



# HCPC audit: what you need to know

Thursday 10 June  
1pm

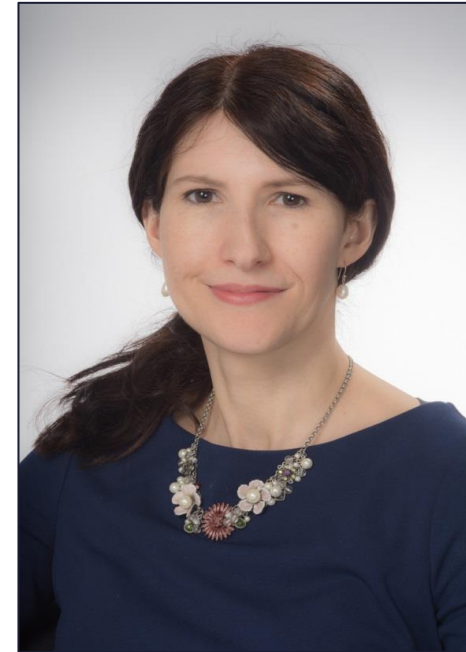


# Chair

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**Victoria Harris**

**Head of learning, RCSLT**



# Housekeeping

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- RCSLT staff are on hand to help with any technical queries, you can get in touch with them via the chat button
- You can send in questions to our speakers today by using the Q&A button
- This event is being recorded and will be made available on the RCSLT website along with the presentation slides
- For this webinar we are joined by a BSL interpreter
- We would be very grateful if you would fill out the evaluation form that will pop up in a new window once the webinar window closes

# Presenters



**Natalie Berrie**  
Registration manager,  
HCPC



**Sian Tooke**  
Paediatric SLT,  
Cornwall Partnership NHS  
Foundation Trust



**Mark Singleton**  
Learning officer,  
RCSLT

**Natalie Berrie**

**Registration manager,  
HCPC**





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10 June 2021

# Continuing Professional Development

Natalie Berrie, Registration Manager

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## Today

- The Health and Care Professions Council (HCPC)
- What is continuing professional development (CPD)?
- The five HCPC standards for CPD
- The CPD audit process
- Deferral

## The Health and Care Professions Council

- Independent, UK-wide, statutory regulator
- Derives powers from Health Professions Order 2001
- Purpose: “to safeguard the health and well-being of persons using or needing the services of registrants” – Article 3(4)
- Separate role from professional bodies and trade unions
- Overseen by Professional Standards Authority (PSA)





## What is continuing professional development (CPD)?

- Keeping knowledge and skills up-to-date and ensuring continued fitness to practise
- CPD is specific to you and your scope of practice
- Outcome-based (not based on points or hours)
- Self-directed and self-managed (no 'sign-off')



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## Standards for continuing professional development

A registrant must:

- 1. maintain a continuous, up-to-date and accurate record of their CPD activities;**

## Your dated list

- How you record your CPD
- Level of detail is relevant for your needs
- No perfect way to record CPD

Learning activities	Date
Writing journal article	Jun – Dec 2019
E-learning course on keeping and updating records	10 Sep 2019
Student supervision	Oct 2019
External Training	2 – 8 Nov 2019
Developing an education evaluation handbook	17 February 2020
Reading relevant journal articles	Monthly
Seminar	12 March 2020
In-service training	6 – 10 June 2020

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## 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;**

## Activities

### Work-based learning

- in-service training, reflective practice, work shadowing

### Professional activity

- mentoring, professional body involvement

### Formal / educational

- courses, conferences, research

### Self-directed learning

- reading journals and books, internet research

### Other

- voluntary work



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## 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; and**



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## Standard 5 – Submitting a profile for audit

- “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.”
- At renewal, 2.5% of those invited to renew are **randomly** selected for audit
- Those selected must submit their profile before the end of the renewal period
- Profiles are reviewed by HCPC Partner CPD Assessors

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## Types of evidence

### Materials from others

- PowerPoint slides, testimonies

### Materials produced yourself

- presentations you have given, business plans, induction materials for new staff

