

February 2026

# CPD Week toolkit for employers



This toolkit is for **managers and employers** of HCPC-registered professionals

- About CPD Week
- How to get involved
- Graphics and promotional material

# CPD Week is back for another year!

CPD Week is the opportunity for everyone, across the professions we regulate, to focus on why continuing professional development (CPD) is so important.

It could be learning more about our requirements, planning activities for the year ahead or taking the time to participate in development activities.

**Join us to reflect, learn and develop!**

 [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

# CPD Week 2026

**Our second CPD Week runs from Monday 2 March to Friday 6 March 2026.**

CPD Week is an annual celebration of CPD and an opportunity to reflect, learn and develop - whatever that means to you.

If you're employer or manager of HCPC registrants, CPD Week is a great chance to help them focus on CPD. You could book in training, supervision, a group discussion or just set aside time for them to engage in an activity.

It could be the perfect chance for you to reflect on your own development, too.

## How to use this pack

This toolkit is designed to help you raise awareness of CPD Week within your team, your wider workplace and your network.

You can use our sample social media posts and shareable assets to post your thoughts online and spread the word.

You'll also find information about CPD, links to resources and material that can help you take part as a team, like our handy **CPD conversation pack**.

## Further information

On our website at [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week), you'll find further

information and resources about CPD Week. You can also head to the **CPD section** to learn about our CPD requirements and view all the resources, from sample profiles to information about activities.

## Sign up to hear from us

Sign up to our **mailing list** to stay informed about CPD Week activities, from joining conversations on social media to contributing ideas in other ways.

## Online learning sessions

We're hosting five online learning sessions during the week, each focusing on a key aspect of the standards and professional practice:

- **CPD profiles and audits**
- **How professionalism affects your practice**
- **Your communication and social media**
- **EDI and your practice**
- **Understanding scope of practice at advanced levels of practice**

These sessions are open to all, but designed to support HCPC-registered professionals in particular. Sign up above or learn more at [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week).

Use the tools in this pack to promote CPD Week, get ready and get involved!

**#CPDWeek2026**  
[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

# Our most useful CPD resources for employers

## For you

### CPD guidance for employers

This section of our employer hub is a quick guide to how you can support HCPC registrants with CPD. [View page >](#)

### Supporting employees selected for the CPD audit

Details on how you can support staff selected for CPD audit - such as helping them to understand requirements, compile evidence and request deferrals where appropriate. [View page >](#)

### Good practice: NIAS

A case study showing how the Northern Ireland Ambulance Service improved CPD support for their staff through protected learning time, education days and digital access. [View page >](#)

## For HCPC-registered staff

### Sample CPD profiles

This page offers sample CPD profiles from various professions to illustrate how registrants can show they meet the CPD standards in practice. [View page >](#)

### Examples of CPD evidence

This page provides examples of the different types of evidence registrants can submit to show their CPD activities and learnings. [View page >](#)

### What goes in a CPD profile?

This page guides HCPC registrants through assembling a complete CPD profile for audit, outlining required sections such as a practice summary, activity list, personal statement, and supporting evidence. [View page >](#)

## For your workplace

### CPD conversation pack

This pack is designed to support group conversations about CPD, setting out the basics on CPD, best practice and tips for discussion and group reflection exercises. [View pack >](#)

## Informative posters

What activities count as continuing professional development (CPD)?

CPD is how you keep your skills and knowledge up-to-date so that your practice is safe and effective. You should keep a record of your CPD activities and how you learned and developed from them.

- Work-based learning
  - In-service training, reflective practice
- Professional activities
  - Mentoring, professional body involvement
- Formal and educational activities
  - Courses, conferences, research
- Self-directed learning
  - Journals, books, internet research
- Other activities
  - Voluntary work

CPD activities should be planned, recorded and reflected upon. CPD activities should be relevant to your professional practice and should be undertaken regularly.

