

Agenda Item 14(iii)

Enclosure 13

**Health and Care Professions Council
21 September 2016**

Consultation on revised CPD guidance

For discussion and approval

From Hollie Latham, Policy Officer

Council 21 September 2016

Consultation on revised CPD guidance

Executive summary and recommendations

Introduction

At its meeting on 19 May 2016, the Council considered a paper on continuing fitness to practise and agreed to progress changes to the published guidance on continuing professional development.

The Executive has redrafted the existing guidance 'Continuing professional development and your registration' in light of the outcomes of a market research study carried out by Qa research: 'Perceptions and experiences of the HCPC's approach to continuing professional development standards and audits'. The final report of this study has previously been discussed by the Education and Training Committee and was a paper to note to Council.

'CPD and your registration' is intended to be a clear but comprehensive guide to the CPD standards and process. Registrants who are audited receive further information about what they need to do (also published on the website). This would be updated in light of the revised guidance once published and to take account of forthcoming changes to the operational processes as a result of the Registration Transformation and Improvement project.

The consultation will run from 3 October 2016 to 13 January 2017. The results are expected to be considered by the Committee and the Council in March 2017, with publication in late spring / early summer 2017.

At its meeting on 8 September 2016, the Education and Training Committee agreed to recommend the consultation document and draft revised guidance for consultation for approval by the Council. Amendments to the draft guidance agreed by the Committee have been incorporated into the text.

Decision

The Council is invited to agree:

- the text of the consultation document (subject to minor editing amendments and legal scrutiny); and
- the text of the draft revised guidance for consultation (subject to minor editing amendments and legal scrutiny).

Background information

- Perceptions and experiences of the HCPC's approach to CPD standard and audits
<http://www.hcpc-uk.org/publications/research/index.asp?id=1145>
- Council, 19 May 2016. Continuing fitness to practise.
<http://www.hcpc-uk.org/assets/documents/10005000Enc08-ContinuingFitnessToPractise.pdf>

Resource implications

- Arranging the consultation.
- Analysing responses to the consultation.
- Revising the consultation document as a result and editing it for publication.

These resource implications have been taken account of in Policy and Standards and Communications planning for 2016-17 and will be taken account of in 2017-18 planning.

Financial implications

- Editing by the Plain English Campaign of the final copy.
- Laying out and printing of the finalised guidance.

These financial implications have been taken account of in Policy and Standards and Communications planning for 2016-17 and will be taken account of in 2017-18 planning.

Appendices

None.

Date of paper

8 September 2016

**Consultation on revised guidance on Continuing Professional Development
(CPD)**

1. Introduction.....	5
2. About the HCPC.....	5
3. Continuing Professional Development requirements.....	6
4. The draft revised guidance for consultation	8

1. Introduction

- 1.1 We are the Health and Care Professions Council (HCPC). This consultation seeks the views of our stakeholders on revised guidance for registrants about our requirements for Continuing Professional Development (CPD).
- 1.2 In this document, you can find out information about the revised guidance and how to respond to this consultation. The draft revised guidance for consultation is published alongside this document on our website.
- 1.3 The consultation runs from **3 October 2016 to 13 January 2017**.

2. About the HCPC

- 2.1 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'.
- 2.2 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 therapists

3. Continuing Professional Development requirements

The CPD standards and audit process

- 3.1 The CPD standards became effective in 2006, with the first audits of registrants taking place from 2008.
- 3.2 There are five standards which in summary require a registrant to undertake CPD and keep a record of it; undertake a mixture of different types of learning relevant to their current or future scope of practice; and reflect on the benefits of their learning for their practice and for their service users.
- 3.3 Each profession renews its registration on a fixed date every two years. At point of renewal, we audit a random sample of 2.5% of each profession. Registrants are required to submit a profile demonstrating that they have met the CPD standards. If the CPD standards are met, registration is renewed. So far, the vast majority of registrants who have participated in an audit have been able to demonstrate that the standards are met and have had their registration renewed.

