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Information for registrants

# Continuing professional development and your registration

# Contents

## **Section 1 – Introduction 3**

About this document 3

About us 3

## **Section 2 – Summary 4**

CPD and registration 4

Meeting the CPD standards 4

If you are audited 4

## **Section 3 – About the CPD standards 5**

What is CPD? 5

CPD standards 5

A flexible approach based on outcomes 5

The role of employers 5

CPD and fitness to practise 6

## **Section 4 – Meeting the standards 7**

The standards in more detail 7

CPD schemes 9

## **Section 5 – The audit process 11**

The audit process in summary 11

The audit process in more detail 12

## **Section 6 – Putting your CPD profile together 15**

The profile in summary 15

Writing your statement 15

Supporting evidence 15

## **Section 7 – More information 17**

## **Glossary 18**

## **Appendix 1: Examples of CPD activities 19**

## **Appendix 2: Examples of evidence 20**

## **Appendix 3: Assessment criteria 21**

# Introduction

## About this document

We have written this document to provide information and guidance to registrants about our requirements for continuing professional development (CPD).

All registrants must meet our standards for continuing professional development. We carry out audits every time a profession renews its registration to make sure that our standards are being met.

## How this document is structured

- Section one provides information about the HCPC.
- Section two provides a summary of our requirements for registrants.
- Section three explains more about the CPD standards and why we have them.
- Section four explains how you can meet the CPD standards.
- Section five explains what happens if you are audited.
- Section six provides guidance about completing a CPD profile.
- Section seven gives contact details for more information.

## Language

Throughout this document:

- ‘health and care professional’ or ‘registrant’ refers to a professional on our Register;
- ‘service user’ refers to anyone who uses or is affected by a registrant’s practice;
- ‘the standards’ refers to the CPD standards;
- ‘we’ or ‘us’ refers to the Health and Care Professions Council (HCPC); and
- ‘you’ or ‘your’ refers to a registrant.

## About us

We are a regulator and were set up to protect the public. To do this, we keep a register of professionals who meet our standards for their professional skills and behaviour. Individuals on our register are called ‘registrants’.

We currently regulate 16 professions:

- Arts therapists
- Biomedical scientists
- Chiropodists / podiatrists
- Clinical scientists
- Dietitians
- Hearing aid dispensers
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner psychologists
- Prosthetists / orthotists
- Radiographers
- Social workers in England
- Speech and language therapist

# Section 2 – Summary

This section summarises our requirements for registrants.

## CPD and registration

- CPD is the way in which you continue to learn and develop throughout your career so you keep your skills and knowledge up to date and are able to practise safely and effectively.
- CPD is not only formal courses but any activity from which you learn and develop.
- CPD is a requirement of your registration, so you need to meet our CPD standards to stay registered.

## Meeting the CPD standards

You need to do the following.

- Carry out regular CPD and keep a record of what you do in the way that is most convenient for you.
- Carry out different kinds of learning activities.
- 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 at every renewal.

## If you are audited

You will only form part of the sample picked for audit if you have been registered for two years or more. If you are picked for audit, you need to do the following.

- Renew your registration by completing the professional declarations and paying the registration fee (as you normally would).

- Complete a CPD profile explaining how you have met the CPD standards and send it to us by the deadline.
- Provide supporting evidence with your CPD profile to show us that you have carried out CPD which meets the standards. Don't forget to include a dated list of all the activities you have carried out since you last renewed your registration. Explain any gaps in your CPD of three or more consecutive months.

# Section 3 – About the CPD standards

This section provides more information about the CPD standards and why we have them.

## What is CPD?

CPD is the way in which registrants continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to practise safely and effectively.

CPD is not just formal courses. A CPD activity is any activity from which you learn and develop. This might include the following.

- **Work-based learning.** For example, reflecting on experiences at work, considering feedback from service users or being a member of a committee.
- **Professional activity.** For example, being involved in a professional body or giving a presentation at a conference.
- **Formal education.** For example, going on formal courses or carrying out research.
- **Self-directed learning.** For example, reading articles or books.

