



The CPD Standards Office
INDEPENDENTLY ACCREDITED CPD
www.cpdstandards.com

**BECOME AN
ACCREDITED
PROVIDER**



GET CPD READY GUIDE

www.cpdstandards.com

This guide will help you to
*prepare your training and learning activities
for Independent CPD Accreditation*



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The CPD Standards Office is the only independent accreditation organisation based on academic research and practices and is governed by an independent panel of experts. The Office was founded with the support of many universities, professional bodies, institutes, and employers. Its mission is to improve the quality of CPD and promote lifelong learning and professional and personal development.



WELCOME!

The specific remit of the CPD Standards Office is to accredit training and learning activities for CPD purposes.

The assessment process considers the educational structure, learning value, and content design for each activity, ensuring that it adheres to the CPD guidelines and criteria resulting from the CPD Research Project.

CPD accreditation provider 50 trees planted

As part of our work towards positive environmental impact, we have partnered with Earthly to offset our carbon footprint. For each new member that joins The CPD Standards Office, we will plant 50 new trees.

TITLE AND LEARNING OBJECTIVES

TITLE

Add the title of your training activity. Please note that CPD Accreditation is provided on a per-activity basis, and every change to the title will initiate a new assessment.

Type here...

LEARNING OBJECTIVES

State a minimum of five points that delegates will know or be able to do differently on completing your activity

- Type here...
- Type here...
- Type here...
- Type here...
- Type here...



To write a good title for your activity, follow these 3 rules:

- » *Keep it short, simple, and to the point*
- » *Be clear about your main benefit*
- » *Appeal to your reader's hunger for knowledge*

HOW DO YOU MARKET YOUR COURSE?

Include a brief description of your marketing strategy - do you count on affiliates, social media, paid advertising, or else?

Type here...

YOUR MARKETING CHANNELS

List your marketing channels, including, where suitable, the web links or social media username.

- Type here...
- Type here...
- Type here...
- Type here...
- Type here...



As part of the submission process, our assessors will request to view samples of your marketing materials - this will help us better understand your business.

Viewing your promotional materials will also enable us to better assist you with using your accreditation to enhance your message.

AUDIENCE

WHO IS IN YOUR AUDIENCE

Identify and communicate precisely who your training activity is targeted at. This could be by profession, role, industry, level of seniority or another criterion.

Type here...

WHAT SKILLS/KNOWLEDGE EXISTS ALREADY

What knowledge and skills does your audience already have? Even if you believe your course is suitable for anyone, some soft or hard skills must already be in place so your delegates can benefit most from your training.

Type here...

HOW DO YOU HELP?

What skills, knowledge, market, or technical specialism "gap" does your activity address?

Type here...



1 . By definition, all training provided must enrich the delegate with either new skills or knowledge and should aid them in enhancing their life. Remember that your training will be suitable for people who have chosen a specific path in life, and you should be able to identify this path.

2 . The "Continuing" within the term CPD is essential for training and learning providers, but it is often overlooked. Individual professionals are not looking for a short one-off experience but rather an activity that assists them with ongoing development. Hence, as a provider, it is crucial that you have thought about steps delegates may take after the training in terms of impact on their role and mapping their learning into their CPD record.

WELCOME DOCUMENTS AND AGENDA

WELCOME DOCUMENTS

List the welcome documents provided to delegates upon registration for your training activity.

Type here...

AGENDA

Include a brief agenda of your training activity.

Type here...

COURSE AUTHORS & TRAINERS

List the trainers/course authors and their qualifications. Consider how your trainers maintain their knowledge up-to-date (CPD records, qualification, else).

Type here...

STAYING UP-TO-DATE

How often do you review your course materials to ensure that they are up-to-date and relevant to the current social and professional environment of your delegates? Is the process formal or informal, how are changes implemented and what record of changes do you maintain?

Type here...

MATERIALS

List the materials that you provide to your delegates. These can include video and audio files, presentation slides and PDF documents, online or paper quizzes, and anything else that you use to enhance the learning activity.

Type here...

POLICIES

List all policies that you have prepared for your training activity. These could be Health and Safety Policy; Complaints Policy; Equality, Diversity and Inclusion Policy; others.

Type here...

COLLABORATION AND CONSOLIDATION

COLLABORATION

Describe the extent to which your activity is collaborative - remember that individuals learn best through sharing their knowledge with others. What elements of the learning activity are intentionally designed to encourage collaboration?

Type here...

CONSOLIDATION

What opportunities are there for delegates to reflect on their knowledge or skills? This could be a quiz, an assignment, a reflective statement requirement, or others.

Type here...

EVALUATION AND FEEDBACK

EVALUATION

Do you measure the impact of the learning activity? You could look at behavioural change, benefits to the team and colleagues, cultural change, RDI calculations, or any other evaluation model.

Type here...

FEEDBACK

How do you capture delegates' overall experience of the course or activity, and does this contribute to the future development of the learning material or its revisions?

Type here...



NEXT STEPS

If you have any questions on preparing for accreditation or feel unsure about the policies or format of documents, book a call with one of our Accreditation Advisers by visiting www.cpd-standards.com.

They will be able to assist you in preparing your submission and choosing the best accreditation option for you and your organisation.

Contact Info:



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