February 2026

CPD conversation pack

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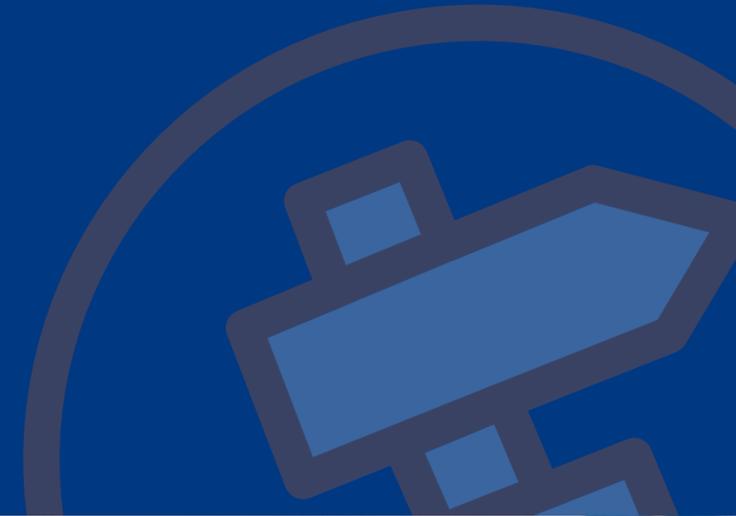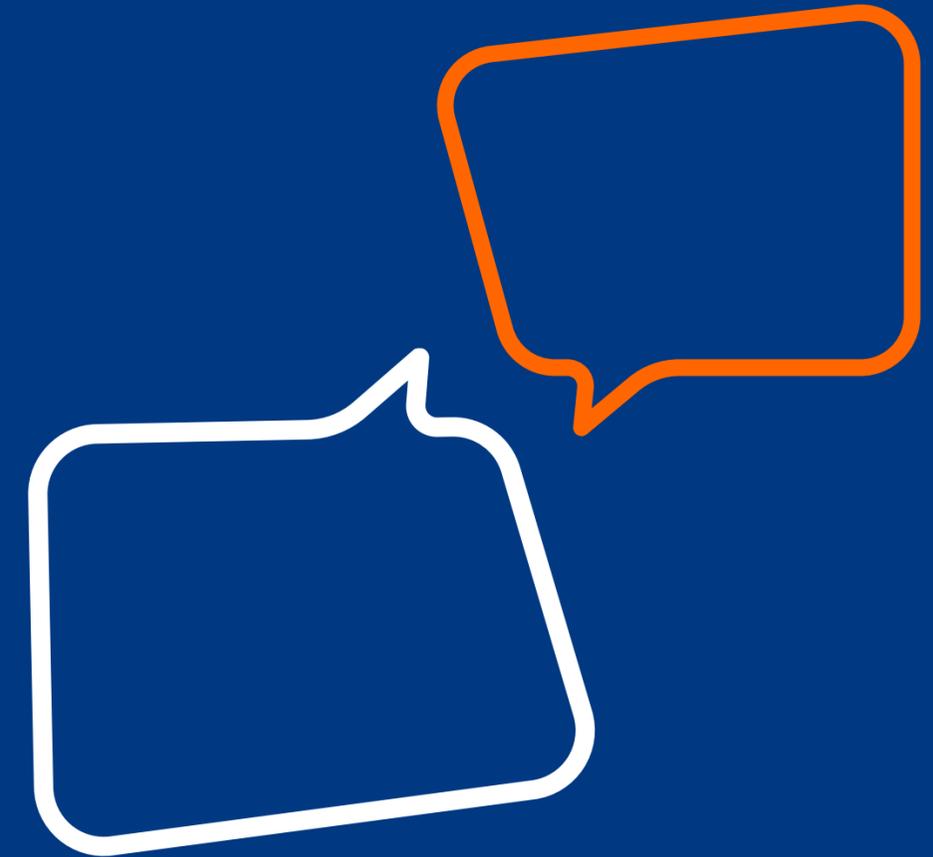professions
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Let's talk CPD

This pack is designed to help teams talk about continuing professional development (CPD). Whether you lead a team or not, it will support you to have a productive discussion with your colleagues.