We have provided a longer list of possible CPD activities in appendix 1. It is not a full list and there may be other activities not listed that still help you to learn and develop and which can be part of your CPD.

## CPD standards

CPD is linked to registration, so you need to meet our CPD standards to stay registered. There are five CPD standards.

A registrant must:

1. maintain a continuous, up-to-date and accurate record of their CPD activities;
2. demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;

3. seek to ensure that their CPD has contributed to the quality of their practice and service delivery;
4. seek to ensure that their CPD benefits the service user; and
5. upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the Standards for CPD.

In section four we explain what you need to do to meet each standard.

## A flexible approach based on outcomes

We have developed our approach to CPD to be flexible enough to take account of the range of different health and care professionals registered with us, different working roles and learning needs and variation in registrants' access to certain types of CPD.

We do not set a number of hours or points that you have to complete and we do not 'approve' or 'endorse' any CPD activities. Instead we want you to identify your development needs and choose appropriate activities to help you meet them. We are much more interested in the outcomes of your learning and how this has benefited your practice and the service users you work with.

This means that you can plan your CPD based on the kinds of activities that are most relevant to you and your practice.

## The role of employers

We regulate individual health and care professionals and do not have any role in regulating employers. So, the CPD standards are a personal responsibility that all registrants have to meet to stay registered with us.

However, responsible employers will want to encourage the learning and development of their employees to make sure employees stay

on the Register. We communicate regularly with employers to make sure that they are aware of the standards and what they mean for their employees.

### **CPD and fitness to practise**

CPD is linked to registration and we can remove you from the Register if you do not meet our CPD standards.

We have a separate process (our fitness to practise process) for dealing with concerns about the conduct and competence of our registrants.

Although there is no direct link to the fitness to practise process, our standards for CPD are all about making sure you continue to learn and develop so that you can stay fit to practise and improve your practice for the benefit of your service users.

# Section 4 – Meeting the standards

This section provides more information about how you can meet the standards. There is more information about the audits in section five.

## The standards in more detail

We have taken each standard below and explained what it means.

### **Standard 1: A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities**

#### **What the standard means**

- You need to carry out regular CPD activities – you can find examples of these in appendix 1.
- You need to keep a record of what you do in whatever way is most convenient for you.
- You need to add to your record on an ongoing basis. If you are audited, we will be interested in what you have done over the previous two years (the length of each registration cycle).
- Your record needs to be a true reflection of the activities that you have carried out.

#### **Keeping your record**

We do not ask for a set format for recording your CPD. You might choose to keep a binder or folder including documents such as certificates and notes that you have kept relating to your CPD, or you might keep this record electronically. You might follow a format provided by your professional body or by your employer. Please make sure that you can access your record – for example, in case you leave your employer.

This is your personal record. We will not ask to see a complete copy, but if you were audited, we would ask you to give us details of the activities you have completed over the previous two years and send us

some supporting evidence. So keeping a good record will mean that you can do this easily. You can find examples of the types of evidence you might want to keep in appendix 2.

### **Standard 2: A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice**

#### **What the standard means**

- Your CPD must include a mixture of different types of learning.
- Your CPD must relate to your registration and practice as a health and care professional.

#### **Mixture of activities**

Your CPD must include a mixture of different types of learning. This means that you need to carry out at least two different types of learning activity. In practice, most registrants will carry out many different types of learning while registered with us. We have provided a longer list of possible CPD activities in appendix 1.

If you were audited and had only carried out one type of learning – for example, if you had only read professional journals but had not carried out any other kind of learning – you would not meet this standard.

#### **Your practice**

Your CPD must be relevant to your current or future practice. This means that your CPD should be related in some way to your registration as a health and care professional.

Your CPD will be relevant to your practice so will be individual to you. For example, if you are managing a team, some of your CPD might be based around your skills as a manager. If you work in private practice, some of your CPD might be about the skills you need to run a successful practice.

Your CPD can also support your career development. So some or all of your CPD might be about preparing you for a future role.

