

CPD Event Accreditation Criteria

The following criteria must be met.

Area	Criteria for events	Categories of event			Means of measure
		CPD Accredited	Commercial Deal	Mutual recognition	
Relevance	Insurance/financial services related and appropriate for target audience	X	X	X	Event description
Relevance	Contribute to delegates' learning and development/CII members CPD	X	X	X	Event description
Relevance	Subject information is up-to-date and accurate	X	X	X	Event documents
Relevance	Supporting information and material is of a high level of relevancy and accuracy	X	X	X	Event documents
Professional	Organisers demonstrate a professional approach and reflect regulatory requirements	X	X	X	Advertising/promotion
Professional	Advertising is not misleading and manages delegate expectations	X	X	X	Advertising
Professional	Speakers are professional	X	X	X	Speaker profiles
Credibility	Speakers have relevant knowledge and experience	X	X	X	Speaker profiles
Credibility	Speakers maintain their CPD	X	X	X	Speaker profiles
Credibility	Subject information is from reliable sources	X	X	X	Review of materials
Training delivery standards	Clear learning objectives	X	X	X	Advertising material, programme
Training delivery standards	Structured with appropriate breaks for delegates	X	X	X	Programme
Training delivery standards	Venue has access to necessary facilities, refreshments, staff assistance and has disabled access	X	X	X	Venue description
Communication	Clear event information which meets with W3 guidelines for any online comms	X	X	X	Correspondence
Communication	Appropriate language, style and pace	X	X	X	Event material
Communication	Slides are clear and accessible	X	X	X	Event material
Communication	Up-to-date and relevant supporting/reference material	X	X	X	Event material
Evaluation	Subject to a consistent and fair evaluation	X	X	X	Previous/current evaluation forms
	Learning outcomes evaluated against objectives	X	X	X	Previous/current evaluation forms
	Speakers performance evaluated	X	X	X	Previous/current evaluation forms
Record Keeping	Records relating to the event are maintained	X	X	X	Records
Record Keeping	Records relating to the evaluation are maintained	X	X	X	Records