Existing guidance

- 3.4 When the CPD standards came into effect, we published two guidance documents: 'Your guide to our standards for continuing professional development' (referred to in this document as the 'short guide') and 'Continuing Professional Development and your registration' (referred to in this document as the 'long guide'). The short guide was sent to all registrants in 2006. The long guide builds on this content to provide more information about the process and how our standards can be met.
- 3.5 In addition, when a registrant is selected to participate in an audit, we send them information which explains what they need to do and the process in more practical detail – 'How to complete your Continuing Professional Development profile.'

Continuing fitness to practise

- 3.6 Since 2009 (with the help of a grant from the Department of Health) we have undertaken or commissioned a number of pieces of research to help us decide whether we should change our approach to 'continuing fitness to practise'. Continuing fitness to practise is a term which has been used to describe steps taken by regulators and others which support the maintenance of fitness to practise beyond the point of initial registration. Our existing continuing fitness to practise model is based around our CPD standards and audit process.

- 3.7 Our Council recently considered the outcomes of these research projects and concluded that, whilst useful, they did not immediately seem to suggest the need for any significant changes to our existing approach in this area – such as changes to the CPD standards or the creation of new processes.¹
- 3.8 However, we always keep our standards and processes under regular review. In 2015, the Department of Health commissioned Newcastle University to undertake a study looking at the costs and benefits of our approach to CPD. We are currently awaiting publication of the final report. Once published, we will need to consider any recommendations and whether there are any changes as a result that we might need to consider. If we were to propose changing the standards or introducing any new processes in the future we would consult.
- 3.9 Although we are not proposing any changes to the standards or overall process at this stage, we would welcome any comments that you might have about the Standards or our overall approach.

Perceptions and experiences of our approach to CPD standards and audits

- 3.10 One of these pieces of research was carried out for us by Qa research. They carried out an online survey, focus groups and interviews with registrants and key stakeholders. The purpose was to gather views about the CPD requirements and on registrants' experiences of the audit process.²
- 3.11 The research found that the standards were generally well understood and that most participants did not consider that the standards or process needed to change. The research team also found that some registrants reported that the audit process had encouraged them to think about how they record their CPD and how they select which CPD opportunities to take.
- 3.12 The research made a number of recommendations, particularly about improvements we could make to standard correspondence and to our guidance. The revised guidance we are consulting on has drawn on the findings of this research.

¹ HCPC Council, 19 May 2016. Continuing fitness to practise.

<http://www.hcpc-uk.org/assets/documents/10005000Enc08-ContinuingFitnessToPractise.pdf>

² Qa Research (2015). Perceptions and experiences of the HCPC's approach to continuing professional development standards and audits.

<http://www.hcpc-uk.org/publications/research/index.asp?id=1145>

4. The draft revised guidance for consultation

- 4.1 We are consulting on a revised version of the long guide: 'Continuing Professional Development and your registration'. This will replace the existing guidance of the same title. The short guide will no longer be published.
- 4.2 The short guide was produced for a specific purpose when the standards first came into place and is now distributed very little. We think that a single, concise, yet comprehensive document will be preferable to two guidance documents which duplicate each other in part.
- 4.3 We will continue to send registrants selected for audit information about what they need to do ('How to complete your Continuing Professional Development profile'). This is also available on our website. We are currently reviewing our administrative processes for managing the audits as part of an ongoing project so will keep this document updated as and when we change our processes. We will also update it in line with the content of the revised long guide (once published after this consultation).³ We will continue to use the website to provide clear information about our requirements, including publishing sample profiles which are produced jointly with the professional bodies.
- 4.4 We have made a number of changes to improve the style and content of the guidance, including the following.
- We have broken down block text and used bullet points, wherever possible. For example, there is now a straight forward bullet pointed summary of the CPD requirements (section two).
 - We have added a flow diagram summarising the audit process (section five).
 - We have abridged the information on putting a CPD profile together so it is clearer and focuses on the important key points (section six). Registrants who are selected for audit will continue to receive more detailed information about the audit process and completing a profile when we notify them of their audit. This information is also available on the website.
 - We have been clearer about the need in an audit to submit a dated list of activities to demonstrate that standard one has been met (section six). This was a theme in feedback from registrants who participated in the research.