If you have an annotation on the Register (for example, in prescribing), we would particularly encourage you to consider whether you need to complete some CPD activities to keep up to date in this area of practice.

You are able to make your own decisions about the CPD that is most beneficial to you, your practice and your future career ambitions.

### **Interactive activities**

There is some developing evidence that suggests that the most effective learning activities are often those that are ‘interactive’ and which encourage ‘self-reflection’. For example, ‘peer discussion’ is a term used to describe opportunities to discuss practice issues with groups of professional colleagues. Although this is not a specific requirement, we would encourage you to look for opportunities to learn and reflect on your practice with others.

### **Standard 3: A registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery**

#### **What the Standard means**

- You should aim for your CPD to improve the way you work.
- If you were audited, we would ask you to tell us about some of the activities you have carried out, what you learnt and how this has improved your practice.

#### **Quality of practice and service delivery**

Your CPD should lead to you making changes to how you work which improves the service that you provide.

You do not necessarily have to make drastic changes to how you work. Some CPD activities might mean that you continue to

work as you did before, but that you are more confident that you are working effectively. Others might help you gain new or improved skills or help you to make changes to working practices.

#### **‘Seek to ensure’**

We use the term ‘seek to ensure’ in standard 3 because there may be some instances where the CPD activity you carried out to improve your practice is not as effective as you thought it would be. You cannot always anticipate the actual benefits of CPD activity. The important thing is to consider why the activity was not as helpful as you thought it would be, and how you might do things differently in future. As long as you can explain this if asked, you will still meet this standard.

### **Standard 4: A registrant must seek to ensure that their CPD benefits the service user**

#### **What the standard means**

- You should aim for your CPD to benefit your service users.
- If you were audited, we would ask you to tell us about some of the activities you have carried out, what you learnt and how this has benefited your service users.

#### **Benefits the service user**

For the purposes of this standard, we define a ‘service user’ as anyone who uses your services or is affected by your work.

Who your service users are will depend on how and where you work. For example:

- if you are in ‘front line’ or laboratory-based practice, your service users might include patients, clients, carers, other professionals and others you provide services to;



- if you work in education, your service users might include your students; and
- if you are a manager, your service users might include the team that you manage.

The above is not a full list, so you will need to think about who your service users are.

Your CPD should lead to benefits for your service users. These benefits do not need to be radical and in many cases may simply be a result of improvements you have made to your practice. For example, a CPD activity has improved your practice because you have gained new skills, and as a result you are able to provide a better service to your service users. This standard is asking you to think about how your CPD has benefited those who you work with and who are affected by your practice.

### **‘Seek to ensure’**

We use the phrase ‘seek to ensure’ in standard 4 because you might carry out a CPD activity to provide benefits to service users, but find that it is not as helpful as you had expected. As long as you think about why the activity was not useful and what you might do in future instead, and can explain this if asked, you will still meet this standard.

### **Third-party feedback**

Asking for, receiving and reflecting on feedback from service users and peers can help improve practice and help to identify future learning needs.

Although this is not a specific requirement, we would encourage you to ask for and reflect on feedback from service users and others if you are able to. This feedback can also be a useful piece of evidence to support the fact that you have met standard four (see section six).

### **Standard 5: A registrant must, upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the Standards for CPD**

#### **What the standard means**

- You only need to meet this standard if you are one of the registrants picked as part of a random sample for audit.
- You need to take part in the audit by sending us a CPD profile containing information and evidence about how you have met the standards.
- The CPD profile must be your own work.

We explain more about taking part in an audit and completing a CPD profile in sections five and six.

#### **Your own work**

If you are audited, the CPD profile must be your own work. A profile which was written by someone else, or included text from profiles produced by others, would not meet this standard.

If we suspect that a CPD profile is not your own work but, for example, includes plagiarised material, we would stop the assessment process and investigate this under our fitness to practise process.

This does not mean that you cannot ask a colleague for help and we would encourage you to discuss your CPD audit with your colleagues if you feel you need help.

