
Your duties as a registrant

How to complete your continuing professional development profile

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About this document

You have been randomly selected for our CPD audit process, and these guidance notes are intended to help you complete the CPD profile to show us how you meet our standards. They will also help you understand the audit process. However, if after reading the guidance notes there is something you do not understand please contact us.

We have split the information in this document into three sections.

Section 1: Submitting your CPD profile – This section covers general CPD information and a quick guide to putting together your profile.

Section 2: What happens next? – This section details the deferrals process and the stages following the submission of your profile.

Section 3: Putting your CPD profile together – This section gives detailed information on ways in which you can write your profile.

Throughout this document, ‘we’ and ‘us’ refers to the Health and Care Professions Council, and ‘you’ refers to a professional registered with us, who has been selected for audit.

Section 1: Submitting your CPD profile

Auditing the CPD of health and care professionals

We have set CPD standards which registrants must meet. Every time a registrant renews their registration, they must confirm that they have met these standards and if selected for audit by the HCPC, must provide evidence of their CPD activities.

From May 2008, whenever a profession renews its registration, we will randomly audit the CPD activities of a proportion of the professionals from that profession.

The professionals randomly chosen for audit must;

- send us a profile which explains how the CPD they have done meets our standards; and
- provide evidence to show that they have undertaken the activities described in their profile.

These profiles will be assessed by CPD assessors from the professions we regulate, who will decide if the profile meets the CPD standards.

General information on completing your CPD profile

Before you fill in the CPD profile please read this guidance carefully. It is important that you complete the profile fully and correctly to avoid it being returned to you.

You can fill in your CPD profile electronically, or you can write or type it if you would prefer.

We would like to encourage you to complete the profile and list of evidence electronically, as this will help the assessors to read the information that you submit.

You can download the CPD profile form in Word format from our website at www.hcpc-uk.org/cpd. This electronic profile has been designed to be downloaded so that you can complete it electronically. When your profile and summary of evidence is complete please print it off and send it in with your evidence for assessment.

Enclosed with this guidance is a hard-copy CPD profile template and an evidence summary form, which you can use should you wish to complete your CPD profile by hand.

If you do decide to complete your profile by hand please ensure that your writing is legible as we will need to photocopy your profile for assessment. Please use **black ink** throughout as this will ensure that our Registration Department can read your information easily and your profile can be processed as quickly as possible.

Quick guide

Below is a quick guide to completing your profile. For further information please refer to the back of this document where we give detailed guidance on completing your profile.

Section 1.1: Profession

Please fill in your profession using capital letters in this section, eg OPERATING DEPARTMENT PRACTITIONER.

Section 1.2: CPD number

Please fill in your CPD number in this section.

Your CPD number will be on each piece of correspondence relating to the audit that we send to you. Please note that this is not your registration number, this is a unique CPD number given to each registrant selected for CPD audit.

Section 2: Summary of recent work / practice (maximum 500 words)

Your summary should describe your role and the type of work you do. The summary should include your main responsibilities, identify the specialist areas you work in and identify the people you communicate and work with most.

Section 3: Personal statement (maximum 1,500 words)

When you write your statement, we expect you to concentrate on how you meet standards 3 and 4 – how your CPD activities improve the quality of your work and the benefits to service users.

You could do this by picking a number of CPD activities undertaken in the last two years and explaining what you did, what you learnt, what you do differently as a result of the activity and, finally, who has benefited. You should include evidence of these activities in section 4 of your profile.

Section 4: Summary of supporting evidence submitted

Please list all the examples of CPD evidence that you are including with your CPD profile.

Your first piece of evidence should be a complete list of CPD activities undertaken since you last renewed your registration. This list shows how you meet CPD standard 1.

In your personal record of CPD activities you may have a large amount of evidence relating to certain activities. However, you do not need to send us all of this information, you only need to include evidence to support the activities discussed in your profile.

Copies of documents

As far as we can, we will put in place systems to keep your information safe. However, when you send items through the post, there is always the possibility that they may be lost. For this reason you should only send us copies of your supporting documents. Do not send us any original documents.

