials. This is a collaborative process and during the assessment for Structured Reading the assessors will be in contact should they need to clarify or update anything.

Once your text is formally CPD accredited you will be able to issue formal CPD Certificates of Completion to your readers. However, it should be noted that how they use these points will depend on the Professional Body or Regulator they are aligned to.

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.