



## Guidance Notes for External Short Course Applications

### Record of changes to: Guidance Notes for External Short Course Applications

Section number	Log of changes since last issue date	Responsible person for authorising changes
Appeals	Appeals process updated	Jemimah Eve
The process	Duration of approval added	Lauren Harrison
Purpose	Added example types of courses to increase inclusivity of formats	CAC/ Katherine Bunting
Conditions	Amended approval duration to the length indicated on application form	CAC/ Katherine Bunting
Appeals	Correction of terminology from accreditation to approval	CAC/ Katherine Bunting

### Purpose

IPEM approval of CPD courses is intended to ensure that CPD courses give good quality training relevant to appropriate professions. Recognition by an appropriate professional body is regarded as a useful 'kite-mark' of quality and should indicate the suitability and quality of a course to prospective students. Approval can be granted to a wide range of courses, including online or in person, lectures/tutorials, e-learning, simulation etc.

### The process

- Course providers apply on the form available on the IPEM website ([www.ipem.ac.uk](http://www.ipem.ac.uk)) giving the details requested on the form. Course organisers are recommended to do this in good time as approval may take up to 6 weeks.
- An application fee is payable to IPEM. The fee is payable whether the course is approved or not and an application will not be considered unless it is submitted with a purchase order or online payment. A purchase order for the fee must be submitted with an online application form. The IPEM Finance Department will then generate an invoice for payment. Current fees can be found on the short course approval webpage, or by emailing [training@ipem.ac.uk](mailto:training@ipem.ac.uk).
- The preferred approval period must be requested on the application form (1 year, 3 years, 5 years). This applies to new applications and renewal applications. The Course Accreditation Committee will confirm if they are able to approve for the period requested.
- The application is considered by one member of the IPEM Course Accreditation Committee (CAC), in consultation with an expert in the subject offered e.g. a member of the relevant Special Interest Group (SIG). The final decision is reported by the member of Course Accreditation Committee.
- Decisions will normally be made on the basis of the information supplied but the committee reserve the right to ask for further information.
- IPEM will communicate a decision to the course organiser within 6 weeks of receiving the application.

### Conditions

- Once approval has been granted the course organisers are entitled to:
  - i. Use the IPEM 'CPD Approved' logo and the words '*CPD course approved by IPEM*' on their website and other publicity, and on certificates issued to completing students.
  - ii. Receive a certificate stating that their course is approved
  - iii. Have the course listed on the IPEM website

- Approval will last for the length indicated on the application form, however providers must inform IPEM of any changes to the course content or intended audience and will be requested to provide student feedback.
- Providers must keep a register of all students who have completed the course, including name, affiliation and email address, for at least 5 years and must inform IPEM of the numbers each year.
- On approval of a course, and prior to an existing course being run, we will publish details on the IPEM website and on IPEM's social media channels.

Approved courses are required to run attendee feedback at least annually. If a course is approved before it has run, attendee feedback will be sought by IPEM and, in the event of this being unfavourable, approval may be withdrawn for subsequent presentations.

### Renewals

- Renewal applications must be submitted no less than 6 weeks prior to the expiry date of the current approval. If course approval has expired, a new application must be submitted rather than a renewal application.
- Renewal of an existing approved course must be submitted on the online renewal form and must be accompanied by a purchase order for the appropriate fee. Fees can be found on the short course approval webpage, or by emailing [training@ipem.ac.uk](mailto:training@ipem.ac.uk).
- As with new applications, the preferred approval period must be requested on the application form (1 year, 3 years, 5 years). This applies to new applications and renewal applications. The Course Accreditation Committee will confirm if they are able to approve for the period requested.

### Appeals

#### Eligibility for Appeal

The grounds for appeal against a decision made by IPEM may be made on one or more of the following grounds:

- I. There is evidence of administrative, procedural, or other irregularities in the conduct of the approval process.
- II. Information has become available which would influence the decision, and which was not, and could not have been available at the time of the application review.

An appeal of the original judgement will not be considered unless one or both of the eligibility criteria are met.

Should an organisation be dissatisfied with the outcome of the approval process, it must make this known in writing or email to the Chair of the Course Accreditation Committee, via the IPEM National Office within two weeks of the decision announcement. If, after corresponding with the Chair of the Course Accreditation Committee, the organisation remains unsatisfied, it may make a formal appeal. This must be done within 14 days of the discussion with the Chair of the IPEM Course Accreditation Committee. An appeal panel will be appointed to independently review the case and make a final decision. The organisation may be asked to submit additional information to support their appeal.

The reasons for the appeal should be set out in clearly and concisely in writing by the organisation and submitted via email to [training@ipem.ac.uk](mailto:training@ipem.ac.uk), together with any appropriate supporting documentation or evidence.

Appeals must be based on substantial evidence that the decision was made in error, was inconsistent with established criteria, or violated due process.