#### **CPD schemes**

As our standards are based on outcomes, there are lots of different ways in which you might meet them.

You could meet our requirements by choosing to take part in a scheme run by your professional body, your employer or any other

organisation. Most CPD schemes will give you the opportunity to meet our standards and offer a useful way of structuring and recording your CPD activities.

As we do not approve any CPD schemes, you still need to make sure that you are content that taking part in a scheme will allow you to meet our standards. If you were audited, you would draw on the different activities that you had completed as part of the scheme to demonstrate how you have met our standards.

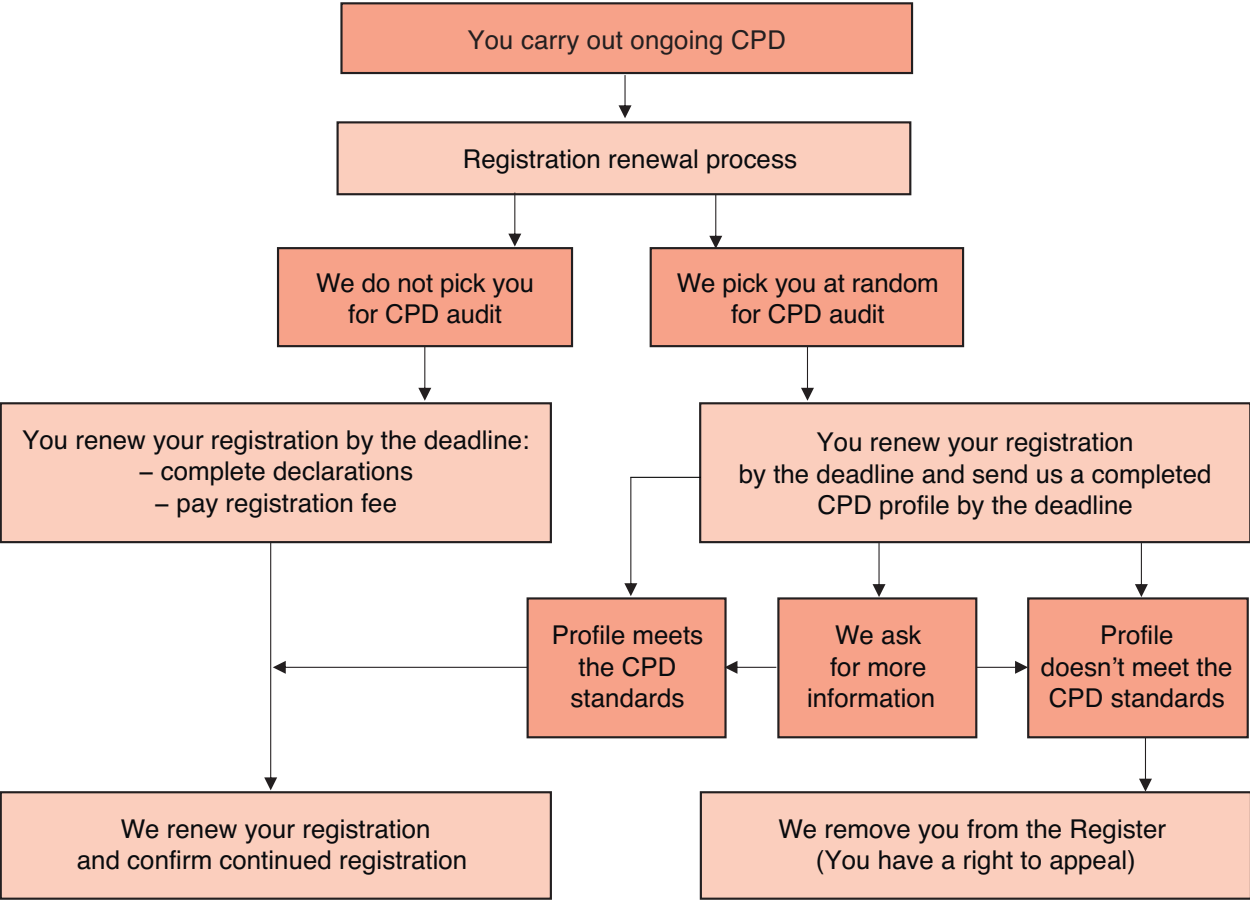
Our CPD standards are also complementary to CPD frameworks which are sometimes published by service providers or by professional bodies and which link learning and development to career development and progression.

