

Guidance Notes for External Short Course Applications

Purpose

IPEM approval of CPD courses is intended to ensure that CPD courses give good quality training relevant to appropriate professions. Recognition by an appropriate professional body is regarded as a useful 'kite-mark' of quality and should indicate the suitability and quality of a course to prospective students

The process

- Course providers apply on the form available on the IPEM website (www.ipem.ac.uk) giving the details requested on the form. Course organisers are recommended to do this in good time as approval may take up to 6 weeks.
- An application fee is payable to IPEM except in the case of meetings organised by IPEM special interest groups or other IPEM group. for which there is no fee. The fee is payable whether the course is approved or not. A completed application form should be returned to the Training Department by email at training@ipem.ac.uk together with a purchase order for the fee (please contact the IPEM office for current fees). The IPEM Finance Department will then generate an invoice for payment.
- The application is considered by one member of the IPEM Course Accreditation Committee (CAC), in consultation with an expert in the subject offered e.g. a member of the relevant SIG. The final decision is reported by the member of CAC.
- Decisions will normally be made on the basis of the information supplied but the committee reserve the right to ask for further information or to make a visit. In the latter case expenses will be charged.
- IPEM will communicate a decision to the course organiser within 6 weeks of receiving the application.

Conditions

- Once approval has been granted the course organisers are entitled to:
 - i. Use the IPEM 'CPD Approved' logo and the words '*CPD course approved by IPEM*' on their website and other publicity, and on certificates issued to completing students.
 - ii. Receive a certificate stating that their course is approved
 - iii. Have the course listed on the IPEM website
- Approval lasts for 3 years, however providers must inform IPEM of any changes to the course content or intended audience and will be requested to provide student feedback.
- Providers must keep a register of all students who have completed the course, including name, affiliation and email address, for at least 5 years and must inform IPEM of the numbers each year.
- On approval of a course, and prior to an existing course being run, we will publish details on the IPEM website and on IPEM's social media channels.

If a course is approved before it has run, student feedback will be sought by IPEM and, in the event of this being unfavourable, approval may be withdrawn for subsequent presentations.

Appeals

- Should a course organiser be dissatisfied with the outcome of the approval process s/he must make this known in writing or email to the chairperson of the Course Accreditation Committee within two weeks of the decision. If, after corresponding with the chair of the committee, the course organiser remains unsatisfied, s/he may make a formal appeal. This will be passed to the Vice President (Academic) who will independently review the case and make a final decision.

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Renewals

- Renewal applications must be submitted no less than 6 weeks prior to the expiry date of the current approval. If course approval has expired, a new application must be submitted rather than a renewal application.
- Renewal of an existing approved course must be submitted on the renewal form, which can be obtained from the training department (training@ipem.ac.uk) and must be accompanied by a purchase order for the appropriate fee.