



# HCPC Audit webinar

27 March 2025







# Welcome and housekeeping

Victoria Harris  
Head of Learning, RCSLT



# Housekeeping

- Justyna Szeller (RCSLT Host) is on hand to help with any **technical queries**; you can get in touch with her 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

# How would you rate your knowledge of the audit and renewals process?

## Join our live voting:

- Go to [menti.com](https://menti.com)
- Enter code **6485 2474**
- Or scan the QR code
- Start voting!



Natalie Berrie, Registration Manager – CPD

# The HCPC CPD audit – everything you need to know



# What we'll cover

- ✓ What the HCPC is and why we ask for CPD
- ✓ What CPD is
- ✓ The five HCPC standards for CPD
- ✓ The CPD audit process
- ✓ Audit deferral / Audit statistics
- ✓ Common myths (and the truth behind them)
- ✓ Top tips

# Why does the HCPC ask for CPD?

- Statutory regulator for 15 professions in the UK
- 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)
- HCPC standards protect the public – including CPD
- Ensures registrants’ skills are up-to-date and appropriate



# What is CPD?

- Keeping knowledge and skills up-to-date to ensure you work effectively and safely
- 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')



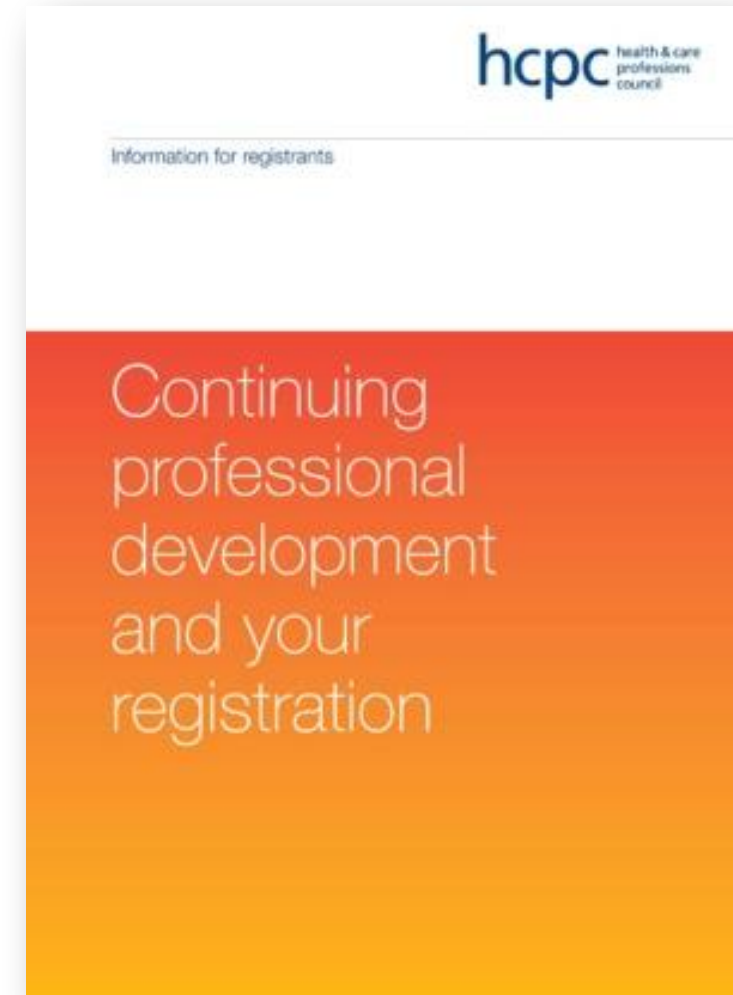
Continuing  
Professional  
Development



# Standards for CPD

A registrant must:

