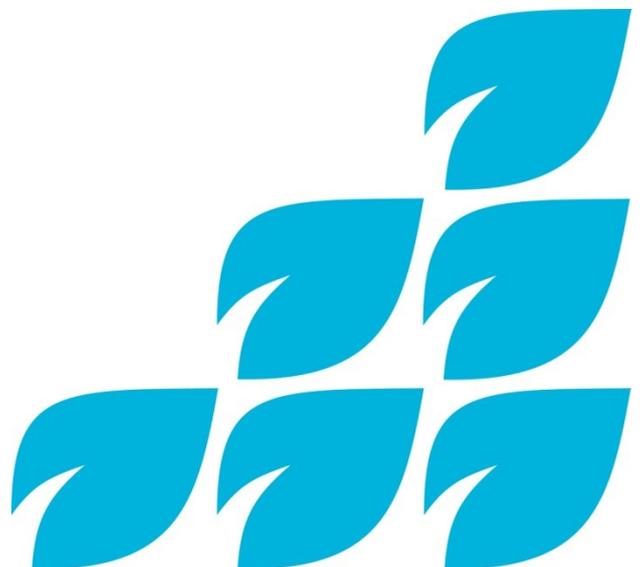




The Association
of UK Dietitians

Endorsement of Learning Activities Guidance and information

July 2014



1.0 Introduction

The British Dietetic Association, established in 1936, is the professional association for dietitians. Its aims are to advance the science and practice of dietetics and associated subjects, promote training and education in the science and practice of dietetics and associated subjects and regulate the relations between dietitians and their employer through the BDA Trade Union.

The British Dietetic Association (BDA) has a commitment to Continuing Professional Development (CPD) and promoting best practice for learning activities for dietitians and dietetic support workers. Dietitians have actively engaged in CPD for many years with the BDA providing support through resources including the BDA Continuing Professional Development Position Statement (2008), CPD guidance and tools available via the members' website, courses run by the Centre for Education and Development (CED) and the Professional Development Award.

In addition, the BDA has an additional commitment to promote best practice for learning activities that include nutrition content. These learning activities may be accessed via a wide range of audiences and stakeholders.

This document provides guidance about the BDA CPD endorsement application process, fees and terms and conditions.

1.1 What is BDA CPD Endorsement?

Endorsement is a process whereby learning activity providers can gain a mark of quality from the BDA for their dietetic / nutrition related learning activities. Endorsement is for the mutual benefit of the delegates, the learning activity providers and other stakeholders by offering a system which provides quality assurance of CPD learning activities for all those involved.

BDA CPD endorsement has been developed as a flexible tool which can be applied to a range of continual professional development activities. These include:

- Conferences and events
- Training days
- Single modules or a series of related CPD activities

- Online CPD resource (single modules or a related series of activities)

In granting endorsement and release of its logo, the BDA is confirming that the content, format and hours involved are evidence based and appropriate to the subject matter and intended audience.

