



CII CPD Accreditation:

CII's CPD accreditation is an internationally recognised quality benchmark for insurance and financial services learning interventions. CII CPD Accreditation can enhance the reputation of your training programmes through achievement of an international industry recognised standard. CPD Accreditation is aligned to the CII standards to demonstrate compliance in relation to transparency, quality and member benefits.

Transparency: any learning intervention accredited by the CII must be accurately described so that delegates can easily identify its potential value and assess whether they are the intended audience.

Quality: CII must be certain that learning programmes will be run to the highest possible standards. Trainers must be suitably qualified and well prepared. Any learning materials should be accurate, current and appropriate for the intended audience.

Professional Development: CII will only accredit those learning interventions which are likely to deliver tangible benefits to our membership, or potential membership, in relation to their professional development.

Overview of the CII CPD Accreditation process:

There are a number of steps which will be undertaken in order to assess your organisation's training provisions, these are summarised below:

1. CII will undertake a comprehensive initial accreditation review to benchmark your organisation's training programmes against the CII CPD Accreditation standards.
2. CII will issue a summary report with the Accreditation decision and where there are shortfalls in meeting the CPD accreditation standards or any enhancements are identified, will work with your organisation to address them.
3. CII will sample materials as part of an annual accreditation review, to ensure maintenance of the accreditation standards and that any shortfalls identified have been addressed.

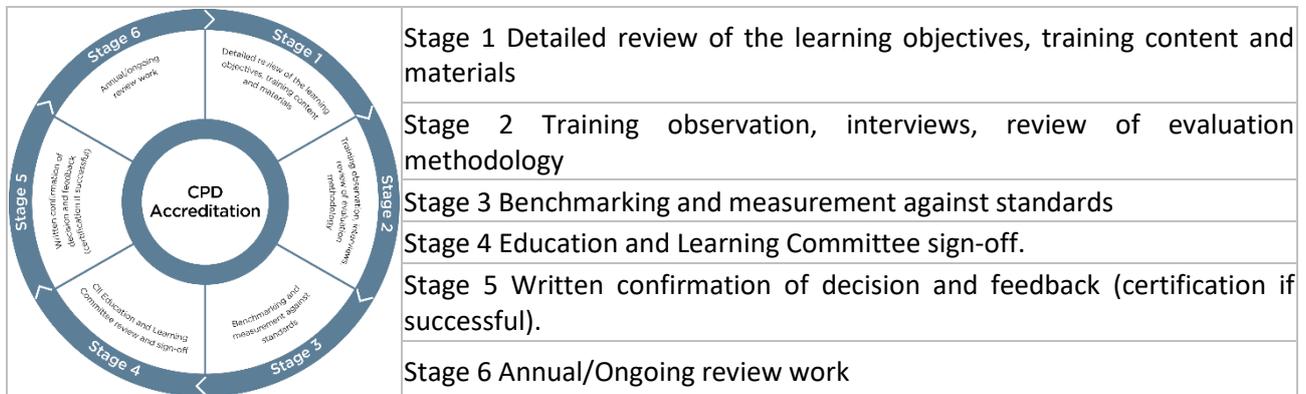
In order to conduct the accreditation review of your organisation's training, CII will request a number of items, for example:

1. List of training programmes
2. Overview of the programme, including learning objectives for each unit
3. Learning content e.g. training materials, presentation material, trainer guides and delegate workbooks
4. Access to online learning platform (where applicable)
5. Trainer profiles
6. Invitation emails / joining instructions
7. Promotional materials for the programmes
8. Process for updating the training materials
9. Quality assurance process information, including a copy of the blank delegate feedback form and summary of recent delegate feedback
10. Record keeping details
11. A copy of the completion certificate (where applicable)

You can click on the following link to access the CII CPD accreditation standards -

http://www.cii.co.uk/media/47128/cpd_accreditation_standards_v6_web_15.10.15.pdf

The process



CPD Accreditation fees - The fees to benchmark your learning programmes against the CII CPD accreditation standards are based on the scope of the work involved.

CPD Accreditation is subject to an annual review to assess that the standards are being maintained and any shortfalls identified have been addressed. The annual review fee is approximately 75% of the initial accreditation fee, payable on an annual basis for the duration of the accreditation award.

Please send contact ciiaccreditation@cii.co.uk providing an outline of your programme in order to receive a proposal.

On successful achievement of CPD accreditation, CII will provide:

- A certificate signifying that the programme meets CII CPD accreditation standards
- CII / PFS Accredited logo for use on collateral related to the accredited programme(s), e.g. attendance certificates
- The option of adding the accredited programme details to the CII website
- A written report highlighting the areas of good practice and development areas identified during the review
- Ongoing support with the development of the programme through annual reviews
- Assistance with publicising the successful achievement (internally and in the industry press)