



## CPD Approved Courses

# British Complementary Medicine Association

Gaining BCMA Approved Status for your Course

## Benefits

- Use the BCMA logo and recommended for CPD in your course promotion.
- Searchable listing on the BCMA web site
- Ability to update your Venues & Dates
- Yearly approval for your course

## What is a BCMA Approved CPD Course

The primary aim of BCMA Approved CPD courses is to give members the opportunity to participate in 'approved' Continual Professional Development (CPD) training, where members can be safe in the knowledge that the course has been reviewed and approved by the BCMA.

As such the BCMA cannot offer approval for any qualification that appears upon the Government Qualifications framework – Qualifications Credit Framework (QCF) or National Qualifications Framework (NQF) approved by the Office of Qualification (Ofqual) on behalf of the UK Department for Education.

By being a BCMA Approved CPD course you will have the right to use the BCMA Approved CPD logo. The BCMA Approved CPD logo should not be used to imply that you or your courses are accredited by the BCMA. It is only an indication that the BCMA approves the course for CPD purposes.

## What you need to become approved

The course must meet the following requirements

- Have a clear objective
- Is accurately promoted to members
- Is delivered by qualified tutors
- Is delivered at an appropriate venue
- Provides the learners with appropriate equipment where required.
- Follows a syllabus/programme of work that meets the objective of the course
- Meets the spirit of the approved course programme.
- Learners are safe and insured
- Have appropriate prerequisites for training

This is evidenced mainly through the Application for Course Approval form.

## Fees

All fees are for a period of one (1) year per course

- BCMA CPD Approved Course £50

Discounts can apply if you have multiple CPD courses approved with the BCMA

- 1-3 courses = £50 per course
- 4-5 courses = £45 per course
- 6-10 courses = £40 per course

## Course Listing Content

Your course listing on the website will include

- Course & Course Provider Name
- BCMA Approval Category
- Professional Qualifications Gained
- Description (80 words)
- Duration
- Contact Details
- Location / Dates

As each course is approved it is published on [www.bcma.co.uk](http://www.bcma.co.uk) within the Continuing Professional Development (CPD) section. Students can search by course category.

Throughout the year you can update, your contact details, locations, dates etc. by sending an email to [office@bcma.co.uk](mailto:office@bcma.co.uk). Details about the course content cannot change without approval from BCMA.



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## Examples of How Your Course Listings Will Appear

Below is an example of how your listing will appear on our web site

### **CPD000 – Title of your training course**

#### **Course Type**

BCMA Approved CPD Course

#### **Course Description**

This is your 80 word course description where you can outline exactly what your course is about. It should include information on what your course offers, who it is aimed at and a background of the subject area. This can be no longer than 80 words due to spacing requirements of our Website.

#### **Course Pre-Requisites**

This is where you list any qualifications or experience required before students can enrol on your course.

#### **Contact**

Trading Name  
Email [cpd@bcma.co.uk](mailto:cpd@bcma.co.uk)  
Website [www.bcma.co.uk](http://www.bcma.co.uk)  
Tel 00000 000000

#### **Venues / Dates**

This section is where you can list any upcoming courses you will be running, this can be edited at any time by contacting the BCMA Office

#### **Duration**

1 day

## Course Approval Application Forms

These are available on website from the CPD page\_Course Approval section

<https://www.bcma.co.uk/cpd-approved-courses>

For assistance contact us at: Email: [office@bcma.co.uk](mailto:office@bcma.co.uk)