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# **FMLM Accreditation**

Policy and guidance for training providers  
**2025-26**

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## Introduction

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The Faculty of Medical Leadership and Management (FMLM) supports organisations in delivering high-quality leadership and management development by providing accreditation and CPD recognition for relevant programmes and courses. Our nationally recognised leadership and management standards, aligned with the General Medical Council's Good Medical Practice framework, form the basis for this recognition.

By submitting your leadership and management programmes for FMLM accreditation, you demonstrate a commitment to delivering education that meets rigorous, nationally endorsed criteria. Accredited programmes enable your delegates to earn FMLM Continuing Professional Development (CPD) credits, formally recognising their development of essential leadership skills, behaviours, and competencies required in modern healthcare.

FMLM's CPD and accreditation awards are designed to reflect the proportion of leadership activity within programmes, ensuring that CPD awards accurately represent continued learning and professional growth. The criteria for the award require evidence of engagement with contemporary methods such as reflective practice, continuous leadership development, and multi-professional collaboration.

We encourage organisations to integrate equality, diversity, equity, inclusion and belonging principles within their leadership programmes and to utilise digital and blended learning approaches to enhance accessibility and engagement.

This guidance aims to assist programme providers in preparing and submitting their programmes for FMLM accreditation and CPD recognition, ensuring that the leadership and management elements of their offerings are appropriately valued and that delegates receive formal acknowledgement of their development.

**Professor Rich Withnall**

**KHS OSTJ MA MD MSc MBBS FRCGP FRCP FAcadMed SFFMLM CMgr**

**Chief Executive Officer and Responsible Officer, FMLM.**

# Introduction

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FMLM is an accrediting body for education and training programmes that align with the FMLM *Leadership and Management Standards for Medical Professionals*.

Accreditation awards from FMLM provide assurance that a programme has been independently assessed and judged as meeting these important national standards.

FMLM will consider applications with a range of delivery formats including face-to-face, via blended learning or distance learning.

FMLM accreditation provides a range of benefits to strengthen a provider's offer to learners and to boost their profile and credentials in this area, including:

- Quality assurance and recognition that the programme meets national standards for leadership and management in healthcare.
- Use of the FMLM accreditation marque 'Accredited by the Faculty of Medical Leadership and Management' for marketing and course materials for a period of one to three years.
- CPD credits against teaching content.
- A tailored promotional offering will be available on a case-by-case basis, which may include opportunities such as exposure in FMLM's communications, discounted advertising, and reduced delegate fees for events.
- Enhanced credibility and visibility through association with FMLM and public listing of the award on the FMLM website as an accredited programme.
- Opportunities for collaboration with FMLM networks, including potential access to speakers, facilitators, or advisory input.
- Priority consideration for inclusion in FMLM-hosted events, webinars, or publications highlighting accredited programmes.
- Use of FMLM accreditation in funding or tender applications to strengthen evidence of quality and alignment with NHS and wider system priorities.
- Annual review and advisory support to ensure continued relevance and alignment with emerging leadership challenges in healthcare.
- Recognition within FMLM's community of practice, offering networking opportunities with other accredited programme providers.
- Access to FMLM insights and resources, including reports, toolkits, and leadership frameworks that support ongoing programme development.

## Guidance for training providers

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FMLM Programme Accreditation and CPD awards offer formal recognition that a development programme meets nationally endorsed standards for excellence in healthcare leadership.

Accreditation demonstrates a commitment to high-quality education, continuous improvement, and alignment with the FMLM *Leadership and Management Standards for Medical Professionals*. This section provides guidance for organisations seeking accreditation, outlining the process, submission requirements, and key considerations to support a successful application.

To apply, please complete the online form via this [link](#), and email supplementary information within 24 hours of application to: [accreditation@fmlm.ac.uk](mailto:accreditation@fmlm.ac.uk)

1. The [application form](#) provides an overview of your programme and organisation and specifically, how a programme aligns to the FMLM *Leadership and Management Standards for Medical Professionals*. It is important to provide a sufficient level of detail in your responses to help the assessing committee to gain a full picture of the programme and its nuances.
2. Supplementary information is required to support an application and to provide evidence as to how the standards have been practically embedded and integrated into teaching and delivery (see criteria below).

All sections of the application form must be completed. Guidance has been provided here specific criteria is required for assessment.