[www.hcpc-uk.org/cpd](http://www.hcpc-uk.org/cpd)

The Health and Care Professions Council  
114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000

Download

How do I evidence my continuing professional development (CPD)?

CPD is how you keep your skills and knowledge up-to-date so that your practice is safe and effective. You should keep a record of your CPD activities and how you learned and developed from them.

- Materials from others
  - Powerpoint slides, testimonials
- Materials produced yourself
  - Presentations, business plans, induction materials for new staff
- Materials showing you have reflected on your learning and work
  - Hand-written notes, personal development plans

Your profile should include:

- List of CPD activities from the last two years
- Summary of your work for the last two years
- Statement of how the standards have been met, using examples
- Supporting evidence for each example

CPD activities should be planned, recorded and reflected upon. CPD activities should be relevant to your professional practice and should be undertaken regularly.

[www.hcpc-uk.org/cpd](http://www.hcpc-uk.org/cpd)

The Health and Care Professions Council  
114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000

Download

Our core CPD requirements and guidance for registrants: [www.hcpc-uk.org/cpd](http://www.hcpc-uk.org/cpd)

# #CPDWeek2026

[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

# How you can promote CPD Week

Help us spread the word and highlight the value of continuing professional development by promoting CPD Week 2026. More ways to get involved (before the Week, during it and afterwards), are on our website: [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week).

## 1 Before the week

### Let your network know you're taking part

Share a social media post with your network to raise awareness and help others take the opportunity. You can use the shareable assets in this pack.

### Mention CPD Week to your team

Let your team know about CPD Week in advance - you could ask for ideas about what they'd like to do, or let them know you'll plan in a little time in for a group discussion, team activity or personal reflection.

### Encourage colleagues to get involved

Highlight CPD Week to the wider team at your workplace by posting on a staff noticeboard, intranet or circulating an email - you might find others to collaborate with.

### Sign up for an online learning session

We're hosting five online learning sessions during the week. Why not come along to one? Share the details with your network and you might inspire others.

### Use our printable poster

Print out our handy poster (you'll find it in this pack) and put it up as an easy way of raising awareness in the workplace.

## 2 During the week

### Share a reflection or learning on social media using the hashtag #CPDWeek2026

Post a short insight or takeaway to inspire others and contribute to the wider conversation about effective CPD.

### Promote examples of CPD in your workplace

Showcase good practice or team culture via email or on social media. You could highlight an innovative learning activity, a good discussion or a professional achievement.

### Invite colleagues to have a structured discussion about CPD or their development

Organise a team conversation or reflective session to explore CPD needs, challenges or successes - use our [CPD conversation guide](#) to help.

### Share a social media post from the HCPC

A share goes a long way. During the week we'll be posting our top resources and promoting others' tips on social media. Help us to get the message out by re-sharing on your channels.

### Use a Microsoft Teams background or signature

If you're office-based, spread the word through your Teams background or email signature. You'll find links to download in this pack.

## 3 After the week

### Like and re-share our wrap-up content

We'll be sending this out after the week. Keep an eye out!



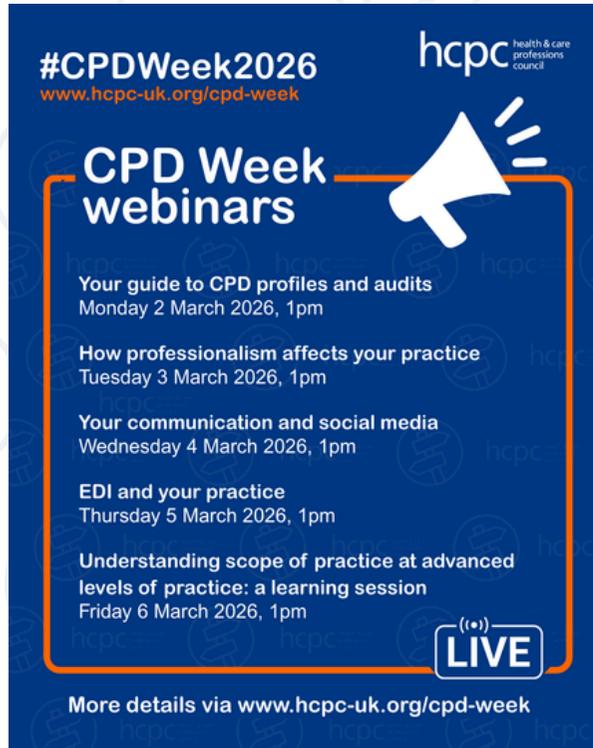
- ✓ Sample social media posts
- ✓ Shareable graphics
- ✓ Printable poster
- ✓ Microsoft Teams backgrounds
- ✓ Email signatures

