

CPD Event Approval

How to apply and the
benefits for your event



The Approval Scheme

Royal Society of Biology CPD Approval formally recognises those events that allow our members to keep up to date with recent developments or key skills within their field or in any area of the biosciences they may find interesting. An 'event' can be almost any activity such as a lecture or programme of lectures, a conference, a short course, a one-day inset, a seminar or other activity that may provide training or development of knowledge.

Royal Society of Biology Event Approval benefits:

Providers by:

- recognition of their event
- improved status
- enhanced recruitment to events
- Society branded materials available for use in promoting your event
- addition to the Royal Society of Biology online events calendar and assorted newsletters.

SB Members by:

- providing information on events covering the wide field of the biosciences that have been approved by an external body
- aiding members in their annual CPD submission by setting a high standard for our Approved events so they can be allocated a higher CPD points allowance. By attending, our members can meet their CPD requirements quicker.

The Royal Society of Biology CPD scheme is points based, and we ask our member to attain fifty CPD points throughout the year, and allocate between one and two points per hour depending on the activity. Only Royal Society of Biology Approved Events are allocated three points per hour and a copy of the full CPD scheme is available [here](#).



Assessment for Approval

Event applications will be evaluated against several principles via the [application form](#). Depending on the nature of the event and its content, not all of the conditions will apply and an event may not fulfil all criteria, but will be judged on its overall merit and stated goals. **The criteria in the first 2 bullet points however, *must be met*.**

- The target audience, goals of the event and the benefits to participants should be clear. **(Essential)**
- Feedback from the participants is essential. It must evaluate whether they feel that their knowledge and skills have benefited from the event. For example, the feedback form could ask if the event met the participant's expectations. **(Essential)**
- A feedback form must be distributed to participants, collected and analysed by the provider. A brief summary of the feedback, which need not be more than a few paragraphs, should be forwarded within 5 weeks to the Royal Society of Biology who reserves the right to see the originals up to 2 months after the event.
- Measures should be taken by event organisers to ensure the effectiveness of the event, such as reviewing and developing their provision from time to time.
- The event must not be less than 1 hour's duration, but may be of one day's duration, a few days, or be run part time over several days.
- There may be a combination of formal and informal teaching.
- Venues must be of appropriate size and quality for the activity. Crowded locations, poor ventilation and poor facilities are not helpful to effective learning.
- For *practical tuition* there must be an acceptable ratio of trainers to participants and groups greater than 10, per trainer, are unacceptable.
- The teaching methods used should be appropriate to the subject being taught, the size of the group as well as the experience and needs of the participants. An interactive style of teaching with questions and comments from the participants and discussion is encouraged in those events for which it is appropriate- e.g. seminars.
- Audio-visual aids, whilst not mandatory, are important to the style and variety of teaching methods and can help to reinforce material from formal lectures.
- The tutors, lecturers or instructors involved with the event are expected to have qualifications and/or experience appropriate to their role and degree of involvement in the event. They should be proficient in their areas of expertise, effective communicators and capable of establishing rapport with the participants.
- If appropriate, participants should be given documentation prior to and/or during the event, which will form a part of the event and can be retained for reference and for private study.
- A certificate of attendance must be issued to participants and a list of participants kept by the event organisers for 3 years. This list must be available to the Society for inspection, free of charge.

Event organisers should ensure that the event fulfils the requirements for approval and that this is evident from the application. It is a condition of approval that a member of Society staff may attend any presented event for the purposes of inspection free of charge. If successfully approved, events will be advertised on the Royal Society of Biology Events webpage and Royal Society of Biology attendance certificates, posters and adverts will also be available upon request. The evaluation process is not as comprehensive as for formal accreditation and while approval of an event signifies that the Society recognises that it may be an activity of merit to the development needs of participants, the Society is not responsible if the specific needs of the participants are not met. Approved events may not be badged as "accredited", Approved events may use the following statement in their publicity:

"Approved by the Royal Society of Biology for purposes of CPD, this event may be counted as x CPD points".



Fees for Assessment

Unique one off events

Registered charities or individual members	£50
All other providers	£100

Repeated events

Registered charities or individual members	£110
All other providers	£225

All fees are inclusive of the VAT at the ruling rate. Credit card details can be provided via the application form for online applications. For postal applications, cheques should be made payable to the Royal Society of Biology.

There is no charge for assessment of events organised by any Royal Society of Biology **Branch**, or Royal Society of Biology **Member Organisation**.



Application Procedure

The completed application form, supporting documents payment for assessment should be submitted to the Society **not less than 28 days before the date of the event for which approval is sought.**

Additional information from the provider may be attached to the application form or put in a covering letter but applications cannot be processed without receipt of the fee, which is non-refundable.

Applicants must inform the Royal Society of Biology if they have, or intend to, submit their event to any other accrediting authority.

Following evaluation of an event, the Society may make one of the following decisions:

1. The event should be approved as a unique event or for a period not exceeding 3 years
2. The event should be approved subject to specific recommendations being implemented. Further assessment of the event following implementation of recommendations will be necessary before approval can be given.
3. The event should not be approved. Reapplication at a later date is permitted.

The Royal Society of Biology reserves the right to remove approval at their discretion.

The Society recognises that events are likely to develop and change during the period of approval. Course organisers should notify the Education Department of any changes that may substantially affect the objective or delivery of the training programme, including programme content, or the commercial availability of places on the programme. This notification should be prior to the publication of course publicity that includes the SB endorsement. All updated course material should be forwarded to the Society. The Society reserves the right to request re-approval if it deems it necessary.

Royal Society of Biology Liability Disclaimer

An Approved Event may be an activity of merit to the development needs of participants; the Society is however, not responsible if the specific needs of the participants are not met.

The Society has no liability to an applicant for the approval or otherwise of an event.

The Society is not responsible to participants if their specific needs are not satisfied. Organisers must not at any time, either specifically or generally state or imply that this is the case.



Contact Details

Please email all applications and questions to
cpd@societyofbiology.org

Applications can be emailed to the above address or posted to:

CPD Event Approval
Charles Darwin House
12 Roger Street
London
WC1N 2JU