The CPD assessors may sometimes ask to see original documents. If this is the case, we will contact you to let you know, and to discuss the best way for you to provide us with those documents.

Confidentiality

In all aspects of your work you must maintain patient confidentiality. This is part of your responsibility under our Standards of conduct, performance and ethics.

Some of the information you may want to send us may contain patients' details. If this is the case, please remove any details that could allow us to identify the patients. Your supporting evidence will normally be in the form of documents, so to maintain confidentiality

you could, for example, cover any personal details before making a copy of the documents.

Plagiarism

The HCPC has no objection to registrants using templates or exemplar documents to assist them in preparing their CPD profiles, but the use of standard documents or text from profiles prepared by other registrants or third parties is inappropriate, as a CPD profile should be both a registrant's own work and a true reflection of their own CPD activity.

Protecting your anonymity

We understand that some professionals may want to ensure that the CPD assessors who assess their profile are not able to identify them. This is why we have allocated each registrant who is audited a CPD number, which is separate from your HCPC registration number (your HCPC registration number is publicly available via the online Register to anyone who wants to check your registration).

If you do want to make sure that your profile is assessed anonymously, then please carefully remove any information from the evidence you submit that could identify you.

Please note that HCPC employees will still be able to link your CPD number to your registration record, so that we can let you know the outcome of the assessment. HCPC employees will not share this information with CPD assessors.

Returning your completed CPD profile

When submitting your completed CPD profile, please remember the following points.

- Are all parts of the profile completed?
- Please do not use plastic wallets or staples as your profile will be photocopied for the assessors.
- Please submit your renewal forms separately; failure to do this may cause a delay in processing your registration renewal and payment.

Please address correspondence to:

Registration Department – CPD audits
The Health and Care Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Section 2: What happens next?

We estimate that the average processing time for profiles will be eight to twelve weeks. We will process CPD profiles in the order that we receive them. This means that the sooner you send us your completed profile, the sooner it will be processed. During the assessment of the profile your HCPC registration will be unaffected if we have received your signed renewal form and payment, and if you are not subject to any fitness to practise allegation.

What happens if...

you need to defer your CPD audit?

We recognise that, very occasionally due to unavoidable circumstances, you may need to ask us to defer (put off) your audit. This may be because you cannot fill in your CPD profile as a result of illness or family circumstances.

To request the deferral of your CPD audit you need to:

- write to us and ask for a deferral setting out your reasons; and
- provide evidence of the reason why you cannot provide your CPD profile.

If your request for deferral is not supported by evidence it will be returned to you and may cause delays in the processing of your request.

We will look at your situation to see whether it merits deferral. If your audit is deferred, you will automatically be chosen for audit two years later when your registration is again due for renewal.

If you need to apply for deferral more than once, we will check your application for deferral very carefully and will be looking for clear evidence that a deferral is absolutely necessary.

If your request for deferral is refused we will write to you asking you to complete a CPD profile.

we do not receive your profile?

We will send you a reminder if we do not hear from you after two months. A further reminder will be sent if you do not respond and, if by the end of the registration renewal period we have not received your profile, your name may be removed from the Register. To come back on to the Register you will need to apply for readmission. Details of how to do this can be found in the readmission section below.

we receive an incomplete profile?

If you send in an incomplete profile, we will return your profile to you telling you that it is not complete, and what information you need to include when you send it back to us. We will ask you to return this to us within 28 days.

your profile only partially meets the standards?

The Registration Department may write to you with a request for 'further information' from the CPD assessors. We will include a detailed record of assessment and indicate what you need to send us to allow a complete assessment to take place. We will ask you to return this to us within 28 days.

your profile does not meet or only partially meets the standards?

The Registration Department may write to you with a decision allowing 'further time' from the CPD assessors. We will include a detailed record of assessment and indicate what you need to do to meet the standards. This will be a three month period in which you can undertake further CPD activities or rewrite your profile in order for your profile to meet the standards. Alternatively, you may write in with any observations for the CPD assessors to consider within 14 days of receiving notification.

your profile does not meet the standards?

