

THE CPD STANDARDS OFFICE



A JOURNEY TO BECOMING ACCREDITED

Welcome to the CPD Standards Office Assessment Process. This graphic covers the 6 areas of the assessment process. During this process, new providers will need to give comprehensive information for each area.

The Assessment Process

1.) COURSE PORTFOLIO & CONTENT

- Your educational portfolio
- Course format & structure
- Professional & market demand



2.) YOUR SPEAKING ENGAGEMENTS

- Your field of expertise and the areas you cover as a professional speaker
- Video evidence of a speaking engagement
- How you market yourself online, offline and/or social media use



3.) YOUR LEARNING ORGANISATION

- The structure of your business
- Your educational experience
- Background of trainers and authors

We also check your compliance to Government Legislation including:

- Disability Discrimination
- Data Protection of Delegate Information
- Equal Treatment
- Health and Safety Policy



4.) YOUR DELEGATES AND CLIENTS

- Who are your delegates?
- Is previous knowledge required?
- What are the learning outcomes?



5.) DELIVERING YOUR LEARNING

- Methods of delivery
- Checking the content reflects good educational practice



6.) EVALUATION & COMMUNICATIONS

- How you capture feedback
- Issuing CPD certificates
- Information on marketing communications

