

SENR

SPORT AND EXERCISE
NUTRITION REGISTER

APPROVED FOR CPD

Continual Professional Development [CPD]
Approval guidance and information

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1.0 Introduction

Protect - Promote - Develop

The Sport and Exercise Nutrition register [SENR] is a voluntary, competency-based register for Sport and Exercise Nutritionists. Our aim is to promote and develop sport and exercise nutrition through the development of professional standards and the assessment and registration of suitably qualified and experienced individuals. It is managed through the British Dietetic Association [BDA], the professional association for dietitians.

SENR has a commitment to promoting best practice for learning activities for those working or with an interest in the field of sport and exercise nutrition and dietetics.

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

1.1 What is SENR Learning Activity CPD approval?

CPD approval is a process whereby providers can gain a mark of quality from SENR for their learning activities which can be aimed at the SEN workforce or other interested parties. The purpose of this CPD approval process is to provide mutual benefit to the attendee, the learning activity provider and other training participants by quality assuring the learning activities.

The SENR CPD approval process has been developed as a flexible tool which can be applied to a range of activities. These include:

- Conferences and events
- Training days
- Single modules or a series of related learning activities
- Online learning resource (single modules, a series of activities or a relevant website)

In granting CPD approval and release of the SENR logo, the SENR (through the BDA) is confirming that the content, format, delivery mechanism and hours involved are appropriate to the subject matter and intended audience.