The Registration Department may write to you with an assessment indicating that your CPD profile does not currently meet the standards.

At this stage you are entitled to send in any observations for the CPD assessors to consider. Please do this within 14 days. A final decision will be made at that stage.

Alternatively, you might prefer to request that a moderator reassess your CPD profile. You must do this within 28 days of receipt of your assessment decision.

If the final decision which we make is that your CPD profile does not meet the standards you have a statutory right of appeal.

you want to appeal the decision?

You can make an appeal if your CPD profile is rejected following assessment. Details of the appeals process will be included in the rejection letter we send to you. We will also include an appeal form for you to complete, this is intended to make the process more straightforward for you.

Please ensure that your appeal reaches us within 28 days of receiving your final assessment decision. If you request moderation you will still be entitled to an appeal should the moderator reject your profile.

you want to apply for readmission to the Register?

To come back on to the Register within two years you will need to complete the readmission form available from www.hcpc-uk.org/apply/readmission

You will also need to complete a CPD profile detailing the CPD activities you have been undertaking before and since lapsing from the Register. Your readmission form and CPD profile will then be forwarded to a Registration Panel for consideration. This is because non-compliance with the CPD standards would be considered a character matter.

If you apply for readmission to the Register after two years you will need to apply for readmission through our return to practice process. Details are also available from www.hcpc-uk.org/apply/readmission

Section 3: Putting your CPD profile together

This section gives more detailed information about how to fill in your profile.

The main parts of your CPD profile will be:

- a summary of your practice history for the last two years (up to 500 words);
- a statement of how you have met our standards of CPD (up to 1,500 words); and
- evidence to support your statement.

The purpose of each part of the profile

The **summary of your practice history** should help to show us how your CPD activities are linked to your work. This part of the CPD profile should help you to show how your activities are ‘relevant to your current or future work’.

Your **statement** of how you have met our standards should clearly show how you believe you meet each of our standards, and should refer to all the CPD activities you have undertaken and the evidence you are sending in to support your statement.

The **evidence** you send in will back up the statements you make in your CPD profile. It should show that you have undertaken the CPD activities you have referred to, and should also show how they have improved the quality of your work and benefited service users.

Your **evidence** should include a summary of all your CPD activities. This will show that you meet standard 1.

Your evidence should also be able to show that your CPD activities are a mixture of learning activities and are relevant to your work (and therefore meet standard 2).

Writing the summary of your practice history

Your summary should describe your role and the type of work you do. The summary should include your main responsibilities, identify the specialist areas you work in and identify the people you communicate and work with most.

It may be appropriate to base this part of your CPD profile on your job description.

When you have written your statement about how you meet our standards for CPD (see the following explanation), you may find it helpful to go back over your summary of work, to make sure that it clearly explains how your CPD activities are relevant to your current or future work.

Writing your statement

When you write your statement, we expect you to concentrate most on how you meet standards 3 and 4 – how your CPD activities improve the quality of your work and the benefits to service users.

Below, we have suggested how you might want to approach writing your statement.

Using your personal development plan

We know that not all professionals have a personal development plan – you may be self-employed, or your employer may not work in this way. But if you do have a personal development plan, you may find it useful to use this as a starting point for writing your statement. If you do not already have a personal development plan, you may find it useful to develop one and to use this approach.

Most personal development plans involve identifying:

- learning needs;
- learning activities;
- types of evidence; and
- what you have learnt.

You could write a statement on how you have updated your knowledge and skills over the last two years, and what learning needs you have met. You may find it helpful to identify three to six points that have contributed to the quality of your work.

These areas will have been identified through your personal development plan or a review of your role or performance. If you have a personal development plan, you can provide this as part of your evidence.

If you run your own private practice, and you have a business development plan or a similar document, then you may find this a useful starting point for writing your own statement.

Using the standards

If you do not have a personal development plan, or if you would prefer to use another approach to write your statement, you could start with our standards. Using the information we have provided about our standards for CPD, write about how you have met each one. You could split your statement into sections, and dedicate each section to one of our standards.

