

DOCUMENT PREPARING GUIDELINES BY CPD QS

Welcome to the CPD QS Document Preparing Guideline for the providers. These guidelines have been developed to assist providers in preparing the necessary documents for submission to become a CPD member.

We understand that every provider is unique and may have different needs, which is why these guidelines are meant to be suggestive rather than prescriptive. We are committed to making the process as easy and straightforward as possible for all providers. Thank you for choosing CPD QS for your continuing professional development needs.

Please note that while these guidelines are suggestive, providers are not strictly bound to follow all the rules. Providers are encouraged to use the guidelines as a reference and to tailor the documents to their specific needs.

Assessment & Quality Assurance Procedure

Assessment & Quality Assurance Procedure should include the following points:

1. Purpose and scope of the assessment and quality assurance procedure
2. Standards or guidelines that the procedure aligns with
3. Responsibilities and roles of individuals or teams involved in the assessment and quality assurance process
4. Methods and techniques used for assessment and quality assurance, such as inspections, audits, and testing
5. Criteria and acceptance standards for evaluating the quality of products or services
6. Process for documenting and reporting assessment and quality assurance results
7. Process for addressing and correcting any issues or non-conformities identified during the assessment and quality assurance process
8. Regular review and updating of the assessment and quality assurance procedure to ensure its continued effectiveness.

Course Review Process

Course Review Process should include the following points:

1. Establishing clear criteria for evaluating the course, such as course objectives, content coverage, and alignment with institutional and teaching goals
2. Identifying the appropriate individuals or groups to conduct the review, such as instructors, students, or external experts
3. Gathering feedback and data on the course, including student/learner evaluations, instructor evaluations, and other relevant information
4. Analysing the feedback and data to identify strengths and areas for improvement in the course
5. Develop a plan for addressing any identified issues or making improvements to the course
6. Communicating the results of the review to relevant stakeholders, such as reviewers, student/learner evaluations and instructors
7. Regularly scheduling and conducting reviews of the course on a regular basis to ensure that it remains up-to-date and effective.

Privacy Policy

Privacy policy should include the following points:

1. Types of personal information collected (e.g., name, email address, IP address)
2. How the personal information is collected (e.g., through forms, cookies, and tracking technologies)
3. How the personal information is used (e.g., to send marketing communications, to personalise the user experience, to improve the site)
4. How the personal information is shared (e.g., with third-party service providers, as part of a merger or acquisition)
5. How the personal information is protected (e.g., through encryption, secure servers)
6. Information about cookies and other tracking technologies (e.g., how they are used, how they can be managed and deleted)
7. The user's rights regarding their personal information (e.g., the right to access, correct, or delete their information)
8. Information about the use of the site by children (if applicable)
9. Information about the jurisdiction and governing law of the privacy policy
10. Information about how to contact the company/person with privacy-related inquiries
11. Information about any third-party content or links on the site
12. Information about how to opt out of email or other marketing communications
13. Information about how changes to the privacy policy will be communicated to users
14. Information about how long the data will be stored
15. Information about how data breaches will be handled
16. Information about obtaining the consent of the information provider or any third party

Cookies Policy

Cookies Policy should include the following points:

1. Explanation of what cookies are and how they are used on the website
2. Information about the types of cookies used (e.g., session cookies, persistent cookies, third-party cookies)
3. The purpose for which each type of cookie is used (e.g., session cookies for maintaining login state, persistent cookies for remembering user preferences)
4. A list of the specific cookies used by the website, including their names and expiration dates
5. A description of how users can manage and delete cookies through their browser settings
6. Information about how the website complies with relevant laws and regulations related to the use of cookies
7. A statement about whether the website uses cookies for targeted advertising or tracking purposes, and how users can opt out of such tracking
8. A statement about whether the website shares cookie data with third parties, and if so, which third parties are involved and what the data is used for
9. Information about how users can revoke their consent for the use of cookies
10. A statement about the use of cookies for analytics purposes and the ability to opt out from such analytics tracking