The slides will recap the basics (the requirements, the benefits, what counts as CPD what's involved in an audit), help facilitate a team discussion about CPD and share more about reflective exercises - a valuable tool that can also be recorded as part of your CPD.
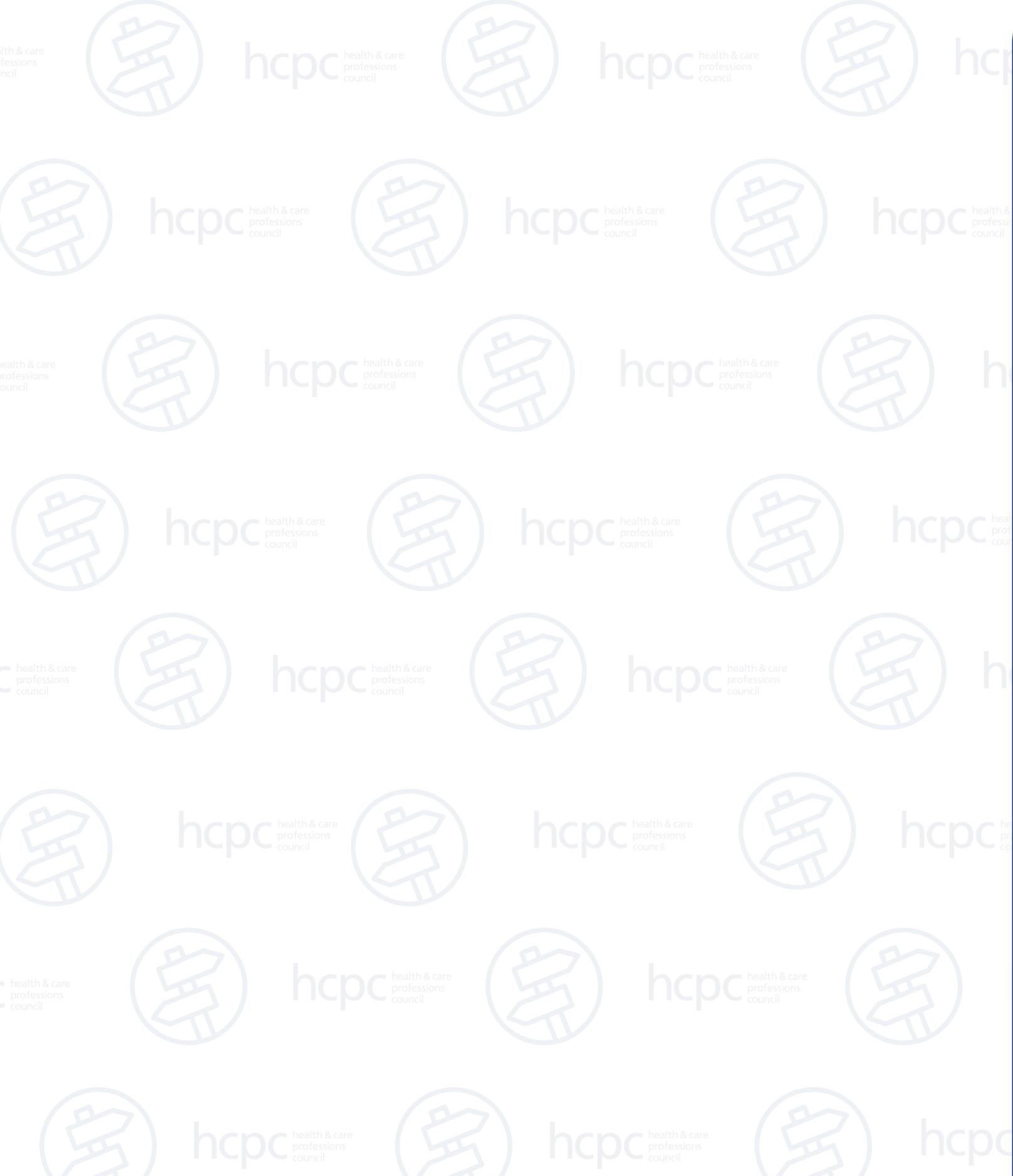
You'll also find a reminder of the wide range of resources we have available on our website to help support you in your continuing professional development and to deliver safe and effective care.