Here, we have provided a number of questions which should help you to think about structuring your statement. (These prompt questions are based on work done by the Allied Health Professions' project 'Demonstrating competence through CPD'.)

Under each standard we have identified some main questions. These are the most important questions that your CPD profile should answer.

We have also provided extra questions. You do not need to answer all of these or to follow them exactly. But you can choose the ones that seem most useful, and use them to help you write your statement.

To meet standard 1 – Registrants must maintain a continuous up-to-date and accurate record of their CPD activities

Main question:

- Does your evidence include a summary sheet of all your CPD activities?

Extra questions:

- How have you kept an up-to-date and accurate record of your CPD activities?
- How did you record your CPD activities?
- Who (if anyone) approved your plan for undertaking CPD activities?

To meet standard 2 – Registrants must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice

Main questions:

- What different types of learning activity have you undertaken?
- How is your CPD relevant to your work?
- What parts of your role are affected by your CPD?

Extra questions:

- How did you identify your learning needs?
- How did you decide on what CPD activities to undertake?
- How did you make sure your mix of CPD activities is appropriate to meet your needs?
- How has the mixture of learning activities been relevant to your current or future work?

To meet standards 3 and 4 – Registrants must seek to ensure that their CPD has contributed to the quality of their practice and service delivery and seek to ensure that their CPD benefits the service user

Main questions:

- How have you updated your knowledge and skills over the past two years?
- How has this learning affected how you work?
- How has your learning benefited your service users?

Extra questions:

- How does your learning relate to your ability to work safely and effectively?
- How does your professional development relate to your changing work?
- What aspects of your work have changed as a result of your CPD?

To meet standard 5 – you must fill in and return a CPD profile, and evidence of your CPD, when we ask you to.

By filling in your CPD profile and sending it to us on time, you are showing that you meet this standard.

The HCPC has no objection to registrants using templates or exemplar documents to assist them in preparing their CPD profiles, but the use of standard documents or text from profiles prepared by other registrants or third parties is inappropriate, as a CPD profile should be both a registrant's own work and a true reflection of their own CPD activity.

Your supporting evidence

You do not need to send us the full record of all your CPD activities. In fact, we strongly encourage you not to do so. You may send us a summary of all your activities, but this summary should be only a sheet or two with a very brief list of activities and dates.

If you are chosen for audit, you need to look through your entire record of CPD activities and consider which activities best show how you have met our standards. This should be a mixture of activities that are directly linked to your current or future work, and you should consider how you can provide evidence that these activities have improved your work, and benefited service users. In all cases, evidence of how you have planned your CPD, what activities you have undertaken, and the effects that this had on how you work and the effects on your service users, will all be helpful to the assessors.

When you put together your profile, you also need to send in evidence to support your personal statement.

Examples of evidence of CPD

- Your personal development plan (if you have one) could help to show that you take a structured approach to your learning and ongoing development.
- Paperwork from reviews of your role and performance provides evidence of feedback you have received and how you have responded to this.
- A business plan may identify learning needs and any action plan related to this.
- Reflections on your work, experiences and discussions with a mentor could identify benefits to the service users and provide evidence of feedback and how you have acted on this.

We know that it can be difficult to provide evidence for some of our standards. For example, when you are describing how your CPD has benefited the quality of your work, or benefited service users, your personal statement may need to describe how you believe that this has happened. You may be able to support this with evidence of, for example, an altered way of working which you think has improved the quality of your work. You may have evidence of a meeting with your manager where you discussed using new skills you had learnt, or you may have evidence of how you personally planned to make changes to systems or practices. If your record of CPD activities includes a place where you write about how you will use the knowledge you have gained, then this could be useful evidence. These types of evidence are evidence of the effects of your activities. This, alongside the evidence of your CPD activities themselves, will help to show the CPD assessors how you meet our standards.

