CPD Event Process

Event Organiser to download and complete CPD Proposal Form Once approval received send CPD Proposal Form to Treasurer for finance approval and to agreed concessions etc

Once dates agreed send form to Head of Communications for publishing details of the event on the TSYP website Following the event
Organiser to submit evaluation forms for collation and reporting















Submit CPD Proposal Form to Head of Education and Training for approval of CPD status Once finance approval received send CPD Proposal Form to Head of Events to check proposed dates against Events Calendar Before the
event
Organiser to
refer to CPD
Evaluation
Framework to
ensure
necessary level
of evaluation
for the event