³ The Registration Transformation and Improvement project is looking at redesigning our registration processes and introducing a new IT system. This includes improving how we manage the processes underpinning the CPD audits.

- There is developing evidence that interactive activities which involve learning with others, and third party feedback, can make a positive contribution to practice. Whilst they are not compulsory requirements, we have made reference to them to encourage registrants (section four).
- We have also encouraged registrants who have an annotation in the Register (for example, a prescribing annotation) to consider whether they should undertake CPD in this area of practice (section four).
- Overall, the guidance is shorter than the existing version, with material removed that is duplicative, out-of-date, unnecessary, or better placed on the website or in the separate information for registrants selected for audit.

4.5 For reference, the existing guidance is available on our website.⁴

4.6 Once the consultation has concluded, we will use the comments we receive to improve the draft guidance further. We will then work with the Plain English Campaign to edit the guidance. We then plan to publish it on our website as well as in hard copy.

⁴ http://www.hcpc-uk.org/assets/documents/10001314CPD_and_your_registration.pdf

5. How to respond to the consultation

5.1 We welcome your comments on the draft guidance. We have listed some questions to help you below. The questions are not designed to be exhaustive and we would welcome your comments on any aspect of the guidance.

Q.1 Is the guidance clear and easy to understand? How could we improve it?

Q.2 Could any parts of the guidance be reworded or removed?

Q.3 Do you have any other comments on the draft guidance or on our overall approach in this area?

5.2 You can respond to this consultation in the following ways.

- By completing our easy-to-use online survey: [\[add link here\]](#)
- By emailing us at: consultation@hcpc-uk.org.
- By writing to us at the following address.

Consultation on CPD guidance
Policy and Standards Department
Health and Care Professions Council
Park House
184 Kennington Park Road
London
SE11 4BU
Fax: +44(0)20 7820 9684

5.3 Please note that we do not normally accept responses by telephone or in person. We normally ask that consultation responses are made in writing. However, if you are unable to respond in writing, please contact us on +44(0)20 7840 9815 to discuss any reasonable adjustments that would help you to respond.

5.4 Please complete the online survey or send us your response by 13 January 2017.

5.5 **Please contact us to request a copy of this document in Welsh or in an alternative format.**

5.6 Once the consultation period is completed, we will analyse the responses we receive. We will then publish a document which summarises the comments we received and explains the decisions we have taken as a result. This will be published on our website.

Continuing professional development and your registration

Section 1. Introduction	12
About this document	12
How this document is structured.....	12
Language	12
About us	13
Section 2. Summary	14
Section 3. About the CPD standards	15
What is CPD?.....	15
CPD standards.....	15
A flexible approach based on outcomes.....	16
The role of employers	16
CPD and fitness to practise	16
Section 4. Meeting the Standards.....	17
The Standards in more detail.....	17
CPD schemes	21
Section 5. The audit process.....	22
The audit process in summary.....	22
The audit process in more detail.....	24
Section 6. Putting your CPD profile together	28
The profile in summary	28
Writing your statement.....	28
Supporting evidence	29
Section 7. More information	30
Glossary	31
Appendix 1: Examples of CPD activities.....	33
Appendix 2: Examples of evidence.....	35
Appendix 3: Assessment criteria.....	37

Section 1. 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 are required to meet our standards for continuing professional development. We undertake 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 the CPD standards can be met.
- 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' and '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 therapists

DRAFT - COUNCIL SEPTEMBER 2016

Section 2. Summary

This section summarises our requirements for registrants.

CPD and registration

- 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 only formal courses but any activity from which you learn and develop.
- CPD is linked to your continued registration, so you need to meet our CPD standards to remain registered.

Meeting the CPD standards

You need to do the following.

- Undertake regular CPD and keep a record of what you do in the way most convenient for you.
- Undertake different kinds of learning activities.
- Think about how your CPD might improve your practice and benefit your service users.
- Participate in an audit if we ask you to. Audits take place every time you renew your registration.

