



Terms of Business – CPD Accreditation Services

1. Introduction

These Terms of Business govern the provision of CPD accreditation services (“Services”) by [Your Organization Name], hereinafter referred to as “we,” “our,” or “us,” to the client (“you” or “your”). By engaging our services, you agree to be bound by these terms.

2. Scope of Services

We offer CPD accreditation services, including but not limited to:

- Evaluation of training materials and learning content
- Assessment of trainer qualifications
- Issuance of CPD certificates
- Ongoing support and quality assurance for accredited programs

3. Client Responsibilities

You agree to:

- Provide all required documentation, including course content, learning outcomes, assessment methods, and trainer details
- Ensure the accuracy and completeness of submitted information
- Notify us of any changes to the accredited program that may affect its CPD status

4. Fees and Payment

- Our fees will be confirmed in writing before commencement of services

- Payment terms are payable upfront
- Fees are non-refundable once the accreditation process has begun, unless otherwise agreed in writing

5. Accreditation Validity

- Accreditation is valid for 12 months from the date of issue
- Renewal is subject to a review process and continued compliance with CPD criteria

6. Use of Accreditation Mark

- You may use our CPD accreditation mark only for the specific course(s) accredited
- Misuse or unauthorized use of the mark may result in withdrawal of accreditation

7. Confidentiality

We will maintain the confidentiality of your materials and data, and will not disclose them to third parties without your consent, except where required by law.

8. Termination

We reserve the right to terminate the agreement if you breach these terms or if the accredited course no longer meets CPD standards. You may terminate the agreement in writing at any time, subject to any applicable cancellation charges.

9. Liability

Our liability is limited to the value of the fees paid for the services. We accept no responsibility for indirect or consequential losses.

10. Governing Law

These terms shall be governed by and construed in accordance with the laws of United Kingdom.

11. Contact

For any questions regarding these terms or our services, please contact us in writing to:

The CPD Consultants

Thecpdconsultants@gmail.com

12. Trusted Insurance Partnerships

MOVO Beauty insure, Please quote Our Ref: 63542758 to refer your students to, get registered yourself to receive your own unique reference code.

Laura Sealey - Cert CII

Senior SME Commercial Account Executive

Tel: 02922 400004 DD: 01446 728283

Email: laura@movoinsurance.com laura@beautyinsured.co.uk

www.movoinsurance.com | www.beautyinsured.com

34 Eastgate, Cowbridge, CF71 7DG

We will only work with these brokers and other insurance companies excluding INSYNC.
Please confirm you are happy to proceed with our CPD accreditation.

13. Timescale/Turnaround

Our turnaround is approximately 10-14 days, however, please inform us in writing if you would like this sooner.

PRINT NAME :

DATE: