*Section Five*

**Application Criteria for Recognition and Endorsement of CPD Events / Courses for External Providers**

1. ***Application Guidelines for Recognition and Awarding Credits for CPD Events by Social Care Ireland***

# Purpose of Guidelines

Social Care Ireland is committed to providing social care workers throughout Ireland with high quality, evidence based, relevant and innovative professional development opportunities. The CPD events or courses which SCI endorses reflect these principles.

These guidelines exist for event or course organisers so that high quality, evidence based, professionally relevant and practice orientated CPD activities are provided to those practising Social Care.

# Procedure for Applying for Endorsement of CPD Events/Courses

* + 1. At least three months prior to the event/course, the organiser should submit the completed application form for endorsement by Social Care Ireland to the CPD Officer, Social Care Work by email to [**cpd@iascw.ie**.](mailto:cpd@iascw.ie)
    2. A non-refundable processing fee must accompany the application (if applicable).
    3. The CPD Officer, Social Care Work will evaluate the form

according to the criteria outlined in these guidelines.

* + 1. The CPD officer will advise applicant;
       1. Within a two week period if the application is suitable for the next stage of approval process.
       2. If the CPD officer approves the application they will forward it onto the relevant members of SCI CPD Working Group who have responsibility for reviewing applications for event/course endorsement.
       3. This group will then review the application to deem whether it meets SCI Endorsement Criteria.
       4. If the application is deemed not to meet the criteria outlined,

the CPD Officer will contact the applicant to;

* + - * 1. Inform them that the application is not suitable, or;
        2. Seek further clarity/information related to the event/course, or;
        3. Suggest that they resubmit the application with changes.
    1. The CPD Working Group representative/s will review the application to ensure that it reflects current practice in the area and is evidence based and of high quality. The working group will determine whether SCI will approve endorsement of the event/course.
    2. If the application is received in full and if the CPD officer and the Working Group approve the course, you will be notified that your course is approved within 6 to 8 weeks of submitting your application.
    3. Social Care Ireland will endorse a course/event as relevant to the Continuing Professional Development needs of Social Care Workers however; SCI recognises that the learning outcomes achieved will differ for each individual practitioner dependant on their individual experience and/or prior learning. Therefore SCI, in line with statutory registration requirements, encourages Social Care Workers to reflect on their own individual learning from each CPD activity and consider how this learning has impacted their work practice, to determine assignment of CPD credits to CPD events/courses (see SCI CPD Portfolio for further guidance on assigning CPD credits).
    4. If the application is for an event/course which will be provided on a number of occasions, the application must detail dates/venues where event/course will take place, where known by the event organiser.

If the event/course is approved this will apply to only those courses/ events taking place within 18 months of initial approval.

* + 1. If the event/course organiser does not yet know the dates of repeating events, they are required to advise the CPD Officer as soon as these details are agreed within the 18 month endorsement period.
    2. An applicant may re-apply for continuing SCI endorsement of an event/course after this eighteen month period. The reduced fee for repeat course endorsement will apply.
    3. If the CPD officer or the Advisory group, or both, recommends changes to

your application, then this approval process will be extended by 4 weeks.

* + - 1. Please note if you are required to resubmit the application with changes, and do not do so within the 4 week extended period, a nominal resubmission fee will apply.

# Appeals Procedure

* + 1. The applicant may appeal the decision of the CPD

Officer and/or SCI CPD Working Group.

* + 1. This written appeal must be received by email to [**cpd@iascw.ie**](mailto:cpd@iascw.ie)within two weeks of applicant being informed of outcome of application process.
    2. This appeal must outline details of the course/event for which appeal is being made; the reason for appeal (i.e. why applicant feels that application should have been approved) and any further information which applicant feels may support the appeal.
    3. The appeal will be reviewed by SCI or IASCW President, CPD Working Group Chair, CPD Social Care Officer and relevant representative of CPD Working Group. All decisions made by endorsement appeals group will be final.
    4. The applicant will be advised within four to six weeks of the outcome of their appeal.