If you are audited

You will only be selected for audit if you have been registered for two years or more. If you are, 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 submit it to us by the deadline date.
- Submit supporting evidence with your profile to show us that you have undertaken CPD which meets the Standards. Don't forget to include a dated list of all the activities you have undertaken since you last renewed your registration. Explain any gaps in your CPD of three months or more.

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 undertaking research.
- **Self-directed learning.** For example, reading articles or books.

We have provided a longer list of possible CPD activities in appendix 1. This is not an exhaustive 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 remain 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 more about each standard and what you need to do to meet them.

A flexible approach based on outcomes

Our approach to CPD has been developed 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 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 remain registered with us.

However, responsible employers will want to encourage the learning and development of their employees so that they can retain their registration. 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 a registrant who does not meet our CPD standards can be removed from the Register.

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 registrants continue to learn and develop so that they can remain fit to practise and improve their practice for the benefit of their service users.

Section 4. Meeting the Standards

This section provides more information about how the Standards can be met. There is more information about the audits in section five.

The Standards in more detail

We have taken each standard below and explained what they mean.

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 undertake regular CPD activities.
- 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 undertaken.

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, should 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 submit some supporting evidence. So keeping a good record will mean that you can do this easily.

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 undertake two or more different types of learning activity. In practice, most registrants will undertake many different types of learning whilst registered with us. We have provided a longer list of possible CPD activities in appendix 1.

If you were audited and had only undertaken one type of learning – for example, if you had only read professional journals but had not undertaken 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 relevant 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 registrants to seek opportunities where they can to learn and reflect on their 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 undertaken, 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 acquire new or improved skills or help you to make changes to working practices.

‘Seek to ensure’

We use the phrase ‘seek to ensure’. This is because you might undertake a CPD activity thinking it would improve your practice 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.

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 undertaken, 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 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 an exhaustive 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 drastic 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 acquired 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’. This is because you might undertake a CPD activity thinking it would benefit your 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

Seeking, 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 registrants to seek and reflect on feedback from service users and others where they are able to. Feedback from third parties can also be a useful piece of evidence to support that standard four has been met (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 selected for audit.
- You need to participate in the audit by submitting 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 participating 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 a third party, or included text from profiles produced by others, would not meet this standard.

If we suspect that a profile is not a registrant's 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 registrants who need help to discuss their CPD audit with their colleagues.

CPD schemes

As our standards are outcomes based, 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 our standards had been met.

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.