**Promotional  
material and  
downloads**



# Sample social media post

Share this post in advance of CPD Week, to tell others what you've signed up for.



#CPDWeek2026  
www.hcpc-uk.org/cpd-week

hcpc health & care professions council

## CPD Week webinars

**Your guide to CPD profiles and audits**  
Monday 2 March 2026, 1pm

**How professionalism affects your practice**  
Tuesday 3 March 2026, 1pm

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Wednesday 4 March 2026, 1pm

**EDI and your practice**  
Thursday 5 March 2026, 1pm

**Understanding scope of practice at advanced levels of practice: a learning session**  
Friday 6 March 2026, 1pm

LIVE

More details via [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

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### Example copy

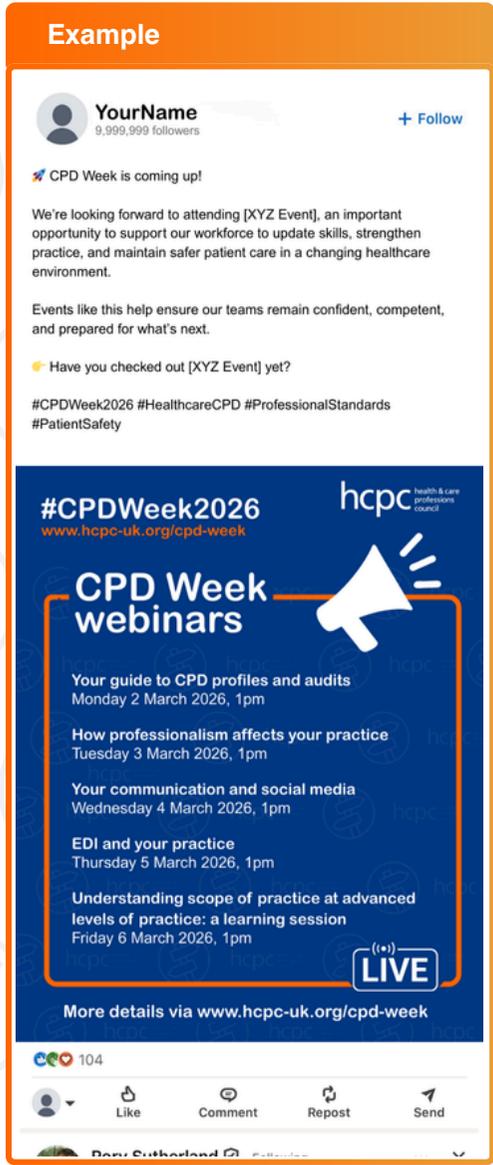
🚀 *CPD Week is coming up!*

*We're looking forward to attending [XYZ Event], an important opportunity to support our workforce to update skills, strengthen practice, and maintain safer patient care in a changing healthcare environment.*

*Events like this help ensure our teams remain confident, competent, and prepared for what's next.*