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



# Your dated list

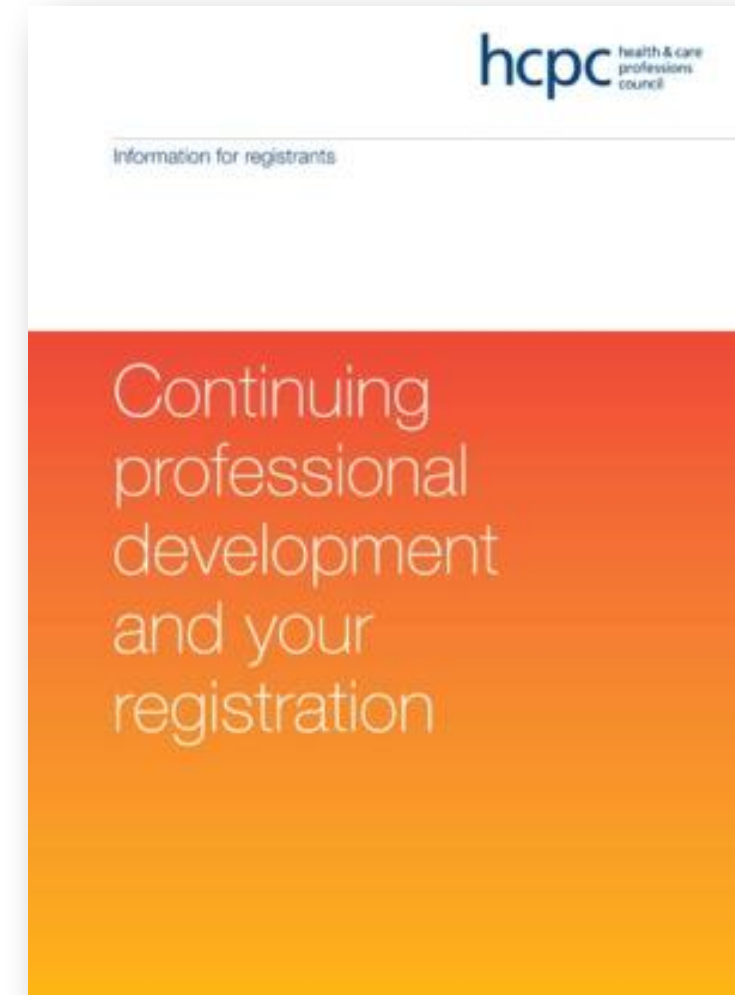
- How you record your CPD
- Level of detail is relevant for your needs
- No perfect way to record CPD

Learning activities	Date
Writing journal article	Jun – Dec 2023
E-learning course on keeping and updating records	10 Sep 2023
Student supervision	Oct 2023
External Training	2 – 8 Nov 2024
Developing an education evaluation handbook	17 February 2023
Reading relevant journal articles	Monthly
Seminar	12 March 2024
In-service training	6 – 10 April 2024

# Standards for CPD

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



## Myth 1



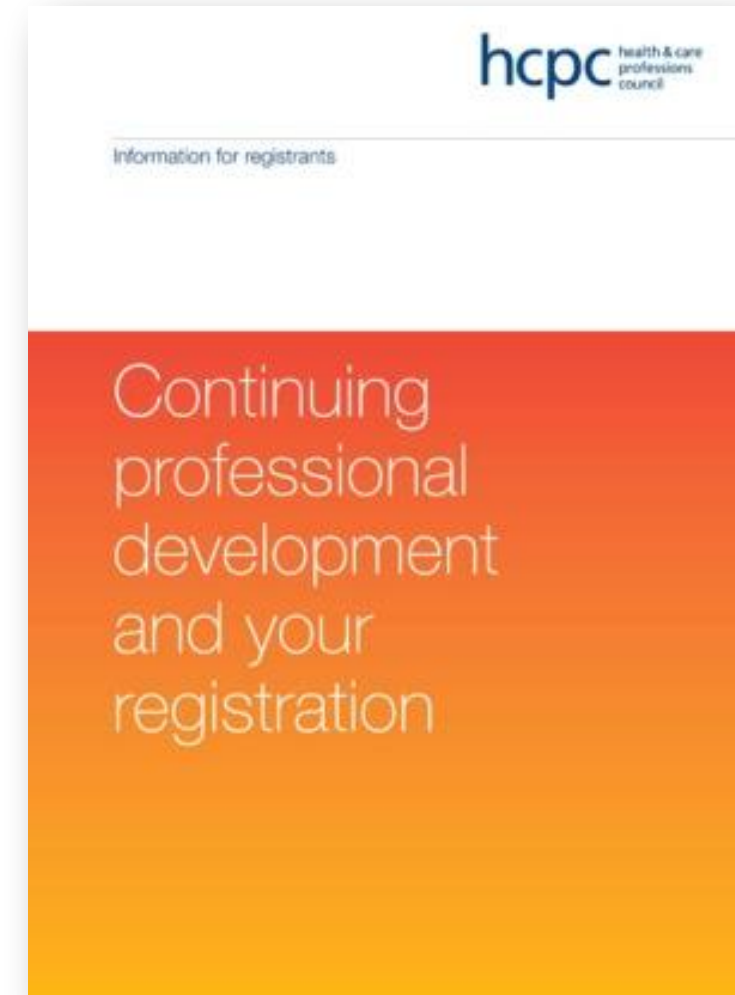
**There is a huge variety of  
activities that count**