DRAFT - COOKS' SEPTEMBER 2016

Section 5. The audit process

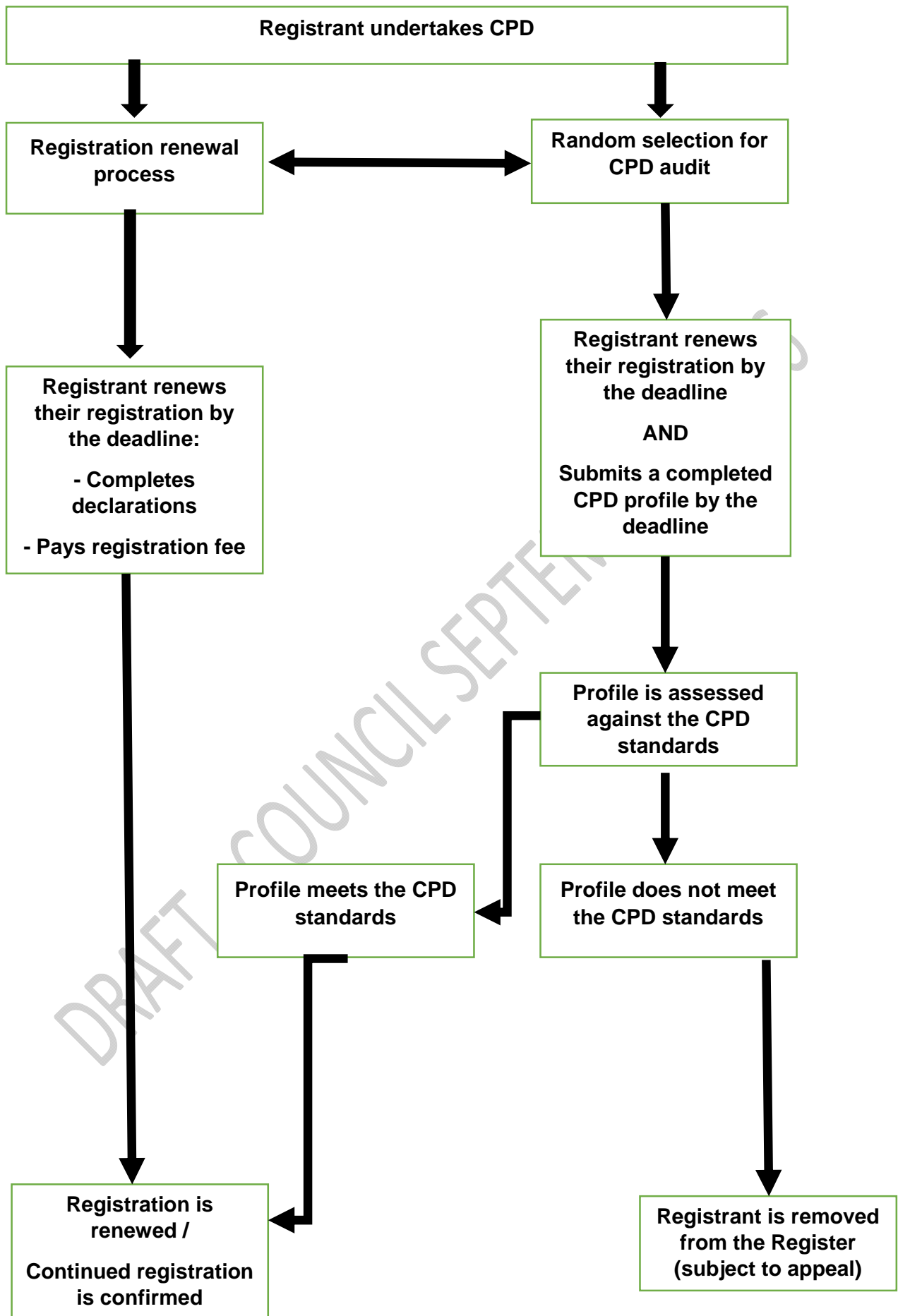
This section explains more about the audit process. If you are selected for audit, we will send you information about exactly what you need to do.

The audit process in summary

The following is a simple summary of the audit process.

[See overleaf]

DRAFT - COUNCIL SEPTEMBER 2016



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.

At every renewal, we will audit a random sample of 2.5% of registrants in each profession and ask them to send us information and evidence that they have met the CPD standards. This percentage will be kept under regular review and may change 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, you will not be chosen 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, you will not be chosen for audit the first time you renew your registration.

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

Completing the audit

If you are chosen for audit, we will send you information about completing your CPD profile. You will need to complete and submit your profile by your renewal deadline date. If circumstances mean that you are unable to participate in an audit, you can make a request to defer your audit (see pages 16 and 17).

You will have approximately three months in which to complete and submit your profile. We will also remind you approximately one month before the deadline.

If you do not submit a CPD profile or any further information we may request as part of the audit process, you may be removed from the Register. You would be able to appeal this decision (please see pages 15 and 16).

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, you will be removed 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. At the end of this document, we have broken down each standard into 'assessment criteria' so you can see what meeting and not meeting a standard might look like (appendix 3).

While your profile is being assessed (and if you were to appeal against any decision) you will continue to stay registered and can continue to practise.

Assessment outcomes

Once a profile has been assessed, there are three possible outcomes.

- **Your profile meets the Standards.** We will contact you and let you know.
- **More information is needed.** We 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 to offer you extra time (up to an additional three months) to meet the Standards or whether to recommend that your registration should not be renewed. We will normally ask you for further 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 you are given extra time to meet the Standards, we will contact you and tell you what we need you to do and by when. This might include, for example, undertaking further CPD and/or completing a new profile. You will need to submit the information we request 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 participated 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 participated 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 additional information about why you previously came off of the register and about the CPD you plan to undertake 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 you are selected for audit but are unable to participate 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 submit evidence of why you are unable to participate. We will want to make sure that it will be fair to you and to the other registrants who have been audited to defer your audit. If your audit is deferred, you will be automatically chosen 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 in the case, you

could choose to take part in the audit and make your circumstances clear in your profile.

