



The only awarding body
run *by* counsellors
for counsellors

Guidance for CPCAB CPD endorsement approval



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1. Welcome to CPCAB

CPCAB is the only Ofqual, CCEA and Qualifications Wales-approved awarding organisation specialising in counselling and related qualifications; it is also the largest awarder of vocational counselling qualifications in the UK. Our [core philosophy](#) includes working through relationships with our centres and tutors which is why we would like to extend a warm welcome to you. We hope you will come to feel part of a community of people with a shared commitment to the core values of counselling and high standards in training which focus on practitioner competence. This guide is intended to give you the key information you need to have your workshop/course endorsed by CPCAB and the CPCAB team is available to support and help you with any questions or concerns that you may have throughout your application.

2. Introduction to CPD endorsement

In response to demand CPCAB introduced a CPD endorsement scheme in 2016. The CPD must be relevant for practising/qualified counsellors and psychotherapists and must be delivered by individuals with the relevant subject expertise. This scheme is subject to the same quality assurance and standards applied to the CPCAB qualification service. CPD endorsement is valid for one year from the date of approval with an annual renewal option. All CPD courses will be awarded as a 'certificate' to the participant who has met the requirements.

CPD endorsement is open to any organisation wanting recognition for their CPD programme or event. We will endorse training for anything from a half day to 30 hours – our max limit for CPD. Anything above 30 hours will be classed a qualification.

The process involves:

- Application for approval
- Quality assurance of training (including visit from CPCAB)
- On-going monitoring via participant feedback
- Annual renewal of CPD endorsement

For a fixed annual fee, you can advertise your CPD activity on the CPCAB website and run the endorsed CPD training as many times as you want each year. The CPCAB logo can also be used on your CPD certificates. (see [CPCAB Website](#) for fees document)

Once approved we will quality assure the training/workshop by carrying out a visit to one of the sessions.

3. Centre recognition and workshop endorsement

If you wish to offer CPD workshops endorsed by CPCAB, you will need to complete the application for CPD endorsement and submit this, along with the additional documents required for approval, to the [Qualification Administration Co-ordinators at contact@cpcab.co.uk](mailto:contact@cpcab.co.uk).

CPD endorsed workshops, which remain the property of the centre, are not subject to regulation but CPCAB is nonetheless required to ensure that all centres, have the necessary resources to deliver the

endorsed workshops according to the published requirements. These requirements are primarily about protecting the interests of learners.

The guidelines below are intended to help explain the meaning and significance of each requirement of the application and to offer guidance about how it can be met. This guidance is mapped to our [CPCAB application for CPD endorsement](#) available on the CPCAB website.

What happens next?

Once we have received your application in full it will be passed to the CPD endorsement team, who will work in partnership with you through each step of the approval process to enable you to meet the requirements to become a recognised centre approved to deliver CPCAB CPD endorsed workshops.

CPCAB reviews your application by considering:

- rationale for the proposed workshop/course
- proposed delivery arrangements
- organisation processes to support CPD delivery

CPCAB enters into discussions on the details of the CPD workshop/course and an invitation to an online or telephone meeting with CPCAB will be arranged and the organisation's proposal discussed. CPCAB may offer advice and guidance in the preparation of course content, size, appropriateness, learning materials and ethical soundness. The workshop/course specification (please see [part 5](#) of this

guidance) is discussed and agreed ensuring it meets subject and design standards and is appropriate for the target audience. CPCAB will invoice the organisation the agreed annual approval fee and the CPD workshop fee. These must be paid before approval can be granted (please see the CPCAB fees document on the [\(CPCAB Website\)](#)).

Organisation approval and CPD approval.

CPCAB processes the application and confirms:

- approval of the organisation (as a provider of CPCAB endorsed CPD) and approval of CPD workshop/course specification. At this point CPCAB will send an approval report confirming that your centre is approved and your CPD training is endorsed. This will entitle your organisation to use the CPCAB 'CPD endorsed' logo on your certificates issued to participants.
- CPCAB will aim to visit the first delivery of a workshop/course in order to quality assure the delivery of that training and verify attendance. This will be followed up with a written feedback report to the centre.
- CPCAB will advertise the dates of current and further courses/workshops on the CPCAB website, as soon as the fees have been paid.

