



ACCREDITED BESPOKE TRAINING

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; including a thorough understanding of professional CPD and the use of CPD Certificates for formal CPD records.

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 advice and guidance for how to get your bespoke training accredited.

Accredited Bespoke Training

At the CPD Standards Office we assess and accredit training and learning activities for CPD purposes. This covers training courses, events, webinars and eLearning along with other formats of learning.

Our assessment process reviews the development and delivery of the training along with the marketing methods, logistical processes and training materials used.

As part of the CPDSO accreditation training providers are expected to update their training content to suit the client and to keep up to date. For example, changing examples so they are relatable or amending legislation when there is an update.

However, if you are tailoring your training to each client and creating a new piece each time it would be far too onerous to re-assess every course that is created. In this instance we have an assessment process designed to be straightforward whilst maintaining the same level of in-depth review.



Your assessor will focus on your processes for meeting with the client, diagnosing the area of need and developing appropriate training.

We will need to see examples of training programmes you have created in the past and to assess your experience and ability to deliver training in your specialist areas.

From this process we can award the accreditation to all future courses and activities delivered in your specified topic areas and developed using the approved process.

Similarly, if you have a series of content under specific topic areas that you pick and choose from to create the most relevant training for your clients we can assess and accredit these areas of content individually. This means that any course you create from them will automatically be accredited.



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.