

GUIDANCE FOR PROVIDERS

CPD provider guide

Prepare, submit and maintain worthwhile professional learning.

01 Start with the learning purpose

ACQP CPD accreditation considers the educational value and relevance of a defined learning activity for construction professionals. The strongest submissions explain the intended audience, the learning need and the knowledge participants should take away.

Who can enquire?

Training providers, tutors, manufacturers, consultants, employers and event organisers can discuss construction-related learning with ACQP.

Provider registration and activity review

Provider registration relates to the provider route. A particular course, webinar or other activity must still be reviewed before it is described as ACQP accredited.

Accreditation and library publication

A Construction CPD Library listing makes a resource discoverable. Publication does not itself award accreditation. An accreditation badge is shown only where the review team records confirmed accreditation for the activity.

02 Published starting fees

£49

Individual CPD activity

£75

Provider registration

£99

Employer accreditation

Provider registration is a one-off fee. Ask ACQP to confirm the route and total payable. Multiple CPDs can be discussed for a tailored quote.

DESIGN A CLEAR LEARNING EXPERIENCE

Build a strong submission.

Give reviewers enough information to understand the activity and its value.

01 Define the audience and outcomes

Name the intended roles and level of experience. Use specific outcomes, such as identifying the evidence needed for an inspection or explaining when specialist advice should be sought. Avoid vague outcomes such as “understand everything about quality”.

02 Provide the complete content

Include the agenda and all materials needed to understand the learning experience. For recorded or online learning, explain access, engagement and completion arrangements. Identify any content that is still being developed.

03 Support technical information

Use appropriate references and show the source of technical claims. Explain the scope and limitations of examples. Distinguish general principles from product-specific instructions and promotional statements.

04 Show presenter suitability

Provide relevant qualifications or practical experience. Make clear which subjects the presenter covers and where a specialist contribution is needed.

05 Explain duration and completion

State the actual learning time and how participants engage with the activity. Explain attendance records, completion checks and the learning record or certificate you intend to provide.

Practical check: could a reviewer identify what someone should learn, why it matters to their work and how the activity supports that learning?

SUBMISSION & ONGOING QUALITY

Share your expertise.

Use the right route, respond to feedback and keep your learning current.

01 Submitting to the Construction CPD Library

Choose “Submit your CPD” in the library. Provide the title, provider, overview, outcomes, subject, format and duration. Attach a PDF up to 30 MB, a learning link, or both.

Use material you can share publicly. Contact details remain private to the review team. Submissions remain pending until an administrator reviews and publishes them.

02 If you also want accreditation

Agree the registration route and review requirements with ACQP. The team may request changes. Advertise an activity as accredited only after approval and its scope have been confirmed.

03 After review or publication

Keep the approved scope clear

Use only the accreditation wording and badge arrangements confirmed by ACQP. Provider registration is not blanket approval of every activity.

Maintain the learning material

Keep content and links up to date. Ask ACQP whether changes to outcomes, content, delivery or duration need a further review.

Correct a listing

Quote the library reference when asking the team to correct, replace or withdraw a published resource. Keep the current version of your learning materials and relevant permissions.

ACQP CPD team

cpd@acqp.co.uk | 01206 688 058 | www.acqp.co.uk/cpd/

Accreditation is not product certification, a formal qualification or proof of an individual's occupational competence.