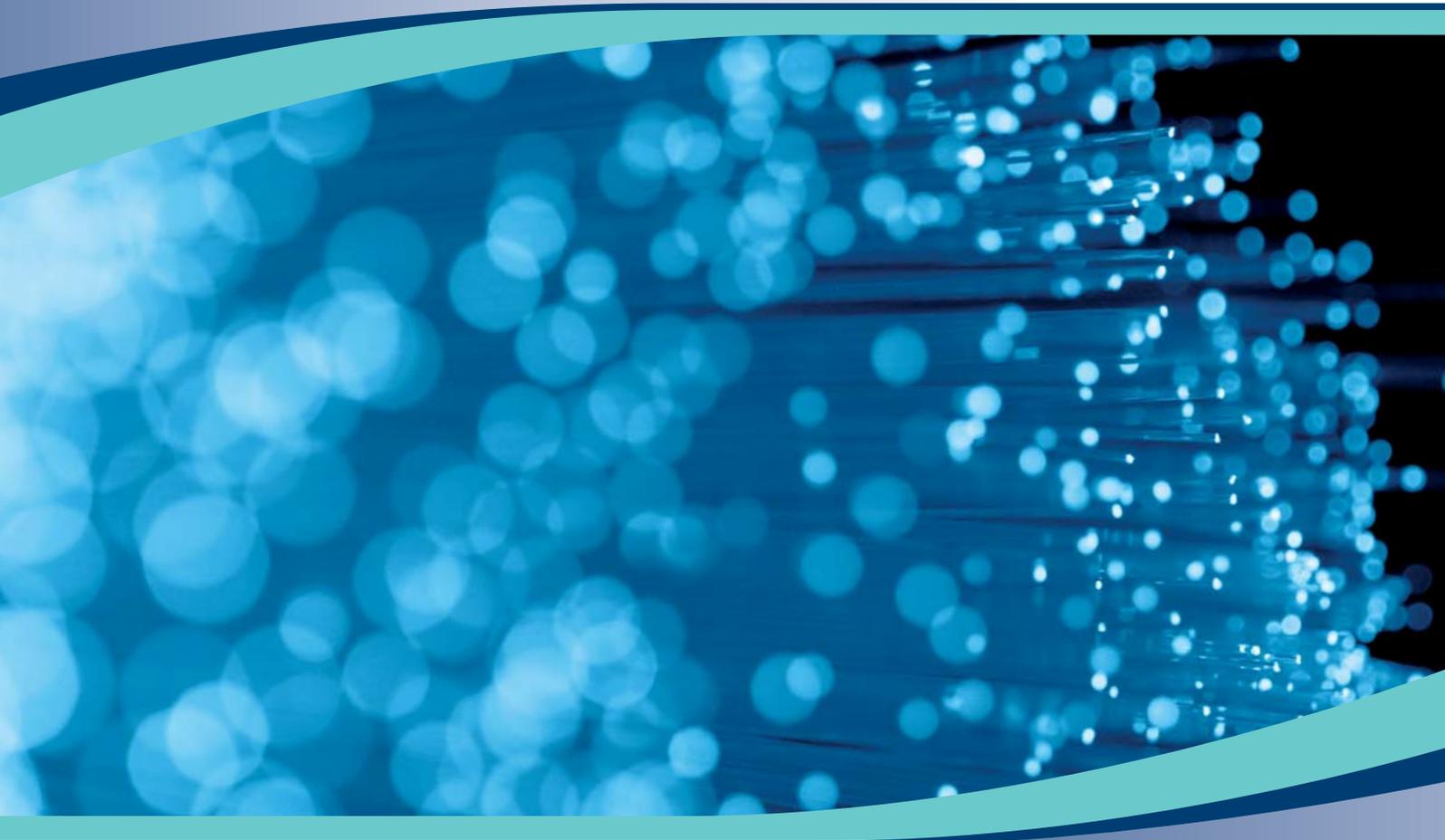




CPD Approval Scheme



If you have problems reading this document and would like it in a different format, please contact us with your specific requirements.

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Introduction

The British Psychological Society ('the Society') is the learned and professional body, incorporated by Royal Charter, for psychologists in the United Kingdom. The Society has a total membership of approximately 48,000 and is a registered charity. Under its Royal Charter, the key objective of the Society is 'to promote the advancement and diffusion of the knowledge of psychology pure and applied and especially to promote the efficiency and usefulness of members by setting up a high standard of professional education and knowledge'.

This document has been created to provide information and guidance for providers seeking approval for CPD programmes and events from The British Psychological Society. It contains information on our standards and the approval process.

The BPS Learning Centre

The BPS Learning Centre is The British Psychological Society's training and development portal. We provide information and guidance on professional development, an online CPD recording system for members and offer CPD opportunities to psychologists and those working in related fields through our annual programme of CPD events and e-learning courses. The BPS Learning Centre also runs the CPD Approval Scheme to approve professional development offered by external providers as meeting the Society's CPD standards.

Background

The CPD Approval Scheme is the Society's model of approving programmes or events (including workshops, lectures, symposia and conferences), that meet our standards for professional development. It enables CPD providers, including Higher Education Institutions to have programmes or events that are of relevance to psychology and/or psychologists approved. This will include, for example, programmes that do not relate to the full standards for *accreditation through partnership* (for more information please see page 16), but which may be of interest to qualified and aspiring psychologists.

The Society's CPD policy

Continuing Professional Development (CPD) is the professional, work related aspect of lifelong learning. It is essential for maintaining and enhancing professionalism and competence and an integral part of the process of adapting to change, and updating knowledge and skills.

Principles

1. CPD is both a professional obligation and an individual responsibility, with the expectation that you will take a structured and self-managed approach to further learning through:
 - actively engaging in CPD
 - maintaining a record of your CPD
 - applying learning from CPD activities to your professional practice
2. There is a range of learning activities that may be used for CPD and it is recommended that you engage in a mix of CPD activities.
3. Professional development is not purely about inputs (i.e. undertaking CPD activities); it also requires a reflective, outcomes-based approach, which focuses on the learning gained from CPD and its application to current or future practice, together with the associated benefits for you, your clients and the services you provide.
4. As all members who are registered with the Health Professions Council (HPC) are legally required to comply with their CPD requirements, we will not be undertaking CPD monitoring that might overlap with the HPC's duties as the independent regulator. However, the Society may operate CPD monitoring processes in order to determine attainment and/or maintenance of a specific status/award e.g. Chartered Scientist status.
5. The Society recommends that you set aside dedicated time for CPD (for both formal and informal activities). Whilst recognising that it is the learning outcome, rather than just the time spent that is important, the Society is aware that many members have asked for guidance as to the minimum amount of time needed for CPD. Bearing in mind that you will need to undertake varying amounts and different types of CPD at different stages of your career, the minimum amount of time needed for engagement in CPD is likely to be between ½ and 1 day per month. Several of the Society's Divisions provide specific recommendations as to the amount of time that Chartered members should set aside for CPD activity.
6. CPD is an individual responsibility and each time our members renew their membership they are agreeing to abide by the *Code of Ethics and Conduct*, and therefore the Society's CPD policy.

Support for members

The Society is committed to offering a range of CPD support for members including:

- The provision of informal and formal learning opportunities (including courses, workshops and conferences) through the BPS Learning Centre
- Guidelines on best practice in CPD
- An online facility for individual members to plan and record their CPD
- Online journal access

If you have any questions about the CPD Approval Scheme, please feel free to contact the BPS Learning Centre:

e: learningcentre@bps.org.uk

t: 0116 252 9925

Our address is:

BPS Learning Centre
The British Psychological Society
St Andrews House
48 Princess Road East
Leicester
LE1 7DR

Find us at: www.bps.org.uk/cpd

Our standards



Our standards

Our standards are organised around five overarching areas. Each standard is followed with an explanation that providers may wish to consider when confirming their achievement of each standard.

Standard 1: Learning, research and practice

The programme(s) or event(s) must reflect contemporary learning, research and/or practice

- The programme or event does not have to be specifically psychology-related but the content should be contextualised for a psychology audience where appropriate.
- Where an event or programme does lead to an award or qualification providers must be able to document intended learning outcomes and their teaching, learning and assessment strategies (for example, through the production of programme specification document).

Standard 2: Ethical practice and professional values

The programme(s) or event(s) must reflect and promote an understanding of ethical practice and professional values.

- The programme or event must demonstrate high professional and ethical standards.
- It is important that providers communicate the benefits of acting professionally and within competencies. Events or programmes, where appropriate, should familiarise those attending with the role of the professional body. The Society is the professional body responsible for developing and supporting the discipline of psychology and disseminating psychological knowledge to the public and policy makers. It is the key professional body for psychology and psychologists.
- This standard can be achieved through raising awareness of the *Society's Code of Ethics and Conduct*. The *Society's Code of Ethics and Conduct* and supplementary ethical guidelines provide clear ethical principles, values and standards to guide and support psychologists' decisions in the difficult and challenging situations they may face. Further information can be found at www.bps.org.uk/ethics.

Standard 3: Personal and professional development

Providers must demonstrate the relevance of their programme(s) or event(s) to the personal and/or professional development of participants.

- The provider should make clear the audience to whom the programme or event is directed. This may include graduates, practitioner psychologists and non-psychologists, where appropriate.
- Participants should explicitly understand how this programme or event will equip them with skills that will be of value to their professional practice or personal development.

Standard 4: Delivery

Providers must have appropriate resources in place to support effective delivery of the programme(s) or event(s).

- Contact and support with sufficient numbers of appropriately qualified professionals will contribute significantly to the quality of the overall learning experience. Providers will need to demonstrate how this standard will be met.
- The programme or event must be developed and delivered by a suitably qualified and experienced professional.
- The resources required to deliver a programme or event will include both physical and human resources. For programmes that lead to an award, physical resources may include teaching, tutorial and laboratory space, learning resources (such as texts and journals, available in hard copy and/or electronically, computing facilities), psychological testing materials, specialist equipment supporting psychological research, software supporting data collection and analysis in psychology research, and other IT facilities, as appropriate.
- Providers should consider how best to advise participants of the physical and learning resources to which they have access. This may include the promotion of access to journals.

Standard 5: Quality management

Provider's quality management processes must make regular provision for the periodic review of the programme(s) or event(s), such that it continues to reflect our standards.

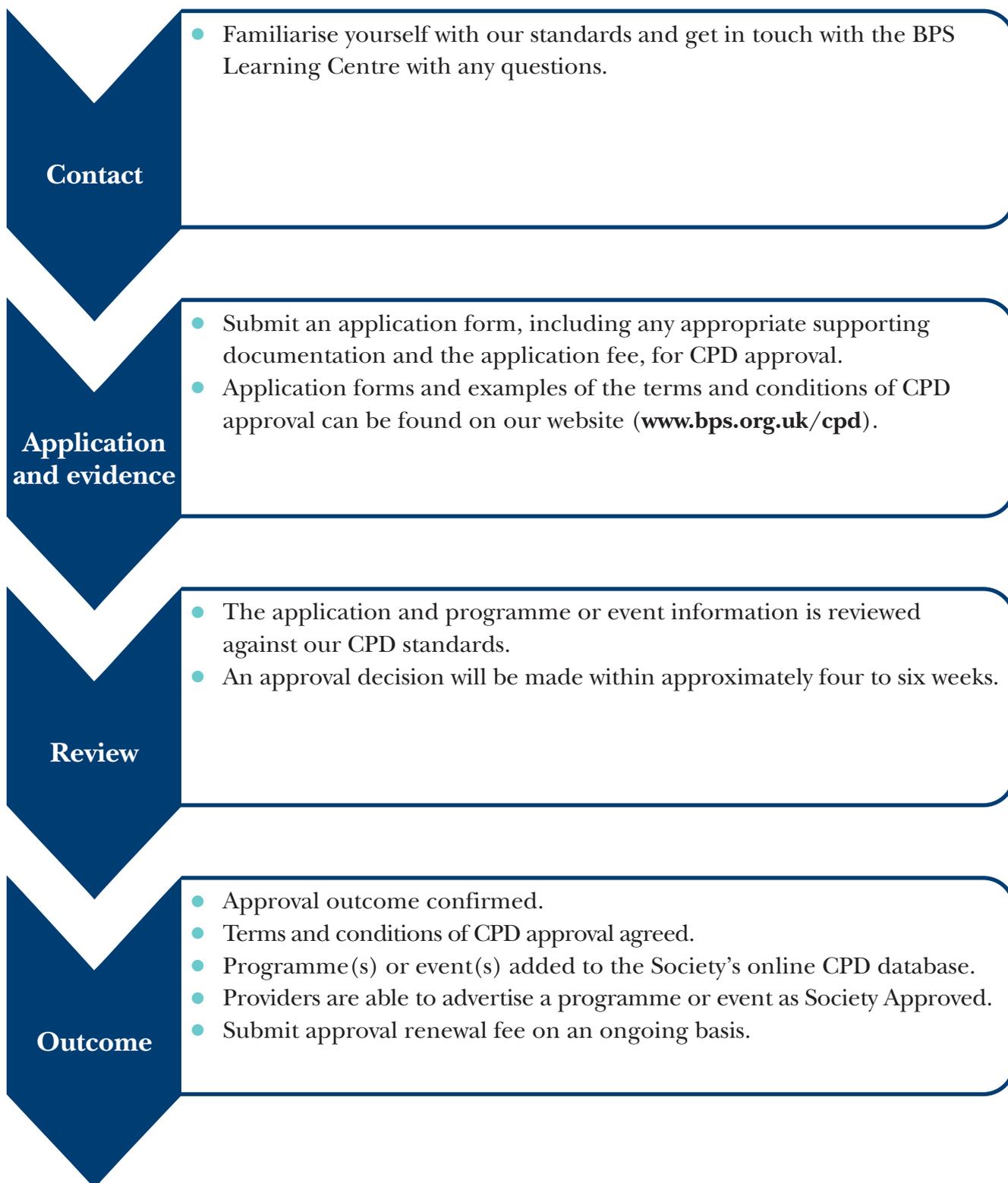
- This standard is included to ensure that providers have in place robust evaluation mechanisms that facilitate self-evaluation against our standards.
- The Society recognises providers' evaluation mechanisms as a reliable source of evidence of continued achievement of the standards.
- Providers must evaluate the programme or event and may be requested to provide this feedback to the BPS Learning Centre. The Society may also seek feedback on a programme or event independently.
- Providers should ensure a periodic review of the programme or event to ensure that it continues to reflect contemporary learning, research and practice.
- Participants should have the opportunity to provide feedback via quality management mechanisms that are in place. Programmes or events should identify ways in which any difficulties identified may be satisfactorily resolved, and changes to current systems and practices made where appropriate.