# Standards for CPD

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**



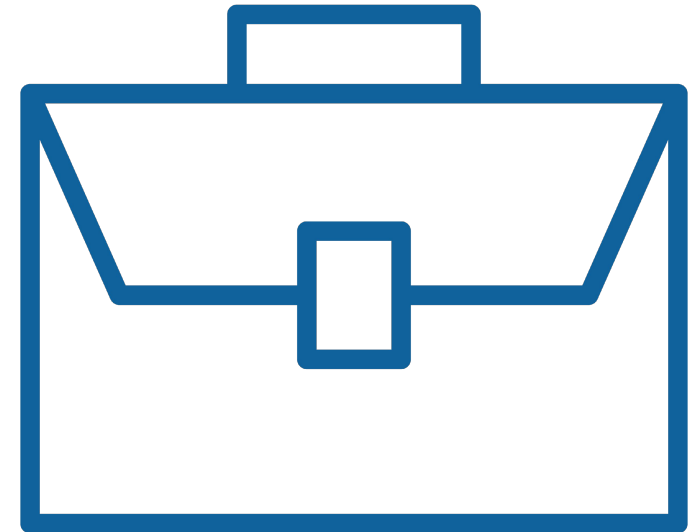
# Evidence

- Materials from others
  - Powerpoint slides, testimonies
- Materials produced yourself
  - Presentations you've 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




## 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



# Your profile should include

- 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



**CPD profile**

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**1.0 Name:** Physiotherapy Team Lead

**1.1 Profession:** Physiotherapist

**1.2 CPD number:** CPD1234

**2. Summary of recent work / practice** [maximum 500 words]  
 I am a physiotherapy team lead (0.8 whole time equivalent) working within the COMCARE service that works with older residents in the Borough of Hillview to maximise their capacity to live independently in the community. Before joining COMCARE 18 months ago, I worked in the Medical Rehabilitation Unit based in the local acute NHS Trust.

COMCARE is an interdisciplinary service made up of GPs, community mental health and district nurses, occupational therapists, physiotherapists, social workers and rehabilitation assistants. Following an initial telephone screening interview, our clients undergo a comprehensive interdisciplinary assessment and work with staff to develop a personalised package of advice/intervention/support to meet the individual's health and social care needs.

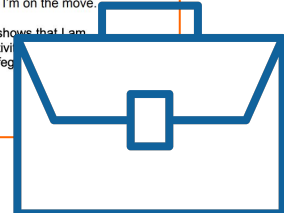
As Physiotherapy Team Lead, I am responsible for:

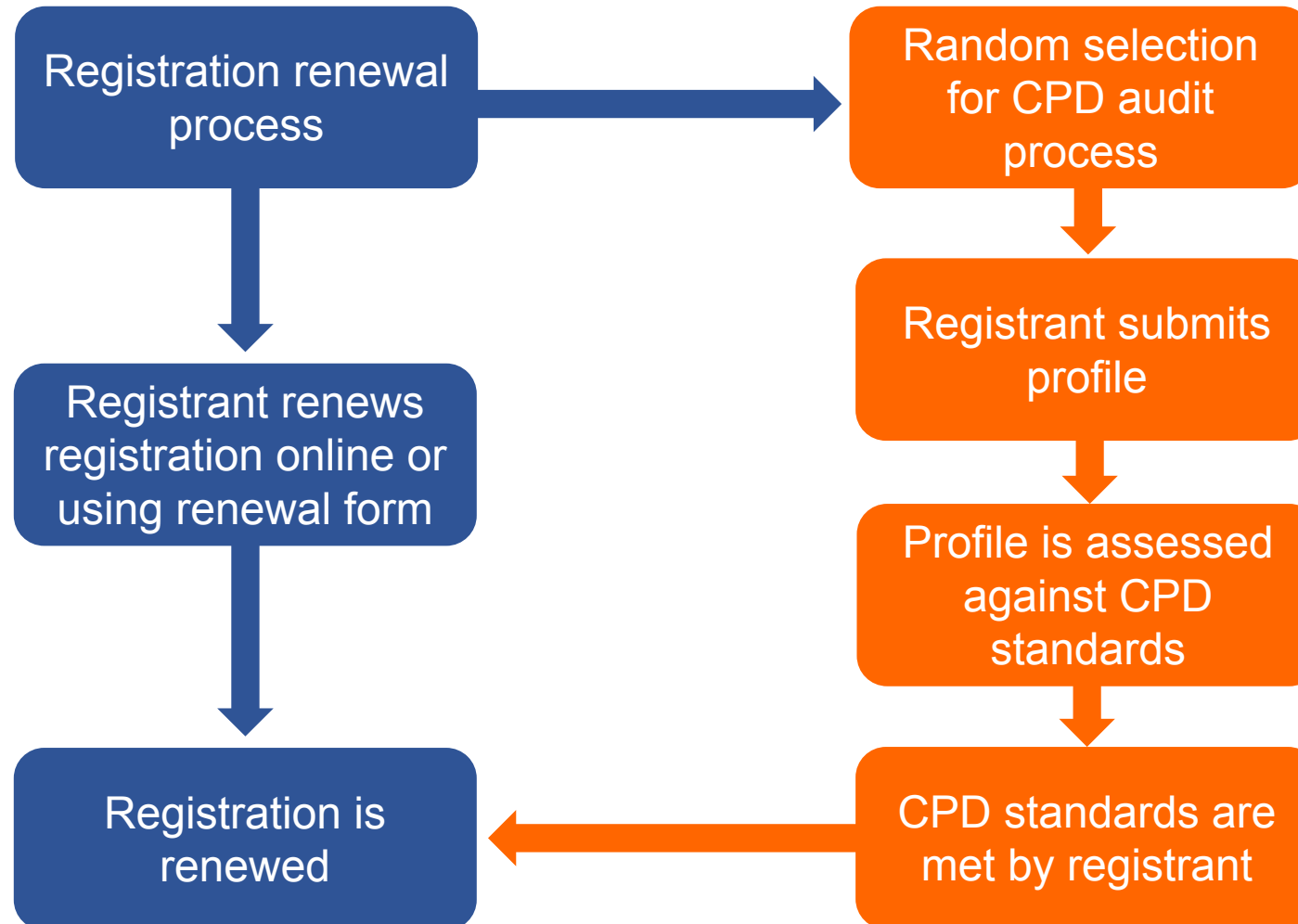
- a small clinical caseload of clients living in the southernmost patch of our Borough
- providing physiotherapy input to 'Move!' – a weekly drop-in activity/advice session for older people run in parallel with the local branch of Age UK
- the day-to-day management and delivery of physiotherapy to COMCARE
- supporting the ongoing development of staff through clinical supervision and mentorship as appropriate
- working with physiotherapy staff to ensure that the physiotherapy element of COMCARE continues to meet quality standards in ways that take account of the developing evidence-base and the changing needs of clients referred to our service
- working with GPs, other Team Leads and service users to evaluate/evidence the value and impact of the COMCARE service and inform its ongoing development

[total 238 words]

**3. Personal statement** (Maximum 1500 words)  
**Standards 1 and 2**  
 I maintain a record of my CPD in an Excel workbook which is stored in a secure online space that I can access via my iPad. As a community-based worker, this approach works well as it allows me to update/maintain my CPD record while I'm on the move.

A copy of my CPD record is presented as Evidence 1. This record shows that I am meeting Standards 1 and 2. I have undertaken a variety of CPD activities over the past 2 years including mandatory training (manual handling and safeguarding).







## Myth 2

**The CPD audit selection is done  
from the whole profession, not  
those who have renewed**

# 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



## Myth 3

**If you engage with us, we'll work with you to help you improve your profile**

## Myth 4



**Not submitting a profile on request may result in your removal from the Register**

# Speech and language therapist CPD audit statistics

CPD audit statistics for the 2021-2023 renewal cycle

A total of 341 speech and language therapists were asked to present their CPD profile.

Outcome	No. of registrants audited	Percentage of sample
Accepted	267	78.3%
Deferred	51	14.9%
Did not renew	6	1.8%
Voluntary Deregistration	16	4.7%
Removed	1	0.3%
Still awaiting	0	0%
<b>Total</b>	<b>341</b>	<b>100%</b>



# Resources and information



[www.hcpc-uk.org/cpd](http://www.hcpc-uk.org/cpd)



# Tips from CPD assessors

## Do:

- **Keep it simple.** Use simple language to describe the CPD you have done, what you have learnt from it, and how it has benefited you and your service users.
- Choose **four to six CPD activities** from the last **two years**.
- Ensure the activities you discuss are a **mixture** of learning types.
- Provide an **easy-to-follow** profile of evidence that is clearly titled and linked to your statements and activities.
- **Double check** your profile before sending it!

## • Don't:

- **Send evidence of all your CPD activities.** We only need evidence to support the activities you have written about to demonstrate standards 3 and 4.
- **Use outdated evidence.** All activities and relating evidence must have been undertaken during the past **two** years (the current CPD audit cycle).