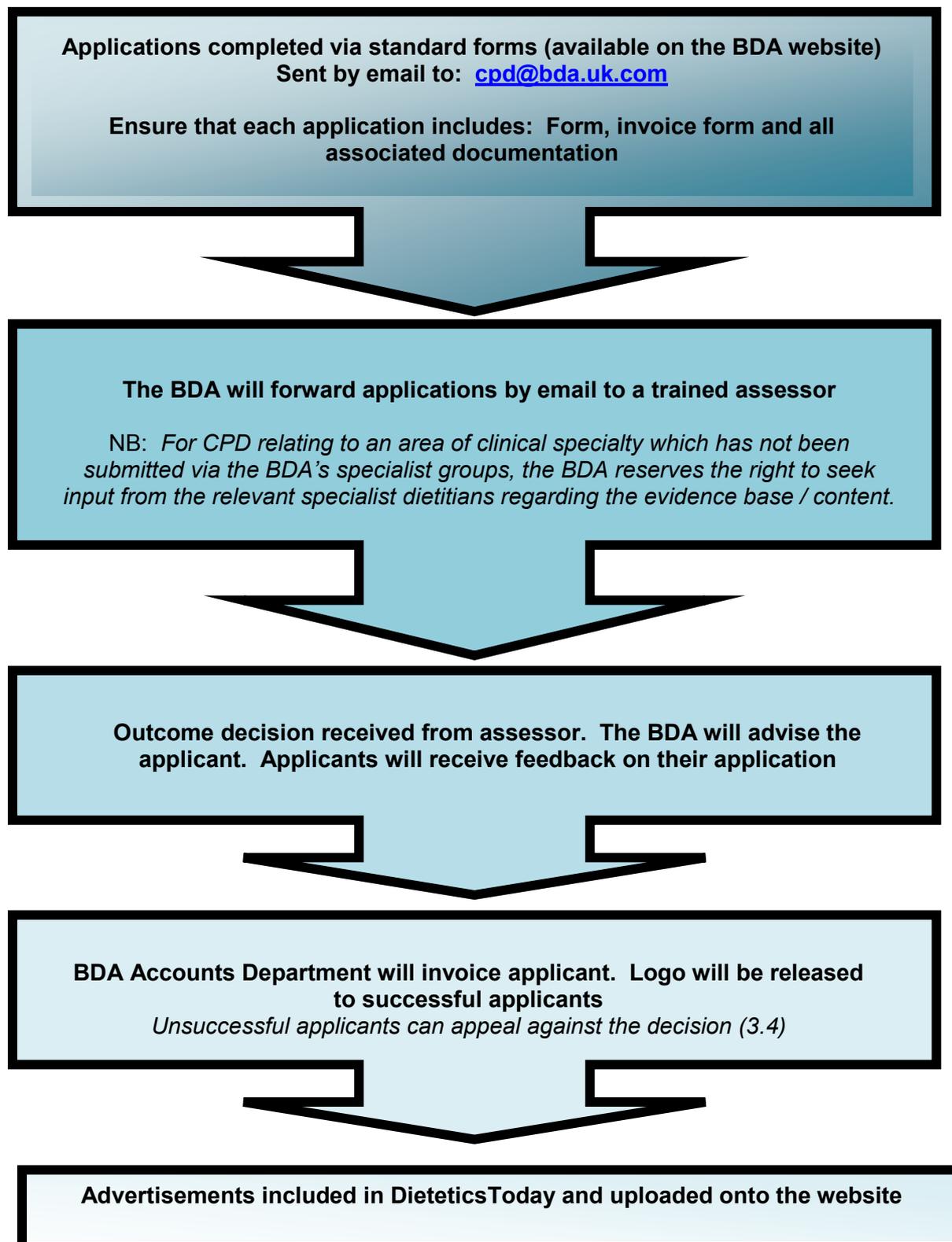
1.2 Benefits of BDA Endorsement

In gaining endorsement from the BDA, the course will benefit from:

- Quality assurance that the learning activity is evidence based, reviewed by a BDA CPD Assessor from both an educational perspective and content focused perspective and is thus considered appropriate for CPD by the BDA.
- The use of the BDA endorsement logo for the duration of the endorsement. This logo can be used on certificates of attendance and marketing material.
- Added value for participants in the currency of the training due to the BDA endorsement logo, a recognised mark of quality.
- Free listing in Dietetics Today, a monthly magazine circulated to approximately 7000 dietetic and nutrition professionals. The learning activity will be listed once, upon approval of the endorsement application.
- Free listing on BDA website, which is accessed by dietetic and nutrition professionals and members of the public. Listing on the BDA website will be from the date of approval to the date of the learning activity.

2.0 The Endorsement Process

Figure 1 below illustrates the BDA's endorsement process, which incorporates assessment and review, alongside robust administrative procedures.



2.1 Endorsement Criteria

In order to assure the protection of the BDA's mark of quality, all endorsed learning activity must meet a number of criteria. The BDA requires that consideration of the following elements must be explicitly demonstrated through the application process.