Amount of evidence needed

In your personal record of CPD activities you may have a large amount of evidence relating to certain activities. However, you do not need to send us all of this information. You need to look at the

information you have, decide which activities show how you meet our standards, and then decide what evidence to send to us. You should refer to the assessment criteria in our document, Continuing professional development and your registration, available from www.hcpc-uk.org/registrants/cpd

Make sure you have provided relevant supporting information to show how you meet each of the standards.

We do not have detailed guidelines on how much evidence you should send us. But you should bear in mind that the CPD assessors will need to see enough information to be sure that the CPD activity has taken place.

Confidentiality

In all aspects of your work you must maintain patient confidentiality. This is part of your responsibility under our Standards of conduct, performance and ethics.

Some of the information you may want to send us may contain patients' details. If this is the case, please remove any details that could allow us to identify those patients. Your supporting evidence will normally be in the form of documents, so to maintain confidentiality you could, for example, cover any personal details before making a copy of the documents.

The issue of confidentiality becomes more complex if you are providing information in other formats (for example, an audio tape, videotape or photograph). In the case of photographs, you may be able to scan these and then mask over faces so patients cannot be identified. If this is not possible with photographs, or if you wish to provide tapes, videos, DVDs and so on where confidentiality is not possible, make sure that, before you send the information to us, you have permission to do so from your patients or other people who could be identified from your evidence. Even if the people concerned have already given you permission to make the recording, you would also need permission to send that material to us. We do not need proof of that consent as part of your CPD profile but we may ask to see it. (Please see our Standards of conduct, performance and ethics for more information.)

Sample profiles

You will find sample CPD profiles on our website, or you can contact us to ask for copies.

These are example CPD profiles showing different ways of meeting our CPD standards. We asked the professional bodies for the professions we regulate to provide sample CPD profiles and are very grateful to the professional bodies for their help.

Disabled health and care professionals

If you are disabled, you do not have to tell us about your disability in your CPD profile unless you feel that it is relevant to your CPD activities. If you think your disability is relevant to your CPD activities (for example, if part of your development is making reasonable adjustments to your work with your employer, reviewing those adjustments, and improving them) you should mention this in your CPD profile. This information will be seen by the CPD assessors, and the members of staff who process your profile. We will not share the information with anyone else, and we will keep this information securely and confidentially.

If you need any information from us in alternative formats (for example, in Braille or large print), please let us know. Similarly, if you would like to provide your CPD profile in an alternative format, we will be happy to accept it. Just let us know that you intend to do this so that we can make any necessary arrangements.

When you are putting your CPD profile together, you can use any reasonable adjustments that are useful to you. For example, if you normally take notes at work by dictating to an assistant, you could put your CPD profile together in the same way. If you have any questions about how you want to put your CPD profile together, please contact us.

Your writing style

The audit process is not an assessment of how well you can write. The assessment process is about your CPD activities and whether they meet our standards. It will help the CPD assessors if your writing is clear so they can easily understand the information and

how you meet each of our standards, but this does not mean that you need to be able to write in a particular style.

Our standards for communicating in English

To be registered with us, you must be able to communicate in English to the standards equivalent to level 7 of the International English Language Testing System. (There is a higher standard of level 8 for speech and language therapists.) This is not part of our CPD requirements. If English is your first language, you will already meet this standard. If English is not your first language, you will normally have passed this test, or an equivalent test, when you applied for registration. Also, if you are dyslexic, you should know that the purpose of this standard is to make sure registered professionals can communicate effectively, in order to work safely and effectively. It is not intended to prevent people with dyslexia from being registered.

In the unlikely event that a CPD profile raised serious concerns about a professional's ability to meet our standards for communicating in English, the matter would be referred to the Council, who would then decide whether to take action under our fitness to practise process, in order to protect the public. However, this is very unlikely to happen, and would not affect professionals whose first language is English.

