

Education and Training Committee

Meeting Date	10 September 2025
Title	Competency Framework for Continuing Professional Development (CPD) Assessors
Author(s)	Natalie Berrie, Registration Manager
Executive Sponsor	Andrew Smith, Executive Director of Education, Registration & Regulatory Standards
Executive Summary <p>The HCPC use partners in a number of roles, ranging from fitness to practise panel members to assessors for international applications to join our register.</p> <p>We also use partners (CPD assessors) to assess CPD profiles submitted by registrants when they renew their registration.</p> <p>For our partner roles we have competency frameworks in place – which we use during recruitment.</p> <p>We are about to begin recruitment of partners for CPD assessor roles and Education and Training Committee (ETC) approval of the competency framework is required before we can commence with the CPD assessor recruitment campaign.</p>	
Action required	The Committee is asked to consider and approve the proposal or recommendation.
Previous consideration	<p>The CPD assessor competency framework has been reviewed and agreed by:</p> <p>Richard Houghton, Head of Registration David Fell, Operational Manager - UK Registration & Contact Centre Uta Pollmann, Partner Project Lead</p>
Next steps	Publish CPD Competency Framework and plan CPD assessor recruitment.

Financial and resource implications	None - partner recruitment is part of the 2025-26 budget.
Associated strategic priority/priorities	Continuously improve and innovate Build a resilient, healthy, capable and sustainable organisation
Associated strategic risk(s)	We are unable to effectively build trust, engage with and influence our stakeholders, reducing our ability to understand their perspectives and regulate effectively
Risk appetite	People - open
Communication and engagement	Engaged with international registration managers, as their assessors do similar work and reviewed and discussed the competency framework they already have in place. The CPD assessor competency framework has been reviewed and agreed by: Richard Houghton, Head of Registration David Fell – Operational Manager, UK Registration & Contact Centre Uta Pollmann, Partner Project Lead
Equality, diversity and inclusion (EDI) impact and Welsh language standards	Not applicable
Other impact assessments	Not applicable
Reason for consideration in the private session of the meeting (if applicable)	Not applicable

Health and Care Professions Council

Competency Framework for Continuing Professional Development (CPD) Assessors

Introduction

Competency	CPD assessors
Analytical ability	<ul style="list-style-type: none">• Ability to grasp the detail of a wide range of issues in order to make informed and sound decisions• Assimilates, recalls and analyses information to identify issues and shortfalls in CPD standards being met.
Interpersonal skills	<ul style="list-style-type: none">• Treats people with respect, sensitivity and in a fair manner without discrimination• Values and promotes equality and diversity, ensures that the requirements of those with differing needs are properly met and challenges inappropriate comments and/or actions• Recognises and deals appropriately with actual or potential conflicts of interest.
Decision making and sound judgement	<ul style="list-style-type: none">• Exercises sound judgement and common sense• Acts fairly and non-biased• Demonstrates integrity and independence of mind• Considers a wide range of issues in order to make informed and sound decisions.• Explains and justifies decisions and promote HCPC interests to all stakeholders concerned.
Communication skills	<ul style="list-style-type: none">• Adopts a clear and succinct oral and written communication style• Seeks clarification where necessary.

	<ul style="list-style-type: none"> • IT literate.
Collaboration	<ul style="list-style-type: none"> • Works constructively with others and encourages co-operation and collaboration • Supports networking • Consults with a broad range of stakeholders. • Responds well to and learns from feedback, • Honors commitments and respects agreed deadlines.
Specific Knowledge and Skills	<ul style="list-style-type: none"> • Encourages accountability to the public and professions • Engages in current professional or academic practise and is aware of HCPC / CPD standards, including updates to standards • Ability to or experience of working with clients/stakeholders that cover the broad scope of practices that may be encountered within the profession in which you practice • Advices on matters of professional practise • Understands of the importance of upholding public interest in all that the HCPC undertakes • Devotes time and commitment to support the development of the Health and Care Professions Council • Commits to the Seven Principles of Public Life.