

## Award of CPD hours to Electronically Delivered Events and Activities

In considering whether or not to grant CPD hours to eLearning courses and other electronically delivered events and activities, the relevance of their content is evaluated in the same way as other activities and events. In order to assess the level of active involvement required of its participants, the Institute also examines carefully the learning approach and structure of electronically delivered events and activities. In this regard, to be awarded CPD hours:

### **Each eLearning course or module must:**

- Be generally well-designed (e.g., divided into individual lessons or units of reasonable length, require little or no scrolling within pages, be easy to read and navigate).
- Be highly interactive, requiring regular interaction between the course and the learner (through frequent exercises, questions, links to websites or feedback etc.).
- Incorporate a reasonable diversity of delivery approaches and/or media (e.g., appropriate combinations of text/slides, animation, pop-up pages, audio or video, attachments etc.).
- Ensure that the module is designed so that individuals cannot bypass the learning material and go straight to the test.
- Ensure that individuals spend a comparable amount of time completing a module as the accreditation awarded for the module i.e. if a module is accredited for 2 hours, then the module should take an individual 2 hours to complete, inclusive of the test.
- Include computer-based testing to provide evidence that a learner has assimilated the knowledge and skills contained in the course (the question bank should contain a greater number of questions than the test in the event that a person fails the test and has to resit to ensure that a predominantly different set of questions is presented in a resit test). Please see the following matrix as a guide:

Duration of Module	2 hr	1.5 hr	1 hr	½ hr
Number of Questions Required in Bank of Questions (Minimum)	48	36	24	12
Number of Questions Required in Test/Exam (Minimum)	24	18	12	6
Pass Rate (Minimum)	16	12	8	4

A minimum pass rate of 65% or over is recommended.

- Be capable of providing appropriate confirmation that the learner has successfully completed the test.
- Include a minimum of a half hour of relevant learning (including tests).
- A maximum of two hours may be awarded to each eLearning module.

### **Events delivered using Web Casting and Web/Tele-Conferencing and similar technologies must:**

- Be transmitted 'live' (to allow for interaction between learner and presenter). Presentations which are not viewed/attended 'live' will not be accredited for CPD hours.
- Be generally well-designed and create a productive learning experience (e.g. participants at remote locations must be able to hear and/or see the presenters, while simultaneously viewing the presenters' materials (e.g. slides or simulations)).
- Provide opportunities for all participants to put questions (verbally or written) to and engage in discussions with presenters during the event.
- Provide a means for course organisers to verify those participating at each venue (to include verification that the participant attended for the full duration e.g. log-in and log-out confirmation).
- Include provision of electronic or hard-copy confirmation of attendance for full duration to participants.
- Include a minimum of a half hour of relevant learning.