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1. CPD basics

Why does your CPD matter?

Continuing professional development is the key to safe and effective practice. As well as being a requirement of registration, regular CPD:

- ✓ Improves your knowledge, skills, experience and mindset - making you better in your role, meaning better care for the public.

- ✓ Builds confidence and professional judgment, so you can better adapt to evolving clinical environments and emerging challenges.

- ✓ Is linked to greater career mobility and professional credibility.

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Meeting the CPD standards

There is no set number of hours or points that you have to do to meet the HCPC standards, and we don't 'approve' or 'endorse' any specific CPD activities. Instead, we encourage you to identify your own personal development needs, choose appropriate activities to help you meet them, and reflect on your learning.

To meet the CPD standards, make sure you:

- **Carry out regular CPD and keep a record of what you do. You can do this in a way that is convenient for you.**

- **Carry out a range of different kinds of learning activities (at least two types of learning).**

- **Think about how your CPD might improve your practice and benefit your service users.**

- **Take part in an audit if we ask you to. We audit a random sample of each profession during its renewal window.**

Types of CPD

CPD includes any activity that helps you learn or develop professionally - it can be work-based, professional, formal or self-directed. It's important that **you decide what CPD is most beneficial to you, your practice and your career** - **however, it should enhance the service you provide for patients/service users**. On our website, you'll find a range of suggestions within each type of learning. Here's a small sample:

Work-based learning — Such as reflective practice, case studies, peer review, work shadowing, project work, self-assessment questionnaires, supervising staff or students.

Professional activities — Such as presenting at a conference, lecturing, mentoring, maintaining or developing specialist skills, supervising research or students.

Formal and educational — Such as doing research, taking courses, attending conferences, doing further education, writing articles or papers.

Self-directed study — Such as reading journals or articles, reviewing books or articles, updating your knowledge through internet or television.

Other — Such as voluntary work, public service duties.

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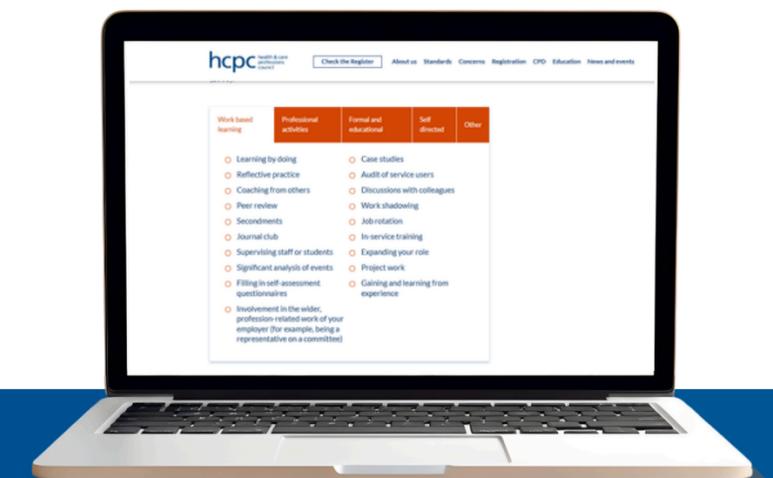
CPD audit: what you need to do

If you're selected as part of a CPD audit, the key things you'll need to do are:

1. Renew your registration (as you normally would)

2. Submit a CPD profile by your renewal deadline
- You'll have approximately three months to submit your profile
- It should include four to six CPD activities over the last two years
- It should include what you did, what you learned and how that benefits you and your service users

3. Provide supporting evidence to show your CPD meets the standards
- Your evidence can range from presentations you have given, course certificates, through to letters from service users or colleagues
- Include a dated list, in chronological order, of all the CPD activities you have completed in the last two years

Find out what other health and care professionals thought about taking part in a CPD audit

But it wasn't as stressful as I thought it be.