## Things to remember...

- Those selected for audit will receive an email this is separate to the renewal invitation
- You can **continue to practise** during the audit process
- Gaps of three or more consecutive months will need to be **explained**
- Don't send us service user **identifiable information**





# SLT case study

Jennifer Earl  
Speech and Language Therapist,  
Harrogate and District NHS Foundation Trust





# CPD Audit - Jen Earl SLT

- Community SLT B6
- Completed CPD audit twice
- To comply you must:
  - Submit a CPD profile which reflects CPD completed since the last HCPC renewal
  - Provide evidence to show how your CPD meets the standards

# Section 1 – Summary of recent work



*I work for an NHS Foundation Trust as a Speech and Language Therapist. I work in a small team with an Adult caseload. My work covers both acute and community work (primarily community). My caseload includes adult acquired communication disorders and dysphagia (primarily dysphagia). The area is a large rural area across North Yorkshire and also the acute wards at a community hospital. I work 2.5 days per week.*

*My responsibilities include dysphagia and communication assessments, diagnosis of communication disorder/dysphagia, designing therapeutic care plans, liaising with patients/carers/medical professions to ensure safe practice, training others in dysphagia and communication disorder e.g. care staff and family members, managing students and liaising with the wider multidisciplinary team.*

*I have a clinical interest in head and neck oncology (I worked specifically in this area for 5 years previously). I have recently been involved with providing training to my team in this area.*

*I also liaise with the local University to arrange student placements.*

Total words: 153

# Section 2 – A dated list of activities

Date	Activity	Type
1/10/21	Training Nutritional Assistants in Dysphagia and IDDSI	Professional
1/10/21	Shadowing another SLT to gain experience	Work based learning
4/11/21	EMST training	Work based learning
4/11/21	Case discussion with clinical supervisor	Professional
2/12/21	Reading and evaluating a journal article	Self-directed learning
8/12/21	Introduction to FEES training (in-house)	Work based learning
19/1/22	Reading and evaluating a journal article on 'Eating and Drinking with acknowledged risk'	Self-directed learning
16/3/22	Shadowing Videofluoroscopy clinic	Work based learning
5/5/22	Development of Care Home pack in Dysphagia and Palliative Care	Professional
22/6/22	Clinical Supervision	Professional
28/7/22	Online Dementia training course	Formal
2/9/22	Introduction to Influencing E-Learning course	Work based learning
24/10/22	DOLS eLearning training	Formal
9/11/22	Managing a complex and variable caseload (webinar)	Formal
29/11/22	Moving and Handling training	Work based learning
8/12/22	Essential oral care training	Formal
9/2/23	Practice Educator refresher training	Formal
10/3/23	Clinical Supervision	Professional
31/3/23	Reflective writing course	Self-directed learning
10/5/23	In service training (leading)	Professional
19/7/23	Perceptual Assessment of Voice in-service training	Work based learning



# Section 3 – Personal statement

- Up to 1500 words
- I chose 5 CPD activities to expand on: what I did, what I learnt, what I would do differently as a result and who benefitted from these changes
- There are other ways to complete this section. You must demonstrate how you meet the HCPC standards for CPD.

# Section 4 – Supporting Evidence

Evidence No	Brief Description of Evidence	CPD Standards it relates to
1	Care home document	3,4
2	IST presentation	3,4
3,4,8	RCSLT CPD Diary export	1,2
5	Oral care training certificate	3,4
6	Managing a complex and variable caseload training certificate	3
7	Practice Educators refresher training feedback form	4

- Above is my example
- Only include evidence from the activities you discuss in more detail.
- Make sure you keep any certificates for courses etc

# Top tips

- Discuss how to complete your CPD profile within work time
- Complete your summary of recent work and CPD diary now, don't wait to be chosen for audit
- Keep all evidence e.g. course certificates in a safe place.  
Scan/take photographs to have in a document in case they get lost
- Keep a check on your CPD diary to make sure there are no unnecessary gaps. Log gaps on your diary.
- If you are chosen, don't leave until the last minute!



# RCSLT update

Mark Singleton  
Learning and Development Manager, RCSLT



# How to use the RCSLT CPD diary

- Logging in
- Creating a new CPD activity
- Creating a new CPD goal
- Assigning activities to goals
- Exporting your diary

**How would you rate your knowledge of the audit and renewals process, now that you have attended this webinar?**

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# Questions





# Evaluation



# Evaluation







Thank you



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[@RCSLT](https://twitter.com/RCSLT)

