CPD course questionnaire

It would be appreciated if you would complete this questionnaire and return it to the course provider.

Course details

Course provider

Course title

CPD ref

CPD credit

Course length

Date

Level of course

- introductory
- intermediate
- advanced
- update

Delegate details

Name

Are you a solicitor? yes ☐ no ☐ If yes please give your date of admission

Please indicate below your area of work

- private practice
- local government
- commerce/industry
- other

If no please indicate type of employment

Course evaluation

please indicate your views below

excellent  good  adequate  poor

How clear were the aims and intended learning outcomes?

How well did the course meet the intended learning outcomes?

How knowledgeable and effective were the speakers?

Speaker 1

Name

How appropriate was the method of presentation?

What was the quality of the course materials?
Speaker 2
Name

How appropriate was the method of presentation?
What was the quality of the course materials?

excellent ☐  good ☐  adequate ☐  poor ☐

Speaker 3
Name

How appropriate was the method of presentation?
What was the quality of the course materials?

excellent ☐  good ☐  adequate ☐  poor ☐

Speaker 4
Name

How appropriate was the method of presentation?
What was the quality of the course materials?

excellent ☐  good ☐  adequate ☐  poor ☐

Speaker 5
Name

How appropriate was the method of presentation?
What was the quality of the course materials?

excellent ☐  good ☐  adequate ☐  poor ☐

Speaker 6
Name

How appropriate was the method of presentation?
What was the quality of the course materials?

excellent ☐  good ☐  adequate ☐  poor ☐

Course administration/venue
Please indicate your views below

excellent ☐  good ☐  adequate ☐  poor ☐

The quality of the venue and accommodation
yes ☐  no ☐

Was the room well ventilated
And/or heat controlled?
Were refreshments provided?
Was seating/room layout appropriate?
The course providers admin/support services: excellent [ ] good [ ] adequate [ ] poor [ ]

Did you receive booking acknowledgement? [ ] yes [ ] no

Did you receive course materials at the appropriate time? [ ]

Were you given the provider’s SRA CPD reference? [ ]

Were you advised of the number of CPD hours the course attracted? [ ]

Was the course advertised at the correct level? [ ]

If no, explain briefly:

What was your overall rating of the course? excellent [ ] good [ ] adequate [ ] poor [ ]

Having been on the course, and if the course was repeated would you recommend it to anyone else? yes [ ] no [ ]

Based upon your overall impression of the course provider, would you attend other courses provided by the same organisation? yes [ ] no [ ]

General comments – please give your comments below:

Signature

Date