Our processes



Our processes

This flowchart outlines the steps associated with achieving CPD approval.



Application forms and examples of the terms and conditions of CPD approval can be found on our website (www.bps.org.uk/cpd). Please note that it is not always necessary to complete the application form in full. Many CPD providers have documentation that can be submitted to the Society to demonstrate how the standards have been met. This may include, but is not limited to, a prospectus or event information that can be found on the CPD provider's website. If you are unclear what information you need to submit please contact the Learning Centre.

An approval decision will be made within approximately four to six weeks.

To apply please complete and return the application form electronically where possible to the BPS Learning Centre with the appropriate application fee. The forms are available on the Society's CPD website: www.bps.org.uk/cpd.

Benefits of approval

Society CPD approval enables CPD providers to promote their programme(s) or event(s) to approximately 48,000 Society members. Approved CPD programme(s) or event(s) are included on the Society's online CPD database.

CPD providers can use the Society's 'CPD Approved' logo on their marketing and training materials. Courses that are approved by the BPS Learning Centre are able to use the following text alongside the logo on publicity materials and programme or event documentation:

'Approved by the British Psychological Society Learning Centre for the purposes of Continuing Professional Development (CPD).'

Limitations of approval

CPD approval applies only to the named programme(s) or event(s) and not to the CPD provider.

Changes to programme(s) or event(s)

We expect CPD providers to have in place their own mechanisms for managing change, and do not usually need to be notified about the changes that you make on an ongoing basis.

However, where changes will have a significant impact on the programme or event please let us know in writing as soon as possible. This may include, but is not limited to, new facilitator(s) or changes to event content.

Withdrawal of approval

The Society reserves the right to withdraw CPD approval for programme(s) or event(s) at any time for one or more of the following reasons, which place a providers' attainment of the required standards at significant risk:

- Significant changes to content
- Changes to the presentation format
- Poor feedback/evaluation of the programme or event
- Misrepresentation of a programme or event
- Complaints about a programme or event, or the CPD provider, which may affect the reputation of the Society
- Mis-representation of the Society or the terms and conditions of CPD approval
- Failure to adhere to the Society's *Member Conduct Rules*, or *Code of Ethics and Conduct*, where appropriate
- Unresolved complaints regarding the CPD provider

Upon withdrawal of CPD approval the CPD provider will cease to use the 'Approved' logo and the CPD approval statement.