### Application guidance notes

Question	Notes
<b>About the Programme</b>	
Learning outcomes	<ul style="list-style-type: none"> <li>Clearly outline the key learning outcomes of the programme, i.e. the knowledge or skills participants will gain through the programme and an understanding of how those skills will be useful to them within their professional roles.</li> </ul>

Anticipated number of CPD points	<ul style="list-style-type: none"> <li>One CPD credit equates to one hour of educational activity.</li> </ul>
Recruitment process	<ul style="list-style-type: none"> <li>Briefly describe the process for selection including eligibility and requirements.</li> <li>Specify if recruitment is open/self-selection or recruited from a wider pool of participants.</li> </ul>
Equality, diversity, inclusion and belonging statement.	<ul style="list-style-type: none"> <li>FMLM recognises the value of equality, diversity, inclusion and belonging which leads to good clinical leadership and management to drive forward improved health and healthcare.</li> <li>Describe how equality, diversity, inclusion and belonging are embedded into the promotion and delivery of this programme.</li> </ul>
<b>Programme content</b>	
Select domain(s)	<ul style="list-style-type: none"> <li>Illustrate which one or more domains of the FMLM standards that the programme demonstrates within its teaching content.</li> <li>Applicants do not need to select all four domains if they have not been mapped or sufficiently covered in the programme. They should seek to address at least two of the domains if possible.</li> </ul>
How programme meets the domain(s)	<ul style="list-style-type: none"> <li>List modules that evidence how leadership and management content is embedded.</li> <li>Clearly describe how the FMLM standards have been mapped to programme content, providing specific reference to how/where/when.</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>Provide details of all faculty involved in the programme management, design and delivery of the programme. Provide specific information relating to their experience and expertise in delivering leadership and management focused content.</li> </ul>
<b>Supporting Information</b>	
<p>Supplementary information should evidence how the FMLM standards have been or could be practically embedded and integrated into teaching. The assessing panel welcome a comprehensive submission of supplementary evidence.</p>	



Applicants are required to provide:

- Programme or agenda.
- Evaluation or feedback template.
- If a programme has been delivered previously, at least five anonymised learner/student feedback.

Additional supplementary information can include but is not limited to:

- Course/programme prospectus, advert or link to programme website.
- Digital resources/materials that supplement learning from one module of a programme or a single session of a short course.
- Slides and handbooks or other supporting materials relating to 'taught' content.
- Course reading list.
- Details of an assessment.
- External examiner comments where appropriate.
- Curriculum overview or module descriptors outlining learning outcomes.
- Sample session plans or facilitator guides to demonstrate delivery methods and pedagogical approach.
- Staff/faculty CVs or biographies to evidence subject matter expertise and teaching experience.
- Programme governance or quality assurance processes (e.g. internal review reports, improvement plans).
- Case studies or examples of how the programme has impacted participants' leadership practice.
- Mapping of programme content to relevant leadership frameworks or competencies.
- Evidence of interprofessional learning or multidisciplinary engagement, where applicable.
- Information on participant selection criteria and diversity and inclusion monitoring.

### Applying for CPD credits only

Organisations applying for CPD credits are required to complete a shorter application form, focusing on the structure and educational value of the proposed activity. The submission should include:

- A description of how attendees will be acknowledged upon completion of the activity (e.g. certificate of attendance or equivalent).
- A clear agenda outlining session times or duration, content (sessions/modules), and associated faculty or speakers.
- Well-defined and specific learning objectives that are appropriate for the target audience and aligned to the FMLM Standards.

This streamlined process ensures that even shorter learning activities are recognised for their quality and relevance in supporting leadership development across healthcare. For more information on only applying for CPD credits, please contact [accreditation@fmlm.ac.uk](mailto:accreditation@fmlm.ac.uk)

### Assessment

Applications are reviewed by assessors constituted of experts from across healthcare and academia and subject matter experts from a range of themes relevant to leadership and management. Assessors are required to have gained FMLM Fellowship (for clinical professionals), undertaken comprehensive training and are subject to regular quality assurance checks.

FMLM Accreditation and CPD activity is overseen by the FMLM Board of Trustees.

### Timeline

Accreditation	<ul style="list-style-type: none"> <li>Applications can be submitted at any time. However, there is a three-month turnaround time for assessment.</li> <li>Applicants will be informed of the dates of the assessment period upon submission and will be notified of the outcome of the assessment within one month of the assessment.</li> </ul>
CPD Credits	<ul style="list-style-type: none"> <li>FMLM aim to process CPD applications within two months of receipt.</li> </ul>

### Fees and Pricing Guidance

Accreditation and CPD fees vary depending on several factors, including the type and scale of the programme, the nature of the organisation (e.g. commercial, not-for-profit), the complexity of the submission, the number of modules or activities being reviewed, and the turnaround time required. In exceptional circumstances, we may be able to reduce the advertised turnaround time for assessment, but this will come at an additional cost. Not-for-profit includes NHS, charities, universities, and similar organisations. As a general guideline, accreditation fees for a full programme typically start from £3,500 + VAT per year. Exact costs will be confirmed on a case-by-case basis.

