

Dear Members of the Directors of CPD Subgroup,

Re: Core Model for CPD Scheme Headings

We are pleased to attach the final version of the **Guidelines for Recommended Headings under which to describe a College or Faculty CPD Scheme (the Core Model for CPD Scheme Headings)** document, which has been developed by the Directors of Continuing Professional Development (DoCPD) Working Party under the chairmanship of Dr Ian Starke.

The previous version was seen and discussed at the last DoCPD meeting where a number of constructive suggestions were made. This final version has produced a document which will relate all CPD schemes to the 10 principles of CPD of the Academy of the Medical Royal Colleges.

There are no major changes in this document compared to the version seen at the last DoCPD meeting. Instead, there has been some rationalisation of the text, with removal of a few reduplications, correction of typographical and grammatical errors and some clarifications. Sections in the document written in italics contain advice and examples; these are the most numerous additions to augment the purpose of the document.

Despite a diverse range of CPD schemes, from medicine to surgery, from pathology to occupational health, we believe this document will provide a central model which will set a future standard for the purposes of revalidation, of which CPD is a major component.

We ask that you read this core model and confirm your approval as Director of CPD for your College or Faculty. Alternatively if you find major errors please point these out. We would be grateful if you would undertake this review and return your approval (or comments) by 8th June, so that we can submit the document to the Academy Revalidation Steering Group in time for the meeting on the 16th of June.

We are most grateful to the members of the working party for the time and effort in the meetings and on e-mail and to the members of DoCPD who have contributed with discussion and suggestions. This is a major piece of work which will inform the revalidation strategy and keep us up to speed with our given timeline for the work.

Kind regards,

Yours sincerely

Dr Alistair Thomson
Chairman, and

Dr Ian Starke
Vice-Chairman, Directors of CPD Subgroup