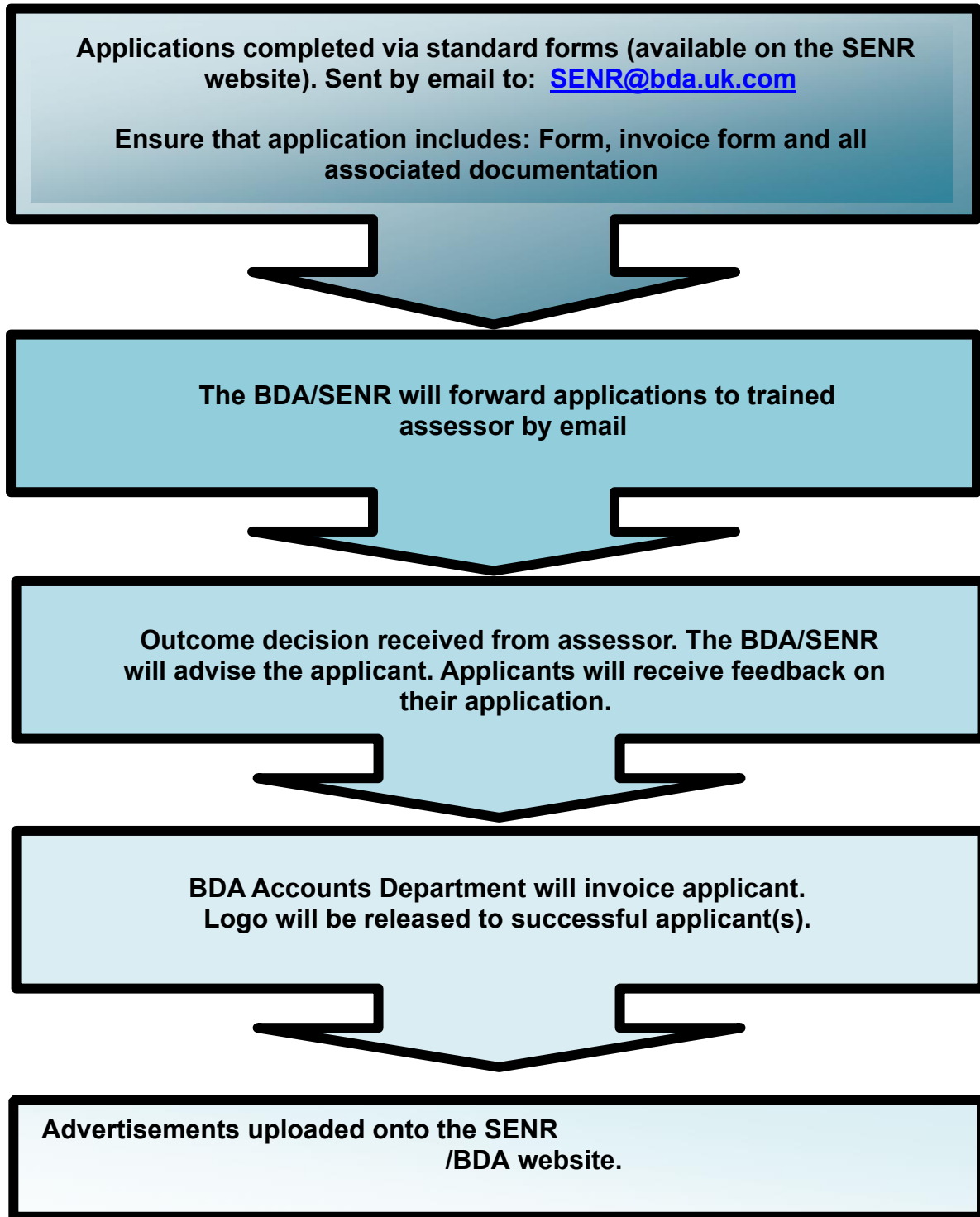
1.2 Benefits of CPD approval

In gaining CPD approval from SENR, the provider and/or learner/participant will benefit from:

- Quality assurance that the learning activity is evidence based and reviewed by an experienced SENR Assessor;
- The use of the SENR logo for the duration of the CPD approval. This logo can be used on certificates of attendance and marketing material;
- Added value for participants who can be assured that the learning activity has a recognised mark of quality;
- Free listing on SENR/BDA website, which is accessed by dietetic and nutrition professionals and members of the public, from the approval date of the CPD approval application to the date of the learning activity.

1.3 The CPD approval Process

Figure 1 below illustrates the SENR CPD approval process, which incorporates assessment and review, alongside robust administrative procedures.



2.0 CPD approval criteria

In order to assure the protection of the SENR mark of quality, all approved learning activity is required to meet a number of criteria. SENR 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, SENR requires evidence that course content has been **produced in collaboration with or peer reviewed by** an appropriate SENR registrant.

NB. Any peer review / collaborative activity, as specified above, MUST be undertaken prior to application for SENR CPD approval.

3. 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 CPD approval criterion.
4. The content of the learning activity must be appropriate for its intended audience.
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 and indication of how these will be met;
 - 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. Include a review date (after which the CPD Approval logo must not be displayed until the CPD activity is re-assessed through the CPD approval)
7. The learning activity team must be appropriately qualified as determined by SENR on receipt of Curriculum Vitae. SENR will seek assurance that those involved in course delivery have appropriate teaching or training experience.
8. Any partnership / sponsorship arrangements should be explicitly specified within the application.

NB. Applications are assessed by experienced SENR Practitioner Registrants. The Assessor retains the right to refuse CPD approval if they have concerns about either content, lack of evidence base or credibility of the applicant. The unsuccessful applicant has the right of appeal by emailing: SENR@bda.uk.com. Appeals will be considered by the SENR Board.

3.0 The Application Process

Each CPD approval 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;
- 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 paperwork 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 CPD approval fee. Fees have been based on a sliding scale, dependent upon the number of training hours being approved.

	1		2.		3.		4		5	
	<ul style="list-style-type: none"> ○ BDA Specialist Groups ○ BDA Branches ○ UK Institutes of sport ○ Non-income generating initiatives developed by SENR board members 		<ul style="list-style-type: none"> ○ AHP organisation 		<ul style="list-style-type: none"> ○ Higher Education Institutes (delivering UG/PG dietetic courses or SENR programmes) 		<ul style="list-style-type: none"> ○ Small - Medium ○ Charities ○ BDA members' freelance work. ○ Alliances [3rd Sector organisations] 		<ul style="list-style-type: none"> ○ Large commercial organisations ○ Corporate members* 	
Activity	Application	CPD approval	Application	CPD approval	Application	CPD approval	Application	CPD approval	Application	CPD approval
Half Day	£30	FREE	£85	£130	£130	£155	£130	£155	£260*	£450*
1 Day	£35	FREE	£85	£130	£130	£205	£130	£205	£260*	£980*
2 Day's	£45	FREE	£85	£130	£130	£260	£130	£260	£260*	**
3 Day's	£50	FREE	£85	£130	£130	£310	£130	£310	£260*	**
4 Day's	£55	FREE	£85	£130	£130	£360	£130	£360	£260*	**
5 Day's	£60	FREE	£85	£130	£130	£410	£130	£410	£260*	**

Undergraduate / Postgraduate Sport and Exercise Nutrition degrees will not be eligible for Learning Activity CPD approval, rather should undertake the full Undergraduate Approval or Postgraduate Accreditation process.