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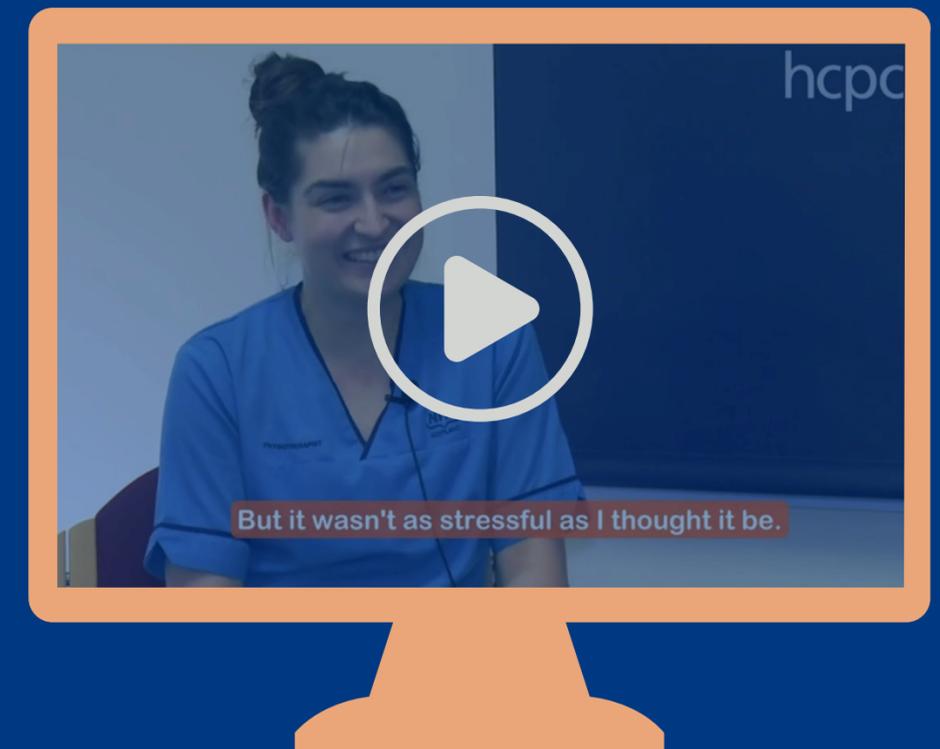
2. Conversation guide

Group conversation about CPD can be invaluable. Hearing from others can deepen your understanding of your own scope, improve your reflection and give you new ideas.

This guide is designed for teams or groups holding conversations about CPD.

It can be used by any team or group, regardless of the participants' professions or roles.

Best practice and tips

If you're planning or organising a discussion about CPD, here are some tips you might find helpful:

- Ask participants to prepare in advance - for example they can:
  - Look over **recent notes and records**
  - Note activities that were particularly **useful**
  - Consider their **current scope of practice**, and how they would define it
  - Consider how their practice has **changed in the past year**
  - Consider how they their scope of practice may **change in future**, and why

- Use a pre-existing team meeting slot if available - this may help alleviate time pressures

- Circulate the discussion points in advance - this means participants have time to digest them

- Nominate a facilitator - this will keep the discussion on track

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Discussion

It's sometimes helpful to have prompts to guide the discussion. Here are a few you could use:

- What CPD activities have you found useful in the past year?
- How have you changed or grown in the past year?
- What gaps exist between your current and future practice?
- What do you need to change, learn or try to get there?
- Is anyone struggling to know how to address those gaps, and does the group have any ideas for them?
- Are there any recommendations the group has, or offers of support?

