

How to seek approval through Engineers Ireland for a one-off 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 one-off CPD events may make use of the Engineers Ireland 'CPD Approved Event' logo on promotional materials for approved one-off events only*. They can also use the strap-line: *'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 learner-centric and measurable.

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

Events do not have to be specifically engineering-related but the content must be contextualized for an audience of engineering professionals. Assessment is made on the basis of relevancy, technical-orientation, 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.

The contribution fee for approvals

We seek a flat contribution fee to offset the time and resource for assessing and approving all applications to ensure the quality and caliber of 'CPD Approved Events'. This fee also goes towards the upkeep and ongoing improvement of Engineers Ireland's own member services.

Applicants are requested to pay a flat contribution fee of €300 using the payment panel below.

This fee may be waived for registered charities.

Making an application for approval

To apply, please consider the four 'Criteria for Approval' as outlined in detail.

Evidence should be provided to satisfy each of the four criteria.

Applications can be made by **post** or via **email** to eodwyer@engineersireland.ie.

If applying by **post**, please clearly mark evidence items 1-4.

If applying by **email**, please clearly mark all attachments as evidence items 1-4.

All applications must be accompanied by full application and approval fee.

Unsuccessful applicants will have their fee returned.

Please indicate method of payment

I enclose cheque for €300

Card Payment Please debit my: Laser Visa American Express MasterCard with €

Card No Expiry Date CCV No

Cardholder's Name

Cardholder's Billing Address

I declare that this application is made in good faith in accordance with the ethical standards of Engineers Ireland. All relevant facts have been disclosed.

Sign Name: PRINT NAME:

Position in Organisation: Date:

Return to: The CPD Director, Engineers Ireland, 22 Clyde Road, Ballsbridge, Dublin 4.