

Endorsement of Learning Activities by SENr

Guidance and information

June 2017

Contents

1.0	Introduction.....	3
	Protect - Promote - Develop.....	3
1.1	What is SENr Endorsement?	3
1.2	<i>Benefits of BDA Endorsement</i>	4
1.3	<i>The Endorsement Process</i>	5
2.0	Endorsement Criteria	6
3.0	The Application Process	8
3.1	<i>Fees</i>	9
3.2	<i>Successful endorsement</i>	10
3.3	<i>Duration of endorsement</i>	10
4.0	Terms and Conditions	11
4.1	<i>Endorsement</i>	11
4.2	<i>Fees</i>	12
4.3	<i>Use of endorsement Logo</i>	12
5.0	Contacts.....	13
6.0	Appendix 1	14
6.1	<i>CPD Checklist</i>	14

1.0 Introduction

Protect - Promote - Develop

The Sport and Exercise Nutrition register is a voluntary, competency based register for Sport and Exercise Nutritionists. Our aim is to promote and develop sport and exercise nutrition through the development of professional standards and the assessment and registration of suitably qualified and experienced individuals. It is managed through the British Dietetic Association, the professional association for dietitians.

SENr has a commitment to promoting best practice for learning activities for those working or with an interest in the field of sport and exercise nutrition and dietetics.

This guidance document provides guidance about the endorsement application process, fees and terms and conditions.

1.1 What is SENr Learning Activity Endorsement?

Endorsement is a process whereby providers can gain a mark of quality from SENr for their learning activities which can be aimed at the SEN workforce or other interested parties. The purpose of this endorsement process is to provide mutual benefit to the attendee, the learning activity provider and other training participants by quality assuring the learning activities.

The SENr endorsement process has been developed as a flexible tool which can be applied to a range of activities. These include:

- Conferences and events
- Training days
- Single modules or a series of related learning activities
- Online learning resource (single modules, a series of activities or a relevant website)

In granting endorsement and release of SENr logo, the SENr (through the BDA) is confirming that the content, format, delivery mechanism and hours involved are appropriate to the subject matter and intended audience.

