

Standards of proficiency mapping document guidance

To be sure you can practise safely and effectively, we need to know that you're able to meet all the standards of proficiency for your profession.

The standards of proficiency mapping document tells us where to look for evidence that you can meet the standards. The document will also help you consider whether you meet each standard of proficiency.

When you've filled out your document, you'll need to upload it to the relevant section of the online application form.

Please read the information below before uploading your document. If it isn't complete or we can't follow it, we'll need to ask you to submit a new one, which will significantly delay your application.

The mapping document is profession-specific. ***Please ensure that you download the correct document for your profession.***

Download the **templates** here - <https://www.hcpc-uk.org/registration/getting-on-the-register/international-applications/documents/sops-mapping/#download-sops-mapping-template>

More information about filling in the application form can be found on our website: www.hcpc-uk.org/international

What we're looking for

Your mapping document must clearly show:

- That you have addressed all areas of the standards
- Which aspects of your career (qualifications, further education and training, professional experience) demonstrate comparability to the standards
- Where in your application this is evidenced

You mapping document must not:

- Include the evidence itself, such as personal statements or reflections. The mapping document is a signpost to evidence found elsewhere in your application. Any additional information will not be assessed and we will ask you to remove it.
- Have gaps in relation to one or more standards. You should address each standard with references to evidence found elsewhere in your application. If you are not able to provide a reference, it may be because you don't meet the standards.

The document should be completed in size 12 Arial font.

How to complete the mapping document

To complete the document, you'll need to go through each standard on the list and state which aspects of your career (qualifications, further education and training, professional experience) allow you to meet it, indicating precisely where we can see this in your application.

First, check the relevant box to show which aspects of your career allow you to meet the standard. Then, add a reference to a specific part of your application. Information on which sections and content to reference is below.

(For more information on how to format your reference, see '**How to reference your evidence**' below.)

Primary qualifications

- Reference specific areas of your **course information form** - <https://www.hcpc-uk.org/registration/getting-on-the-register/international-applications/documents/course-information-form/> .
- Identify your qualification and the specific courses or modules that are relevant to the standard.
- Identify specific learning outcomes and course content using clear reference points. Reference the document names and page numbers where your evidence can be found.

Further education and training

- Reference the items from your '**Your qualification**' section of your online application - <https://www.hcpc-uk.org/registration/getting-on-the-register/international-applications/how-to-apply/your-qualification/> .
- State any relevant learning from your qualifications or training that relates to the standard.
- Give the qualification name or training role, the name of the course or module or role, the delivery organisation.
- Where relevant, give details of any supporting documentation (from your professional experience statement or another supporting document) including the title, page numbers and reference point (for example paragraphs or bullet points).

Professional experience

- Reference specific roles in your '**Professional experience**' section of your online application - <https://www.hcpc-uk.org/registration/getting-on-the-register/international-applications/how-to-apply/professional-experience/> .
- Give the position you held and the name of the employer organisation.
- Identify the areas that relate to the specific standard, such as services you provided, service users you engaged or treatments you used. Reference the supporting documentation (from your professional experience statement or another supporting document) where your evidence can be found, including the title, page numbers and reference points (for example paragraphs or bullet points).

How to reference your evidence

Below are examples of evidence we use to assess international applications and our recommended format for referencing them. The tables below explain each part of the reference.

Primary qualification

When signposting to evidence regarding your primary qualification, you should reference specific areas of your **course information form** - <https://www.hcpc-uk.org/registration/getting-on-the-register/international-applications/documents/course-information-form/>.

You should identify specific learnings from your primary qualification that are relevant to specific standards. We recommend using the format below.

- CIF (Course Information Form): BSc (Hons) Physiotherapy
 - Physiotherapy Anatomy 1 (ANAT101), page 6-7, LO 1-3, CC paragraphs 4-7
 - Psychology for Allied Health (ALHT106), page 9, LO 4, CC section 2, points 1-4

Location	Qualification	Course and module name, code reference	Page numbers	Learning outcomes (LO)	Course content (CC) reference
CIF (Course information form)	BSc (Hons) Physiotherapy	Physiotherapy Anatomy 1, (ANAT101)	page 6-7	LO 1-3	CC paragraphs 4-7
		Psychology for Allied Health (ALHT106)	page 9	LO 4	CC section 2, points 1-4

Further qualifications and training

When signposting to evidence regarding your further qualifications and training, you should reference the items from your 'Your qualification' section.

State any relevant learning from your further qualifications or training that relates to specific standards. Examples of our recommended format are below.

- Clinical laboratory internship, Institute for Medical Education, Course portfolio, page 22, rows 12-15
- Licence to practice, Institute for Psychological Practice, Supporting statement, paragraphs 1-5

- Occupational proficiency certificate, Mountain College, Logbook, pages 12-17

Qualification, role or course	Delivery organisation	Supporting document	Pages and reference point
Clinical laboratory internship	Institute for Medical Education	Course portfolio	Page 22, rows 12-15
Licence to practise	Institute for Psychological Practice	Supporting statement	Paragraphs 1-5
Occupational proficiency certificate	Mountain College	Logbook	Pages 12-1

Professional experience

When signposting to evidence regarding your professional experience, you should reference specific roles from your 'Professional experience' section.

Identify the areas that relate to specific standards, such as services you provided, service users you engaged or treatments you used. We recommend using the format below.

- Speech and language therapist, Ability Action, Letter of Reference, paragraphs 1-2
- Clinical Audiologist, Bay Audio, Section 3 statement, bullets 5-9
- Podiatrist, Feet Forever, CPD log, pages 13-15

Position	Employer organisation	Document	Pages or reference point
Speech and Language Therapist	Ability Action	Letter of Reference	Paragraphs 1-2
Clinical Audiologist	Bay Audio	Section 3 statement, bullets 5-9	
Podiatrist	Feet Forever	CPD log, pages 13-15	

Example mapping

Please note: This example is provided for illustrative purposes only.

	Standard of proficiency	Aspects of your career relevant to demonstrating comparability to the standard	Where in your application evidence is found that demonstrates comparability to this standard
1	Identify the limits of their practice and when to seek advice or refer to another professional or service	☒ Primary qualifications ☐ Further education and training ☐ Professional experience	CIF: BSc (Hons) Physiotherapy - Anatomy 1 (ANAT101), page 6-7, LO 1-3, CC paragraphs 4-7 - Psychology for Allied Health (ALHT106, page 9, LO 4, CC section 2, points 1-4)
2	Recognise the need to manage their own workload and resources safely and effectively, including managing the emotional burden that comes with working in a pressured environment	☐ Primary qualifications ☒ Further education and training ☒ Professional experience	- Occupational proficiency certificate, Mountain College, Clinical logbook, pages 12-17 - Clinical Audiologist, Bay Audio, Section 3 statement, bullets 5-9