

**CPD Recognition**

**Application Guidance**

**1. Continuing Professional Development (CPD)**

Continuing Professional Development (CPD) is the term used to describe the learning activities professionals engage in to develop and enhance their abilities. CPD is a holistic approach towards the enhancement of personal and professional skills and proficiency throughout a professional’s career. CPD combines a wide variety of learning/development methodologies, such as training workshops, conferences and events, e-learning programs, best-practice techniques and idea sharing.

All members of the IMarEST are expected to regularly undertake CPD activities as required by the Institute’s Code of Conduct. Additionally, those registered with the Engineering Council and Science Council are required to demonstrate evidence of regular CPD activities to revalidate and maintain their Chartered/Incorporated/Technician status. CPD is also relevant to professionals in the marine, maritime, and naval industry who are required to undertake CPD.

In order to support the CPD of its members, the Institute undertakes assessment of CPD training courses, events, conferences and other activities in order to help members identify appropriate CPD activities and to provide assurance of the elevate standards and quality of each CPD Recognised activity.

CPD activities can cover both technical and non-technical development skills (soft skills such as, management, leadership, communication, and presentation, etc.). Activities can range from extensive training courses through to short courses, conferences and lectures, and vary from advanced skills through to introductory lessons on a topic. The appropriateness of the CPD and type of activity is very much an individual matter, based on one's circumstances and objectives – what is a relevant CPD activity for one person may not necessarily be relevant for someone else, even if working in similar roles. CPD recognition aims to provide assurance as to the standard of training and the quality assurance processes that underpin such activities and their organisers, rather than dictating what the activity consists of or that the activity must be undertaken.

**2. Reasons to become CPD Recognised**

* Showcase its exceptional quality to future attendees - boosting its promotion and ensuring greater attendance.
* Listing [on the **IMarEST website**](https://www.imarest.org/membership/education-careers/imarest-recognised-cpd-courses) with a link back to your website.
* Use of “IMarEST CPD Recognised” logo only for the specifically approved course/event/activity.

**3. How do I get my training course CPD recognised?**

The IMarEST assesses all kinds of relevant training from relatively short courses to extensive periods of study that may lead to formal awards or academic credits. These could be either face to face or online activities.

The IMarEST also assesses a range of relevant events for CPD recognition including:

* Conferences
* Lectures
* Exhibitions
* Seminars
* Forums
* Workshops
* Other relevant events

To obtain IMarEST CPD recognition for a specific training course/event, please complete the online application form <https://www.imarest.org/membership/education-careers/course-accreditation/cpd-recognition/apply> and allow at least four – six weeks for the outcome of the assessment after submitting your application.

**4. How much does it cost?**

Not all CPD activities are the same, therefore our assessment costs range from £1,000 - £2,500 depending on the type and duration of the CPD activity. For example, events are assessed on:

* The number of days.
* How complex they are.
* The total number of delegates.

Training course assessments costs will cover a 3-year period of CPD Recognition.

Once your course/event has been CPD recognised, you can re-list the same course on the IMarEST website for another date. There will be an administration fee of £50 per listing.

The assessment fee is non-refundable, and the IMarEST reserves the right to not grant CPD recognition if the applicant is unable to provide sufficient evidence/information, or the course is deemed below a sufficient standard for CPD recognition. If this is the case, a report will be provided followed by an information and feedback videocall.

**5. The Application process**

To apply for IMarEST CPD recognition, please complete the online application form:

<https://www.imarest.org/membership/education-careers/course-accreditation/cpd-recognition/apply>

You will need to provide:

* A primary single point of contact and their contact information
* The full invoice address for payment
* The training course/event/activity details
* Information as set out in **Appendix A** (you will also be able to upload documents to support your answers).
* Your entry for the IMarEST website (https://www.imarest.org/membership/education-careers/imarest-recognised-cpd-courses), which includes a brief about the course/event/activity and your logo.
* Sign a declaration to confirm that the statements made in the application are, to the best of your knowledge, belief and accurate.

Allow at least four weeks for the outcome of the assessment after submitting your application.

Once we receive your application, we will raise an invoice for payment, which will be sent to you within 3-5 business days.

**6. Questions**

Should you have any questions about CPD recognition, please email accreditation@imarest.org

**Appendix A**

**INFORMATION REQUIRED FOR CPD RECOGNITION APPLICATION**

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| A) The aims/philosophy of the course/event? - What are the overall educational or developmental aims of the course/event?  |
| B) The objectives of the course/event? - What objectives should participants be able to meet on completing the course?- What should attendees know or be able to do after attending? |
| C) Brief overview/summary of syllabus/programme - What topics will be covered? - How are the learning outcomes delivered? - How long is the course/event?  |
| D) The projected learning outcomes - Are learning outcomes assessed and what are the methods of assessment? Please state if assessment of learning outcomes is not applicable for your CPD activity.- Are participants required to pass any assessment to complete the course? |
| 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?  |
| 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?  |
| 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 committee’s expertise and how the papers selection process will take place.  |
| 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  |
| 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.  |
| 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?  |