DRAFT - COUNCIL SEPTEMBER 2016

Section 6. Putting your CPD profile together

This section provides a brief summary of what we would need from you if you are selected for audit.

If you are selected 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 for disabled registrants.

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 undertaken to show us how you meet the Standards.
- **A dated list of the CPD activities you have undertaken since you last renewed your registration.**
- **Supporting evidence.** We ask you to provide us with 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 three to five CPD activities you have undertaken 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 the Standards have been met.

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 submit the following evidence.

- **A dated list of all the CPD activities which you have undertaken in the last two years** (since you last renewed your registration). This shows us that you have undertaken 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 generate 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 supporting pieces of 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 you have gained from third parties, for example, 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

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

You can find more information by visiting our website: www.hcpc-uk.org/registrants/cpd/

DRAFT - COUNCIL SEPTEMBER 2016

Glossary

Appeal

If you do not meet the CPD Standards, or you have not participated in or completed the audit process, and we inform you that you will be removed from the register, you can ask us to reconsider the decision by making an appeal.

Audit

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.

Continuing Professional Development (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 assessor

A registrant appointed by us to assess CPD profiles against the CPD standards.

Deferral

The process by which a registrant who cannot complete their profile is allowed to put off their CPD audit until their profession next renews its registration.

Fitness to practise

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.

Fitness to practise is also the name of the process we follow when we consider concerns about the practice or behaviour of a registrant.

Professional body

Each of the professions regulated by us has at least one professional body. Professional bodies may deal with supporting their members, promoting the profession, developing best practice and continuing education.

Profile

The information that a registrant being audited submits to us to show that they meet the standards for CPD.

Readmission

The process by which someone who was registered in the past can apply to be registered again.

Registrant

A health and care professional who is registered by us.

Renewal

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.

Service user

For the purposes of the standards for CPD, a service user is someone who uses or is affected by a registrant's practice.

DRAFT - COUNCIL SEPTEMBER 2016

Appendix 1: Examples of CPD activities

This list should give you an idea of the kinds of activities that might make up your CPD.¹

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

¹ This list has been adapted from work done by the Allied Health Professions' project 'Demonstrating competence through CPD'.

- 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 of accredited courses
- Supervising research or students
- Being a national assessor

Formal / 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.²

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 / 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

² This list has been adapted from work done by the Allied Health Professions' project 'Demonstrating competence through CPD'.

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 attended
- Personal development plans
- Approved claims for credit for prior learning or experience

Materials you have got from others

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

DRAFT - COUNCIL SEPTEMBER 2016

Appendix 3: Assessment criteria

Standard	Standard not met	Standard partly met	Standard met
<p>1. A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities.</p>	<p>The registrant has not provided evidence that they have kept a record of their CPD.</p>	<p>There is some evidence that the registrant has kept a record – for example, they have described keeping a record.</p>	<p>There is evidence that the registrant has maintained a record of their CPD activities. They have included a dated list of all the CPD activities they have undertaken. If there is a gap of three or more months, they have explained why.</p>
<p>2. A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.</p>	<p>The registrant has not undertaken any CPD activities.</p> <p>Or</p> <p>The registrant's CPD consists of only one type of learning activity.</p> <p>And/or</p> <p>The registrant's CPD is not relevant to their current or future practice.</p>	<p>There is some evidence that the registrant's CPD is relevant to current or future work, but this is not made clear.</p>	<p>The registrant's CPD includes two or more types of learning activity.</p> <p>And</p> <p>The registrant's CPD activities are relevant to their current or future practice.</p>

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

Standard	Standard not met	Standard partly met	Standard met
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.	The registrant did not complete a profile and submit to us by the deadline.	The registrant has provided a profile but it is incomplete (for example, the evidence is missing).	The registrant has sent in a completed profile by the deadline.

DRAFT - COUNCIL SEPTEMBER 2015