3.2 Successful CPD approval

On approval, SENR will send confirmation of CPD approval to the applicant and the CPD approval fee will be invoiced. The confirmation will detail the terms and conditions, statements that can be used in respect of CPD approval and the duration of CPD approval. We will also arrange for the use of the CPD approval logo on the learning activity material as well as a listing (maximum of 100 words) for the SENR website.

In the event that the application is unsuccessful, feedback will be provided and re-submission is permitted. Resubmissions of application are charged at the application fee rate.

3.3 Duration of CPD approval

Once a learning activity is successfully approved, the CPD approval is valid for a period of **one year**. If a learning activity is repeated throughout the year, the organisers must inform SENR of the dates.

When the CPD approval has expired and if there are no changes to the content or delivery of the learning activity, only the CPD approval fee will be charged for the re-approval. If there are changes to either the content or delivery, an application for CPD approval will have to be re-submitted. ***Training can be re-approved for two additional years, following which a full CPD approval process will need to be repeated.***

CPD approval 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 CPD approval will be valid until the next quality review or validation by the relevant institution and the CPD approval fee will be invoiced on an annual basis.

4.0 Terms and Conditions

4.1 CPD approval

- 4.1.1 The BDA / SENR is not responsible for the delivery of any part of the learning activity delivered by an organisation.
- 4.1.2 The BDA/ SENR 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 / SENR reserves the right to remove CPD approval of a learning activity in response to participant feedback, professional body concerns and this may include CPD approval by another organisation.
- 4.1.4 Course documentation of learning activities approved by the SENR must clearly state CPD approval by the use of the CPD approval logo and the statement.
- 4.1.5 A disclaimer must also be stated and appear on the main document of the learning activity:

'SENr CPD approval applies only to the educational content of the learning activity'.

4.1.6 CPD approval applies only to the learning activity and not to any individual who participates in it.

4.1.7 CPD approval is valid for 1 year. If the learning activity provider does not pay a renewal fee, all references to SENr CPD approval must be removed from promotional or learning activity material.

4.1.8 SENr reserves the right to withdraw CPD approval if there are:

- any significant changes to content;
- any significant changes to the delivery format;
- failure to disclose significant changes to presenters;
- misuse of SENr CPD approval logo.

4.2 Fees

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

4.2.2 An CPD approval fee is charged if an application is successful, this is also non-refundable.

4.2.3 The BDA / SENr reserves the right to review the fees on an annual basis.

4.3 Use of CPD approval Logo

4.3.1 The BDA / SENr requires that all successful applications send any learning materials, marketing materials and certificates that require the CPD approval logo to the BDA for approval.

4.3.2 The BDA / SENr 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 CPD approval process or your application, please contact us at:

SENr

The British Dietetic Association 3rd Floor Interchange Place, 151-165 Edmund Street,
Birmingham

B3 2TA

T: 0121 200 8080

SENr@bda.uk.com www.bda.uk.com

6.0 Appendix 1

6.1 Checklist

Those developing learning activity for SENR CPD approval, may find the following checklist helpful. Assessment of applications will be against the CPD approval 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 service-user 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			
9.	Further the development of the individual and (if applicable) the profession.			

Glossary

Term	Definition
BDA	British Dietetic Association
CPD	Continual Professional Development
HEI	Higher Education Institute [HEI]
Learning activity	a class, seminar, or workshop that is planned, coordinated, administered, and evaluated in terms of learning objectives aimed at developing the sport and exercise nutrition profession and/or enhancing opportunities for learning for graduate/practitioner registrants.
Learner	An individual enrolled onto a SENR education programme whether full time or less than full time.
Participant	A person who takes part in something
SEN	Sports exercise nutrition
SENR	Sports and exercise nutrition register

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