👉 *Have you checked out [XYZ Event] yet?*

#CPDWeek2026 #HealthcareCPD #ProfessionalStandards #PatientSafety



### Example

**YourName**  
9,999,999 followers + Follow

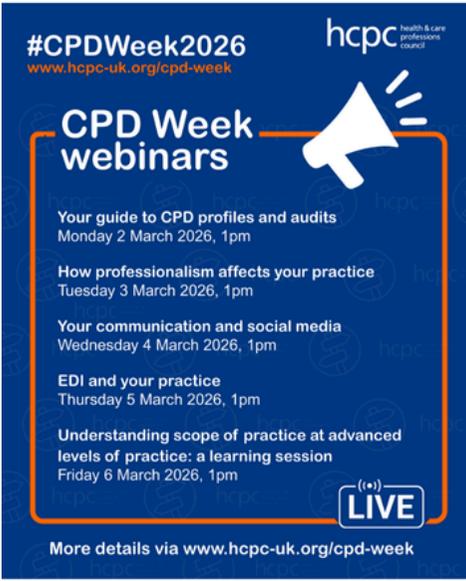
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#CPDWeek2026  
www.hcpc-uk.org/cpd-week

hcpc health & care professions council

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LIVE

More details via [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

👍❤️ 104

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👤 Roy Sutherland

# #CPDWeek2026

[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)



## Sample social media post

Share this post during CPD Week to highlight a top tip or idea that could help others.



Download

### Example copy

▶ *Our top #CPD tip: Learn on the job. Reflect every day.*

*After training or an in-service session, encourage teams to try one small change in practice and reflect on the outcome.*

*What worked? What didn't? What could be done differently next time?  
CPD isn't just courses, it's learning in action, reflection, and continuous improvement that supports safer patient care.*

*What's your top CPD tip?*

*#CPDWeek2026 #HealthcareCPD  
#ReflectivePractice #SaferPractice  
#SmallChange*

### Example



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After training or an in-service session, encourage teams to try one small change in practice and reflect on the outcome.

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What's your top CPD tip?

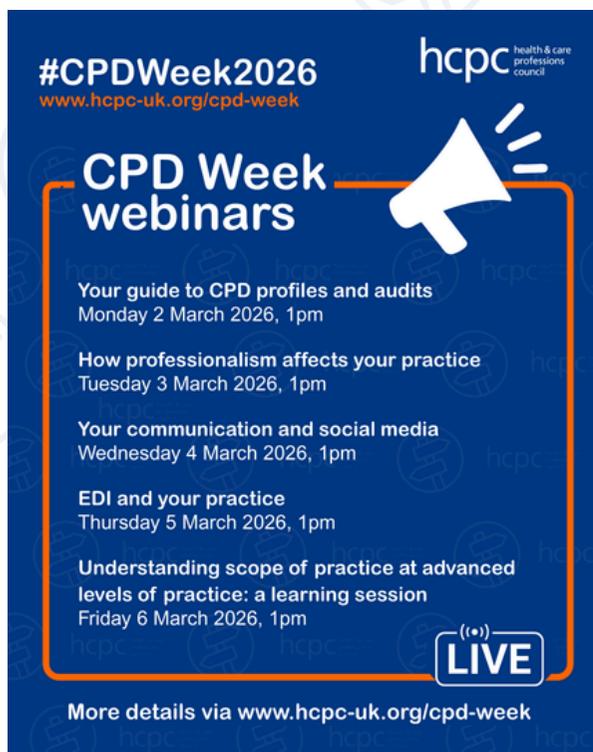
#CPDWeek2026 #HealthcareCPD #ReflectivePractice #SaferPractice #SmallChange



#CPDWeek2026  
www.hcpc-uk.org/cpd-week

## Sample social media post

Share this post if you attend an online learning session to share your insight with others.



