

DIRECTORY OF CPD COURSE PROVIDERS APPLICATION FORM



CONTACT DETAILS

Title Surname

First Name(s)

Job Title

If you are a member of CIBSE – please state your Membership No.

Department

Full Address

Post code

Telephone No

E-mail

If your course is accredited by another institution, please state here

I/We confirm that courses offered contain technical/management or other information likely to professionally benefit the building services engineer.

I am/We are aware of and abide by the CIBSE Code of Conduct.

I/We have read the Terms and Conditions for CPD Course Provider inclusion and agree to comply with the Terms and Conditions stated.

Signature

Date

DD / MM / YY

REGISTRATION FEE: Visit www.cibse.org/cpd for current fees.

Method of payment

Cheque Invoice Credit Card/Debit Card

Amount £

(Cheques should be made payable to the Chartered Institution of Building Services Engineers).

If invoice required, please submit purchase order

VAT exemption – If your organisation is not liable for VAT, please quote your VAT number.

Credit Card/Debit Card

Please debit Card Number below to the amount of £

Card Number

Valid from MM / YY

Expiry Date MM / YY

Issue Number (For Maestro only)

Security Code

Signature

Date

DD / MM / YY

Please note: we do not accept AMEX or Laser Cards

COURSE INFORMATION FOR INCLUSION IN THE DIRECTORY OF CPD COURSE PROVIDERS

The information provided will be reproduced, as near as possible, in the Directory. However, while retaining factual accuracy, CIBSE retains the right to edit material given if necessary, e.g. if the entry is too long. A maximum of two pages will be allowed for each contributor's entry.

Company/Organisation

Course Contact(s)

Full Address

Post code

Telephone No

FaxNo

E-mail

Website

E-Learning: contact if difficulty in accessing the site

Contact(s)

Telephone No

FaxNo

E-mail

Categories Covered - please list

Your company will be listed in the index under the appropriate category heading(s).

Submit this form via email to membership@cibse.org or post to Membership Department, CIBSE, 222 Balham High Road, SW12 9BS, UK.

DETAILS OF COURSE SPEAKERS

Please provide details of CPD course speakers who will be involved in delivering CPD courses/seminars, detailing their professional qualifications, experience, institution membership with class and membership number.

Please summarise the type of courses and area of specialism offered (150 words maximum). Please do not send a brochure as a replacement as we cannot reproduce them.

Target audience, including competence level, e.g. Engineering Technician, Incorporated Engineer, Chartered Engineer.

Duration and format of course, e.g. lectures, workshops, seminars, E-learning, etc.

Course locations or web-based

Course attendance fee range (if applicable)

TERMS AND CONDITIONS

- This Directory is widely distributed to people with varying levels of expertise who are looking for short courses to meet their specific needs. The information you submit should assist in the selection of the appropriate course provider.
- The information contained in this Directory is published as a service only to members or enquirers seeking short CPD courses. We cannot, therefore, reproduce whole brochures, and space will be limited to a maximum of 2 pages for each contributor.
- This Directory is updated frequently and you may revise your entry at no extra charge.
- Please note that all entries will be included on acceptance of completed applications and payment. Your course provision will then be subject to monitoring and assessment by CIBSE.
- CIBSE reserves the right to attend courses free of charge to monitor quality. CIBSE will notify you of the results of monitoring and assessment activities.
- CIBSE reserves the right to revise or withdraw entries as a result of the monitoring process.
- Only CPD courses will be approved for inclusion in this Directory. Courses specifically leading to a qualification that will require accreditation or certification or any data gatherer type courses will not be approved.
- Applications from any non-CIBSE Low Carbon Consultants, DEC (Display Energy Certificates) or EPC (Energy Performance Certificates) providers will not be accepted.
- CIBSE reserves the right to amend these criteria to reflect changes in CIBSE CPD policy.

Please Note:

Course providers are expected to:

1. Issue attendance certificates to course delegates. You may endorse certificates as follows: "This (event) can contribute towards your CIBSE CPD requirement".
2. Agree to a CIBSE assessor attending any course, at no cost, as deemed necessary and a set of course documentation to be provided on request.
3. Provide, on request, copies of evaluation reports from any of their courses covered in the Directory of CPD Course Providers.
4. Abide by the CIBSE Code of Conduct.
5. The preferred language is English for applications and supporting information for approval of overseas courses.

In addition to the above, for E-learning:

6. Provide access to the CIBSE CPD assessor of all on-line technical and tutorial content for assessment purposes.
7. Prevent all pop ups and adverts being displayed whilst the learner is accessing the approved CPD content.
8. Provide access to CIBSE for ongoing monitoring of web based content during the duration of the course approval.
9. Provide a link from the web-site to the CIBSE Homepage
10. Provide a direct named contact if the assessors have difficulty in accessing the site.

CPD PRESENTATION GUIDELINES

DO

- Ensure that your presentation is centred around technical content.
- Ensure that the technical content is clear and well explained.
- Ensure that there are clear learning outcomes.
- Ensure that your presentation is appropriate for the target audience (you may decide to offer a range of slides that cover different audiences).
- Ensure that the information displayed on slides is succinct and to the point.
- Ensure that there is only a small amount of commercial bias.
- Cover the range of products and solutions that are available.
- Expand on acronyms when first mentioned in the presentation.

DON'T

- Give a long history of your own company (a very short overview is acceptable).
- List your own products.
- Make the presentation company specific just to your products.
- Produce a manufacturer's brochure in the form of a sales pitch.

GENERAL ADVICE

- Think about how much information you put in one slide and how many slides you expect to get through in the allotted time.
- Think about how to keep your audience engaged by using images/practical demonstrations.
- Try to avoid using too many brand names and company specific marketing.