

RSC | Advancing the
Chemical Sciences

Recognition of Continuing Professional Development Courses

Criteria

May 2008

RSC Continuing Professional Development Course Recognition Scheme

The RSC runs a scheme which “recognises” suitable continuing professional development (CPD) courses from external course providers as being relevant for RSC members. A course does not have to be specifically “chemical” in content or encompass technical training. However, content should be contextualised for a professional chemical science audience rather than the general public or any other profession. Recognised courses should encourage chemical scientists to broaden their knowledge outside their subject area.

Recognition criteria and fees are available in this document.

Benefits

To providers of recognised courses the benefits are:

- Publicity of recognised courses as part of the RSC training portfolio to 44,000 RSC Members and across an international network of approximately 300,000 chemical scientists.
- Inclusion of your recognised course in the annual RSC training brochure
- Listing of your recognised course on the RSC web pages dedicated to training
- Use of the RSC logo* on any course documentation or publicity material relating to the course
- Use of the following words alongside the RSC logo on any course documentation or publicity material relating to the course:

“Recognised by the Royal Society of Chemistry for purposes of Continuing Professional Development” or “Recognised by the RSC for purposes of CPD”

To RSC Members the benefits of recognised courses are:

- Members of the RSC will receive a minimum of a 15% discount off the full brochure price to attend recognised courses
- It provides members with assurance that a course has been evaluated against defined criteria by an external organisation

*usage will be checked to ensure that the RSC style guide is adhered to. The RSC style guide is available at www.rsc.org/styleguide

Criteria for Recognition[†]

Course applications will be evaluated against set criteria. However, depending on the nature of the course and its content, not all criteria will apply. Each course will be judged on its overall merit and stated goals. The criteria are:

1. The target audience, aims of the course and benefits to participants should be clear. A course does not have to be specifically chemistry-related in content or encompass technical

training. However, content should be contextualised for a professional chemical science audience.

2. Course providers should be able to demonstrate that the course clearly addresses a professional or vocational need. This should be supported with evidence from consultation with employers and actual or potential participants.

3. Teaching and learning methods should be appropriate and meet the needs of the target audience. Course materials must be provided with the course submission along with a course overview (maximum 300 words).

4. Outcomes

4.1. Where the course leads to an award or certification, methods of assessment, standards set and arrangements for external monitoring should be such as to give confidence in the value of the award to the participants and their employers.

4.2. Where the course does not lead to an award or certification there should be sufficient participation opportunities and/or exercises involved in order for the participant to provide evidence of a positive learning experience.

4.3 A certificate of attendance must be issued to participants, however this does not imply achievement.

5. A feedback form must be distributed to participants, collected and analysed by the provider.

6. The course tutors involved with the course are expected to have qualifications and/or experience appropriate to their role and degree of involvement in the course.

7. RSC members are to receive a minimum of a 15% discount off the full brochure price to attend recognised courses; this must be highlighted in the course submission.

8. Course providers should demonstrate their commitment to the chemical science community, for example by demonstration of previous activities with RSC members or within the chemical sciences.

9. Any course publicity, in addition to that provided by the RSC, should be appropriate both in respect of course content and target audience. Example publicity material should be included with the course submission.

10. Following each course the RSC requires the submission of a one-page report from the course providers, which should include a summary of participant feedback.

†Recognition is by course and not institution based.

Application Procedure & Fees

Recognition is awarded for a period of two years, subject to monitoring.

The fees for initial recognition and renewal assessment are detailed below:

Initial Recognition

Initial recognition is for a period of two years. The fee is £750 plus VAT per course. This is non-refundable and must accompany the submission.

Providers applying for recognition of 3 - 10 courses will receive a discount of 10% per course on the recognition fee. For providers applying for recognition of 10 or more courses please contact the RSC to discuss your specific requirements.

Recognition Renewal Assessment

Following the initial two years, the fee for renewal assessment for a further two years is £675 plus VAT per course. This is non-refundable and must accompany the submission.

Providers applying for recognition renewal of 3 - 10 courses will receive a discount of 10% per course on the recognition fee. For providers applying for recognition renewal of 10 or more courses please contact the RSC to discuss your specific requirements.

Course providers must inform the RSC of any changes to a course. The RSC reserves the right to charge an additional fee if an application requires reassessment.

Course providers should make a preliminary assessment of the course against the RSC's criteria for recognition before submission of their application. Application forms and further information or advice on submitting an application can be obtained from the RSC Education Department at:

Royal Society of Chemistry
Burlington House
Piccadilly
London W1J 0BA
Tel: 020 7440 3344
Fax: 020 7287 9825
Email: education@rsc.org

The completed application form, supporting documents and cheque for the recognition fee should be sent to the address above **not less than 28 days before the date of the course for which approval is sought**. Applications cannot be processed without receipt of the fee, which is non-refundable.

Applicants must inform the RSC if they have, or intend to, submit their course to any other accrediting/recognising authority.

Following evaluation of a course, the RSC may make one of the following decisions:

- i. The course should be approved for a period of two years
- ii. The course should be approved subject to specific recommendations being implemented. Further assessment of the course following implementation of recommendations will be necessary before recognition can be given.
- iii. The course should not be approved. Reapplication at a later date is permitted.

The RSC reserves the right to remove approval at their discretion. It is a condition of approval that a member of RSC staff may attend any presented course for the purposes of inspection free of charge.

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