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| **0 What is Endorsed CPD Training?** |
| The Geological Society offers an approval (‘endorsement’) 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. Applications for GSL endorsement of Training Events are reviewed to the same standard, whether as external or in-house training events. Both are reviewed independently of the team which organises and mounts the in-house events.  From January 2023, Endorsed Training Events will be assessed rather more rigorously than hitherto, with the criteria and assessment becoming more formal, with the intention of replacing the erstwhile Accredited and Validated Training Events.  This document sets out information for Endorsed Event Providers and gives details of the benefits of endorsement. There is now an approval fee payable for having an event endorsed, and every external 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 of training is conferred by the GSL’s Professional Accreditation Committee on events (or a range of other activities) that have reached the expected standards for CPD. The learning value has been reviewed in detail to ensure integrity and quality. Endorsement is valid for 3 years, subject to receipt of ongoing satisfactory feedback from delegates. All events must be submitted for re-endorsement after 3 years.  The importance of training should never be undervalued. CPD enables learning to become conscious and proactive, rather than simply reactive to situations. Its importance is purposely to enhance professional learning and experience through a methodical and structured approach. |
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| **1 Benefits of Endorsement** |
| * Endorsement of Training Events allows companies to demonstrate their commitment to best practice by having their events validated by the Geological Society. * It provides confidence to delegates that the calibre of the event is up to the standard expected for CPD, as well as being valuable for insertion into a training plan en route to Chartership. * Achieving Endorsement for training events provides evidence that the training organisation is consistently delivering these events to the highest standards and that they have been audited by a professional body, the Geological Society of London. * Thus, Endorsement of events is invaluable both to the training organisation that provides them and to those Fellows successfully completing the event, as well as their employers. * Enhanced recruitment to endorsed training events. * Further benefits include: * the use of the Geological Society’s endorsed training logo (as above) on your relevant event materials, successful completion certificates for delegates, advertising and website; * your event can be 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 over 10 000 Fellows internationally) provided that details are supplied with sufficient time before the copy deadline of the nearest issue; * a 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 application form *CEnd-02*, available on the GSL website at [www.geolsoc.org.uk/endorsed-training-events](http://www.geolsoc.org.uk/endorsed-training-events) accompanied by supporting documentation and return them to the Geological Society, preferably by electronic means. * On receipt of the application, an invoice for the Endorsement fee (see Section 4, below) will be issued by GSL. When this payment has been received, the Review process will commence. * Approximately 3-4 months should be allowed for the review and assessment process, before the first date on which the event is running. The application will be assessed and a decision made usually within 30-40 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 3-year period after endorsement. * Endorsement is valid for 3 years, subject to receipt of ongoing satisfactory feedback from delegates. All events must be submitted for re-endorsement after 3 years. * It is recognised that training events are likely to develop and evolve during the period of Endorsement. When this occurs, the training provider must notify the Society and provide full details of any changes that may substantially affect the aims, content or delivery of the event. * 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:   * It is expected that an accredited training event will be aimed at practising professionals looking either to gain a new skill, or to update an old one, or it will directly address a training need in one of the competency criteria, for a trainee geologist preparing for Chartership (see the Chartership criteria and explanations given in the Geological Society’s regulations, quoted below, and which are available at: [www.geolsoc.org.uk/regulations](http://www.geolsoc.org.uk/regulations) * *FP-02 – Criteria and Procedures for Validation as a Chartered Geologist*, or * *FP-11 – Criteria and Procedures for Validation as a Chartered Scientist*. * The event must have clearly defined objectives and be well-targeted at the intended audience in terms of subject content and event delivery. * Event presenter(s) 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 *(CEnd-07)* and would prefer this to be used. * It is a condition of Endorsement that a member of the Geological Society’s staff or its Professional Accreditation Committee may, with reasonable notice, attend any endorsed event for the purposes of inspection, free of charge. * The Geological Society reserves the right to withdraw Endorsement at its discretion. |
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| **4 How Much Does It Cost?** |
| In January 2022 an application fee was introduced for endorsement which is now subject to a more detailed scrutiny before endorsement is granted. It is a rigorous process of approval and will, therefore, attract a fee for approval and registration, with an annual maintenance charge to help defray the associated administrative costs.  Current rates are: £35 review fee, plus a registration charge of £30 pa for each of the 3 years, totalling £125, payable as a lump sum at the time of application. There will be a 10% discount for endorsement when 3 or more events are requested at the same time  When 3 or more applications for endorsement of events are made at the same time, the total fee will be discounted by 10%.  Every external (ie, non-GSL) 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 will download the application documentation for Endorsement *(CEnd-02 – Application Form)* 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, two or three 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. *an analysis of the overall event and its constituent activities;* 9. *the reviewers* *may request further information or explanation of detail; and* 10. *the initial drafting of a report on the application, which should provide advice on any measures needed to render the event fit for endorsement, is sent to the Chair of the Professional Accreditation Committee.* 11. The Chair will communicate the comments of the Review panel to the event applicant with a request that queries are resolved and any improvements are implemented. 12. The Endorsement process is one of iteration, whereby the event provider applying for endorsement can make amendments to its proposed event, until the Reviewers are content with the proposed event. 13. Once agreement has been reached, the Reviewers finalise the report of their findings, which concludes with a recommendation regarding the approval of the application for Endorsement. 14. Once the recommendation is agreed by the Society’s Professional Accreditation Committee, the applicant is advised of the outcome and the appropriate certificate and the GSL event endorsement logo are issued to the event provider. |
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| **6 Re-endorsement** |
| Endorsement lasts for a period of 3 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 second 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 the Chair of the PAC and either the Chartership Officer or the Professional Training Manager 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 [xxx@geolsoc.org.uk](mailto:xxx@geolsoc.org.uk)

The Professional Accreditation Committee of the Geological Society ~ 2022 11 21