

RINA CPD Activity Endorsement Requirements and Assessment Criteria

Issue

One of the responsibilities¹ of the RINA Professional Affairs Committee (PAC) is to assess courses organised by other bodies (i.e. non-RINA activities), which meet the Institution's requirements for Continuing Professional Development (CPD).

Background

CPD is defined as the “systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence”².

Registrants of the Engineering Council are required to abide by the “CPD Code for Registrants”³ which outlines their responsibilities for developing themselves and maintaining competence in their work through conducting CPD.

One of the responsibilities of the RINA PAC as outlined in the Terms of Reference is “to facilitate and promote the achievement of CPD by members of the Institution, including assessment of events provided by the Institution and courses organised by other bodies, which meet the Institution's requirements for CPD.”

Overview

The purpose of having RINA CPD endorsement requirements and assessment criteria is:

- To have confidence in the quality of the CPD activity and that it is relevant to RINA members;
- To ensure suitable learning can be achieved from doing the CPD activity;
- To ensure sufficient information is available to support a consistent assessment approach; and
- To help organisers understand what evidence needs to be provided to support the RINA CPD endorsement process;

This paper provides a set of endorsement requirements and assessment criteria which the PAC will use to assess requests from other bodies (i.e. non-RINA activities) for endorsement of their CPD activities.

Requirements & Assessment Criteria Definition

A set of requirements and assessment criteria are defined as follows:

- The **requirements** identify the areas against which the CPD activity will be assessed; and
- Each requirement has a number of **assessment criteria**. The assessment criteria describe what evidence is required from CPD activity organisers to meet the requirement.

¹ Paragraph 6, RINA Professional Affairs Committee Terms of Reference.

² Engineering Council CPD Policy Statement, Issue 2, 16 June 2017.

³ Engineering Council CPD Code for Registrants, 17 October 2013.

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Requirements & Assessment Criteria Definition

The requirements and assessment criteria are detailed in Table 1.

Table 1: CPD Activity Endorsement Requirements and Assessment Criteria

No.	Requirement Title	Requirement Description	Assessment Criteria
1	Target audience	There should be a target audience	<ol style="list-style-type: none"> 1. There should be a statement about how the content is relevant to RINA members 2. The target audience, content level (e.g. introductory, intermediate, or advanced) and whether any prior knowledge or experience is required should be defined
2	Learning aims	There should be learning aims which reflect the overall purpose of the activity	<ol style="list-style-type: none"> 1. There should be a statement of what a participant is expected to learn 2. The learning aims should be stated and explain what knowledge or skills the participants are expected to obtain
3	Content and structure	The content and structure of the activity should be outlined	<ol style="list-style-type: none"> 1. All topics being covered should be listed 2. The activity structure should be described 3. The content should confirmed as being up-to-date and factually correct
4	Delivery methods	Delivery methods should be appropriate to the learning aims	<ol style="list-style-type: none"> 1. The delivery methods that are to be used should be stated (lectures, presentations, discussions, etc) 2. The delivery methods used should be relevant to the learning aims
5	Supporting information and materials	Supporting information and material should be clear, relevant and accessible	<ol style="list-style-type: none"> 1. The supporting materials, if provided to participants, should be described 2. The supporting materials should be confirmed as up-to-date and accurate
6	Assessment (if applicable)	The activity may include a form of assessment	<ol style="list-style-type: none"> 1. Any assessment used within the activity should be stated and described.
7	Presenter expertise	The people delivering the activity should have appropriate qualifications and experience	<ol style="list-style-type: none"> 1. There should be a statement about the how the presenters/facilitators have the

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			relevant expertise, knowledge and skills to deliver the activity 2. CV's of the presenters/ facilitators should be provided
8	Quality assurance	The activity should include a process that evaluates the intended learning	1. There should be a clear statement outlining how the organiser will conduct an evaluation of the activity. 2. Each participant should be asked to evaluate the activity and the presenter/facilitator. 3. The results of previously conducted activity evaluations should be included in the application if the activity has been run before.
9	Organisation standards	Organisers should have relevant expertise	1. The organiser's contact details should be provided 2. There should be a statement confirming the organiser's experience in conducting training activities, the frequency of activities conducted, number of similar activities conducted in the past