Continuing professional development: HCPC standards and audit

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Today

• Our standards for continuing professional development (CPD)
• Activities and evidence
• CPD audit process and profile structure
• Audit outcomes and deferral
• Feedback from CPD assessors
• Resources and information from the HCPC
CPD standards and audit

• A statutory requirement for all registrants since 2006

• Important part of maintaining registration; keeping knowledge and skills up-to-date and ensuring continued fitness to practise

• Five outcome-based standards, not based on hours or points

• Audit linked to registration renewal (currently 2.5% sample)
Standards for continuing professional development

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;

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.
Activities

Work-based learning
- in-service training, reflective practice

Professional activity
- mentoring, professional body involvement

Formal / educational
- courses, conferences, research

Self-directed learning
- reading journals and books, internet research

Other
- voluntary work, public service
Evidence

Materials from others
  – certificates, testimonies

Materials produced yourself
  – presentations you have given, business plans, service user and carer information, induction materials for new staff

Materials showing you have reflected on and evaluated your learning and work
  – personal development plans, evaluations of courses or conferences attended
Profile structure

If selected for audit you must complete a CPD profile.

- List of CPD activities (for last two years)
- Summary of recent work (for last two years) – 500 words
- Statement of how the standards have been met – 1,500 words
- Supporting evidence
Audit process

- Notification sent out at same time as renewal notices
- Three months to submit profile
- Reminder after two months
- If incomplete – 28 days to resubmit completed profile
- Assessed by CPD Assessors (HCPC Partners) – work in pairs at assessment days run at HCPC offices
- Assessors may request ‘further information’ – 28 days to reply
- Assessors may give ‘further time’ – three months to address shortfalls
- If registrant does not meet standards registration not renewed
- Decision subject to registration appeals procedures
Audit outcomes

• Majority of registrants successfully completing audit
• Deregistered
• Very small percentage of registrants removed
• See CPD audit reports for detailed statistical information
Deferral

- CPD is a requirement of registration but in some circumstances you may not be able to submit your profile
- Write and request deferral – providing the reason and evidence (eg maternity leave, long-term sick leave)
- If you defer you will automatically be selected for audit next time
- Your choice whether to apply for deferral
Feedback from CPD Assessors

List of activities

“Not dating the list of CPD activities”

“Non-inclusion of record of CPD activities undertaken in past two years”

“Lists of CPD activities that are not dated so we cannot easily assess if activities took place within the last two years”

“Registrants stated that they had enclosed list of CPD activities but on inspection it was not in the pack”
Feedback from CPD Assessors

Personal statement

“People need to focus on I and me in their profile, not our and us”

“In some cases the differentiation between a work activity and a CPD activity was a little confused or unclear”

“The 'better ones' were concise and to the point, clear about how each standard had been met with a piece of evidence to support”

“Ensure client confidentiality”

“The best profiles categorise the type of CPD activity undertaken, linked to the HCPC standards”
Feedback from CPD Assessors

Evidence

“Some people sent so much information that it was hard to find the relevant evidence, though it was usually hidden in there somewhere”

“It helps if the pages are numbered”

“Avoid loose pages, it’s easy for them to get lost”

“It’s about quality not quantity”
Resources and information

Sample profiles

– Examples for each profession online

– Look at profiles of different professions

Audio-visual presentations

CPD publications
Finding out more and getting in touch

www.hcpc-uk.org

registration@hcpc-uk.org

0845 300 4472 (Monday to Friday 8am to 6pm)

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