# HCPC CPD audit FAQs

This is a list of questions sent in by attendees at a joint HCPC RCSLT webinar about the HCPC CPD audit on 27 March 2025. With many thanks to those attendees for their engagement.

**Speakers:**
Natalie Berrie, Registrations Manager, The HCPC
Jennifer Earl, Speech and Language Therapist, Harrogate and District NHS Foundation Trust
Mark Singleton, Learning and Development Manager, RCSLT
Tom Griffin, Professional Enquiries Manager, RCSLT

####

#### Preparing for audit

1. **What is the one thing you wished you had done before being called for audit?**

Kept a live CPD diary. If you are up-to-date with recording CPD it makes the process so much easier to manage. I would also keep evidence in a CPD folder; certificates of attendance at courses etc. (JE)

1. **How should I best prepare long-term? What day-to-day things should I be doing to prepare?**

Don’t leave things to the last minute, keep a record of activities you want to use for CPD, even if it’s just a note with the date, and what the activity is you want to record so you can go back later. Make sure you are aware of what you can use as CPD (<https://www.hcpc-uk.org/cpd/carrying-out-and-recording-cpd/what-activities-count-as-cpd/>) and don’t forget workplace learning i.e. when you have tried something new that worked and that you will use again. (TG)

1. **What are the requirements for HCPC audit and how can I get ready ahead of the selection?**

HCPC audit process (<https://www.hcpc-uk.org/cpd/cpd-audits/>) will require you to provide evidence of CPD for the past 2 years (they will provide exact dates for this), you will need to provide a list of all activities you have completed and will also require you to choose 5 or 6 activities to explain more thoroughly and to relate back to each of the 5 CPD standards set by the HCPC (<https://www.hcpc-uk.org/standards/standards-of-continuing-professional-development/>).

Ensure your CPD is up to date, that it has a variety of learning methods and is spread out across the year not just all clumped in one month. If there is a period of more than 3 months in a year where you have not logged and CPD the HCPC will request reasons for this so be prepared. (TG)

1. **How many hours of CPD is required per year?**

HCPC do not specify number of hours you should be collecting they are more interested in the quality of the CPD collected, however, RCSLT guidance suggests that (as a rule of thumb) 30 hours for full time staff and roughly 15 hours for part time staff should ensure that you are meeting the requirements for HCPC - <https://www.rcslt.org/members/lifelong-learning/#section-3> (TG)
2. **Please can you give your top tips for audit when there is no CPD time in my job plan?**

Keeping up to date with your knowledge and skills and the completion of CPD is a requirement of registration with the regulator, the HCPC, therefore the RCSLT would expect there to be an understanding of the need for some time to be protected with your role to complete this requirement. The RCSLT along with other AHP bodies have produce the joint principles of CPD and lifelong learning (<https://www.rcslt.org/members/lifelong-learning/#section-6>) which highlights the need for employers to recognise the benefits of providing time within work hours for CPD. (TG)

1. **What are the different types of CPD? Eg, What activity would webinars like today's one come under please? Would a CEN be a professional activity?**

HCPC does have a handy list of activities that you can use to guide your learning and will be useful in categorising your activities: <https://www.hcpc-uk.org/cpd/carrying-out-and-recording-cpd/what-activities-count-as-cpd/>. There are 45 different activities listed, which shows how broad CPD can be.

Categorising your CPD is very specific to each person and can differ between therapists which is fine. For example, attending a webinar could easily be logged under professional learning or self-directed learning and both would be appropriate. Whilst being involved in Clinical Excellence Networks or attending a CEN study day would tend to come under Professional activities. (TG)

1. **What’s the best way of keeping a CPD diary? What does a well-maintained CPD diary looks like please? What level of detail and reflection is required?**

There’s no particular right or wrong way of keeping a diary – it's better to find what works for you. If you want to use the RCSLT CPD diary, then just make sure you’re following the activity structure, especially adding a date, CPD type and completing the reflection boxes, and you’ll be fine. (TG)

1. **Is it possible to add under CPD, Attending NHS interviews and PowerPoint presentations prepared for the interviews?**

Presentations you have given can definitely be used as evidence, but you should remember that CPD is about your own learning and so you should be reflecting on what you did, what you learnt and how this will affect your practice going forwards. (TG)

Selection for audit

1. **How frequently are speech and language therapists audited in their careers?**

Each time speech and language therapists are invited to renew their HCPC registration, 2.5 percent of the profession is selected for audit. The audit selection is computer-generated at random, so it is possible to be selected on more than one occasion and it is possible to be selected on consecutive occasions. (NB)

