

## **TMI CPD Recognition for Professional Development Events**

Does your University run occasional one-off seminars or events focussing on tourism management? Would you like to offer your students and other delegates at these events a certificate recognising the CPD Hours they have gained by attending?

TMI offers just such a service, in addition to its Higher Education Course Recognition Scheme for full and part time degree courses.

### ***Eligible activities:***

- Student attendance at lecture/conference organised at their University or elsewhere, outside the normal lecture schedule for their course
- Conferences/workshops covering aspects of tourism management

### ***How does it work?***

- Before the event:
  - The event organiser/course leader provides TMI with the full programme in advance, including details of the speakers and subjects, to enable us to allocate hours of CPD to be awarded
  - If TMI decides the event is eligible for CPD hours, it will include one mention of the event in its e-newsletter and on social media
- Following the event:
  - The organiser/course leader must provide evidence that the students/delegates attended the event: either sight of a delegate list checked off as the delegates arrived, or scanned sign in sheet.
  - The organiser/course leader should also provide the list of names of delegates/students in spreadsheet format as this will be used to generate attendance certificates
  - TMI generates attendance certificates as PDF files and returns them to the event organiser/course leader for distribution

### ***Is there a charge?***

- £250 plus VAT per event to cover administration costs

### ***How do I find out more?***

Contact:

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