# Section 5 – The audit process

This section explains more about the audit process. If we pick you as part of the random sample for audit, we will send you information about exactly what you need to do.

## The audit process in summary

The following is a simple summary of the audit process.



## The audit process in more detail

### Selection for audit

Each profession renews its registration every two years. When you renew your registration, we ask you to complete a declaration to confirm that you have met our standards, including the standards for CPD.

We audit a random sample of 2.5 per cent of registrants in each profession at every renewal and ask these individuals to send us information and evidence that they have met the CPD standards. We review this percentage regularly and we may change it in the future.

We will only audit registrants who have been registered for two years or more. This means that if you are a recent graduate, we will not choose you for audit when you renew your registration for the first time. Similarly, if you have had a break in registration and have just come back onto the Register, we will not choose you the first time you renew your registration.

The audit selection is computer-generated at random. As CPD is an ongoing requirement while you are registered, it is possible that you could be picked for audit on multiple occasions.

### Completing the audit

If you are picked as part of the random sample for audit, we will send you information about completing your CPD profile. You will need to complete and send us your profile by your renewal deadline date. If circumstances mean that you cannot take part in an audit, you can make a request to defer your audit (see page 14).

You will have approximately three months in which to complete and send us your profile. We will also remind you approximately one month before the deadline. You can find examples of completed CPD profiles on our website.

If you do not send us a CPD profile or any information we ask for as part of the audit process, we may remove you from the Register. You would be able to appeal this decision (please see page 13).

You also need to renew your registration as you normally would – by completing the renewal declarations and paying the registration fee. If you do not renew your registration, we will remove you from the Register.

We may not be able to assess your profile by the end of your registration cycle. If that happens and you have completed your renewal, we will renew your registration in the normal way so that you can continue to practise. We will then continue to assess your profile.

### When we have received your profile

When we receive your completed profile, we will check that it is complete (for example, that you have included some evidence). If something is missing, we will ask you for the missing information.

We will ask CPD assessors to assess your CPD profile against the standards. CPD assessors are registrants we appoint and train to assess profiles, and at least one of them will be from the same profession as you. In appendix 3, we have broken down each standard into ‘assessment criteria’ so you can see what meeting and not meeting a standard might look like.

While we are assessing your profile (and if you were to appeal against any decision) you will continue to stay registered and can continue to practise.

### Assessment outcomes

Once we have assessed your profile, there are three possible outcomes.

- **Your profile meets the standards.** We will contact you and let you know.

- **We ask you for more information.**  
We will contact you and let you know what information we need to decide whether you meet the CPD standards.
- **Your profile does not meet the standards.**

If your profile does not meet the standards, the CPD assessors will then decide whether or not to offer you extra time (up to an extra three months) to meet the standards. We will normally ask you for more information before we make this decision.

The CPD assessors will decide whether to offer you extra time by considering whether:

- you have made a reasonable attempt to provide a complete CPD profile;
- you have met some of the standards; and
- with extra time it would be possible for you to meet the standards.

You are very likely to be offered extra time if it is clear to the assessors that you are committed to CPD but for whatever reason have struggled to meet some of the CPD standards fully.

If we give you extra time to meet the standards, we will contact you to tell you what we need you to do and by when. This might include, for example, carrying out further CPD or completing a new profile. You will need to send us the information we ask for which we will then assess.

If you do not meet the standards, we will remove you from the Register. Whatever decision we reach, we will let you know our decision and the reasons for it.

### **Making an appeal**

If we decide that your CPD profile does not meet our standards, or you have not taken part in or completed the audit process, and we decide to remove you from the Register, you can appeal against this decision. You will

be able to tell us why you think this decision is wrong.

