

Criteria for ClfA endorsement of CPD courses

ClfA is able to offer formal endorsement of CPD courses provided by external training providers if they meet the following criteria

- Appropriate and achievable learning outcomes
- learning outcomes set out in terms of National Occupational Standards (NOS)
- certification for the purposes of CPD, with reference to the ClfA CPD requirement
- learning outcomes are monitored
- appropriate competence in trainers
- appropriate delegate numbers and/or tutor-delegate ratios
- attention to the specific learning needs of delegates and the ability to adapt if necessary
- provision for ongoing evaluation of the course and a process for modification in the light of delegate feedback

If you are a course provider and you are interested in ClfA endorsement, please contact Kate Geary, ClfA Standards Development Manager, in the first instance for an informal discussion. Based on that, you will then be asked to supply course documentation showing how your course(s) meets the ClfA criteria.

Fees

Fees for course endorsement are as follows:

1 – 5 short courses submitted together	£150 (£100 if the course provider is a ClfA registered organisation)
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6 – 10 short courses submitted together	£300 (£200 if the course provider is a ClfA registered organisation)
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For 'one-off' single courses or programmes in excess of ten courses submitted together, please contact the ClfA office to discuss.

We can also provide support in meeting the criteria, (for example, in linking learning outcomes to NOS) for an additional fee.