# Changes to Course/Event approved by Social Care Ireland

* + 1. The organiser will be obliged to inform SCI of any changes to the event/ course from the approved application which was received by SCI.

# Withdrawal of Event/Course Approval by SCI

* + 1. Social Care Ireland reserves the right to award or withdraw event/course approval in the light of emerging information which was not disclosed on the application form.
    2. SCI reserves the rights not to re-endorse an event/course, which had previously been approved by SCI, on receipt of a re- application after the initial period of endorsement of 18 months.

# Ensuring Quality of Event/Course

* + 1. All event organisers agree to the possibility of the CPD Officer, Social Care and/or designated individual attending unannounced at an event/course to satisfy itself that the event/course is

being delivered according to the criteria set down by SCI.

* + 1. Event organisers will generate a list of Social Care Workers who attend the event. This attendance list must be signed by each Social Care Worker who is a member of SCI claiming CPD credits and must indicate that the event organiser will be providing these details to SCI. The event organiser will forward the list to the

CPD Officer, Social Care within one month of the event.

* + 1. SCI maintains the right to contact a sample of SCI members who attended the event/course to ensure that members are satisfied that event/course met learning outcomes advertised.
    2. SCI retains the right to request a copy of evaluation forms/ report from CPD events/courses which are endorsed by the association. The event organisers must declare this, as per data protection guidelines, on their evaluation forms.
    3. SCI retains the right not to approve an event/course if criteria are not met.
    4. SCI will advertise the endorsed course/event to their members through relevant SCI publications and/or website.

# SCI Endorsement Criteria for Event/Course

## Endorsement Criteria

1. **All sections of the application form must be completed.**
2. Evidence must be provided of a **clear rationale** for the event/course and its relevance to attendees who are Social Care Workers.
3. The learning objective/outcomes of the event/course

must be clearly identified in the application form.

1. The target audience for the event must be identified (e.g. a specific social care sector). Prior qualifications and/or experience required for participation in the/course must be clearly indicated on the application form.
2. Professional Qualifications and experience of all presenters/

facilitators must be clearly outlined on the application form (e.g. CV of Course facilitators/presenters).

1. Costs associated with the event/course must be clearly advertised and state what the fees cover (e.g. attendance, lunch, hand outs etc.). Refund and cancellation policies must be clearly stated on any advertising material associated with the endorsed event/course.
2. A clearly outlined programme must appear in final advertising literature. Any advertising material which includes SCI endorsement must include approved association logo.
3. Clear and concise documentation supporting the content relevant for social care workers or relevance of the topic for social care must be included in the application.
4. The applicant should provide information on relevant evidence based research/support for the topic and content of the event/course. If the applicant feels that no research/support exists they should attach a statement detailing what steps have been taken to ensure that the activity provides information about effective, beneficial, safe and up to date practice.
5. The format and/or delivery of the event/course must be clearly outlined in the application form (e.g. lecture, workshop, interactive etc.)
6. A clearly outlined method of event/course evaluation must be outlined on the application form and must be made available to participants.

A copy of evaluation form used must be attached with application.

1. If applicant has undertaken a prior evaluation of the event/course, the outcomes of this evaluation should be included in supporting documentation.
2. If the applicant wishes to repeat this event/course again, and has applied for multiple events/courses to be endorsed, within the 18 months of application the dates and venues for these events should be detailed on the application form (where known). If all repeating events/courses has not been scheduled at the time of application the course organiser must advise the CPD Officer within 6 weeks of the scheduled event/course.