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

- hand written notes, personal development plans



## CPD profile

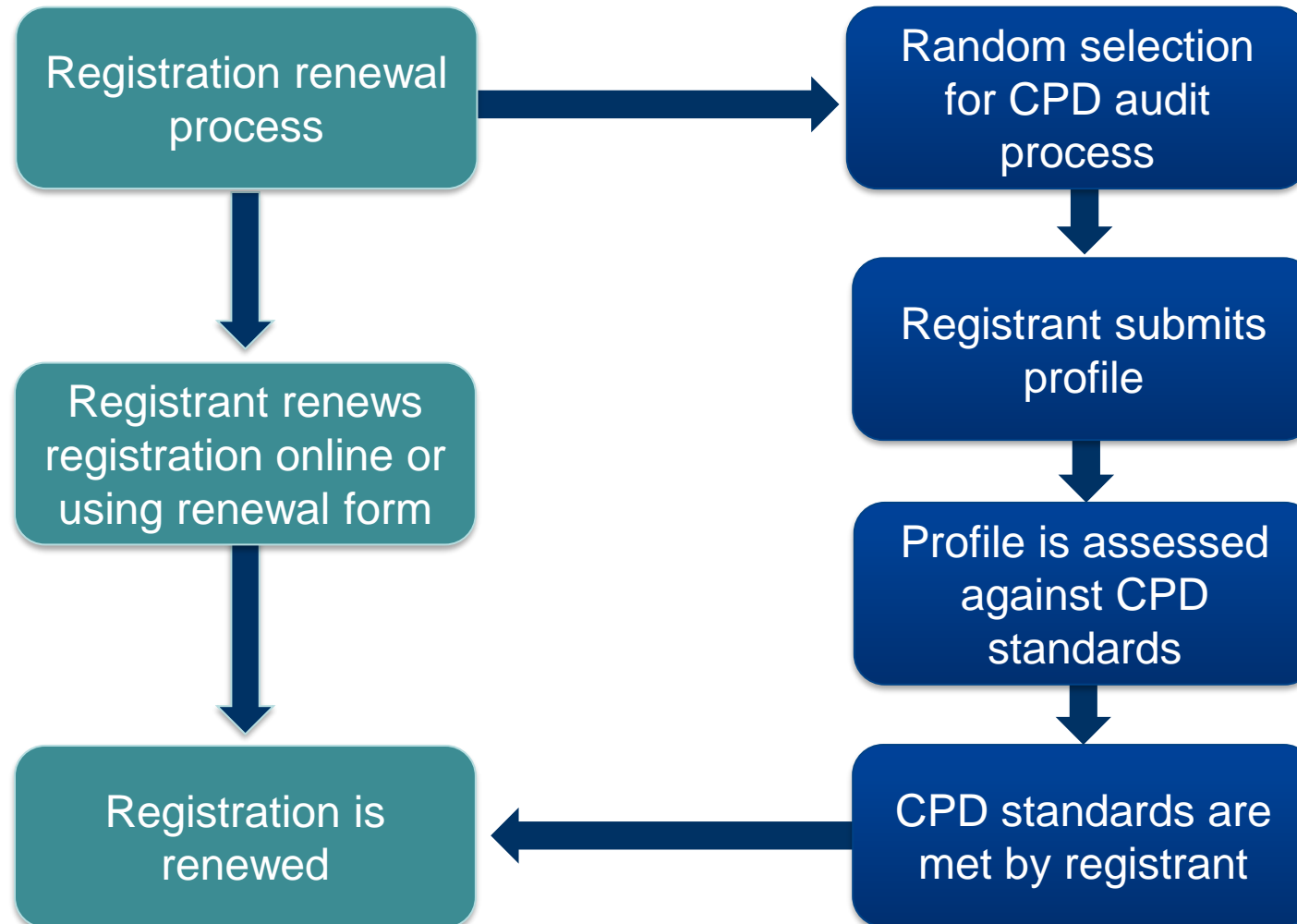
- List of CPD activities for last two years
- Summary of recent work in the last two years (500 words)
- Statement of how standards have been met (1,500 words)
  - 4–6 specific examples
  - Focus on standards 3 and 4
- Supporting evidence for each of the examples mentioned in your statement