- If you're a facilitator:
  - Begin by letting the group know that they can speak freely and be themselves in the session, though they should uphold confidentiality where relevant
  - Monitor engagement for the group - some participants may have trouble sharing without being asked
  - Summarise points raised before moving forwards, to acknowledge their answer
  - End by asking participants to reflect on the session, what they'll carry forward and what the benefits are for service users, meaning the discussion can form part of their CPD

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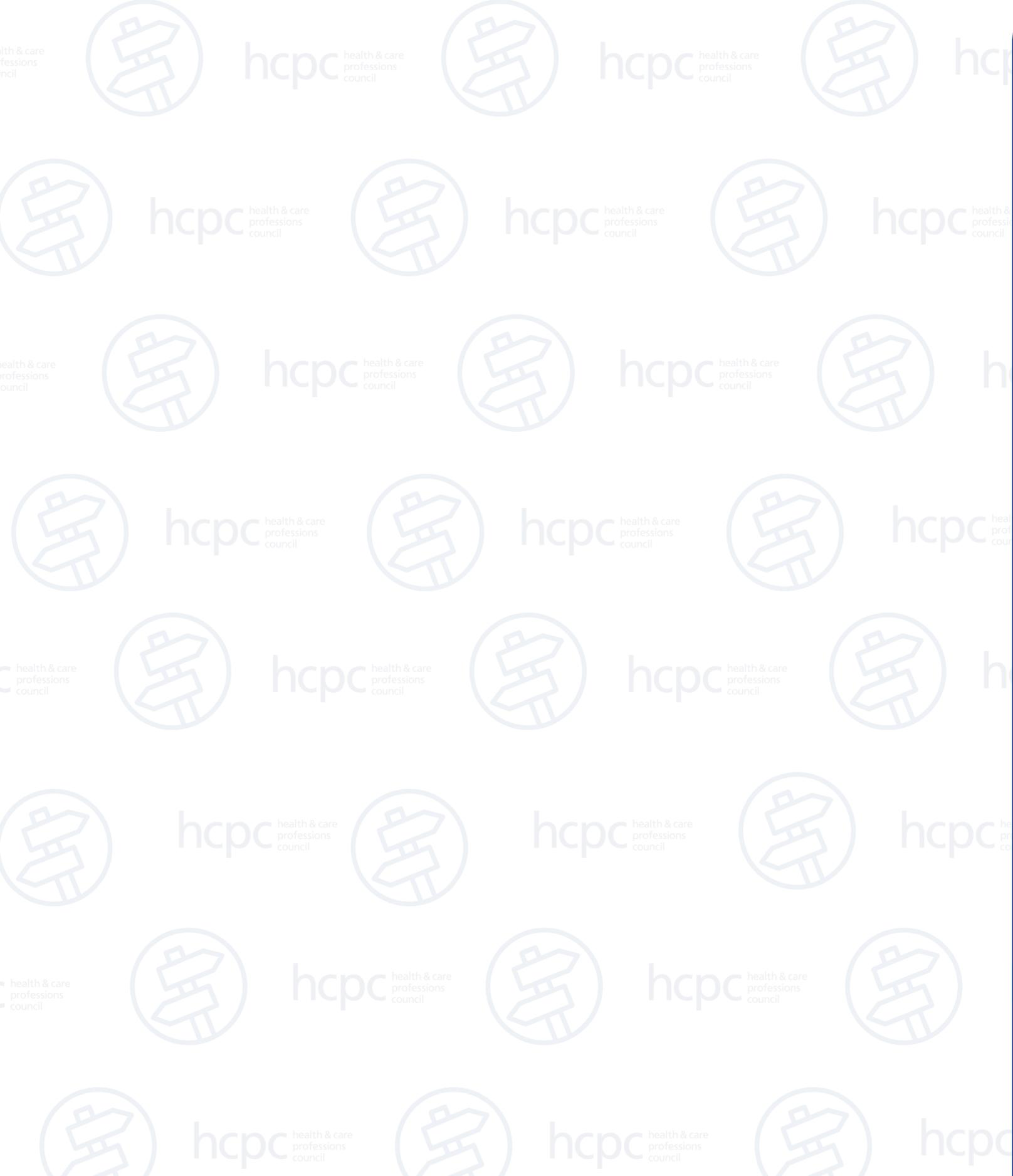
3. Resources

CPD as a team: group reflection

Reflective practice as a team involves making time to look at an issue as a group, examine what happened (or is happening), why that is (or was) and what the next steps should be. This can form part of CPD.

