

How to seek approval through Engineers Ireland for a oneoff event as verifiable CPD

The benefits of approval

Approval by Engineers Ireland's CPD team provides a 'mark of quality', that recognises minimum standards of professional development and underpinning good practice. Engineering professionals considering attending your event will be assured that 'CPD Approved Event' indicates it is of relevance and it will achieve a high quality standard.

Approved oneoff CPD events may make use of the Engineers Ireland 'CPD Approved Event' logo on promotional materials for approved oneoff events only*. They can also use the strapline: 'Approved by Engineers Ireland for the purposes of Continuing Professional Development (CPD)'.

[*Training providers and engineering service/product educators should apply to become part of the Engineers Ireland Register of Training Providers.]

The Criteria for Approval

All applications for approval will be assessed by Engineers Ireland's CPD Director together with a Chartered Engineer and a HR/Training practitioner of minimum Chartered CIPD standard.

Assessments are made against the following 4 criteria:

1. The CPD event must have stated 'Aims' and defined 'Learning Objectives' that specify what participants can expect to learn:

Assessment is made on the basis of, firstly, whether the overall 'Aims' are clear, and secondly, whether the stated 'Learning Objectives' are learnercentric and measurable.

2. The event must demonstrate that it is suitably designed for engineering professionals:

Events do not have to be specifically engineeringrelated but the content must be contextualized for an audience of engineering professionals. Assessment is made on the basis of relevancy, technicalorientation, with specific regard to the ethical and professional standards expected of all members of Engineers Ireland.

3. The content must be developed and delivered by a suitably qualified and experienced professional(s):

Tutors/facilitators must be suitably qualified and experienced in the area that is being delivered. Assessment is made on the basis that enough supporting information is available to verify this. Evidence can include CVs, copies of qualification certificates, references, professional title etc.

4. The event must have an evaluation mechanism

The provider must show how the event will be evaluated as having delivered CPD. Assessment is made on the basis that the evaluation form seeks scores for, (i) the content, (ii) the learning achieved and (iii) asks how the learning will be applied by the learner.