We will let you know exactly what you need to do and by when. If you make an appeal, you will stay on the Register until a decision has been made. Your appeal will be considered by an appeal panel. You can choose to go to an appeal hearing or ask for your appeal to be considered on the documents that you send to the panel.

The appeal panel can decide to:

- agree with you and allow you to stay registered;
- dismiss the appeal, so our original decision to take you off the Register stands; or
- ask us to assess your CPD profile again.

If you do not agree with the panel's decision, you can appeal to the County Court in England, Wales or Northern Ireland or to a local Sheriff Court in Scotland.

### **Coming back onto the Register**

If we decide that your CPD profile does not meet our standards, or you have not taken part in or completed the audit process, and we remove you from the Register, you will be able to apply to us to be registered again in the future.

To come back onto the Register, you will need to apply for 'readmission'. We will ask you for more information about why you previously came off of the Register and about the CPD you plan to carry out if you are registered again. We will then consider this information before making a final decision about your application. If we re-register you, we will include you in the next CPD audit for your profession.

You can find more information about applying for readmission on our website.

## **Deferral**

If we pick you as part of the random sample for audit, but you cannot take part because of your circumstances, you can ask us to defer your audit. This might be because of a serious illness, a bereavement or maternity leave.

We will ask you to send us evidence of why you cannot take part. We will want to make sure that deferring your audit will be fair to you and to the other registrants who have been audited. If your audit is deferred, you will be automatically picked for audit when your profession next renews its registration.

It is your choice about whether to apply for deferral. For example, you may feel that you are able to take part in an audit even if you have been on maternity leave or sick leave for a significant part of the two-year registration cycle. If this is the case, you could choose to take part in the audit and make your circumstances clear in your profile

# Section 6 – Putting your CPD profile together

This section provides a brief summary of what we will need from you if we pick you as part of the random sample for audit.

If we do pick you for audit, we will give you more information about what we need you to do, how and by when. This information includes information about the reasonable adjustments we can put in place if you are disabled.

You can find out more in 'How to complete your Continuing Professional Development profile' available on our website. You can also find sample CPD profiles for each profession which show you different ways of completing your profile and meeting the standards.

## The profile in summary

The profile has four parts.

- **Summary of your practice history (up to 500 words).** In this section, we ask you to describe your current role and the type of work you do. We ask for this information so that we can assess whether your CPD is relevant to your current or future practice (standard two).
- **A statement of how you have met the standards (up to 1,500 words).** In this section, we ask you to draw on the CPD activities you have carried out to show us how you meet the standards.
- **A dated list of the CPD activities you have carried out since you last renewed your registration.**
- **Supporting evidence.** We ask you to give us evidence which shows that the CPD activities you have written about in the profile have taken place.

## Writing your statement

In your statement, you will be concentrating most on telling us how you meet standards three and four – how your CPD activities

improve the quality of your work and benefit service users.

One way to complete your statement is to choose four to six CPD activities you have carried out and for each one describe:

- what the activity was;
- what you learnt; and
- how you think the activity improved the quality of your work and benefited your service users.

You can choose to tell us about the activities which you think benefited you the most and for which you have some supporting evidence. Writing your statement in this way can be a clear and simple way of showing us how you have met the standards.

However, there is more than one way of completing your statement so this is only a suggestion. Other ways might include using your professional development plan or similar (if you have one) or structuring your statement around each of the CPD standards.

## Supporting evidence

You need to send us the following evidence.

- **A dated list of all the CPD activities you have carried out in the last two years** (since you last renewed your registration). This shows us that you have carried out CPD and kept a record (standard one).

Your dated list might be something you produce as a result of the audit, looking at your personal CPD record, or might be something you can produce automatically if you are using an electronic record-keeping system.

Your CPD record must be 'continuous' (standard one) but we recognise that CPD activities may not be evenly spaced out during your registration cycle. If you have a gap in your CPD activities of three or more

consecutive months, please explain why in your statement. Some activities may take place over a period of time rather than on a specific date. If this is the case, you should state the start and end date in your list of activities.

