

**Expression of Interest**

Thank you for your interest in the University of Salford's QCPD: our quality assurance mark for continuing professional development activities. 

Please note that the QCPD provides quality assurance but DOES NOT convey any academic credits.

Please complete the grey cells in the form below. Boxes will expand as you type if necessary. Once completed, please return the form to us via email at - [qcpd@salford.ac.uk](mailto:qcpd@salford.ac.uk)

**ABOUT YOUR CPD**

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| --- |
| Title of the CPD you want the QCPD accreditation for: |
|  |
| Your name |
|  |
| Name of your organisation: |
|  |
| Your role within the organisation: |
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| Do you have the authority to make this application? (If not – who does?) |
|  |
| What is your role in relation to the CPD? |
|  |
| Telephone number you are happy to be contacted on: |
|  |
| Email address: |
|  |
| Postal address: |
|  |
| Website URL: |
|  |
| Please select which types of CPD activity you are providing:  Click the boxes to select |
| TRAINING:  Learning how and what to do but not necessarily why. Often task oriented. Can be simple skills or more complex, with many components and steps. Can instil automatic responses in high pressure situations (e.g., fighter pilots).  EDUCATION:  Less task oriented. Learning about ‘why’ by exploring underpinning theory for what we do and how we do it. Instils the ability to consider alternatives, analyse them, and make reasoned decisions about current and future practice.  DEVELOPMENT:  Application and experience, perhaps developing flexibility and deeper insight. Purposeful planning of activities, usually work-based, to prepare for higher levels of practice or responsibility. Can be early in a vocational journey (e.g., shadowing and work experience prior to training) or later when focusing on personal development (e.g., when highly skilled and plateauing in terms of education and training)  OTHER  *(Please add detail here)* |
| Who are your target audience(s)? |
|  |
| Please tell us why you are seeking the QCPD accreditation i.e., what benefit you feel it will bring to your CPD and those who participate in it. |
|  |
| Is this course already accredited by someone else and if so, by whom? |
|  |
| What industry does your CPD relate to? |
|  |
| What topics does your CPD cover? (just a brief outline) |
|  |
| How many times has this CPD been delivered, or is it new and still in the planning stage? |
|  |
| How is your CPD structured and over how long?  i.e., how many sessions over what duration (e.g., 1 day per month for 6 months; or 2 consecutive days; or 3 days per week for 12 weeks; or 3 days spread over 6weeks) |
|  |
| How many hours of study are involved?   * Please give the total number of hours. Split this down into the number of hours in taught sessions; and the number of independent study (if any). |
|  |
| If there is an assessment component – please give a very brief outline of what this entails and when it is done |
|  |
| Is this the only CPD activity you plan to submit for QCPD accreditation? |
|  |

**DECLARATIONS**

Please select the tick box responses below: confirming (or not) the following statements:

1. **I declare that I am covered by Professional Indemnity and Public Liability insurance either personally or by my employer’s policies.**

Confirm

Cannot confirm

1. **I declare that I have not been subject to any complaint being made against me from any professional membership body that relates to my practice, or other adjunct, that could bring my fitness to practice and/or safety of members of the public into question**

Confirm

Cannot confirm

1. **I declare that I have not been subject to any complaint or prosecution in relation to equality and diversity**

Confirm

Cannot confirm

1. **I declare that I have not been subject to any complaint or prosecution in relation to modern slavery**

Confirm

Cannot confirm

1. **I declare that I have not been the subject of any civil claim brought against me, other disciplinary action, investigation, proceeding or enquiry**

Confirm

Cannot confirm

1. **If you were unable to confirm any of the above declarations, please provide an explanation below.**

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**CONFLICT OF INTEREST**

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| --- |
| Please provide details of any potential actual or potential conflict of interest: *A conflict of interest exists where the CPD and/or its delivery may be influenced or biased by a relationship with a third party such as a commercial organisation or an undeclared benefit that may accrue to the provider due to such a relationship, whether formal or informal in status.* *The CPD activity must be clearly focused on learning, for the development of the delegates/learners. Any marketing of products or services must be ancillary to the learning event/activity.*  *If there are NO potential conflicts of interest, please just say 'NONE'* |
|  |

**FINALLY**

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| --- |
| It would be really helpful if you could tell us how you heard about the University of Salford's QCPD |
|  |
| Please add any further comments or questions here: |
|  |
| Date of Completion:  Signature: |

Thank you for your expression of interest in the QCPD.

Someone from our team will contact you soon to arrange a discussion and identify how we proceed.