

## CPD EVENT APPROVAL

### A GUIDE FOR EVENT PROVIDERS

#### Definition of Event

An event is defined for AoR CPD purposes as an organised activity such as a course, lecture, seminar or workshop that is made available to participants by a training provider. The training provider may be a college, private centre or an individual.

#### Benefits to providers of AoR approval for CPD Events

- The AoR is respected throughout the UK and overseas. Approved CPD events will attract kudos from AoR approval.
- As the largest reflexology organisation in the UK, AoR approved CPD events will reach a large number of members.
- Approved events are listed on the AoR website.
- Significant numbers of non-member reflexologists also visit the website in search of CPD opportunities.
- Approved events can be advertised in Reflexions within the AoR approved CPD section, subject to meeting relevant deadlines.
- Approved events can be advertised on the AoR website.
- Demand from members will be increased due to double points earned by being an AoR approved CPD event.
- Providers can offer promotional rates to AoR members to increase uptake.
- CPD providers that are members also earn double CPD points.

#### Definitions of Approval

An AoR approved CPD event is one where the training provider has received a confirmation from the AoR that a particular event has been approved for CPD. Each event title needs to be separately approved. CPD events are approved for a limited period of time (initially 3 years). Once approved, that event can be delivered for an indefinite number of occasions up until the approval has expired. There are charges for event approval and for each occasion/date that is listed by AoR.

#### Limitations of Approval

- The approval only applies to the individual event title listed.
- Each individual event title must be approved separately.
- The approval of an event only applies to the named individual provider.
- Other providers wishing to offer the same programme must apply separately.
- Approval of an event by the AoR does not guarantee to the participant that the event is delivered to a high standard.
- Approval of an event by the AoR confirms that the provider has agreed to organise and deliver the programme within specific criteria.
- Any changes to the event specification as approved, without AoR's agreement will invalidate the approval of the event.

## **Criteria for approval**

CPD events submitted for approval need to demonstrate all of the following:

- The event covers a topic that is acceptable for CPD approval by falling within one or more of the 20 CPD categories (see AoR's CPD Handbook).
- An accurate title that reflects the aims.
- Clearly stated aim/s.
- Clearly stated and realistic learning outcomes/objectives (see below)
- Clearly stated assessment (if applicable).
- Clearly stated pre-requisite qualifications or experience (if applicable).
- Signed agreement to fulfill AoR requirements for running an AoR approved CPD event.

## **Applying for AoR CPD approval**

Application forms are downloadable from the AoR web site and are available on request by email or post. Completed application forms can be sent to us by email, fax or post. In the near future it will be possible to apply and pay online on our secure website.

## **Scale of Charges for CPD Approval | October 2006 – 31 December 2007**

Event approval            £125 per event

Event listing                £40 per listing

These charges relate to all applications received by the AoR before 31 December 2007. This includes applications for events that occur after that date. The charges for applications received after 31 December 2007 please refer to the AoR web site nearer the time.

### **Event approval**

This is the approval of a particular event, for example a workshop on Maternity Reflexology run by a particular trainer. This event will have a title, summary, learning objectives/outcomes and assessment (if applicable). Event approval lasts for 3 years. The cost is a one-off payment that covers approval for that 3-year period.

### **Event listing**

A provider may offer an approved event such as the workshop on Maternity Reflexology on as many occasions, or different locations as they wish. However if the provider requires the AoR to list all, or any of these, then event listing details and payment needs to be submitted for each listing.

### **Aims and Outcomes**

These are important sections of the application form. The AoR needs to know basic information to help us to be assured that the purpose of the event is clearly thought through. The aims stated on the form need to accurately convey to participants the overall purpose of the activity. The outcomes or objectives for the event should be written from the perspective of the participant, i.e. what the participant will learn; what the participant will do, or what practical skills or approaches that the participant will develop. If the relevant sections of the form are not completed in this way the application will not be approved.

### **Mode of Attendance**

This term is used to describe the type of attendance required. When applying for approval the mode of attendance needs to be stated on the application form. Typical examples of attendance include:

- 1 day
- 4 evenings
- 2 days
- 1 Weekend
- Half day
- 1 weekend per month for 4 months
- No attendance (distance learning)

### **Listing events on the AoR website**

We will post approved listings onto our website as soon as possible. However to be sure of this listing being provided in time you should ensure that the application and payment are received at the AoR office at least 3 working weeks before the web listing is required. We recommend that applications are sent several months in advance of the event to ensure that potential participants have sufficient time to see the event details on the web site and to contact you to make the booking. Bookings for CPD approved events are not made by, or through, the AoR. The AoR provides the contact details of the provider and it is up to the provider to ensure booking arrangements are in place for those participants wishing to book onto the event.

The listing on the AoR web site includes the following information:

- Event Provider name
- Event Provider contact details
- Date of event
- Title of event
- General location of event
- No of hours/days
- CPD Points value
- Mode of attendance of event
- Total cost of event to the participant
- Summary of event
- The learning aims or outcomes for the event
- Brief details of any assessment

### **Listing events in the AoR's *Reflexions* journal**

Where possible, approved events will be included in the CPD listing page in the journal. There are strict deadlines for inclusion of listings in *Reflexions*. The deadlines for 2007 and 2008 are:

| <b>Edition of <i>Reflexions</i></b> | <b>Deadline for CPD receipt of CPD approval forms &amp; payment</b> |
|-------------------------------------|---|
| June 2007                           | 1 April 2007  |
| September 2007                      | 1 July 2007   |
| December 2007                       | 1 October 2007  |
| March 2008                          | 1 January 2008  |
| June 2008                           | 1 April 2008  |
| September 2008                      | 1 July 2008   |
| December 2008                       | 1 October 2008  |

Confirmation of these dates can be found in the approved CPD events section of *Reflexions*.

Each approved event will be listed providing that full and accurate information has been given and the relevant listing fee paid.

The listing in Reflexions includes the following information:

- Event Provider name
- Provider contact details
- Date of event
- Title of event
- General location of event
- No. of hours/days
- CPD Points value
- Mode of attendance of event
- Total cost of event to the participant

### **What happens when I have submitted my application?**

When your application is submitted you will receive a confirmation of receipt either by post or email. The application will be evaluated to ensure that all approval criteria have been met. If we require further information or clarification on any aspect of your application we will contact you. Once this process has been completed and your application has been approved, payment will be taken and confirmation will be posted or emailed to you.

### **What happens if my application is turned down?**

Our aim is to help you to meet the requirements for a successful application and we will work with you to that end. In processing your application we will assess the information received against the approval criteria. This may include drawing on additional information in order to satisfy ourselves that your application is safe and in the interests of members. If your application is unsuccessful we will write to you and provide the reasons for this. You will not be charged for this as payment is only taken upon approval. This does not prevent you from applying again although we reserve the right to refuse applications at any time, in which case the reasons for this shall be provided.

### **Member Feedback on quality of events**

As part of our monitoring of member satisfaction with AoR approved events, we may ask you to issue AoR event evaluation feedback forms to participants. If this request is made to the provider it will be a condition of continuing approval that the forms are issued to participant sand that they are encouraged to return them to AoR. It is expected that event evaluation forms will also be available for members on our web site.

### **Event renewal**

Events are initially approved for a period of up to 3 years, although we reserve the right to withdraw approval at any time if the provider breaches the terms of the Provider Agreement. Providers will be notified approximately 6 months prior to the end of approval period.

### **Downloadable documents on the web site**

Guide for event organisers

AoR CPD agreement

Event feedback form

Guidance on applying for accreditation to deliver the AoR's practitioner training course

### **Contact details**

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