- **Evidence which shows that the CPD you have written about in the profile has taken place.** You might also provide evidence (if available) of the benefits of your CPD to your practice and service users.

We will look for evidence that the activities you have written about in your statement have taken place. So for example, if you have told us about five activities in your statement, we would expect to see five pieces of supporting evidence.

Appendix 2 at the back of this document provides a list of the different types of evidence you might send us. This could include evidence such as course certificates, as well as evidence you have produced yourself, for example, notes from reading professional journals.

You can also send us evidence of the benefits of your CPD. For example, you may have evidence of a meeting with your manager where you discussed using new skills you had learnt, or you may have evidence of how you personally planned to make changes to systems and practices. But we recognise that for some activities, evidence like this might not be possible. So you should make sure that you explain clearly in your statement what you learnt from an activity and what you think the benefits were and why.



# Section 7 – More information

Our website: [www.hcpc-uk.org/registrants/cpd](http://www.hcpc-uk.org/registrants/cpd) contains more information, including:

- guidance on putting a CPD profile together;
- sample CPD profiles;
- the HCPC biennial CPD audit reports; and
- CPD frequently asked questions.

If you have any questions about this document, please contact us. You can contact us at:

Registration Department  
Health and Care Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

Phone: +44 (0)300 500 4472

Email: [registration@hcpc-uk.org](mailto:registration@hcpc-uk.org)

# Glossary

<b>Appeal</b>	If you do not meet the CPD standards, or you have not taken part in or completed the audit process, and we tell you that we will remove you from the Register, you can ask us to reconsider the decision by making an appeal.	<b>Professional body</b>	Each of the professions we regulate has at least one professional body. Professional bodies may support their members, promote the profession and develop best practice.
<b>Audit</b>	A CPD audit is the process where we ask a sample of registrants who are renewing their registration to send in a profile showing how their CPD meets our standards.	<b>Profile</b>	If you are audited, this is the information you send to us to show how you meet the standards for CPD.
<b>Continuing professional development (CPD)</b>	CPD is the way in which you continue to learn and develop throughout your career so you keep your skills and knowledge up to date and are able to practise safely and effectively.	<b>Readmission</b>	The process by which someone who was registered in the past can apply to be registered again.
<b>CPD assessor</b>	A registrant we have appointed to assess CPD profiles against the CPD standards.	<b>Registrant</b>	A health and care professional who is registered by us.
<b>Deferral</b>	If you cannot complete your profile, deferral is the process where you are allowed to put off your CPD audit until your profession next renews its registration.	<b>Renewal</b>	The process by which professionals on our Register make a professional declaration and pay their registration fees, so that they can continue to be registered. Each profession renews its registration every two years.
<b>Fitness to practise</b>	<p>When we say that a registrant is 'fit to practise', we mean that they have the skills, knowledge and character to practise their profession safely and effectively.</p> <p>Fitness to practise is also the name of the process we follow when we consider concerns about the practice or behaviour of a registrant.</p>	<b>Service user</b>	For the purposes of the standards for CPD, a service user is someone who uses or is affected by a registrant's practice.

# Appendix 1: Examples of CPD activities

This list should give you an idea of the kinds of activities that might make up your CPD. (This list has been adapted from work done by the Allied Health Professions' project 'Demonstrating competence through CPD' (2003).)

## Work-based learning

- Learning by doing
- Case studies
- Reflective practice
- Audit of service users
- Coaching from others
- Discussions with colleagues
- Peer review
- Gaining and learning from experience
- Involvement in the wider, profession-related work of your employer (for example, being a representative on a committee)
- Work shadowing
- Secondments
- Job rotation
- Journal club
- In-service training
- Supervising staff or students
- Expanding your role
- Significant analysis of events
- Filling in self-assessment questionnaires
- Project work

## Professional activities

- Involvement in a professional body, specialist-interest group or other groups
- Lecturing or teaching
- Mentoring

