



Application for Structured CPD 2018

Company Name: Click here to enter text.

Key Contact Person: Click here to enter text.

Contact Details: Click here to enter text.

Email: Click here to enter text.

Company/Provider Type:

- Insurance Company
- IBANZ Member
- Private Training Establishment (PTE)
- Other Click here to enter text.

Criteria:

To count as structured CPD your training must meet the following Criteria:

S1	Meets the following minimum CPD structured learning requirements i.e. <input type="checkbox"/> Has clearly identified learning outcomes and <input type="checkbox"/> Includes an assessment of learning
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If you would like Professional IQ College to recognise your workshops or training events as 'structured' CPD then you will need to evidence that it meets the above criteria. You must record a list of attendees. Send your list of attendees to us as soon as possible after your event.

Please note that **CPD hours will only be allocated to attendees recorded on the attendance list**, so keeping accurate attendance records is crucial.



Name of Learning Event:	Click here to enter text.
Workshop/Course Title:	Click here to enter text.
Name of Facilitator: The facilitator should demonstrate a high level of competence and relevant experience	Click here to enter text.
Contact details of Facilitator:	Click here to enter text.
Intended length:	Click here to enter text.
Where is the learning going to take place? Venues/Locations	Click here to enter text.
When is it going to take place? Dates/frequency	Click here to enter text.
Intended audience:	Click here to enter text.
Brief outline of content:	Click here to enter text.
Learning Outcomes: What do you intend for the participants to be able to do after the workshop/course? Example: <i>At the end of the workshop participants will be able to:</i> <ul style="list-style-type: none"> • <i>Explain business interruption insurance in layman's terms and recognise the trigger points for tailoring the policy coverage to best suit their client's needs.</i> 	Click here to enter text.
Method of verifying attendance:	<input type="checkbox"/> Signed attendance list <input type="checkbox"/> Scanned barcode <input type="checkbox"/> Other (provide details)
Mode of delivery:	<input type="checkbox"/> E-learning <input type="checkbox"/> Workshop <input type="checkbox"/> Web seminar (webinar) <input type="checkbox"/> Other (provide details)



<p>Assessment format: You must assess the participants if you wish to gain structured CPD hours for your learning event. Assessment formal guidelines include but are not limited to:</p> <ul style="list-style-type: none"> • Guided Q&A session i.e. you must provide content relevant questions to the participants and then provide the answers, based on the learning that has taken place during the learning event. NB: Answers should be available for all participants after the learning event. • Online assessments (attach your Q&As so we can upload these to our learning portal) • Assignments (these will need to be marked and feedback provided to participants) <p>Please contact Professional IQ College if you would like assistance in designing assessment activities for your event.</p>	<p>Please provide details of your assessment in the space provided, or attach your assessment activity. Click here to enter text.</p> <p><input type="checkbox"/> Please publish the attached assessment/s on the learning portal for participants to complete.</p>

Course Outline:

Please attach an outline describing the course content and a copy of the actual presentation and course material/s. This information will be treated confidentially within IBANZ College for rating purposes only.

Once a training session has received a rating, (and a rating number) it can be delivered at locations throughout New Zealand, without requiring further rating and accreditation. The rating number is valid in that year only. A re-rating can be issued for the same session in a new year.

Please submit your application along with the course outline, assessment details and copy of the presentation by fax, email, or mail to:

Professional IQ College PO Box 7053, Wellesley St, Auckland 1141

Ph: (09) 306 1731

Fax: (09) 307 0960



Email: info@professionaliq.co.nz

Your CPD rating will be confirmed to you within 3 working days by email.

There is a fee for the initial rating application process. As part of this process Professional IQ will:

- Evaluate the application according to the published CPD standards and good practice principles.
- Allocate an appropriate number of CPD hours to your learning event
- Issue a valid 'Rating Number' which can be used to deliver structured CPD events throughout New Zealand. The rating number is only valid in that year.
- Monitor and review the quality of all structured CPD learning events
 - Collect, collate and analyse participant feedback and assessment data
 - Observe facilitators/trainers and provide constructive feedback for quality improvement purposes

Professional IQ reserves the right to refuse structured CPD hours for learning events that do not meet the published IBANZ/Professional IQ structured CPD standards and good practice principles. Professional IQ/IBANZ reserves the right to withdraw approval for CPD programmes or events at any time for one of the following reasons:

- Significant changes to content
- Poor feedback/evaluation of the programme or event
- Misrepresentation of the programme or event
- Complaints about the programme or event which may affect the reputation of IBANZ

Please refer to the Professional IQ website for more information on structured learning requirements www.professionaliq.co.nz



Rating Fees

Insurance Company

Application Fee	\$150
* Ongoing Administration and Approval Fee	\$200 per event/workshop/session

*** Ongoing administration and approval fees apply each time the program(s) or event(s) take place.**

IBANZ Member Company/Group

Application Fee	\$50
Approval Fee (up to 2 hours)	\$75
Approval Fee (up to 4 hours)	\$140
Approval Fee (up to 8 hours)	\$250
Approval Fee (up to 12 hours)	\$325
Approval Fee (up to 16 hours)	\$400
Approval Fee (up to 24 hours)	\$550

IBANZ Individual Member

Application Fee	\$25
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Re-Rate Fee	\$25
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Fees do not include GST.

Name: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Date: [Click here to enter text.](#)