**#CPDWeek2026**  
[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

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**LIVE**

More details via [www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

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### Example copy

*As part of CPD Week, our team attended [XYZ Event], reinforcing the role CPD plays in maintaining safe, effective, and high-quality care.*

*Key learning focused on:*

- *Keeping skills and knowledge aligned with current guidance*
- *Strengthening decision-making and reflective practice*
- *Preparing the workforce for emerging healthcare challenges*

*Investing in CPD supports safer practice today and a more resilient workforce for the future.*

**#CPDWeek2026 #HealthcareCPD  
#ProfessionalStandards #PatientSafety**

### Example

 **YourName**  
9,999,999 followers [+ Follow](#)

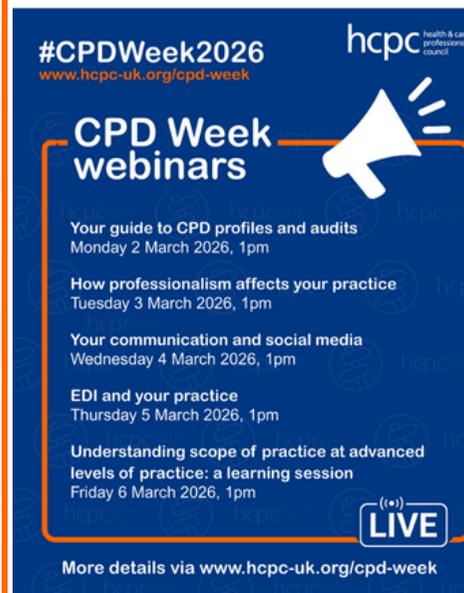
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Investing in CPD supports safer practice today and a more resilient workforce for the future.

**#CPDWeek2026 #HealthcareCPD #ProfessionalStandards  
#PatientSafety**



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**#CPDWeek2026**  
[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

## Shareable graphics

Use these graphics on any social media post relating to #CPDWeek.



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# CPD Week 2026

2-6 March 2026  #CPDWeek2026

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# CPD Week 2026

2-6 March 2026  #CPDWeek2026

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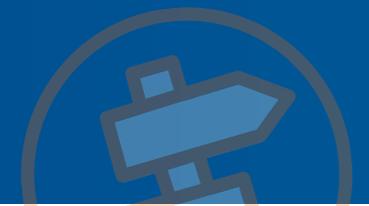
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# CPD Week 2026

2-6 March 2026  #CPDWeek2026

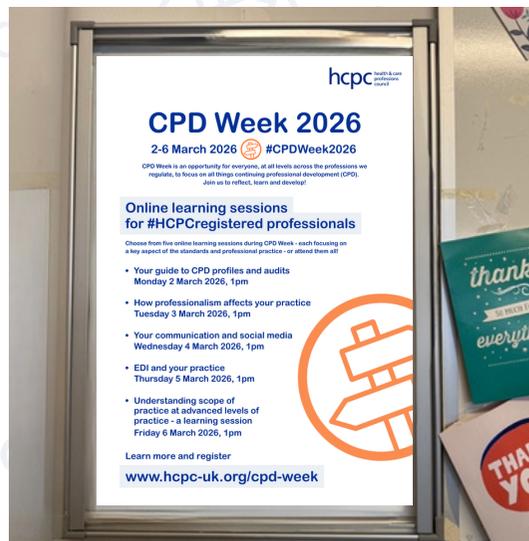
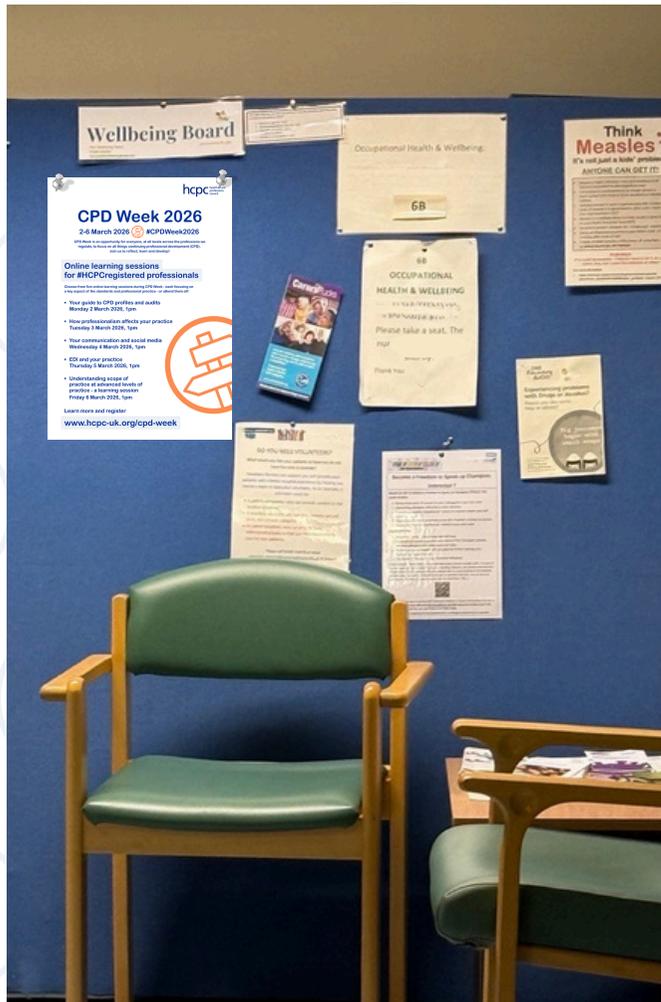
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#CPDWeek2026  
[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)