Finding out more

We have produced a number of materials and brochures which you may find useful. Our detailed guide, Continuing professional development and registration and the sample profiles are available on our website at www.hcpc-uk.org/cpd

We have also produced a subtitled audio-visual presentation which explains the CPD audit process in detail. You can view it by going to www.hcpc-uk.org/cpd

If you have any other questions that this document does not answer, please contact us:

Registration Department
Health and Care Professions Council
184 Kennington Park Road
London SE11 4BU

+44 (0)845 300 4472

www.hcpc-uk.org

registration@hcpc-uk.org

Data protection information

Subject information statement

The Health and Care Professions Council (HCPC) processes your personal data (as defined by the Data Protection Act 1998 (the 1998 Act)) for the following purposes:

- administering your application to register with the HCPC and any subsequent renewals;
- maintaining and publishing the health and care professions Register;
- undertaking regulatory activities for the purposes of the Health and Social Work Professions Order 2001;
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made about you;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you;
- transferring your personal data to any other authorised body investigating your activities;
- transferring your name, profession, registration number, registration dates and approximate location of your practice to any member of the public requesting the information and making it available through the publication of the health and care professions Register;
- transferring your personal data to professional advisers and other third parties involved with the regulation of professionals;
- statutory and regulatory compliance;
- reviewing your medical records and history, including but not limited to any medical reference supplied, to ensure that your health does not impair your fitness to practise;
- maintaining photographic images of you to ensure your identity;

- informing you about the activities of the HCPC;
- marketing the activities of the HCPC;

Data protection information

- transferring your personal data to any business directory so as to ensure only authorised people advertise their services in such directories;
- keeping you informed about any changes to practice or legislation that may affect your practice;
- responding to requests for information from other health regulators both within the European Economic Area and worldwide;
- keeping you informed about any developments, activities or products of third parties which may affect or assist your practice; and
- achieving the general and statutory objectives of the HCPC.

We collect personal information from you when you communicate with us by any media. We may also collect personal data which relates to you from third parties. We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above. We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.

Sensitive personal data

Certain personal information is categorised by the 1998 Act as “Sensitive Personal Data” as defined by the 1998 Act.

In some circumstances, the HCPC will process your sensitive personal data. We are required to hold such sensitive personal data by the Health and Social Work Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the sensitive personal data collected by the HCPC is limited to information in connection with:

- your racial or ethnic origin;
- your physical or mental health or condition;
- your membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;
- the commission or alleged commission by you of any offence;
- any proceeding taken against you for any offence committed or alleged to have been committed by you; and
- your sexual life.

Anonymisation

The HCPC is required to provide statistical information to a number of different bodies; it also undertakes its own research. In such circumstances it only provides anonymised data.

Permitted processing

The HCPC ensures that it is permitted to process your personal data. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address at the end of this statement.

If a statutory condition applies allowing the HCPC to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that the HCPC ceases to process your personal data as the HCPC keeps personal data on registrants for their lifetime.

Sharing your information

In some circumstances the HCPC may be permitted by law to share sensitive personal data about you with a third party. Otherwise the HCPC does not share sensitive personal data with others without your consent. Your personal data may be shared as set out in the above purposes. If you do not wish us to share your personal data with any third party for marketing purposes, please write to us at the address at the end of this statement.

European Economic Area (EEA)

Please note that information displayed on our website or sent to the HCPC over the internet may be transferred outside of the EEA, where data protection laws are not as strong as within the EEA.

The information displayed on the website is provided as it is necessary for the public interest. In relation to any information you send via the internet or email, if you have any concerns in relation to such transfers, you should not use the internet or email as a means of communication with the HCPC.

Monitoring of telephone calls and emails

Your telephone calls and emails to us may be recorded and monitored for quality-control purposes. We may also intercept communications made to individual members of staff at the HCPC when this is required for business purposes.

Notification

The HCPC has notified the Information Commissioner that it processes personal data. The notification number is Z6621691.

If you have any queries relating to this statement, please contact us by letter at the following address.

Health and Care Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Notes

Park House
184 Kennington Park Road
London SE11 4BU

tel +44 (0)845 300 6184
fax +44 (0)20 7820 9684
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**This document is available in
alternative formats and Welsh
on request.
Call +44 (0)20 7840 9806
or email publications@hcpc-uk.org**

