

BVNA CPD Partners Scheme (pilot) Course Provider Accreditation Information for Course Providers



Benefits of accreditation

Accredited course providers give CPD partners the opportunity to:

- Demonstrate their commitment to quality training and development for veterinary nurses
- Maximise their exposure to membership of the UK's largest community of veterinary nurses with access to over 4500 members.

Why apply for accreditation?

CPD partners will have access to the following:

- Use of the BVNA accredited training logo on course materials, advertising and website.
- Publication of their courses on the BVNA website.
- A link from the BVNA CPD page to their website for the duration of the accreditation.
- Inclusion of their courses in the CPD section of the VNJ, the BVNA's monthly publication, for a period of three months prior to each course.
- Course listing in the bi-annual BVNA CPD Partners booklet (published in April and October)

Criteria for accreditation

- The course provider should ensure that course details including the dates on which the courses will run, the venues and course costs are provided to the BVNA in sufficient time to allow publication in the VNJ and on the website.
- The courses should have clearly defined objectives and be well-targeted at the intended audience in terms of subject content and course delivery
- Course tutors/lecturers should have qualifications and experience that are appropriate to the level of delivery and content of the course.
- Course materials should be provided for delegates and should be well-matched to the course content and objectives. Copies of all course materials used should be supplied to the BVNA on application for accreditation or as soon as they are available.
- Feedback from delegates must be requested on the standard of the course content, course materials, tutors, general administration, venue/facilities and overall rating. A standard BVNA delegate feedback form is provided for delegates to complete and copies of the feedback forms this must be returned to the BVNA after each course is run.
- The course provider must agree to the BVNA CPD Partners Code of Practice and they must return a signed copy of this to the BVNA prior to accreditation being granted.

How does the scheme work?

- Applications may be made by completing the attached form and returning it to us with remittance and required documentation. Your application will be assessed against the criteria above? and you will be notified of the BVNA's decision in writing within 28 days of receipt of your application

- The BVNA requires notification in writing of any changes that are made to any courses. The BVNA reserves the right to withdraw approval from any course that ceases to meet the criteria following any changes that have been made during the period of approval. In the event that this occurs, the BVNA will provide feedback as to the issues that have led to the decision.
- The BVNA requires the course provider to obtain feedback from all delegates which must be sent to the BVNA
- The BVNA reserves the right to remove accreditation from the course provider if the changes made do not meet the stated criteria or if delegates do not give positive feedback on the course within 28 days

How much does it cost?

BRONZE COURSE PROVIDER - £500

Companies wishing to promote 1-10 courses

SILVER COURSE PROVIDER - £800

Companies wishing to promote 11 – 25 courses

GOLD COURSE PROVIDER - £1000

Companies wishing to promote 26+ courses



BVNA CPD Partners Scheme (pilot) Course Provider Accreditation

Application for Training Provider Accreditation

Please complete and return this form to:

Lisa Brett – Education Manager
The British Veterinary Nursing Association
82 Greenway Business Centre
Harlow Business Park
Harlow, Essex CM19 5QE

Fax: 01279 408645, Email: lisa@bvna.co.uk

Training Provider Details

Contact Name	
Organisation	
Address	
Telephone	
Email	

Level of Accreditation (please tick)

BRONZE £500

SILVER £800

GOLD £1000

Course Details (if you wish are advertising more than one course, please photocopy this section)

Title	
Venue address	
Date(s) of course	
Outline Of Content	
Objectives (complete as appropriate)	1 2 3
Fee for course participants (please list main categories including the cost to BVNA members)	
Who is the course aimed at? (e.g. job roles, level of experience etc.)	
Is this a new course or has it been run before?	
Course Tutor(s) Please attach CVs for the main course tutors detailing their relevant qualifications and experience.	Name of Tutor(s): CVs attached? <input type="checkbox"/> (Full CVs are required for training courses, for other CPD events such as seminars with several speakers a short summary ('pen portrait') will be sufficient.)

<p>What course materials are provided? Please send copies of course materials with your application</p>	
<p>I confirm that the information supplied is correct to the best of my knowledge.</p> <p>I undertake to collect feedback from course participants on the following standards and to supply the BVNA with copies of the completed feedback forms including a summary sheet within 28 days of the course:</p> <ul style="list-style-type: none"> ○ course content ○ course materials ○ course presenters ○ venue/facilities ○ general administration ○ overall rating 	
<p>Signature</p>	
<p>Date</p>	
<p>If you would like the event placed on the BVNA website event listings, please email the following information about the course/CPD event in a Word document to lisa@bvna.co.uk</p> <p>Course/event title, organiser, date, venue, fees, contact details (including website address if applicable), description of course/event.</p>	

If you have any queries please contact Lisa Brett at BVNA on 01279 408644 or email lisa@bvna.co.uk

THANK YOU FOR APPLYING FOR COURSE PROVIDER ACCREDITATION



BVNA CPD Partners Scheme (pilot)

Terms and Conditions

1 Ownership of the course

1.1 The courses are owned by the course provider

2 The accreditation decision

2.1 The courses will be considered against the criteria detailed below.

- The course should have clearly defined objectives and be well-targeted at the intended audience in terms of subject content and course delivery
- Course tutors should have suitable qualifications and experience
- Course materials should normally be provided and any materials should be well-matched to the course content and objectives
- Feedback from course delegates must be requested on the standard of the course content, course materials, presenters, general administration, venue/facilities and overall rating. A standard BVNA delegate feedback form is provided for this.

