**IMarEST CPD Recognition Application Questions**

1. **The aims/philosophy of the course**

* What are the overall educational or developmental aims of the course?

*You may upload a document in answer to this question if you wish*

1. **Objectives of the course**

* What objectives should participants be able to meet on completing the course?
* What should attendees know or be able to do on completion?

*You may upload a document in answer to this question if you wish*

1. **Brief overview of the course syllabus**

* What topics will be covered in the course?
* How are learning outcomes delivered?
* How long does the training take to complete?

1. **Projected learning outcomes of the course**

* Are learning outcomes assessed and what are the methods of assessment?
* Are participants required to pass any assessment to complete the course?

1. **What level of learning does the course provide?**

* Is the training course introductory? Aimed at proficiency with a specific product?
* High level technical assessment?

1. **Target audience for the course**

* Is the course aimed at a particular audience?

*You may upload a document in answer to this question if you wish*

1. **Training instructor CVs**

* Please upload CVs for all the training instructors delivering this course.

*This should outline the training instructor's experience and expertise in relation to the topics they are delivering training for, as well as describing how they maintain their professional competence.*

1. **Resources required**

* What resources are required to deliver the course?
* Is the course delivered in person or through online learning?   
  *Please provide course materials and plans if possible*

1. **Feedback**

* Please provide a record of previous attendees (if possible) and examples of feedback evaluation and continuous improvement.
* How is feedback assessed and how are recommendations considered and implemented?

1. **Quality assurance processes**

* How is the quality of the course ensured?
* How is the course material assessed to ensure relevance?