

Organisation name	
Main contact name	
Phone number	
Email address	
Website	
Postal address	

Please describe the overall CPD activity (event/course) below. You can add details of the individual elements on the next page.

Title:	
Format:	
Total Duration:	
Date of submission:	
Anticipated Dates of CPD:	
Describe this CPD activity overall: (max 200 words)	

What are the overall educational objectives:	
Who is your CPD targeted at?	
How you will assess achievement of the learning objectives by the learner:	
Describe any support documentation provided:	
Describe any follow-up support provided :	
How will you verify attendance/participation?	
How will a certificate be issued	
Describe any additional evidence you are including	

Please complete the information below for each session within the CPD activity (eg each article, lecture, workshop or CPD hour). We've completed this form with an example of the information you should provide.

Title:	
Format:	
Duration:	
Provide an educational summary of this part of your CPD: (max 300 words)	

List your learning objectives and/or anticipated learning outcomes:	
Speaker/Author's Name:	
Describe why this speaker/author is qualified to give this CPD: (max 100 words)	
How you will assess achievement of the learning objectives by the learner?	
Describe any support documentation provided:	
Describe any follow-up support provided:	
How will you verify attendance/participation?	
Describe any additional evidence you are including:	