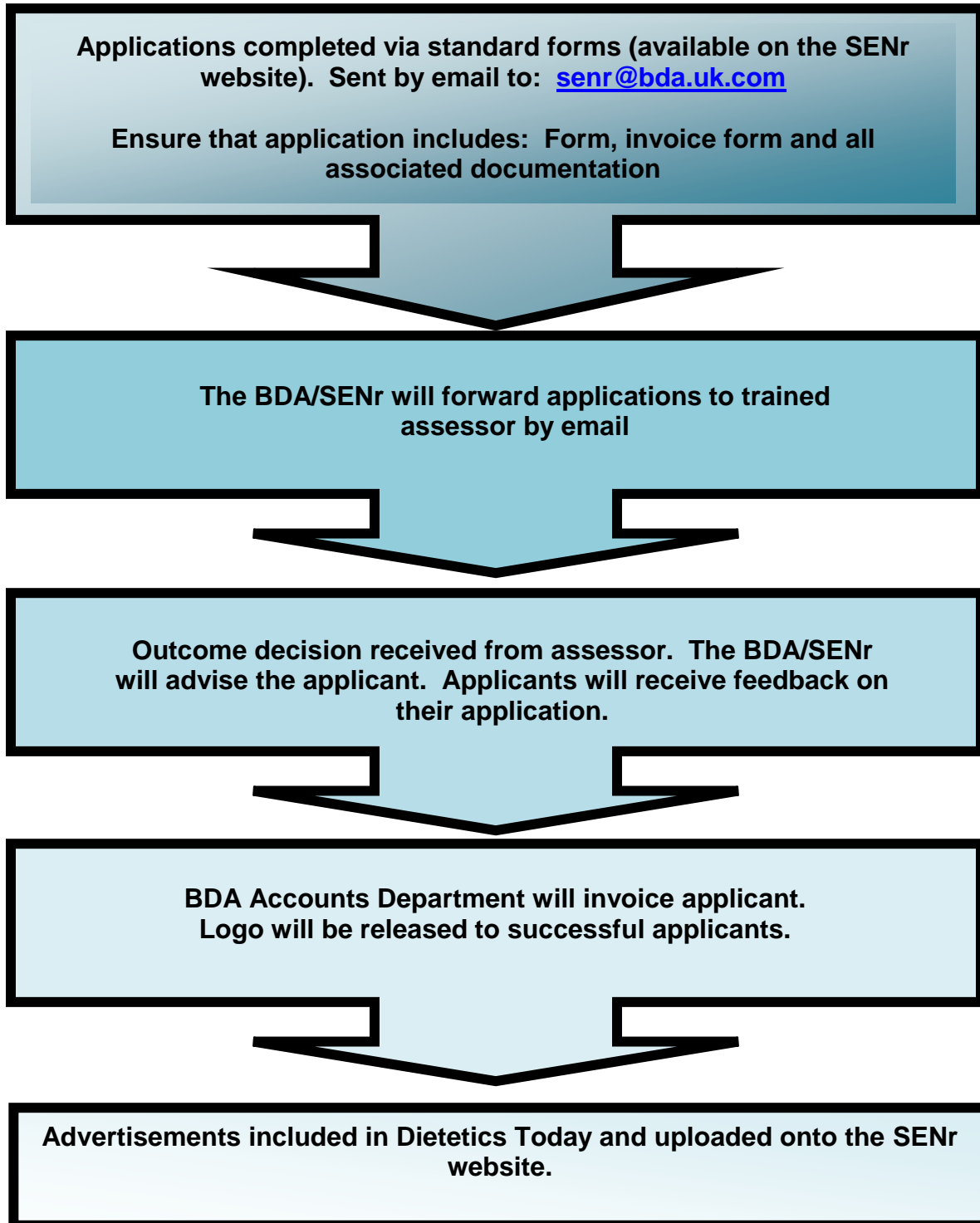
1.2 Benefits of Endorsement

In gaining endorsement from SENr, the provider and/or learner/participant will benefit from:

- Quality assurance that the learning activity is evidence based and reviewed by an experienced SENr Assessor;
- The use of the SENr logo for the duration of the endorsement. This logo can be used on certificates of attendance and marketing material;
- Added value for participants who can be assured that the learning activity has a recognised mark of quality;
- Free listing in Dietetics Today, a monthly magazine circulated to approximately 8000 dietetic and nutrition professionals. The learning activity will be listed once upon approval of the endorsement application.
- Free listing on SENr website, which is accessed by dietetic and nutrition professionals and members of the public, from the approval date of the endorsement application to the date of the learning activity.

1.3 The Endorsement Process

Figure 1 below illustrates the SENr endorsement process, which incorporates assessment and review, alongside robust administrative procedures.



2.0 Endorsement Criteria

In order to assure the protection of the SENr mark of quality, all endorsed learning activity is required to meet a number of criteria. SENr requires that consideration of the following elements must be explicitly demonstrated through the application process.

1. The content of the learning activity must contribute to the development of the participant. Thus its academic rigour must be appropriate for its intended audience, which should be clearly defined.
2. Whilst there is no stipulation regarding persons involved in development of course material, SENr requires evidence that course content has been ***produced in collaboration with or peer reviewed by*** an appropriate SENr registrant.

NB. Any peer review / collaborative activity, as specified above, MUST be undertaken prior to application for SENr endorsement.

3. The length of the learning activity must be appropriate to the content and the mode of delivery. Activity may include pre-course preparation, contact time and post-course work. Opportunity for participant post course reflection is a mandatory endorsement criteria.
4. The content of the learning activity must be appropriate for its intended audience.
5. The structure of the learning activity and mode of delivery must be considered as part of course development and must be appropriate to course content, length of programme and intended audience requirements.
6. The learning activity must:
 - a. Include clear learning objectives and indication of how these will be met;
 - b. Be fully referenced, with up to date links;
 - c. Clearly indicate sources of information;
 - d. Ensure that the material is up to date and in-line with evidence base, best practice and guidelines;

- e. Include a review date
-
- 7. The learning activity team must be appropriately qualified as determined by SENr on receipt of Curriculum Vitae. SENr will seek assurance that those involved in course delivery have appropriate teaching or training experience.
 - 8. Any partnership / sponsorship arrangements should be explicitly specified within the application.

NB. Applications are assessed by experienced SENr Practitioner Registrants. The Assessor retains the right to refuse endorsement if they have concerns about either content, lack of evidence base or credibility of the applicant. The unsuccessful applicant has the right of appeal by emailing: r.hudson@bda.uk.com. Appeals will be considered by the SENr Board.

3.0 The Application Process

Each endorsement application will be assessed on the criteria above and should include the following:

- Clear definition of intended audience;
- Clear learning outcomes and description of how the learning activity develops the participant;
- A copy of the programme, module descriptor or other relevant supporting evidence;
- Evidence of provision of post-course reflection activity;
- A description of how the learning activity is evaluated;
- Evidence of peer review and or collaboration with an appropriate professional (as per criteria no.2);
- Justification for length of programme and mode of delivery;
- CVs of relevant staff; and
- Identification of any partnership arrangements.

Applications will be processed on receipt of the completed paperwork together with supporting information and application fee.

An initial application may take up to **six weeks**, therefore please submit your application in good time. Late applications will be processed, however the marketing of your learning activity cannot be guaranteed. Please submit your application by e-mail.

3.1 Fees

Payment of fees will comprise of two components, the first paid on application, the second if the application is successful.

Each application will be charged an application fee which is non-refundable.

Successful applications will also be subject to the appropriate endorsement fee. Fees have been based on a sliding scale, dependent upon the number of training hours being endorsed.

