



HAVING A CPD CONVERSATION

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 how to have a CPD conversation as a CPDSO Ambassador.

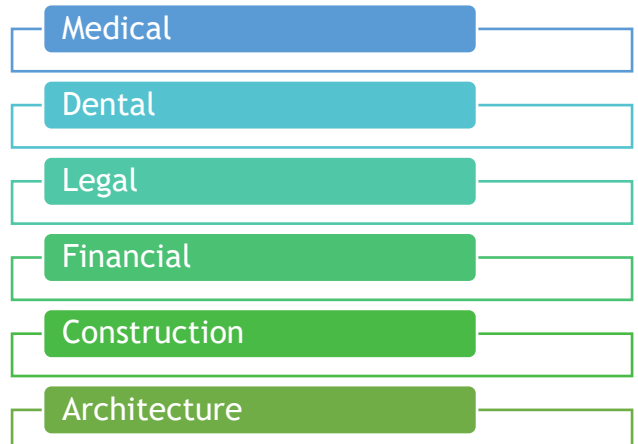
Having a CPD Conversation

Congratulations on becoming a CPDSO Ambassador, we are thrilled to be working with you.

We have put together this guide to help you to have a CPD conversation with training providers, coaches or speakers who you think would benefit from a CPDSO accreditation.

Who needs CPDSO Accreditation?

CPD is mandatory across regulated sectors, so trainers delivering into any of the following sectors would benefit from a CPDSO accreditation as they could then issue formal CPD points to their delegates:



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

What does CPD Accreditation mean?

A CPD accreditation means that the training has gone through a rigorous third-party verification and so is a mark of quality for the consumer. The accreditation also means that the training provider/ coach/ speaker can issue formal CPD points to their delegates to log in a CPD record.

CPD points issued by the CPDSO are recognised across sectors by all professional bodies and regulators, although CPD policies vary.

Is CPD international?

Yes, the CPDSO has members in over 50 countries. The policies and Institutes change as does the way that professionals use their CPD points, but the points can be issued and accepted across the world.



What is included in a CPD Membership?

When providers join the CPD Standards Office, they become part of our membership community. All members receive a unique CPDSO accredited provider logo and provider number as well as being listed on our site and receiving a CPD certificate template for each accredited activity.

Members are also invited to free membership events where they will have chance to network with other members and hear from industry leaders.

What is the Process?

There are three steps to CPDSO accreditation, see below:

Register as a member - this is a one page form to gather company information and commit to working together.

Assess - this is usually a 6 week process where an assessor will be in touch to gather information about the course content, trainers, and evaluation process. The assessor will want to see examples of anything that a delegate sees, online or hard copy, and for a coach, they will need to see coaching qualifications, experience and methodology.

Accredit - confirmation of the process. The provider will also receive a list of recommendations if there any from the assessor. Then accreditation documents will be issued.

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.