AIEB

ALL IRELAND ENDORSEMENT BODY FOR COMMUNITY WORK EDUCATION & TRAINING

QUALITY ASSURANCE CRITERIA INFORMATION AND APPLICATION FORM

This document outlines the application criteria and requirements for providers of CPD Initiatives seeking AIEB quality assurance.

Please complete all sections of the form.

Guidance

The aims and learning outcomes of the CPD initiative must be clearly outlined in the application form and identify the specific knowledge, skills and qualities as detailed in the All-Ireland Standards for Community Work that the CPD initiative will address. To download a copy of the All Ireland Standards click here.

1. Please clearly outline the target audience for the event (e.g., is it intended for staff within a specific organization, open to any community work practitioners interested in it, aimed at staff whose working on a specific issue/target group such as older people or climate action etc.).

2. Please outline if there are any entry requirements for your CPD initiative i.e., pre-existing qualifications, work experience or specific skills.

3. Outline the appropriate subject specialist expertise and community work knowledge of the provider and key presenters/ facilitators.

4. Provide details of the content (e.g., session plan/agenda/module content), and delivery methods (e.g., lecture, workshop).

5. Please attach a plan/scheme of work for larger/accredited programmes with the application form.

6. Provide details of the duration of the initiative. Please note that events/initiatives and opportunities submitted for quality assurance purposes must be at least 3 hours duration.

7. Providers need to maintain appropriate records of attendance and issue certificates of completion/attendance.

8. The method of evaluating the initiative/event must be outlined on the application form.

9. Any advertising material which includes reference to AIEB quality assurance must also include the approved logo as supplied by AIEB.

CPD QUALITY ASSURANCE APPLICATION FORM – ORGANISER DETAILS	
Name and address of CPD provider organisation	
Main contact name	
Main contact phone number	
Main contact email address	
Name(s) of main Trainer(s), Presenter(s)/Facilitator(s) of CPD Initiative and where different from above, their organization(s):	
CPD Initiative Trainer(s), Presenter(s)/ Facilitator(s) subject expertise and community work knowledge:	

CPD EVENT DETAILS	
Title of CPD Initiative:	
What type of CPD initiative is this? (e.g., training/ workshop/ conference)	
What is the duration and frequency of the initiative? (Note duration must be at least 3 hours)	
When will the CPD initiative take place? Where possible please give date(s)	

Where will the CPD initiative take place?	
What is the cost (if any) for the participants?	
Who is the target audience for this initiative?	
Are there any special entry requirements for this CPD initiative? If so, please outline them.	
What are the aims of the CPD Initiative?	
What are the participant learning outcomes? What should they know, understand, be able to do by the end?	
Please indicate how the learning outcomes align to the required knowledge, skills and qualities under one or more of the Core Values in the All-Ireland Standards for Community Work.	
Please provide a session plan or timed agenda outlining the content and in the case of larger/accredited programmes attach a scheme of work, outlining the content across sessions/activities.	
What teaching and learning tools and methods will be used in the delivery of the initiative?	

If assessment is part of the initiative, please outline how learning will be assessed.	
Will attendance records be maintained?	Yes/No
Will a certificate of completion or attendance be issued to those who attend? Please see note below.	Yes/No
Will any learning needs, and special requirements be accommodated? If so, please give details.	Yes/No
How will this initiative be evaluated?	

Signature of organiser …………………………………………….   Date …………………………….

Please attach a copy of the event/course invitation or promotional material and the certificate to be issued with this application if prepared. This can be provided after AIEB quality assurance has been approved but must reflect what was outlined in the Quality Assurance application form and only then can the AIEB logo be used.