# SCI CPD Endorsement Application Form for External Course Organisers

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| **Name of Course Organiser:** |  |
| **Name of Course Presenter/ Facilitator** (if different): |  |
| **Place of Work:** |  |
| **SCI/IASCW Membership Number** (if applicable): |  |
| **Phone Number:** |  |
| **Mobile Number:** |  |
| **E-mail Address:** |  |
| **Event/Course Presenter/ Facilitator Qualifications and experience:** |  |
| **Previous Experience of organising CPD Event/Course:**  (Course Organiser and/or presenter) |  |

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| **Declaration of Interest:** (Please declare your financial, professional and personal interests in delivering this course) |  |
| **Other relevant experience/activities** |  |

## CPD Event Details

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| **Title of CPD Event** |  |
| **Please attach a lesson plan or outline of each day/ unit with an overview of content for CPD event.** | |
| **Proposed Date(s) and Venue:** |  |
| **Do you require support from CPD Officer for this event?** (e.g. advertisement)  (Please detail supports required) |  |
| **Aims of CPD Event/Course** |  |
| **What are the participant learning outcomes?** |  |

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| --- | --- |
| **Relevance of Event/Course for Social Care Workers:** |  |
| **Evaluation or Assessment of Learning Outcomes Methods:** |  |
| **Duration of Event/ Course** (hours) |  |
| **Target Audience** (i.e. who is this training suitable for?) |  |
| **Please outline how this CPD event will benefit members of our profession?**  (Please identify the evidence base which supports this) |  |
| **Please outline how this CPD event will benefit service users?**  (Please identify the evidence base which supports this) |  |
| **Please detail current research/support for the topic/content in line with evidence based practice:** |  |
| **Numbers of Participant per event:** |  |

Signature of organiser: *. . . . . . . . . . . . . . . . . . . . . . . . . . . .* Date: *. . . . . . . . . . .*

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| **Checklist of items to accompany this application:** | | *Tick =* **Yes**  *Blank =* **No** |
| 1. | A full schedule of the event to include the name, title, organisation, details of each presenter, the title of each presentation, the individual start and finish times for each presentation, Q&A session, break time  E learning Applications: Course details, title, number and topics of modules to be delivered, total duration of the course, course assessment, weblink, user name/password |  |
| 2. | A copy of presentations, hand outs or multi-media material (e.g. videos’) used as part of the event/course. |  |
| 3. | A copy of invitation to the event and any promotional material |  |
| 4. | A copy of the finalised programme or brochure for the event |  |
| 5. | Other supporting material (e.g. evaluation reports, relevant research supporting topic/course content etc.) |  |

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| **Office Use Only:** |  | CPD Officer Decision: |  |
| Date Reviewed  by CPD Officer: |  | CPD Officer  Signature: |  |
| Date Received: |  | Outcome of Endorsement Application: |  |
| **Date of Review by CPD Working Group:** |  |
| Date Re-submitted if advised by working group: |  |  |  |
| Application Fee Received: |  | | |
| Reapplication for Endorsement after 18 month period: |  | | |
| Reapplication Fee Received: |  | | |

## SCI CPD Endorsement Application Fees

SCI CPD Endorsement Application Fee – Fee schedule for the processing of external course/event organisers application for CPD Course/Event Endorsement by SCI

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| **SCI CPD Endorsement Application Fee – Fee schedule for the processing of external course/event organisers application for CPD Course/Event Endorsement by SCI** | |
| Multiple Events with a Registration fee over €150 | €500 |
| Single Event with a Registration fee over €150 | €250 |
| Multiple Events with a Registration fee under €150 | €200 |
| Single Event with a Registration fee under €150 | €150 |
| Multiple Event with no registration cost | €75 |
| Single Event with no registration cost | €50 |
| Reapplication for Endorsement (Multiple events with a registration fee over €150) | €350 |
| Reapplication for Endorsement after 18 months (Multiple Events with a registration fee under €150) | €150 |
| IASCW/SCI member organised event/course with a nominal fee (e.g. covers venue cost, refreshments etc.) | €0 |
| IASCW/SCI member organised event/course with no registration fee | €0 |
| IASCW/SCI member multiple events with no registration fee | €0 |

*Application fees are non-refundable.*

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| **Payment Details** |
| Please do not submit any payment with application form. |
| An invoice with a reference number will be generated on receipt of the application. |
| On receipt of the invoice please submit payment with a copy of the invoice to the address below:  **CPD Officer, Social Care CSER 206, The Clock Tower**  **Dublin Institute of Technology, Grangegorman, Dublin 7.** |