1. The content of the learning activity must contribute to the development of the participant. Thus its academic rigour must be appropriate for its intended audience, which should be clearly defined.
2. Whilst there is no stipulation regarding persons involved in development of course material, the BDA requires evidence that course content has been produced in collaboration with or peer reviewed by an appropriate professional, as follows:
 - a. Where there is dietetic content, the material should be developed by **or** in collaboration with **or** peer reviewed by an HCPC registered dietitian.
 - b. Where there is nutritional content (with no specific dietetic content) the material may be developed by **or** in collaboration with **or** peer reviewed by a HCPC Registered Dietitian or nutrition scientist or an Association for Nutrition registered nutritionist or other suitably qualified healthcare professional.

NB. Any peer review activity, as specified above, MUST be undertaken prior to application for BDA endorsement.

3. Dietetic content should be confirmed as reflecting the evidence base as detailed in the Practice Based Evidence in Nutrition (PEN) which synthesises the evidence base into agreed clinical protocol <http://www.pennutrition.com/index.aspx>

NB. PEN is an international resource which is continually developing. Where accepted UK guidelines (eg NICE) are available, these would take precedence over other resources.

4. The length of the learning activity must be appropriate to the content and the mode of delivery. Activity may include pre-course preparation, contact time and post-course work. Opportunity for participant post course reflection is a mandatory endorsement criteria.

5. The structure of the learning activity and mode of delivery must be considered as part of course development and must be appropriate to course content, length of programme and intended audience requirements.

6. The learning activity must:
 - a. Include clear learning objectives;
 - b. Be fully referenced, with up to date links;
 - c. Clearly indicate sources of information;
 - d. Ensure that the material is up to date and in-line with evidence base, best practice and guidelines;
 - e. Ensure that the material has been linked to BDA policy wherever possible.

7. The learning activity team must be appropriately qualified as determined by the BDA on receipt of Curriculum Vitae. The BDA will seek assurance that those involved in course delivery have appropriate teaching or training experience. If there is dietetic content, this should be delivered by an HCPC registered dietitian.

8. Any partnership / sponsorship arrangements should be explicitly specified within the application.

3.0 The Application Process

Each endorsement application will be assessed on the criteria above and should include the following:

- Clear definition of intended audience;
- Clear learning outcomes and description of how the learning activity develops the participant;
- Details of reference of dietetic evidence base against PEN or other resource. Evidence must take into account nationally recognised sources of guidance such as NICE. *If the particular clinical area cannot be referenced via PEN, full details of evidence base must be provided.*
- A copy of the programme, module descriptor or other relevant supporting evidence;
- Evidence of provision of post-course reflection activity;
- A description of how the learning activity is evaluated;
- Evidence of peer review and or collaboration with an appropriate professional (as per criteria no.2);
- Justification for length of programme and mode of delivery;
- CVs of relevant staff; and
- Identification of any partnership arrangements.

Applications will be processed on receipt of the completed application form together with supporting information and application fee.

An initial application may take up to **six weeks**, therefore please submit your application in good time. Late applications will be processed, however the marketing of your learning activity cannot be guaranteed. Please submit your application by e-mail.

3.1 Fees

Payment of fees will comprise of two components, the first paid on application, the second if the application is successful.

Each application will be charged an application fee which is non-refundable.

Successful applications will also be subject to the appropriate endorsement fee. Fees have been based on a sliding scale, dependent upon the number of training hours being endorsed.

	BDA activities:		Subsidised:		Others.	
	<ul style="list-style-type: none"> • specialist groups • branches 		<ul style="list-style-type: none"> • AHP organisations • Health charities • Universities (delivering UG/PG dietetic courses) • BDA members' freelance work. 			
	Application Fee	Endorsement Fee	Application Fee	Endorsement Fee	Application Fee	Endorsement Fee
Series of learning modules	Free		£150	£300	£300	£600
>1day's learning material			£75	£150	£150	£300
1 hour – 1 day's learning material			£57	£113	£113	£225
<1 hour's learning material			£38	£75	£75	£150

3.2 Successful endorsement

On approval, the BDA will send confirmation of endorsement to the applicant and the endorsement fee will be invoiced. The confirmation will detail the terms and conditions, statements that can be used in respect of endorsement and the duration of endorsement.

The BDA will also arrange for the use of the endorsement logo on the learning activity material as well as a listing (maximum of 80 words) for the website and Dietetics Today.