## **Tips for completing a CPD audit following COVID-19**

- Reflect on your self-directed learning through the pandemic
- Reflect on training through the pandemic
- Don't struggle to fill the COVID gap
- Don't record all work activities
- Don't limit yourself
- Show how your CPD meets the standards clearly

[Top tips for completing a CPD audit following COVID-19 | \(hcpc-uk.org\)](https://www.hcpc-uk.org)

[HCPC CPD Webinar 13 April 2021 - YouTube](https://www.youtube.com/watch?v=...)



## Deferral

- CPD is a requirement of registration but in some circumstances you may not be able to submit your profile
- 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





## Resources and information



hcpc health & care professions council

CPD profile

1.1 Full name: Practitioner

1.2 Profession: Speech and language therapist

1.3 Registration number: SL1234

2. Summary of recent work/practice

I work in a primary care trust as a specialist speech and language therapist (SLT). I work with pre-school children with speech needs and with children of refugees whose first language is not English. My key responsibilities are to provide assessment and therapy for children referred to me, and advice and support for parents and for teachers and support workers. I work with a large number of teachers, support workers and parents, with a small team of health professionals including a psychologist, an occupational therapist, a physiotherapist, three social workers and two bilingual support workers. My line manager is from a nursing background. I am increasingly involved in training as well as working directly with parents and children.

Total words: 117  
(Maximum 500 words)

3. Personal statement

I use my professional diary in the Royal College of Speech and Language Therapists' electronic diary to keep an ongoing record of my CPD activities (Example 1). The diary gives a summary of all the CPD activities I have undertaken since then, and maps these against the HCPC categories, providing evidence of the range of CPD activities I have undertaken during the last two years. In addition, I have kept a CPD portfolio of evidence, which I have included with this submission. HCPC requires me to undertake a range of CPD activities - work based, professional, self directed and formal. In my annual personal development plan, I have assessed that I have undertaken CPD in each of these categories. My trust has offered limited funding for me to attend short courses, but my manager has supported me in undertaking a range of work based and professional CPD activities over the last two years. I have attended a number of mandatory courses, including a Biting and Handling course, and a course on oral problems. My evidence on these courses are included in my portfolio and diary. The evidence from my diary and portfolio shows how I have met Standards 1 and 2.

I have selected six CPD activities from my diary which illustrate how I have met Standards 3 and 4, as they have had a direct impact on the quality of my

All available online at [www.hcpc-uk.org/cpd](http://www.hcpc-uk.org/cpd)

## Things to remember...

- Those selected for audit will receive an email and letter this is separate to the renewal invitation
- You can **continue to practise** during the audit process
- Don't forget a **dated list** to show that you meet standard one
- Gaps of three or more consecutive months will need to be **explained**
- Don't send us **identifiable information**
- Speech and language therapist renewal window opens 1 July 2021



**Sian Tooke**  
**Paediatric SLT,**  
**Cornwall Partnership**  
**NHS Foundation Trust**



# My Experience of Going Through the HCPC Audit Process

Sian Tooke

Paediatric Speech and Language Therapist  
Cornwall NHS

# First Steps

- Notification
- HCPC information booklet
- Online resources
- Talking to colleagues