# Printable poster

Download, save and print this poster - you could put it on a wall or noticeboard at work.



**hpc** health & care professions council

## CPD Week 2026

**2-6 March 2026** **#CPDWeek2026**

CPD Week is an opportunity for everyone, at all levels across the professions we regulate, to focus on all things continuing professional development (CPD).  
Join us to reflect, learn and develop!

### Online learning sessions for #HCPregistered professionals

Choose from five online learning sessions during CPD Week - each focusing on a key aspect of the standards and professional practice - or attend them all!

- Your guide to CPD profiles and audits  
Monday 2 March 2026, 1pm
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- Your communication and social media  
Wednesday 4 March 2026, 1pm
- EDI and your practice  
Thursday 5 March 2026, 1pm
- Understanding scope of practice at advanced levels of practice - a learning session  
Friday 6 March 2026, 1pm

Learn more and register  
[www.hpc-uk.org/cpd-week](http://www.hpc-uk.org/cpd-week)

[Download](#)

#CPDWeek2026

www.hpc-uk.org/cpd-week

# Microsoft Teams backgrounds

Download a Microsoft Teams background and add it to your calls during CPD Week.



Download

Download

Download



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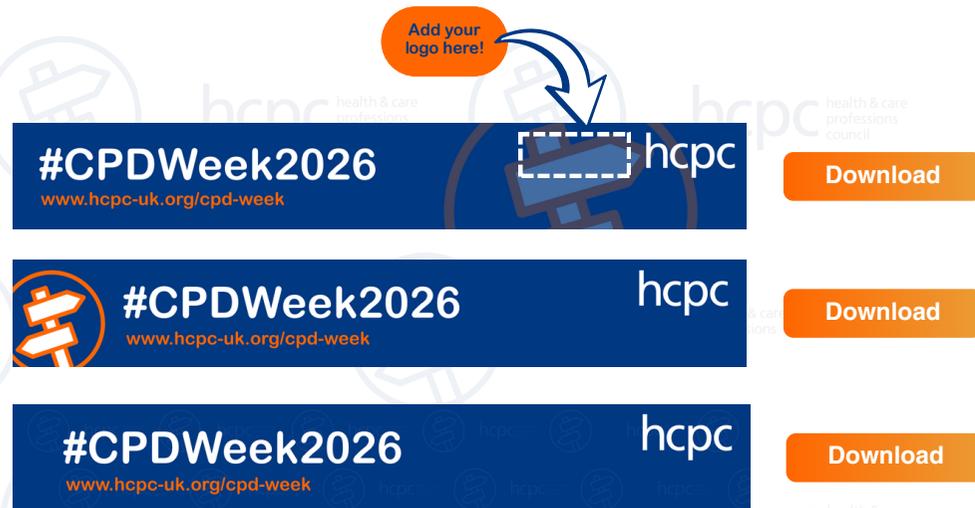
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www.hcpc-uk.org/cpd-week



