



A GUIDE TO YOUR CPD MEMBERSHIP

The CPD Standards Office is a unique organisation and was founded with the vision of understanding and enabling positive and successful CPD and learning experiences. As a highly specialised expert team, our university led research has equipped us with extensive expertise on all things CPD.

Between the work of the Professional Development Consortium and the CPD Standards Office dual CPD research and accreditation activities sharpen our knowledge and expertise. This enables us to work with individual coaches, training providers, employers, and 'membership organisation's as a collaborative CPD network & community.

This factsheet provides a guide to your CPDSO membership.

A Guide to your CPD Membership

What is CPD?

Continuing Professional Development (CPD) involves intentionally developing your knowledge and skills to ensure you keep up to date and complete your professional responsibilities to the highest standard. Across the UK workforce, CPD is expected of most individual professionals in most sectors.

CPD is generally governed by sector-specific professional bodies or regulators. Employers also increasingly expect their staff to undertake CPD, and may even measure them on it. However, it can also be undertaken independently by professionals who don't belong to an institute for personal career development.

CPD activities can range from formal educational activities such as instructor-led training courses, through to work based learning such as mentoring, or self-directed learning such as e: learning courses or structured reading.



Who are the CPD Standards Office?

The CPD Standards Office is part of the Professional Development Consortium. By working with providers to enable positive and successful CPD activities, our mission is to raise the standard of CPD.

Our community is formed of a growing number of training providers, employers, universities, professional bodies, institutes and regulators. We offer an independent accreditation based on research that assesses and accredits training and individual coaches and speakers for Professional Development purposes.

When a training activity has been accredited, formal CPD points may be issued to the delegates upon completion for them to record in their CPD records. This applies particularly to regulated sectors such as Finance, Construction, Engineering and Medical.

The criteria, methodology and processes used daily by the CPD Standards Office to assess and accredit training activities are overseen by an independent panel of experts, drawn from academics, employers and professional bodies.

The Expert Advisory Board provides the CPD Standards Office with a rich and diverse range of expertise and ensures that our accreditation is authoritative.



How does your Membership work?

Working with the CPD Standards Office, provides a variety of benefits for your organisation from improving your sales, to building your reputation, and to joining our CPD community and connecting with key organisations in your sector.

Being a member of the CPDSO means you have registered training activities accredited, these can be events, workshops, training courses, online activities or individual coaches and speakers. To maintain the membership there is an annual fee that is determined by the number of training activities you have accredited, for more information speak to your point of contact at the CPDSO.

Along with the accreditation confirmation you will have received certificate templates and digital badges to issue formal CPD recognition to your delegates, a unique accredited provider logo and you will be a listed accredited provider on the CPDSO website - if you do not have any of these please get in touch with your contact at the Office.

As a member of the CPDSO you will have free access to all member events which are run quarterly and cover a range of topics. Members also receive updates from the Office including information from research being conducted into education and training and updates from the work we do within Government around changes in education - for example the Apprenticeship levy. Finally, all members have access to the CPDSO team should you have any questions around making the most of your accreditation.

We hope you have found this factsheet helpful.

Please see www.cpdstandards.com for more information on our accreditation services or call **0203 745 6463** for further advice.