Reflective exercises help teams to learn, collaborate and adapt by openly exploring challenges, co-creating solutions and tackling the root causes of problems. They help teams develop:

- **Better problem-solving:** Reflecting on why issues happen helps teams find more effective, longer-term solutions and avoid repeating mistakes.

- **Stronger communication:** Sharing experiences and perspectives improves teamwork, trust, and fosters innovation.

- **More patient-centred care:** Taking time to reflect encourages teams to consider what decisions mean for patients, allowing them to design solutions around patient needs.

- **Improved wellbeing and resilience:** Reflective spaces help staff to process challenging situations and to support one another.

- **Ongoing learning and improvement**: Regular reflection builds a culture where teams learn from both successes and challenges.

CPD as a team: reflective toolkit

The HCPC website contains guidance on reflective practice guidance, examples, case studies, videos, FAQs and more:

Types of reflective practice >
Case study for team reflection >
Reflective practice template >
Information on Schwarz rounds >

Types of reflective practice

Learn about the different types of reflective practice available to you. Which you use will depend on the nature and scope of your practice, your activity and your learning style

Read more >

Schwartz Rounds
HCPC
RESONATE

Examples of Reflective Practice
HCPC

Examples of reflective practice
Watch on YouTube

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Resources on CPD and our standards

Sample CPD profiles for every profession

Examples of CPD evicence

Videos of registered professionals sharing views, tips and advice

Guide: What goes in a CPD profile?

