



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

CPD Accreditation Application Policy

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



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1. Aim

The aim of the CPD accreditation policy of the United Kingdom Association of Fire Investigators (UK-AFI) is to ensure that all submissions for accreditation receive appropriate and consistent assessment. By ensuring that all submissions are assessed thoroughly and consistently against the criteria for accreditation, contributes to safeguarding the reputation of the UK-AFI and the Board of Directors.

2. Scope

CPD providers can seek accreditation for four different types of activity:

- Instructor- led training or course
- On line course
- Speaker
- Event

A provider wishing to seek accreditation is required to complete a submission form as well as provide any additional information and specified documentation that may be required in support of the submission.

The accreditation process considers the type of activity, the learning experience and the learning outcomes.

Successful applications will incur a £100.00 administration charge that will be invoiced following the processing of the application. The administration charge will be waived where events are free to attend, or they offer a discounted rate to members of the UK-AFI.

Where CPD hours are formally validated by the UK-AFI, event organisers are permitted to display their assigned UK-AFI CPD logo (including the activity hours within and a unique reference number) on certificates, programmes or advertising materials. An example of the Accredited CPD Activity logo is shown below.



Validated CPD will be issued for the specific event as referenced in the original application.

Where a validated CPD event is repeated within a one-year period the administration charge will be waived for each repeat event, providing there are no amendments to the content and schedule from that declared in the original application. A written request must still be submitted to the UK-AFI so that each repeat event can be assigned a unique reference number. The applicant should include the reference number of any previous validated event in their application. Any changes to content or schedule will be considered a separate event and will incur the CPD administration charge (where applicable).

3. Criteria

- a) Content: Are the topic aims and/or outcomes identified?
- b) Objectives: Have the objectives of the CPD accreditation been identified?
Does the CPD activity promote the Objectives of the UK-AFI, by:
 - i. Developing and maintaining good practice in the investigation of fire and arson by ensuring the highest professional standards of competence, or
 - ii. Developing technical knowledge in fire and arson investigation techniques and procedures and making knowledge available to professionals, service providers and the public.
- c) Learning Outcome/s: Has the learning outcome been identified?
- d) Practical application: Will the attendee be provided with opportunities to practice or demonstrate what they have learnt?



- e) Assessment: Is there an assessment policy in place? The UK-AFI encourages the use of tested assessment on all CPD training, as tested CPD is awarded more points from the International Association of Arson Investigations under the scope of the Certified Fire Investigator and Fire Investigation Technician certifications.

4. Submission assessment

- a) Submissions are assessed against the agreed criteria using the information provided.
- b) The provider will be verified.
- c) The submission will be assessed for completeness and the content cross referenced to verify the adequacy of the detail submitted.
- d) Depending on the type of activity, sampling may be required to verify the detail contained within the submission. For example, the provider will be required to submit the presentation or for an online course provide permissions for the assessor to access the course.
- e) UK-AFI will ensure that submissions are considered timeously, and the provider notified of the outcome.
- f) If a submission is not complete, further information or clarifications is required from the training provider, precise feedback will be given to allow the provider the opportunity to complete their submission for further consideration. This may delay the application process.

5. Assessors

- a) Each application will be considered by two assessors who will be selected from the UK-AFI board members and who have varied skills and backgrounds.
- b) Assessors will undertake assessments in accordance with documented process and procedures and are accountable for their decisions.
- c) Assessors are bound by clear guidelines regarding data protection (GDPR), confidentiality ethical and professional standards.



6. Responsibilities

- a) UK-AFI will ensure that the provider has submitted the correct documentation and provide additional guidance where necessary.
- b) UK-AFI is responsible for the appointment of assessors and ensuring that submissions are considered thoroughly, equally, and consistently.
- c) The training provider will ensure that any submissions are entered no less than 28 working days before the training event. In exceptional circumstances submissions can be entered within that timescale and the circumstances will be considered, by the Board, on a case-by-case basis. The decision of the Board is final.
- d) CPD applications for events that have already taken place will NOT be considered.
- e) The provider will be responsible for collating and maintaining learner feedback records.

7. Quality Assurance

- a) The Board will monitor the assessment process to ensure that submissions are considered thoroughly, equally and consistently.
- b) Training providers will collate and retain a learner register and feedback forms.
- c) On occasion the Board will ask for copies of feedback forms to be provided to ensure that the training provision is in accordance with the content of the submission.
- d) Any individual or company wishing to confirm the validity of a UK-AFI CPD accreditation should submit their query in writing to info@uk-afi.org, referencing the training provider and the unique reference number that appears on the CPD logo relating to their query.
- e) The Board maintains the right to defend this accreditation scheme from misuse.

8. Appeals

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- a) Where a submission for accreditation has been declined or initially refused UK-AFI will provide a clear explanation of the reason for that decision.
- b) UK-AFI will work with the provider to review their submission.
- c) Appeals should be submitted in writing to info@uk-afi.org. Any appeal against the decision will be considered by Board members independent of the original assessors.
- d) The assessment decision of the Board is final.

UK-AFI President: J.Acott

Signature: *J.Acott*

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