CPD application form for online content

|  |
| --- |
| Organiser |
| Organisation name |  |
| Organisation type | For profit / not-for-profit *(delete as appropriate)* |
| website |  |
| Co-ordinator name |  |
| Email |  |
| Telephone |  |
| Address |  |
| Virtual Learning Environment |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Invoicing/Finance Details |
| Purchase order number | *Please check if your organisation requires a PO number – these can take a few days to order* |
| Email |  |
| Address |  |
| FAO |  |

You can find details of our fees online: <https://accreditation.rcseng.ac.uk/Home/Fees>

|  |
| --- |
| Event Details |
| Event title |  |
| Event type |  |
| Exposure | International /National / Regional/ Local *(delete as appropriate)* |
| Date(s) of event (if applicable) |  |
| Typical time to complete / expected length |  |
| Type of material used (static, live, interactive) |  |
| Target audience and participant entry requirements |  |
| No. of participants |  |
| Participants fee |  |
| Status of participants: subscribers only, or open access? |  |

|  |
| --- |
| Aims and Objectives |
| Learning aims |  |
| Learning outcomes |  |

 |  |  |  |
|  |  |  |  |
|

|  |
| --- |
| Faculty |
| **Lead faculty involved in creating the content:** |
| Name | Qualifications | Topics Specialised |
|  |  |  |
|  |  |  |
| **Faculty involved in delivering online content (if different from above)** |
| Name | Qualifications | Topics Specialised |
|  |  |  |
|  |  |  |

|  |
| --- |
| Event Content  |
| Length (in minutes) | Subject/ title of talk | Delivery Method | Staff | Outline of content |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*If event is streamed live, please indicate which date each section is being delivered in the outline column.* |  |  |  |

|  |
| --- |
| Complete |
| Is a certificate awarded? | *If yes, please state awarding body* |
| Assessment method |  |
| Commercial sponsorship details |  |

|  |
| --- |
| Requirements (please tick to confirm) |
|[ ]  Attendance RegisterI confirm that I will keep an attendance register and retain a list of participants for a period of 24 months and provide this information upon RCSEng request. |
|[ ]  Commercial SponsorshipI confirm that the educational programme of the activity is not inappropriately influenced or biased by commercial organisations. |
|[ ]  Faculty Declaration of InterestI confirm that I will ask the event’s faculty to provide a declaration regarding any interest they may have relating to the event, and make each faculty’s declaration available at the event. |
|[ ]  Evaluation SignedI confirm that the evaluation of the activity will be conducted and the results will be provided to the RCSEng. |
| Evaluation Description |

*Please describe how you will obtain feedback from this event:*