

Quality Management System (QMS) – (Template)

The CPD Service Provider are required to provide evidence of a comprehensive **Quality Management System (QMS)** related to the administration and offering of CPD Activities. The QMS includes the following elements:

1. A broad outline of the programme of activities for the forthcoming year

- *Submit a list of all your CPD Activities planned for the year.*

2. Database containing information on CPD Activities.

- *Provide evidence of Database containing information on CPD Activities*

3. Document and data control procedure and systems.

- *Describe your company's document and data control procedure and systems. This can be in a detailed flowchart.*

4. Procedure and systems for enrolment and registration of participant.

- *Describe your company's Procedure and systems for enrolment and registration of participant.*

5. Procedure and system for monitoring and recording attendance for the duration of the activity (to include the attendance register).

- *Describe your company's monitoring and recording attendance for the duration of the activity*
- *Submit an attendance register*

6. Procedure and system for certification (to include the attendance certificate).

- ▲ *Describe your company's procedure and system, including requirement by delegates, for sending out attendance certificates.*
- ▲ *Submit an attendance certificate*

7. Procedure and system to be used to obtain feedback and evaluate the CPD event.

- *Describe your company's procedure and system for obtain feedback and evaluate the CPD event*
- *Submit an attendance certificate*

8. Procedure Reimbursement for registration fees, accommodation and other costs incurred during validation of the CPD Activity

- *Describe your company's process and procedure for the reimbursement for registration fees, accommodation and other costs (Refer to 11.1 and 11.6 in the CPD Standard (CPD 01 STA))*