

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.

A CPD approved 'event' can be a lecture or programme of lectures, a conference, a short course, a one-day inset, a seminar, or other activity that provides training or education. It must be a minimum of one hour in length and must be a short course not a degree qualification or similar (for details of [degree accreditation](#) please see our website). The event may be face-to-face or online.

Approved events will state the number of CPD points using the sentence: "Approved by the Royal Society of Biology for purposes of CPD, this event may be counted as X CPD points." (These points are available to members enrolled on the Society's [CPD scheme](#).)

Royal Society of Biology Event Approval benefits:

Providers by:

- recognition of your event
- improved status
- Society branded materials available for use in promoting your event (please request)
- promotion via the Royal Society of Biology online events page (please ensure that the date of your event is provided on the application form, in order for us to advertise it). (Events offering a 20% or more discount to RSB members may be advertised in our monthly Training Newsletter, please contact training@rsb.org.uk to find out more.)

RSB Members by:

- providing information on events covering the breadth of the biosciences that have been approved for CPD
- aiding members in their annual CPD submission (we currently have over 3000 members enrolled on our CPD scheme) by setting a high standard for our approved events so they can be allocated a higher CPD points allowance. This means it takes our registers members less time to complete their annual CPD requirement.

The Royal Society of Biology CPD scheme is points based. We ask our members 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. 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 marked as essential 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 risk assessment must be completed for the event **(Essential)**
- The CV or profile of the event trainer/ speaker(s) must be provided. **(Essential)** 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.
- 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. **(Essential)**
- Learning outcomes of the event and how these will be delivered should be clear. **(Essential)**
- 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.
- 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. **(Essential)**
- Consideration should be given to equal opportunity issues. We expect that all event organisers will put in place policies to ensure optimum inclusivity across the broadest range of backgrounds. **(Essential)**
- 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.
- 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.

Event organisers should ensure that the event fulfils the requirements for approval and that this is evident from the application.

The Society reserves the right not to approve events which conflict with our charitable values.

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.

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 exclusive of VAT at the ruling rate. When applying please provide the address and reference and/ or Purchase Order number for invoicing. 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 Full or Supporting Member Organisation.



Application Procedure

The completed application form, supporting documents and payment for assessment should be submitted to the Society **not less than 3 months before the date of the event for which approval is sought**. We are not able to approve events retrospectively.

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 RSB 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 training@rsb.org.uk

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

CPD Event Approval
Training Officer
Royal Society of Biology
Charles Darwin House
12 Roger Street
London
WC1N 2JU