- Being an examiner
- Being a tutor
- Organising journal clubs or other specialist groups
- Maintaining or developing specialist skills (for example, musical skills)
- Being an expert witness
- Giving presentations at conferences
- Organising accredited courses
- Supervising research or students
- Being a national assessor

## Formal and educational

- Courses
- Further education
- Research
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance or online learning
- Going on courses accredited by a professional body
- Planning or running a course

## Self-directed learning

- Reading journals or articles
- Reviewing books or articles
- Updating your knowledge through the internet or TV
- Keeping a file of your progress

## Other

- Relevant public service or voluntary work

# Appendix 2: Examples of evidence

This list should give you an idea of the kinds of evidence of your CPD you could provide. (This list has been adapted from work done by the Allied Health Professions' project 'Demonstrating competence through CPD' (2003).)

## **Materials you may have produced**

- Information leaflets
- Case studies
- Critical reviews
- Policies or position statements
- Documents about national or local processes
- Reports (for example, on project work or audits or reviews)
- Business plans
- Procedures
- Guidance materials
- Guidelines for dealing with service users
- Course assignments
- Action plans
- Course programme documents
- Presentations you have given
- Articles for journals
- Questionnaires
- Research papers, proposals, funding applications
- Induction materials for new members of staff
- Learning contracts
- Contributions to the work of a professional body
- Contributions to the work of a special-interest group

## **Materials showing you have reflected on and evaluated your learning and work**

- Adapted documents arising from appraisals, supervision reviews and so on
- Documents about following local or national schemes relating to CPD
- Evaluations of courses or conferences you have been to
- Personal development plans
- Approved claims for credit for previous learning or experience

## **Materials you have got from others**

- Testimonials
- Letters from service users, carers, students or colleagues
- Course certificates

# Appendix 3: Assessment criteria

## Assessment criteria

Standard	Standard not met	Standard partly met	Standard met
1. A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities.	You have not provided evidence that you have kept a record of your CPD.	There is some evidence that you have kept a record – for example, you have described keeping a record.	There is evidence that you have kept a record of your CPD activities. You have included a dated list of all the CPD activities you have carried out. If there is a gap of three or more months, you have explained why.
2. A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.	You have not carried out any CPD activities. Or Your CPD consists of only one type of learning activity. Or Your CPD is not relevant to your current or future practice.	There is some evidence that your CPD is relevant to current or future work, but this is not made clear.	Your CPD includes at least two types of learning activity. And Your CPD activities are relevant to your current or future practice.

## Assessment criteria

Standard	Standard not met	Standard partly met	Standard met
<p>3. A registrant must seek to ensure that their CPD has contributed to the quality of their practice and service delivery.</p>	<p>You have not provided any information which shows that you have thought about how your CPD activities might have improved the quality of your work.</p>	<p>There is some suggestion that your CPD has improved your work but this is not clear.</p> <p>Or</p> <p>You have explained how you believed that your CPD would improve the quality of your work but this has not been the case. You have explained why this was and what you will do in the future.</p>	<p>Your personal statement explains how your CPD activities have improved the quality of your work.</p> <p>Or</p> <p>You have explained how you believed that your CPD would improve the quality of your work but this has not been the case. You have explained why this was and what you will do in the future.</p>
<p>4. A registrant must seek to ensure that their CPD benefits the service user.</p>	<p>You have not provided any information which explains any benefit to service users.</p>	<p>There is limited information or explanation about how your CPD activities have benefited service users.</p>	<p>Your personal statement explains how your CPD activities have benefited your service users.</p> <p>Or</p> <p>You have explained how you believed that your CPD would benefit your service users but this has not been the case. You have explained why this was and what you will do in the future.</p>

**Assessment criteria**

Standard	Standard not met	Standard partly met	Standard met
<p>5. A registrant must, upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the Standards for CPD.</p>	<p>You did not complete a profile and send it to us by the deadline.</p>	<p>You have provided a profile but it is incomplete (for example, the evidence is missing).</p>	<p>You have sent in a completed profile by the deadline.</p>

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