2.2 If any changes are made to the courses during the agreed accreditation period, the BVNA must be notified in writing prior to delivery in order for accreditation to be continued.

2.3 The accreditation process will take 28 days from the date that full documentation is received at the BVNA. If the BVNA requires changes to be made to the course before accreditation may be made, the BVNA will make recommendations to the course provider in writing. The course provider should make these changes and submit the necessary documents to the BVNA as soon as possible. The BVNA will then provide the course provider with written confirmation of acceptance of the changes within a further 28 days.

2.4 The BVNA does not permit any education/training providers to use the professional body logo. A dedicated CPD logo has been developed for use in this instance. The sentence ' This Course Has Been Accredited by the BVNA' may also be used in advertising material and course material for the duration of the accreditation this must be removed once the accreditation period has ended unless the course provider applies for re-accreditation.

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2.5 Accreditation is given for one calendar year from the date of registration

3 Fees for accreditation

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3.1 There are different levels of accreditation for course providers:

- | | |
|-----------------|--|
| • Bronze - £500 | Companies wishing to promote 1-10 courses |
| • Silver - £800 | Companies wishing to promote 11-25 courses |
| • Gold - £1000 | Companies wishing to promote 26+ courses |


3.2 There is a non-refundable administration fee of £50 included in the above fees for each application submitted for accreditation, should an education/training provider not meet the requirements for accreditation.

4 BVNA Website Inclusion

- 4.1 The courses will be listed on the BVNA website along with a link to the course provider's website within 14 working days of the course provider being accredited (see below for sample listing)

CPD courses

Monday 10th November 2008 - Surrey Region




An Overview of Wound Management
Speaker - Ed Friend BVetMed CertSAS DECVS MRCVS
Time: 7.30pm buffet for a 8.00pm start
Venue - Premier Inn Guildford Central, Parkway, Guildford, Surrey GU1 1UP
£12 for BVNA members - £16 to non-BVNA members
All Practice Staff Welcome

For further information or to book please contact:
Sarah Price DipAVN(Med) VN MBVNA - Surrey Co-ordinator
Tel: 01483 729194 Email: sarahprice1978@hotmail.co.uk
www.bvna.org.uk

- 4.2 Only courses taking place in the following three months will be listed on the BVNA website i.e. courses listed on the website in March must take place during the period March – May.
- 4.3 The courses will be highlighted on the BVNA website as until the end of the course accreditation period'.
- 4.4 The courses may be removed from the BVNA website at the course provider's request.

5 Veterinary Nursing Journal (VNJ) Inclusion

- 5.1 The courses will be advertised in the VNJ once the course provider has been accredited (see below for sample listing)



Wound Management

An Overview of Wound Management

Monday 10th November 2008 • 7.30pm buffet for a 8.00pm start
Surrey Region • Premier Inn Guildford Central, Parkway, Guildford, Surrey
Speaker: Ed Friend BVetMed CertSAS DECVS MRCVS
£12.00 Members • £16.00 Non-members
All practice staff welcome. For further information or to book please contact:
Sarah Price DipAVN(Med) VN MBVNA - Surrey Co-ordinator Tel: 01483 729194
Email: sarahprice1978@hotmail.co.uk
www.bvna.org.uk

- 5.2 Unless otherwise requested, all courses will be included in the VNJ subject to printing schedules. The deadline for entry into the journal for a month is usually the first of the preceding month, i.e. for inclusion into the April VNJ; the accreditation must be approved prior to the 1st March.
- 5.3 Only courses taking place in the following three months will be listed in the VNJ i.e. Courses appearing in the March issue must take place during the period March – May.

5.4 BVNA shall not be held responsible for printing errors discovered after the VNJ has gone to print – it is the responsibility of the course provided to give the BVNA the correct details at the time of accreditation application.

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6. BVNA CPD Partners booklet

6.1 A booklet containing all courses will be printed by the BVNA biannually, in April and October. The deadline for inclusion of courses into these leaflets will be 28th February, for the April edition and 1st September for the October edition. BVNA shall distribute these leaflets at appropriate events.

6.2 The BVNA CPD Partners booklets will be available at all events where the BVNA are present and from the BVNA office on request.

6.3 The BVNA shall not be held responsible for printing errors discovered after the leaflet has gone to print – it is the responsibility of the course provider to give the BVNA the correct details at the time of accreditation application.

7. Re-accreditation

7.1 Course provider accreditation will last for one calendar year from the time the accreditation is granted. Course providers are required to re-apply for accreditation at the end of this calendar year.

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8. Liability

8.1 The BVNA shall not be liable for any 3rd party costs associated with course provider accreditation.

COURSE PROVIDER _____

SIGNED ON BEHALF OF COURSE PROVIDER _____

PRINT NAME _____ DATE OF SIGNING _____

SIGNED ON BEHALF OF BVNA _____

PRINT NAME _____ DATE OF SIGNING _____