CPD
Continuing Professional Development of the
Royal Colleges of Physicians of the United Kingdom

Feb 2024

Blended Learning Guidelines

Blended learning consists of a blend of live or live streamed education and e-learning. The Federation of the Royal Colleges of Physicians will consider applications for approval for blended learning via 2 routes, depending on the nature of the learning material.

1. **Learning products available continuously via an online platform which are supplemented by live content (face to face or live-streamed).**

   Applications should be via the e-platform route. The majority of the content should be available directly from the platform in the form of e-learning with or without pre-recorded lectures. Please see our e-platform guidelines for more information.

   Additional information required for blended learning via the e-platform route:

   The additional information required for blended learning applications via this route are included in the e-platform guidelines.

   Fees:

   The fees for these applications will be those for e-platform applications and will relate to the number of hours of CPD on the platform itself (including recorded lectures). Please see our fee document for details [here](#).

2. **Courses that run on fixed dates (face to face or live streamed) which include e-learning modules**

   The Federation will consider approving these live or streamed courses via an adaptation of the live event application process.

   Criteria for applications via this route:

   1. Courses relating to clinical and non-clinical subjects relevant to physicians will be considered.
   2. At present we will only consider blended learning applications via this route from CPD providers based in the UK and where the main target audience is also based in the UK.
   3. The e-learning component must be provided by the course provider. Where the e-learning is provided by a provider other than the applicant this can be recommended learning material but the credits will not be included in the total for the course. Learners can claim credits for this e-learning separately via the 'self-certified' section of the CPD Diary.
   4. The majority of the course must be provided live (face to face or live-streamed). If the majority of the course consists of e-learning and/or viewing recorded lectures 'on demand', the application should be via the e-platform route.
   5. The credits for the course cannot include credits for 'background' reading of texts required by the course (online or printed) such as scientific papers, review articles etc.

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This form of CPD is classed as personal CPD and can be recorded (separately) as such by the course delegates.

Additional information that is required for blended learning courses

The provider should upload details of the e-learning required, including the following (a proforma will be devised to facilitate the process):

1. **The title(s) of e-learning module(s)**
2. **The duration of e-learning module(s)**
3. **Evidence that key authors or editors have appropriate specialist skills and knowledge.**
   A statement relating to key editors and authors should be provided, including brief biographical details. We do not expect a complete list of all authors with their qualifications. The information provided might include the organisation's policy relating to editors and/or authors, with a statement to the effect that the organisation audits compliance with the policy.
4. **A statement identifying the active learning methods included in the e-learning.**
5. **A statement identifying whether the e-learning has already been approved by the Federation and if so when the approval is due to expire.**
6. **Website address and login details for the e-learning**
   This is to enable our reviewer(s) to review the content as part of the approval process.

Fees:

The fee structure for blended learning courses is not built into the online system, so please contact the CPD team before submitting your application. Applications for blended learning courses entail more work for the CPD office team and our reviewers, the fee is based on the live event fee with a supplement for the e-learning component. The team will calculate the combined fee for the application.

Please note that if you plan to run the same course more than once during a calendar year it will save time and effort if you apply for each iteration of the course at the same time. If the later dates are provisional this can be accommodated but it would be important to advise the CPD team about the final dates if they differ from those planned.

The fee will vary according to whether the e-learning has undergone separate e-learning approval by the Federation.

1. **The e-learning is provided by the course provider, has been separately approved by the Federation and that approval is still active on the date that the course will take place.**
   In this case the fee will be according to the fee structure for the live component of the course
2. **The e-learning is provided by the course provider and has not been separately approved by the Federation or the approval will have expired by the date of the course**

The fee will be based on the fee for the live component with a supplement for approval of the e-learning component.

Please note that with this type of application the e-learning approval applies only as part of the specified course and on the dates specified.

e-learning fees added to the live event fee for blended learning courses

If: 1-3 hours e-learning, add:

Commercial: £110 plus VAT

Non-commercial with income stream: £55 plus VAT

Non-commercial with no income stream: £25 plus VAT

If 4-6 hours e-learning, add:

Commercial: £250 plus VAT

Non-commercial with income stream: £130 plus VAT

Non-commercial with no income stream: £45 plus VAT

Where an application is for multiple events in the same calendar year

The following discount rate applies:

1-2 courses	1 combined fee
3-4 courses	2 combined fees
5-7 courses	3 combined fees
8-10 courses	4 combined fees
More than 10	5 combined fees