Guidance on meeting our standards

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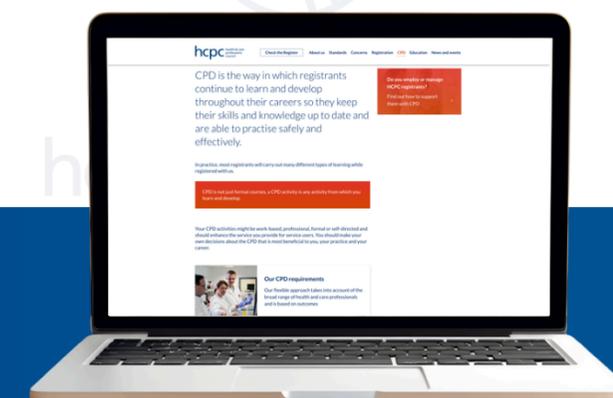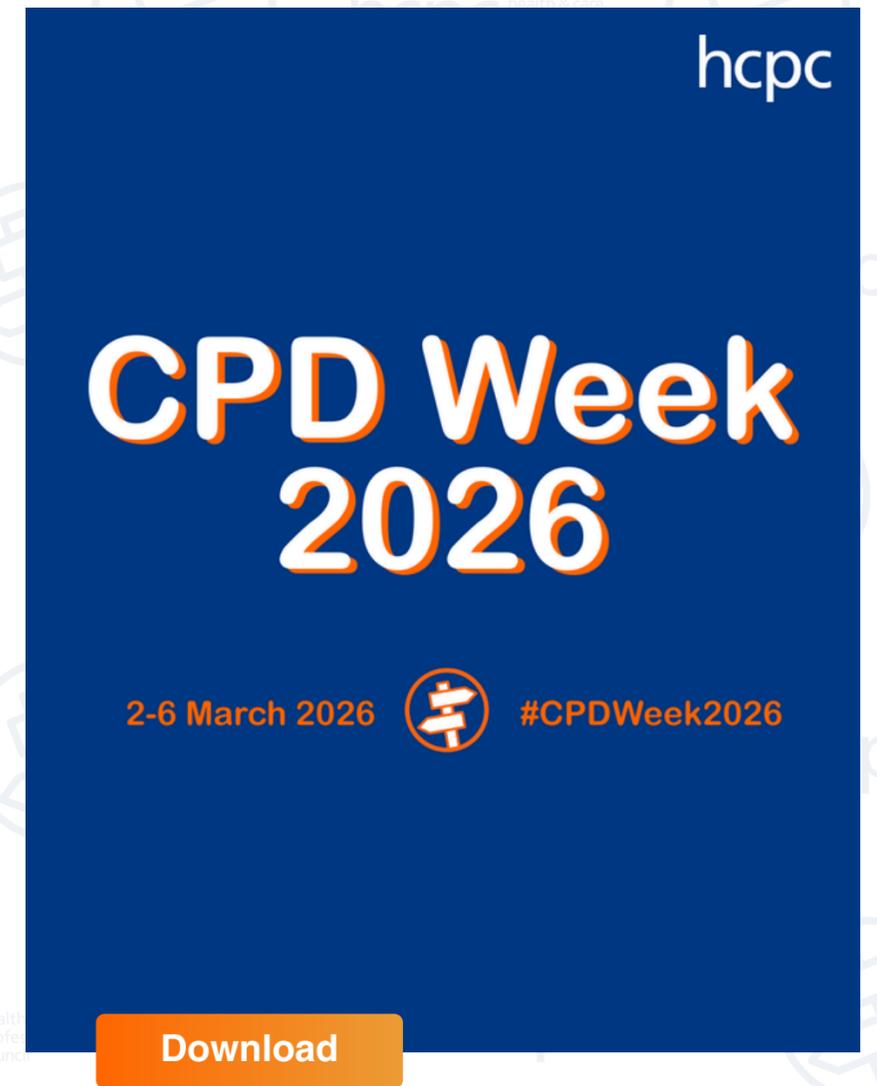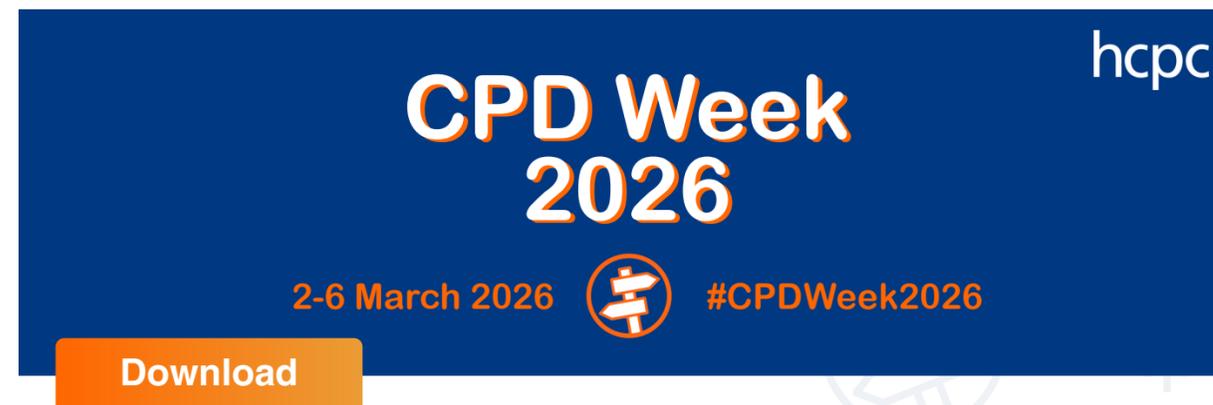
Help spread the word

Help spread the word about CPD Week by using our **shareable graphic** on social media!

Click the 'download' button and use on any post about **#CPDWeek2026**.

For more assets and ideas, check out:

CPD Week promotional toolkit for registrants >

CPD Week promotional toolkit for employers >

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Get in touch

If you have any questions about CPD or the audit process, please get in touch with our Registration team.

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