



## INFORMATION REQUIRED FOR CPD RECOGNITION

<p>A) The aims/philosophy of the course/event? - What are the overall educational or developmental aims of the course/event?</p>
<p>B) The objectives of the course/event? - What should attendees know or be able to do after attending?</p>
<p>C) Brief overview/summary of syllabus/programme - What topics will be covered? - How are the learning outcomes delivered? - How long is the course/event?</p>
<p>D) The projected learning outcomes - Is there any assessment of learning outcomes? Please state if assessment of learning outcomes is not applicable for your CPD activity</p>
<p>E) The level of learning - Is this 'introductory'? Aimed at proficiency with a specific product? High level technical expertise? General interest and trends? 'Broadening' of knowledge?</p>
<p>F) The target audience/market - Is this aimed at a particular audience - those new to the industry? Those moving from other related sectors? Experienced individuals? Those approaching management positions for the first time, etc?</p>
<p>G) CVs for the instructors/teachers/speakers - This should outline their experience and expertise in relation to the topics they are involved with. For Call for Papers events, detail the organising committees expertise and how the papers selection process will take place</p>
<p>H) Resources for delivery - What resources are required to provide the product or service? - Is the course delivered in person or through online learning? - Please provide course materials and plans if possible</p>
<p>I) Record of previous attendees (if possible) and examples of feedback evaluation/continuous improvement - How is feedback assessed and how are recommendations considered and implemented? Please attach any relevant feedback questionnaires.</p>
<p>J) Quality Assurance Processes - How is the quality of the event/course ensured? How is presentation material assessed to ensure relevance? Is there a Steering Committee?</p>