# Accredited Provider Quality Standard

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| **Document** | BFS-POL-10 · Accredited Provider Quality Standard |
| **Edition** | 1.0 (interim) |
| **Issued** | 19 November 2026 |
| **Owner** | Accreditation Committee |
| **Review** | Every 3 years, or sooner if requirements change |

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

## Scope

Applies to organisations that apply to have CPD activities approved by BFS. Approval covers CPD activities only. It is not approval of any course as preparation for a BFS examination, and BFS does not endorse such courses.

## Criteria

| No. | Criterion | Evidence |
|---|---|---|
| Q1 | Legal identity and accountable contact | Registration documents; named responsible role |
| Q2 | Qualified tutors | CVs and certificates for each tutor |
| Q3 | Clear learning outcomes mapped to BFS competency units | Activity outline |
| Q4 | Accurate, current, referenced content within scope of practice | Materials for review |
| Q5 | Safety, scope and anti-doping respected | Content review |
| Q6 | Check of learning for structured activities | Quiz, practical check or reflective task |
| Q7 | Attendance and certificate records kept 6 years | Record system description |
| Q8 | Learner feedback collected and acted on | Feedback form and summary |
| Q9 | Accessible delivery and reasonable adjustments | Policy |

| No. | Criterion | Evidence |
|---|---|---|
| Q10 | Honest marketing; correct use of the BFS CPD Approved mark | Marketing samples |
| Q11 | Complaints procedure for learners | Procedure |
| Q12 | Annual return and co-operation with audit | Signed agreement |

## Process

See the Accredited Providers page: application, independent assessor review, decision by the Accreditation Committee, 3-year provider approval and 2-year activity approval, annual return, suspension and withdrawal, and appeal.