Standards of proficiency

**Employer checklist**

This checklist is designed to help employers review their implementation of the HCPC’s updated standards of proficiency within their workplace.

Working through these items will help you establish the areas in which you have already supported your employees to meet the changes. If there is further work to be done, the remaining steps can form the basis of a plan.

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| 1 | Review the updated standards and HCPC resources:* + [Updated standards (and summary tables) for each profession](https://www.hcpc-uk.org/standards/standards-of-proficiency/reviewing-the-standards-of-proficiency/download-the-revised-standards-of-proficiency/)
	+ [Key changes in the standards for all professions](https://www.hcpc-uk.org/updated-sop)
	+ [Helpful resources](https://www.hcpc-uk.org/updated-sop/resources)
 | □ |
| 2 | Initial team discussion about the updated standards of proficiency coming into effect on 1 September 2023 | □ |
| 3 | Make ‘HCPC update’ a standing item on the agenda at team meetings | □ |
| 4 | Signpost team members to the [standards for their professions](https://www.hcpc-uk.org/standards/standards-of-proficiency/reviewing-the-standards-of-proficiency/download-the-revised-standards-of-proficiency/), information on the [key changes](https://www.hcpc-uk.org/updated-sop) and [resources](https://www.hcpc-uk.org/updated-sop/resources) | □ |
| 5 | Ask one or more of my HCPC-registered staff members to present the updates to the rest of the team | □ |
| 6 | Ask HCPC-registered team members to undertake a gap analysis (they can use [HCPC gap analysis tool](https://www.hcpc-uk.org/gap-analysis-tool)) | □ |
| 7 | Discuss the results of the gap analysis with each team member, including their suggestions for learning and development, and help them to begin forming a personal development plan | □ |