Ongoing requirements

CPCAB requires the organisation to provide CPCAB with details and dates of each CPD workshop/course they intend to run. These will be advertised on the CPCAB website with a link to your own organisation's website. Organisations are to collect participant feedback on all endorsed CPD. This must be supplied to CPCAB as required. Each year the organisation must complete a renewal form for each workshop/course offered with associated fee if they wish to continue with CPCAB endorsement. The Centre Service Manager will contact you when this is due.

We look forward to welcoming you as a CPCAB centre and please do not hesitate to contact a member of the team if you have any questions or need support with your application.

4. Guidelines on how to complete the CPD endorsement application

[Part 1 of application - Contact details](#)

It is important that different roles are clearly allocated even if in a small centre. Although technically one individual could be responsible for the overall quality assurance and management AND be the trainer AND be the finance contact – this does immediately present a very high risk if anything should happen to this individual, e.g. sickness or indisposition. A centre is not viable if the indisposition of one individual means that it cannot operate as a centre.

It is important to be clear where you will train, what the costs will be and what risks you will need to consider in any contingency planning, e.g. unexpected loss of premises, non-payment of fees, insurance etc. In practise this means you are extremely unlikely to be able to deliver the training in your home or to make ad hoc arrangements from week to week.

[Part 2 of application – Meeting CPCAB requirements](#)

2.1.1 - For your CPD workshops you might want to check that your trainer(s) are current members of a relevant professional body. You might want to take a copy of their membership document for your records.

2.1.2 - Please ensure that your advertising and recruitment are aimed at appropriate participants in terms of their prior training and experience and that they are therefore suitable applicants for your CPD.

2.1.3 - CPCAB places great importance on working with difference and diversity in all aspects of workshop/course delivery. There are legal requirements which must be met. In 2010 all equal opportunities legislation was consolidated into the Equalities Act. You need to check that your centre is compliant with the law. You can click [this link](#) to get further information on the Equalities Act 2010.

2.1.4 - This requirement is primarily about protecting the interests of learners. Centres often underestimate the resources that are needed to remain viable particularly when unforeseen/unplanned difficulties arise. CPCAB is obliged to ensure that prospective centres have sufficient managerial, staffing, financial and other resources to enable it effectively and efficiently to undertake the delivery of the workshop/course as required by CPCAB and contingency plans for coping with the unexpected.

2.1.5 - CPCAB and its recognised centres handle a range of personal data and are subject to data protection obligations under the General Data Protection Regulations (GDPR). We therefore require our centres to ensure that they meet their data protection obligations and to declare this to us. See [CPCAB's data protection policy](#) for further information.

2.1.6 - Centres must have their own attendance requirements. You need to have a clear policy on attendance, a system for tracking attendance and clear policies on what the consequences are if attendance falls below the minimum requirement and if you are prepared to make exceptions, e.g. for personal difficulties, illness etc, be clear on what basis a judgement will be made for making exceptions.

2.1.7 - CPCAB will aim to visit the first delivery of a workshop/course as a participant in order to quality assure the delivery of that training and verify attendance. This will be followed up with a written feedback report to the centre.

2.1.8 - This application asks where the workshop/course will be delivered. If you make any other arrangements other than those specified in the application, you need to inform CPCAB.

2.1.9 - You will need clear guidance in place for participants if they wish to make a complaint about the training and to have payment and cancellation policies available for each participant.

2.1.10 - CPCAB does not provide attendance certificates for participants of CPD workshops/courses, this is done at centre level but endorsed workshops/courses may include the CPCAB CPD logo on documentation relating to the advertising and delivery of the workshop. This will be issued to your centre once approved.

2.1.11 - For continued endorsement the centre is required to collect participant evaluations of each delivery and submit them to CPCAB on request. CPCAB also requests that centres inform CPCAB of all workshops/courses running throughout the year so they can promote the centre more efficiently on their website.

5. Workshop/course design and content (specification)

[Part 3 of application](#)

As part of applying for CPCAB CPD endorsement you will be required to provide CPCAB with an overview of your proposed workshop/course. By completing Part 3 of the application form you will be outlining the focus and scope of your workshop/course. This will include an indication of the target participant group, a brief description of the workshop/course content, purpose and length.

6. Centre declaration

[Part 4 of application](#)

Please ensure that once your centre can meet CPCAB requirements for CPD endorsement that this part is signed by an appropriate person at the centre.

Please note: CPCAB reserves the right to refuse recognition to a centre if the application gives rise to ethical or professional concerns, or if a centre fails to provide appropriate supporting evidence or fails to meet the application criteria. Any such decisions will be given in writing, and application fees are not refundable in these circumstances.