Category	Charges (£)					
	>1day's learning material		1 hour – 1 day's learning material		<1 hour's learning material	
	App Fee	Endors. Fee	App Fee	Endors Fee	App Fee	Endors Fee
SENr / BDA activities: <ul style="list-style-type: none"> BDA specialist groups or branches UK Institutes of Sport 	FREE					
Subsidised: <ul style="list-style-type: none"> AHP organisations Health charities Universities (delivering UG/PG dietetic courses or SEN programmes)* BDA members' freelance work. 	£125	£200	£110	£165	£90	£125
Others	£200	£350	£165	£275	£125	£200

**Undergraduate / Postgraduate Sport and Exercise Nutrition degrees will not be eligible for Learning Activity Endorsement, rather should undertake the full Undergraduate Approval or Postgraduate Accreditation process.*

3.2 Successful endorsement

On approval, SENr will send confirmation of endorsement to the applicant and the endorsement fee will be invoiced. The confirmation will detail the terms and conditions, statements that can be used in respect of endorsement and the duration of endorsement. We will also arrange for the use of the endorsement logo on the learning activity material as well as a listing (maximum of 80 words) for the SENr website and Dietetics Today.

In the event that the application is unsuccessful, feedback will be provided and re-submission is permitted. Resubmissions of application are charged at the application fee rate.

3.3 Duration of endorsement

Once a learning activity is successfully endorsed, the endorsement is valid for a period of **one year**. If a learning activity is repeated throughout the year, the organisers must inform SENr of the dates.

When the endorsement has expired and if there are no changes to the content or delivery of the learning activity, only the endorsement fee will be charged. If there are changes to either the content or delivery, an application for endorsement will have to be re-submitted. ***Training can be re-endorsed for two additional years, following which a full endorsement process will need to be repeated.***

Endorsement can be sought for a learning activity such as a module or programme leading to a recognised qualification which will be available for a number of years. In this case, the endorsement will be valid until the next quality review or validation by the relevant institution and the endorsement fee will be invoiced on an annual basis.

4.0 Terms and Conditions

4.1 Endorsement

4.1.1 The BDA / SENr is not responsible for the delivery of any part of the learning activity delivered by an organisation.

4.1.2 The BDA/ SENr accepts no responsibility for how the content of the learning activity might be interpreted by the individual(s) undertaking the learning activity and how the individual(s) may apply the knowledge gained.

4.1.3 The BDA / SENr reserves the right to remove endorsement of a learning activity in response to participant feedback, professional body concerns and this may include endorsement by another organisation.

4.1.4 Course documentation of learning activities endorsed by the SENr must clearly state endorsement by the use of the endorsement logo and the statement.

4.1.5 A disclaimer must also be stated and appear on the main document of the learning activity:

'SENr endorsement applies only to the educational content of the learning activity'.

4.1.6 Endorsement applies only to the learning activity and not to any individual who participates in it.

4.1.7 Endorsement is valid for 1 year. If the learning activity provider does not pay a renewal fee, all references to SENr endorsement must be removed from promotional or learning activity material.

4.1.8 SENr reserves the right to withdraw endorsement if there are:

- any significant changes to content;

- any significant changes to the delivery format;
- failure to disclose significant changes to presenters;
- misuse of SENr endorsement logo.

4.2 Fees

- 4.2.1 Each application will be charged an application fee which is non-refundable.
- 4.2.2 An endorsement fee is charged if an application is successful, this is also non-refundable.
- 4.2.3 The BDA / SENr reserves the right to review the fees on an annual basis.

4.3 Use of endorsement Logo

- 4.3.1 The BDA / SENr requires that all successful applications send any learning materials, marketing materials and certificates that require the endorsement logo to the BDA for approval.
- 4.3.2 The BDA / SENr guidelines for logo usage must be followed at all times and the logo cannot be used without prior consent.

5.0 Contacts

If you have any queries regarding the endorsement process or your application, please contact us at:

SEnr

The British Dietetic Association

5th Floor, Charles House

148 Great Charles Street

Birmingham

B3 3HT

T: 0121 200 8080

senr@bda.uk.com

www.bda.uk.com

6.0 Appendix 1

6.1 Checklist

Those developing learning activity for SENr endorsement, may find the following checklist helpful. Assessment of applications will be against the Endorsement Criteria outlined in Section 2.0 of this document. However, the following may provide a useful resource to help ensure that the training is fit for purpose:

	Does the programme.....	Considered		
		Yes	No	N/A
1.	Assess prior learning			
2.	Consider how delegates can practically apply knowledge			
3.	Consider health and safety and legislative implications of application of knowledge			
4.	Consider how delegates can implement knowledge using a service-user centred approach			
5.	Consider the implications for inter-professional working / the wider MDT			
6.	Consider service design / financial implications of implementation of learning			
7.	Provide reference materials and additional learning opportunities			
8.	Make provision for widening participation of learning / access to the training provided			
10.	Further the development of the individual and (if applicable) the profession.			