- Discounts may be available for multiple applications from a single provider.
- Providers will be invoiced upon application and will not be issued with the outcome of an application until payment is received.



- The application fee is non-refundable regardless of assessment outcome. See 'Terms and Conditions' for full details.
- Applicants will be invoiced upon submission and invoices should be paid within 30 days. Assessment will not be undertaken until the payment fee has been received.



## Right of appeal

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Applicants have the right to appeal to the outcome of an assessment where there is perceived evidence of unfairness or bias in how the process has been implemented. Appeals will not be granted on the grounds that an applicant disagrees with the assessment, the assessment criteria or the outcome of the assessing committee.

### Process of appeal

An appeal must be submitted in writing to FMLM within three months (90 days) of the date of notification of outcome and must provide a full account of the grounds for appeal.

The Chief Operating Officer will conduct an initial review of the appeal and collect all material relating to the original application and assessment and refer the appeal to the FMLM Chair of the Board in the first instance.

In the event that the Chair considers that there are **insufficient** grounds for an appeal, the Chair will write to the applicant to outline the reasons for upholding the assessment outcome within 30 working days of receipt of the appeal. There is no right of appeal against the Chair's decision.

In the event that the Chair considers that there are **sufficient** grounds for an appeal, the Chair will convene an Appeals Panel within eight weeks of the appeal having been received or as soon as practical thereafter.

The Appeals Panel will consist of:

- FMLM Chair.
- Senior Fellow who was not involved with the original assessment panel.
- A lay FMLM Trustee.
- Appropriate external expert if appropriate.

The Chief Operating Officer will act as Secretariat to the Appeals Panel and will notify the appellant that a meeting is to be held.



The Appeals Panel may invite the original assessing panel to provide an account of the assessment activity and for clarity on the process followed and may seek evidence from any other person concerned with the assessment. Any documents provided to the Appeals Panel will be sent to the Member.

Notification of the Appeals Panel decision will be made, in writing, within 14 working days of the Appeals Panel meeting or as soon as practical thereafter, outlining the reasons for the decision.

If the appeal is upheld, the Appeals Panel will outline the next steps which may include referring the assessment back to a differently constituted assessment panel or to substitute its own finding in place of that of the original assessment Committee.

**The decision of the Appeals Panel is final.**

Applicants who make an appeal in good faith will not be disadvantaged for future applications for accreditation.

All appeals are reported to the full FMLM Board of Trustees.



## Terms and Conditions

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Programmes are awarded with Accreditation or CPD credits in accordance with the following terms and conditions. Training providers must abide by the terms and conditions to retain CPD for the duration of the activity.

1. Accreditation/CPD is awarded to the single individual programme or activity and may not be transferred to any other activity or derived programme delivered by the provider or any other third party.

2. Any award is for the duration of the activity:

- a. Accreditation: One to three years from the date of award.
- b. CPD: the duration of the single activity, individual course, event etc.

Thereafter the provider is required to resubmit a new application and pay the application fee for subsequent/recurrent/multiple events.

3. The application fee is non-refundable regardless of the outcome of the application.
4. FMLM will undertake quality assurance audits on an annual basis. As required, providers may be asked to submit relevant information such as participant feedback. Failure to comply with quality assurance requests will impact future applications.
5. The provider should notify FMLM if content is modified to a significant degree within the duration of the award period.
6. The provider should use the following terms in promotional or educational material in relation to the awarded programme only. Providers may not use any other description or representation other than those stated below:

Accreditation: *'Accredited by the Faculty of Medical Leadership and Management'*

CPD: *'CPD credits awarded by the Faculty of Medical Leadership and Management'*

*'X CPD credits awarded by the Faculty of Medical Leadership and Management'*

7. The provider should use the FMLM marque for the purpose of promotional or educational material in relation to an accredited programme for the duration of the awarded activity.
8. Accredited and CPD awarded programmes are listed on the FMLM website for the duration of the award. Any additional promotion or advertising through FMLM channels is negotiable and payable as a separate arrangement with FMLM.



9. FMLM holds the right to suspend or withdraw any award where there is evidence that the activity:
  - a. Subsequently fails to maintain the domain(s) of FMLM's *Leadership and Management Standards for Medical Professionals*.
  - b. Fails to deliver an adequate educational service as indicated through participant feedback
  - c. Fails to meet the FMLM terms and conditions.
10. If FMLM withdraws an award:
  - a. Providers will be unable to use any FMLM marque or branding in relation to the programme or any other activity unless approved in writing by FMLM.
  - b. The application fee will remain non-refundable.