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| **0 What is Endorsed CPD Training?** |
| The Geological Society offers a two-tier approval of relevant training events for geologists, whether for those aspiring to chartership, or those who are already chartered, but wishing to brush up on a topic or add a new skill to their repertoire. Accredited Training Events are of a higher level approval and are reviewed more rigorously and in greater detail than are Endorsed Training Events.Thus, Endorsed Training Events are an entry level approval, for which the criteria and assessment less formal and not rigorous. It is typically, although not exclusively, applicable to short events (*ie,* not more than 2 days duration)This document sets out information for Endorsed Event Providers and gives details of the benefits of endorsement. There is no approval fee payable for having an event endorsed, but every event should offer a 10% discount on its registration fee to Geological Society Fellows (unless the event is free of charge or the fee is negligible).Endorsement is valid for 5 years, subject to receipt of ongoing satisfactory feedback from delegates. All events must be submitted for re-endorsement after 5 years. |
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| **1 Benefits of Endorsement** |
| * The use of the Geological Society’s endorsed training logo (as above) on your relevant event materials, successful completion certificates for delegates, advertising and the provider’s website.
* Your event listed on the Geological Society website with a link to your own website and registration forms, etc
* A listing on the Events Calendar in Geoscientist (the Society’s magazine, distributed to around 10 000 Fellows internationally) if details are supplied with sufficient time before the copy deadline of the nearest issue
* 15% discount on placing your own advertisement for the event in *Geoscientist*
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| **2 How does the Scheme work?** |
| * To apply, please complete the attached application form and return it to the Geological Society, preferably by electronic means.
* Approximately 2-3 months should be allowed until the first date on which the event is running. The application will be assessed and a decision made usually within 28 days.
* After each event, feedback forms completed by all delegates must be collected and sent to the Society with a summary sheet within 28 days of the event.
* A completion certificate, bearing the GSL accredited training event logo, must be provided to all delegates successfully completing the training event.
* Event providers are encouraged to continue to advertise their event(s) through the Geological Society by sending in new date/venue/cost details, within the 5-year period after endorsement.
* Endorsement is valid for 5 years, subject to receipt of ongoing satisfactory feedback from delegates. All events must be submitted for re-endorsement after 5 years.
* The Society reserves the right to insist on re-endorsement if the event content and accompanying documentation is considered to have changed by more than 25 % from the existing Endorsement.
* When a previously endorsed event is repeated the following conditions apply:
* When there is a change within this period in the personnel delivering the event, or when improvements to the content are made specifically in response to feedback from delegates, details should be submitted to the Society.
* When the event content is changed by more than 25%, for any reason, a new application needs to be submitted.

**Disclaimer of the Geological Society’s Liability**Please note that:* The Society cannot accept any liability to a training provider for the approval or otherwise of a training event.
* The Society is not responsible to delegates if their specific needs are not met by an endorsed training event.
* Training providers shall not at any time either specifically or generally state or imply any such responsibility.
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| **3 Criteria for Endorsement** |
| To be endorsed an event must satisfy the criteria below:* The event should have clearly defined objectives and be well-targeted at the intended audience in terms of subject content and event delivery
* Event presenters should have suitable relevant qualifications and experience
* Event materials should normally be provided and any materials should be well-matched to the event content and objectives.
* A certificate must be provided to all delegates successfully completing the training event.
* Feedback from event delegates must be collected (see application form for details). The Geological Society will provide its standard delegate feedback form and would prefer this to be used.
* The Geological Society reserves the right to withdraw Endorsement at its discretion.
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| **4 How Much Does It Cost?** |
| There is no application fee for endorsement, but every event should offer a 10% discount on the event registration fee to Geological Society Fellows (unless the event is free of charge or the fee is negligible). |
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| **5 Event Endorsement Process – Sequence for Review of Applications** |
| 1. An event provider will contact GSL to advise an intention to make an application for Endorsement of one or more of its events, and downloads the application documentation for Endorsement from the Society’s website.
2. The completed application form and all necessary accompanying documentation, together with the Endorsement application fee, are received electronically by GSL.
3. Depending on the complexity of the event to be endorsed, one or two reviewers are selected from the Society’s Professional Accreditation and Endorsement Panel of Reviewers.
4. The Review Process commences.
5. The Reviewers’ assessment of documentation comprises:
6. *an overview of the application documentation for completeness;*
7. *an examination of the paperwork;*
8. *there may be a request for further information or explanation of detail.*
9. The reviewers write a report of their findings, which concludes with a recommendation regarding the approval or otherwise of the application for Endorsement.
10. Once the recommendation is agreed by the Society’s Professional Accreditation Committee, the applicant is advised of the outcome.
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| **6 Re-endorsement** |
| Endorsement lasts for a period of 5 years, unless material changes are made to an event during the currency of the endorsement, in which case re- endorsement is required, to maintain the endorsed status conferred by GSL. Otherwise, re- endorsement is required towards the end of the fourth year so that continuity can be maintained. If the scheme for re- endorsement is very similar to the original or previous version, the procedure is much simplified. The application for re- endorsement is assessed by either the Chartership Officer or the Professional Training Manager and the Chair of the PAC, and the scheme is agreed, with the issue of a fresh Certificate of Endorsement. |

If you have any queries please contact

the Professional Training Manager on 020 7434 9944, or email donna.prisley@geolsoc.org.uk

The Professional Accreditation Committee of the Geological Society