

RSC | Advancing the
Chemical Sciences

Recognition of Continuing Professional Development Courses

Guidelines

May 2008

RSC Continuing Professional Development Course Recognition Scheme **Guidelines for course submission**

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.

Guidelines for course providers are available in this document.

The purpose of this document is to provide guidance to course providers when completing their submission for recognition of their CPD course.

Application form

The CPD Course Recognition Scheme Application Form is provided to assist providers in covering the key criteria required by the RSC in order to process a request for recognition. Providers are asked to complete this form in full alongside providing the supporting documents listed in the criteria.

In order for your course to be included in the RSC training brochure the application form must include the following details: title; date(s); venue(s); overview, objectives; key features; benefits to participants; target audience and qualifications to be achieved (if applicable).

Course providers are welcome to use the RSC logo on course materials once recognition has been given however, usage must be approved by the RSC before any materials are distributed. Failure to comply with this may result in course recognition being withdrawn. Logo usage should be checked by course providers with the RSC style guide prior to submission to the RSC. The RSC style guide is available at www.rsc.org/styleguide

Criteria

The criteria provided are designed to give an outline of the requirements of the RSC CPD Course Recognition Scheme but are not an exhaustive list, course providers are asked to contact the RSC with specific queries regarding alternative methods of fulfilling specific requirements. It should also be noted that not all criteria will apply to every course submission; any queries should be addressed to the RSC as soon as possible to allow a timely conclusion to the problem.

Course Content

The RSC recognises that chemical scientists require CPD training in areas outside the chemical science arena however, in order to ensure that the courses provided are designed and tailored towards a chemical science audience we ask that providers demonstrate ways in which the content is contextualised towards chemical science. For example, a project management course designed for chemical scientists would focus on project examples specific to chemistry, i.e. process of managing the development of a new drug substance and the stages through which such a project must be managed.

Professional or vocational need

A wide range of CPD courses are available and as such the RSC recognises that the courses recognised within the CPD Course Recognition Scheme must have a justifiable need within the chemical science community.

With this aim, course providers are asked to provide evidence of the professional or vocational need for their course via consultation with employers and/or prospective participants. Suggested methods of obtaining this evidence include, questionnaires, direct consultation (i.e. one-to-one meetings, focus groups etc), telephone/email discussion. It should be noted that should the RSC wish to contact the companies providing the evidence of the need for the course this should be made possible by the provision of contact details within the initial course submission.

Appropriate teaching and learning methods

The application should cover details such as the teaching and learning methods employed within this course, such as seminars, workshops, one-to-one mentoring, short tests, and final examination.

Outcomes

In all cases a certificate of attendance must be issued to participants however it must be made clear that this does not apply achievement.

In order for a course leading to an award or certification to be recognised by the RSC a system of external monitoring must be in place to allow the value of the award to participants and employers to be judged and confidence placed on the outcome. The methods of external monitoring should be defined within the course submission alongside the methods of assessment and standards set.

Where a course does not lead to an award or certification course providers are asked to provide evidence of how a participant could demonstrate positive learning experiences. Participation opportunities and/or exercises should be highlighted with examples included within the course submission.

Feedback

Distribution and collection of feedback is expected of course providers as part of the RSC CPD Course Recognition Scheme and analysis of the data collected should form part of the course providers post-course report, highlighting positive comments from participants as well as possible areas for improvement.

Course tutors

In order to ensure the standard of courses recognised by the RSC is maintained course tutors are expected to have qualifications or experience appropriate to their role and degree of involvement in the course. Evidence for this should be provided in the form of a short paragraph included within the application form. If tutors have qualifications specific to their role these should be listed and, if possible, evidence provided, i.e. in the form of photocopied certificates or transcripts

Previous activities

The commitment of course providers to working with the chemical science community should be demonstrated. This can take the form of evidence of previous activities with chemical scientists or if no previous experience exists, of working with similar subject groups. If neither option is possible a statement from the course providers highlighting why they wish to work with chemical scientists, the experience they can bring to such a course and their plans for future activities will also be accepted.

Publicity

Due to the inclusion of the RSC logo on all course materials any publicity produced must adhere to the RSC style guidelines (available at www.rsc.org/styleguide) and must be submitted to the

RSC for approval prior to distribution. Publicity must be suitable for the target audience and be appropriate in terms of the course content; this will also be checked by the RSC.

Reporting

In order to review recognised courses the RSC requires course providers to submit a short one page report following the completion of each course. The report should give a summary of the course, number of participants etc as well as a breakdown of participant feedback. This should include both positive comments alongside possible areas for improvement/development.

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.

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 an 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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