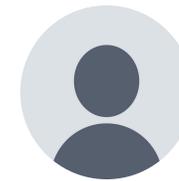
## Email signatures

Download an email signature, add your organisation's logo if you wish, and save it to your email signature format to use during CPD Week.

**Add your logo here!**



The diagram shows three email signature options, each with a 'Download' button. The first signature is a dark blue bar with the text '#CPDWeek2026' in white, the URL 'www.hcpc-uk.org/cpd-week' in orange, and the 'hcpc' logo in white. A dashed white box is overlaid on the 'hcpc' logo, with an orange callout bubble containing the text 'Add your logo here!' and a blue arrow pointing to the box. The second signature is a dark blue bar with the 'hcpc' logo on the left, '#CPDWeek2026' in white, the URL 'www.hcpc-uk.org/cpd-week' in orange, and the 'hcpc' logo on the right. The third signature is a dark blue bar with '#CPDWeek2026' in white, the URL 'www.hcpc-uk.org/cpd-week' in orange, and the 'hcpc' logo on the right.



**Your Name**  
**Example role**  
**Example Company**

T: +45 87 67 61 002  
E: y.name@example.com  
www.example.com

Address example, Address, Address

**#CPDWeek2026**  COLLEGE OF paramedics **hcpc**  
[www.hcpc-uk.org/cpd-week](http://www.hcpc-uk.org/cpd-week)

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## Frequently Asked Questions

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### **Do I need to register for CPD Week?**

No, you do not need to register to take part in CPD Week. (However, you do need to sign up for the individual online learning sessions, so we can provide joining instructions.)

### **Where do I attend CPD Week?**

There is no 'location': CPD Week takes place anywhere and everywhere! Joining an activity or conversation in person or online means you're part of it.

### **Who is CPD Week for?**

CPD Week is a chance for everyone to focus on their CPD, whether you're a HCPC-registered professional, manager, employer, professional body representative or member of the public.

### **Is there a theme for CPD Week 2026?**

No, there is no theme for CPD Week 2026. Instead, we encourage participants to spend time considering what CPD means, reflecting on their development and sharing insights with others.

### **Which activities do I need to do?**

There are no mandatory activities for CPD Week. We encourage you to consider on your own development and choose activities that will best support it.

### **Can I use CPD Week activities as part of my CPD record?**

Yes. Participation in sessions, reflective discussions, reading materials and learning can all be CPD. You'll need to reflect on what you learned and how it supports your practice, in line with the CPD requirements.

### **How many CPD points is CPD Week worth?**

We don't ask registrants to submit CPD points, so we don't assign them for our activities. Instead, you're encouraged to reflect on what you learn from each activity you undertake.

### **How do I get my attendance certificate?**

We don't ask registrants to submit attendance certificates, so we don't supply them for our activities. Instead, you're encouraged to reflect on what you learned from each activity you undertake.

### **Do I need to register for the online learning sessions in advance?**

Yes - that's how we can send you joining instructions. You can sign up on the [CPD Week page](#).

### **Will the online learning sessions be recorded?**

Yes, all the sessions will be recorded. They'll be available on our website after CPD Week, so you can catch up at a time that suits you.





# Get in touch

Please feel free to get in touch if you have any questions, suggestions or ideas about how to make the most of CPD Week, and help support health and care professionals across the sector.



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