



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 will give an overview of the CPD Standards assessment process to accredit online courses and activities for CPD purposes.

## CPD Accredited Online Learning

At the CPD Standards Office we assess and accredit all formats of learning. This includes face to face courses, elearning, webinars, podcasts, coaching, speaking, structured reading and events.

The assessment process has been developed with our Independent Advisory Board to ensure we review all aspects of the learning activity.

The assessment process for online learning activities involves the completion of our assessment forms along with a dummy profile set up online so the assessor can navigate the environment as a user. The areas that are covered during assessment are:



- The learning objectives and outcomes of the activity
- The policies you have in place for data protection, health and safety, equal treatment etc

- Detailed outline of how the content was put together and how it is delivered (video, interactive, games etc)
- Examples of marketing materials and the process to sign up or buy the course
- An example of a feedback form
- The length of the online activity. To be eligible for a CPD point an activity needs to be a minimum of 30 minutes long. With online activities if they are shorter than this, they can be bundled together into groups of activities to make up 30 minutes worth of learning and the delegate must then complete the whole bundle to earn the CPD point.

The login details provided need to enable the assessor to use the platform exactly as a delegate would so they can understand the entire learning experience. Any quizzes/tests, follow up communications and recommended reading will also need to be submitted.

Once the events are accredited, provider logos and documents are issued. We will also need a completed web form so we can list the learning provider in our online CPD Directory. From here the activities will be able to be advertised as CPD accredited and all delegates will be able to receive formal CPD points.

We hope you have found this factsheet helpful.

Please see [www.cpdstandards.com](http://www.cpdstandards.com) for more information on our accreditation services or call **0203 745 6463** for further advice.