3.3 Duration of endorsement

Once a learning activity is successfully endorsed, the endorsement is valid for a period of one year. If a learning activity is repeated throughout the year, the organisers must inform the BDA of the dates.

When the endorsement has expired and if there are no changes to the content or delivery of the learning activity, only the endorsement fee will be charged. If there are changes to either the content or delivery an application for endorsement will have to be re-submitted.

NB. It is the responsibility of the applicant to re-submit for annual endorsement, although the BDA will endeavour to issue a reminder prior to renewal date.

Endorsement can be sought for a learning activity such as a module or programme leading to a recognised qualification which will be available for a number of years. In this case, the endorsement will be valid until the next quality review or validation by the relevant institution and the endorsement fee will be invoiced on an annual basis.

3.4 Appeals

In the event that an application is unsuccessful, feedback will be provided and re-submission is permitted. Re-submissions are charged at the application fee rate and the documentation will be sent to a second independent assessor. If the outcome of this assessment differs from the original, or if the applicant wishes to pursue an unsuccessful appeal further, the documentation will be submitted to the BDA's Quality Standards Committee for a full and final decision to be taken.

4.0 Terms and Conditions

4.1 Endorsement

- 4.1.1 The BDA is not responsible for the delivery of any part of the learning activity.
- 4.1.2 The BDA accepts no responsibility for how the content of the learning activity might be interpreted by the individual(s) undertaking the learning activity and how the individual(s) may apply the knowledge gained.
- 4.1.3 The BDA reserves the right to refuse or remove endorsement of a learning activity in response to participant feedback, professional body or specialist group concerns. This may include endorsement by another organisation.
- 4.1.4 Course documentation of learning activities endorsed by the BDA must clearly state endorsement by the use of the endorsement logo.
- 4.1.5 Endorsement applies only to the learning activity and not to any individual who participates in it.
- 4.1.6 Endorsement is valid for a period to one year. If the learning activity provider does not pay a renewal fee, all references to BDA endorsement must be removed from promotional or learning activity material.
- 4.1.8 The BDA reserves the right to withdraw endorsement if there are:
- any significant changes to content;
 - any significant changes to the delivery format;
 - failure to disclose significant changes to presenters;
 - misuse of BDA endorsement logo
 - Concerns raised regarding the programme / evidence base. *A judgement will be taken only after full investigation.*

4.2 Fees

- 4.2.1 Each application will be charged an application fee which is non-refundable.
- 4.2.2 An endorsement fee is charged if an application is successful, this is also non-refundable.
- 4.2.3 The BDA reserves the right to review the fees on an annual basis.

4.3 Use of Endorsement Logo

- 4.3.1 The BDA requires that all successful applicants send any learning materials, marketing materials and certificates that require the endorsement logo to the BDA for approval.
- 4.3.2 The BDA guidelines for logo usage must be followed at all times and the logo cannot be used without prior consent.

5.0 Contacts

If you have any queries regarding the endorsement process or your application, please contact us at:

Business Support Team
The British Dietetic Association
5th Floor, Charles House
148 Great Charles Street
Birmingham
B3 3HT
T: 0121 200 8080
E: cpd@bda.uk.com
www.bda.uk.com

6.0 Appendix 1 (CPD Checklist)

Those developing learning activity for BDA endorsement, may find the following CPD checklist helpful. Assessment of applications will be against the Endorsement Criteria outlined in Section 2.0 of this document. However, the following may provide a useful resource to help ensure that the training is fit for purpose:

	Does the programme.....	Considered		
		Yes	No	N/A
1.	Assess prior learning			
2.	Consider how delegates can practically apply knowledge			
3.	Consider health and safety and legislative implications of application of knowledge			
4.	Consider how delegates can implement knowledge using a patient / client centred approach			
5.	Consider the implications for inter-professional working / the wider MDT			
6.	Consider service design / financial implications of implementation of learning			
7.	Provide reference materials and additional learning opportunities			
8.	Make provision for widening participation of learning / access to the training provided			
10.	Further the development of the individual and (if applicable) the profession.			
11.	Evidence base fully referenced (use of PEN http://www.pennutrition.com/index.aspx or other appropriate resource)			

