



Qidos Accreditation Scheme Approval of Continual Professional Development (CPD)

1. Background

All members of the Qidos Accreditation Scheme for Domestic Energy Assessors (QAS) must undertake CPD annually. While there is no specific hourly requirement for DEAs, 12 hours annually is a guide figure. However, we strongly recommend this as a minimum and that all DEAs spend as much time as they feel is necessary to keep abreast of all developments in the industry.

QAS is aware that the quality of CPD can vary and invite training providers to apply for Scheme Approval of their proposed CPD products.

2. Approval Criteria

CPD programmes, courses or modules submitted to QAS for consideration and approval must meet the criteria listed in 2.1 to 2.7. The application will be reviewed against the criteria and the schemes, drawing on expertise as needed, QAS will respond within 21 days giving approval or making recommendations on how approval can be achieved.

All individual CPD programmes, courses or modules can be considered for approval and formal applications should:

- 2.1. Identify and state the target audience.
- 2.2. Define specific learning objectives that should be appropriate for the target audience and which should be clearly stated at the beginning of the module or programme.
- 2.3. Provide a summary of the course content and relate the content to the appropriate National Occupational Standards (which will be determined by the stated target audience)
- 2.4. State how the key principles of adult learning to enhance knowledge, attitudes and skills and to develop understanding of content and context will be incorporated.
- 2.5. Provide a summary of the proposed deliver mechanism, which should include:-
 - information on proposed venues
 - numbers of participants on courses
 - indicate the likely time required of participants to complete the package
 - information on any written material supplied to participants
 - information on presentation material such as power point presentations
 - descriptions of how participant interactivity will be promoted

- provide information on how participant learning is to be evaluated and a valid method of assessment to measure whether the user has achieved the stated learning objectives

Wherever possible actual examples should be provided.

- 2.6. Provide information on any support, sponsorship, funding or involvement by a commercial organisation should be declared together with information on how participants will be informed.
- 2.7. State how the CPD programmes, courses or modules influence on the user's performance, behaviour and professional practice will be determined.

3. Administration and Evaluation

An evaluation of each new CPD programme, course or module submitted will be made.

- 3.1. Once approved by QAS the module or programme will be entitled to use an approved scheme logo (in accordance with the terms and conditions of the scheme on the use of the company logo) on any promotional material together with the CPD hours attributed.
- 3.2. QAS reserves the right to participate in any module, programme or event etc. to ensure that the material delivered to candidates matches the descriptions submitted. In the event that a programme, module or course etc. is found to be significantly different from the description submitted and granted approval then that approval will be revoked. In addition approval may be revoked if access is not granted.
- 3.3. Approval will last for 12 months unless there is a material change to legislation, energy calculation conventions etc. If a programme is to be repeated or is ongoing for a period of time then approval will have to be renewed.
- 3.4. Approval is granted on the basis that the programme delivered matches the information provided. If the programme is found to differ from the information provided then approval may be withdrawn.

4. Promotion of CPD

- 4.1. QAS will not undertake any active marketing of any CPD products it approves.
- 4.2. QAS will provide a link to web pages of any organisation that runs approved CPD. However, it is the responsibility of those organisations to ensure that any linked pages are kept up to date and that where a mixture of approved and non-approved programmes, courses etc. are offered together the differences are clear to potential delegates.

Applications for approval by QAS should be submitted via the Application Form (available on the website) by emailing QAS@quidos.co.uk