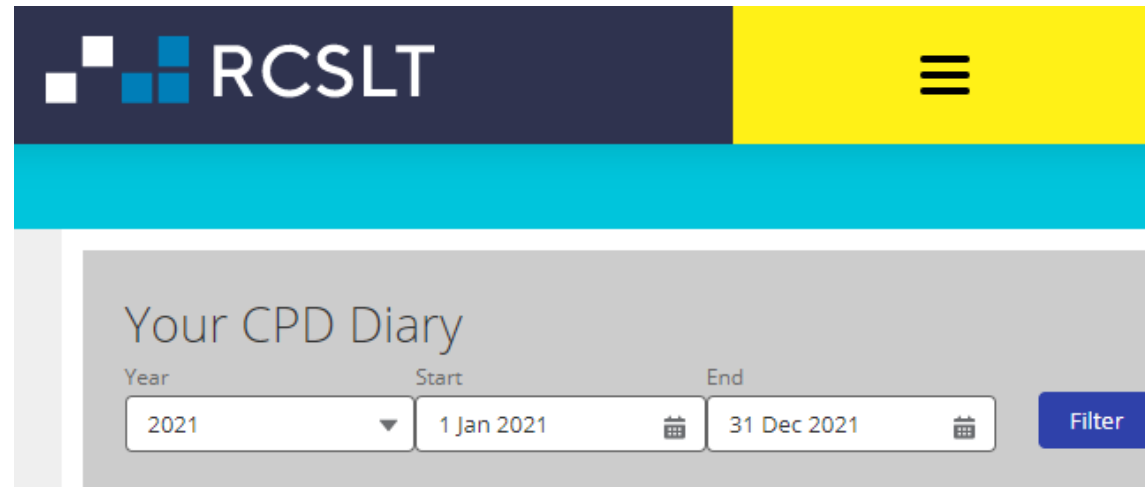
# Where to start!?

- How to submit your profile
- Setting up a document
- Making time and deadlines



# How do you track your CPD?

- Recording CPD
- Evidencing CPD



The screenshot shows the RCSLT CPD Diary interface. At the top, there is a dark blue header with the RCSLT logo (a grid of squares) and the text "RCSLT". To the right of the logo is a yellow bar containing a white hamburger menu icon. Below the header is a light blue horizontal bar. The main content area is a light gray box titled "Your CPD Diary". Below the title, there are three input fields: "Year" with a dropdown menu showing "2021", "Start" with a date field showing "1 Jan 2021" and a calendar icon, and "End" with a date field showing "31 Dec 2021" and a calendar icon. To the right of these fields is a blue button labeled "Filter".

# **Profile sections**

- A summary of practice history over the last 2 years (up to 500 words)
- A statement of how you have met the standards of CPD (up to 1,500 words)
- Evidence to support your statement

# Your Statement

- Meeting all HCPC Standards for CPD
- Personal development plan
- Use the resources and support available



# Statement examples

- Standard 1 - maintaining accurate and up to date CPD activities
- Evidence:
  - Detailed list of all CPD activities
  - Copy of RCSLT CPD diary

## Example of section 5 dated list of CPD activity

11-10-18	Reading Octobers RCSLT Bulletin – Article “communication matters – support for teenagers in a digital world”	Self directed learning
23-10-18	AAC Webinar by Smartbox “what is AAC?”	Self directed learning Formal education
24-10-18	Completion of NQP RCSLT competencies – working towards for just under a year gathering evidence and achieving goals	Work based learning Professional activity
4-11-18	Reading Novembers RCSLT Bulletin – Article “Word finding therapy for children and adults”	Self directed learning
7-1-19	Placement Educator Training at MARJON university – requirement to attend prior to being allocated students on placement	Formal education Professional activity
12-1-19 to 5-2-19	Reflections on sessions 1-3 of Palin PCI therapy program – first time delivering since training.	Self directed learning Work based learning

# Statement examples

- Standard 2- Demonstrate that the CPD activities are a mixture of learning activities relevant to current or future practice.
- Evidence:
  - Detailed list of all CPD activities
  - Completed NQP competency notes
  - Performance review paperwork



# **Statement examples**

- **Standard 3 and 4 CPD has contributed to the quality of my practice and service delivery and that CPD benefits service user.**
- **Evidence:**
- Certificates of attendance
- Anonymised work documents
- Personal reflections

# Profile Completion

Standard 5: you must fill in and return a CPD profile, and evidence of your CPD, when we ask you to

# Mark Singleton

## Learning officer, RCSLT



# Your questions





**@ RCSLT**