The Society accepts no liability arising from the withdrawal of approval from programme(s) or event(s).

Governance

The CPD Approval Scheme is overseen by the Society's Membership Standards Board (MSB). MSB is concerned with issues relating to membership of the Society and professional training in psychology.

Feedback

If you would like to comment on any aspect of the scheme, or make a suggestion as to ways in which we might improve the services and products we offer to you, please contact the BPS Learning Centre.

Expressions of concern

All expressions of concern (which must relate directly to the failure to demonstrate standards) must be logged with the BPS Learning Centre.

Cost of approval

Full information on the cost of CPD approval can be found on our website at www.bps.org.uk/cpd. Application fees are payable at the point of application and are non-refundable.

Additional information



Additional information

Accreditation through partnership

The Society currently accredits programmes at both undergraduate (and equivalent) and postgraduate levels. Undergraduate and conversion programmes are accredited against the requirements for the Society's Graduate Basis for Chartered Membership. Postgraduate programmes are accredited against the knowledge, practice and research requirements for Chartered Psychologist (CPsychol) status in a range of domains of practice.

Accreditation through partnership is the process by which the Society works with education providers to ensure that quality standards in psychology education and training are met by all programmes on an ongoing basis. It aims to facilitate quality enhancement and to promote a constructive dialogue that allows space for both exploration and development. It focuses on working collaboratively with education providers and their stakeholders.

Education providers developing new programmes for accreditation, who have made initial contact with the Partnership and Accreditation Team, are free to advertise their programme as application for accreditation submitted to The British Psychological Society.

Education providers whose programmes have been successfully accredited by the Society are encouraged to use our logo in their advertising and promotional materials. Copies of our logo can be downloaded from our website, at www.bps.org.uk/accreditation/downloads.



For more information on the Society's accreditation through partnership processes please visit www.bps.org.uk/partnership.

Membership of The British Psychological Society

Our standards include an expectation that, where appropriate, providers provide information on Society membership and its benefits. The information on the following pages may prove helpful, and CPD Providers may choose to reproduce it.

The British Psychological Society: Your professional organisation

The British Psychological Society exists to promote psychology and to develop psychologists working in a range of pure and applied settings. If you are not already a member, you might be interested to know that:

- The Society is the Learned and Professional Society for all psychologists, and works to **promote psychology** and **support its members' interests**, whatever their stage of career development.
- The Society provides the following benefits, amongst other things, for its members:
 - Graduate Membership (MBPsS)
 - Chartered Status (CPsychol)
 - Chartered Scientist (CSci)
 - Opportunities to join and engage with relevant member networks
 - A range of Qualifications approved by the Health Professions Council as conferring eligibility to apply for registration
 - Ethical guidance
 - A range of discussion fora and networks
 - A wide range of guidance documents, including guidelines on professional practice
 - Continuing Professional Development opportunities via the Learning Centre
 - Opportunities to get involved in Society activities (for example, programme accreditation)
 - Opportunity to progress to Associate Fellow (ABPsS) and Fellow (FBPsS) of the Society
 - Research digest
 - Discounted journals, as well as other member network publications.
- By being a member of your professional body, you are connecting with colleagues worldwide to ensure that together we can invest in resources to improve public understanding of our profession, by representing our profession in a variety of domains such as policy-making, education and training commissioning, workforce development and regulation, and impact on public policy.
- The Society regards Chartered Psychologist status as the **gold standard**. Only Society members who are Chartered Psychologists can use CPsychol or the Chartered Psychologist logo.
- **It pays to belong to a professional organisation** – the Chartered Management Institute (CMI) states that the estimated lifetime economic benefit associated with holding professional qualifications and membership of a professional institute stands at £152,000 (*An Economic Impact Assessment of the CCPMO: Final Report to the Consultative Committee for Professional Management Organisations, CMI, December 2008*).

- We trust that you will find the Society a welcoming organisation, and a place that you will be proud to call your **professional home**. We look forward to supporting you during your further studies and your career, and trust you will find membership of the Society rewarding and fulfilling.

To find out the membership options and benefits available to you, contact our membership team at membership@bps.org.uk, call **0116 252 9911**, or see www.bps.org.uk/membership.

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