## Going through audit

1. **What is the two-year period the audit is looking at? How far back do I need to provide CPD reflections?**

If you are chosen for audit the HCPC will provide the exact dates between which you have to provide evidence before. For example, for this year it will probably be Oct 2023 to Sept 2025. (TG)
2. **How long do you get to complete the audit?**

If selected, you have 3 months in which to submit your evidence i.e. members will be informed in early July if they have been selected and will need to submit by the end of September. (TG)
3. **What is the HCPC looking for? How can I pass the audit?**

To be accepted in the audit, the assessors will be looking for a profile which shows that your CPD meets the HCPC CPD standards.

The first step on the road to doing this is to make sure that you are carrying out and recording your CPD so that you can access it to enable you to put together your profile, should you be selected for audit.

**Some useful tips from CPD assessors are provided on the HCPC website, and you can view these here:** <https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/top-tips-for-completing-your-cpd-profile/>

When you submit your CPD profile for audit, the assessors will need you to show that your CPD has been continuous with no unexplained gaps of 3 or more consecutive months in the audit period. Your CPD should also be made up of a variety of different types of learning, not restricted to formal courses.

This can be done by including one clear dated list of all the CPD activities you have completed in the audit period. The list must include a brief description of each activity and the date(s) on which the activity took place. It is ideal to present the list in date order, as this makes it easier for you and for the assessors to see whether your CPD has been continuous.

If there are any gaps in your CPD activity list, please add an explanation for this and make it clear what the start and end date of the gap was.

It is also really important to show the impact of your CPD. This can be done by providing a clear personal statement as part of your CPD profile in which you can explain how you meet the standards, especially Standard 3 (how your CPD improved the quality of your practice/service delivery) and Standard 4 (how your CPD benefited your service users).

We generally suggest that you could select between 4 – 6 activities to discuss in your personal statement.

Finally, it’s important to make sure that you upload evidence to support the activities which you choose to talk about in your personal statement, and it is helpful to the assessors if you clearly cross reference the evidence in your personal statement.

Don’t try to upload too much evidence – keep it clear and focus on making sure that you upload evidence for the activities you speak about in your personal statement.

There are useful guides on putting your profile together and how to submit the profile using your HCPC online account. You can view the guides here:

<https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/putting-your-cpd-profile-together/>

and here: <https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/submitting-your-cpd-profile-online/how-to-submit-a-cpd-profile/>

(NB)

1. **What is the format of the submissions for HCPC? I.e. presentation, word documents, etc, or is it a variety?**

If you are selected for CPD audit, you will need to submit your profile using your HCPC online account. The format of the profile is designed in sections to make it clear for you and for the assessors.

The summary of recent practice and personal statement sections – These are text boxes where you can directly type or copy and paste the information.

The CPD Activities section - This can be filled in on the Activities section of the profile, or you can upload your dated list to that section as a document, such as a Word or Excel file.

The Evidence section - Here you upload the evidence documents to support your personal statement. These documents can be in any permitted format, such as word, PDF, Excel, PowerPoint presentations. There is a maximum file size of 25MB per file. (NB)

1. **What counts as evidence toward a CPD activity? Particularly activities such as self-directed learning, informal case discussion? Please can you give specific examples of the types of evidence that an SLT would be expected to provide if audited?**

HCPC does have a really handy list of activities that you can use to guide your learning and will be useful in categorising your activities: <https://www.hcpc-uk.org/cpd/carrying-out-and-recording-cpd/what-activities-count-as-cpd/>. There are 45 different activities listed, which shows how broad CPD can be.

The RCSLT is always at hand as well if you want to discuss CPD or learning and what can be used as CPD evidence. Please do contact use through cpd@rcslt.org or info@rcslt.org

1. **I work at a university and we do a yearly development review where we record similar information. Would a printout of the record of this description of my development, along with evidence for several selected examples be acceptable?**

Yes, this is exactly what HCPC is looking for. It is recommended that you choose 5 or 6 activities to reflect on in more detail, these should evidence different learning methods and be spread out across the 2 years. (TG)
2. **What is the level of documentation and evidence that we would need for the audit? How best to evidence CPD?**

When selected for CPD audit, you will submit your CPD profile using your HCPC online account. There is detailed guidance on how to put your profile together here:

<https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/putting-your-cpd-profile-together/>

There is additional guidance on how to submit your profile using your HCPC online account here:

<https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/submitting-your-cpd-profile-online/how-to-submit-a-cpd-profile/>

We also have some useful hints and tips from CPD assessors which you can view here: <https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/top-tips-for-completing-your-cpd-profile/>

When deciding what evidence to provide as part of your profile, you don’t have to add evidence documents for all the activities on your dated list. It is important though to make sure that you provide evidence for the activities you choose to talk about in your personal statement. There is a wide variety of types of evidence which you could consider providing and there are some helpful suggestions here:

<https://www.hcpc-uk.org/cpd/completing-a-cpd-profile-for-audit/cpd-evidence/>(NB)

1. **How long should the process take?**

You will be advised that you have been selected for CPD audit in the first week of the renewal window. This year, any speech and language therapists selected for audit will be sent an email to let them know in the first week of July, and the deadline for submitting their profile will be 30/09/2025. This means that you will have approximately three months to submit your CPD profile to HCPC.

Once you have submitted your profile, you will receive an automatic email to let you know that we have received it.

Your profile will initially be checked by one of the CPD team at HCPC to make sure that it is complete and that it can be sent for assessment. If anything is missing, we will return your profile to you to allow you to make the necessary additions, and we aim to do this within 5 working days.

If your profile is complete, we will send it for assessment and we will contact you within approximately 12 weeks to let you know the outcome. (NB)

1. **Are the auditors registered SLTs?**

Yes, there is at least one registered SLT on each panel reviewing CPD profiles submitted for audit. (NB)

1. **How can I support team members if they are called?**

The best way to support team members through the process is by providing protected time to gather evidence, this could be in the form of a few short periods or one or two longer periods this is down to your own local discussions. You could also be directing them to links and info on HCPC and RCSLT websites, and directing them to contact RCSLT to talk through any concerns they may have. (TG)

Audit for different career types or stages

1. **What hours of CPD are required if I am not practising?**

HCPC do not specify number of hours you should be collecting they are more interested in the quality of the CPD collected, however, RCSLT guidance suggests that (as a rule of thumb) 30 hours for full time staff and roughly 15 hours for part time staff should ensure that you are meeting the requirements for HCPC - <https://www.rcslt.org/members/lifelong-learning/#section-3>(TG)

1. **What should CPD look like for someone who is registered but has not begun working (NQP)? Things to think about as an NQP?**

Newly qualified therapists should not be chosen for audit in their first registration cycle i.e. they should not be eligible to be chosen until they go through their first membership renewal (check with HCPC) this is because they will not have collected the 2 years of CPD yet that is required for audit.

NQPs should be working through their NQP goals within the first 12-24 months after graduation, these can be completed alongside day-to-day work and in conjunction with any other local requirements such as dysphagia competencies etc. Much of the evidence you collect for any competency frameworks can also be used for the NQP goals so it is about being aware of requirements and where you can evidence sections in more than one framework at once: <https://www.rcslt.org/members/your-career/newly-qualified-practitioners/#section-1>
(TG)

1. **I am not currently practising as a SLT, moved from this role last year and working as an Adviser for Parkinson's UK. I am completing regular CPD to maintain my registration, but this is more formal, and self-directed rather than work based, do you have any specific advice for people who are not currently working directly with patients?**

It's not a problem if you are not working as a speech therapist, however you will need to ensure that you relate the CPD you use as evidence is related back to your SLT practice and links to the HCPC’s 5 CPD standards: <https://www.hcpc-uk.org/standards/standards-of-continuing-professional-development/>
(TG)

1. **What if I am due to go on maternity leave during audit?**

If you are currently on maternity leave or about to go on maternity leave it may be that you want to defer your audit until the next audit year. HCPC will accept this and other reasons for deferring your submission, you will need to contact them and discuss your reasons, more information can be found on the HCPC website regarding this: <https://www.hcpc-uk.org/cpd/cpd-audits/deferring-your-cpd-audit/>

It is important to remember, deferring will mean that you won’t have to submit your evidence in this cycle but you will be expected to submit for the next audit cycle in 2027. (TG)

1. **How can I maintain registration when working in a different role, how to best evidence keeping up with practice?**

You can continue to maintain your registration whilst working in a non-SLT role, however, you will need to relate any CPD you do do to your SLT practice. It is recommended to keep linked in with the profession and the RCSLT i.e. through Bulletin and website to ensure you are keeping up to date with your knowledge and skills. (TG)

1. **I am an international speech and language pathologist and have credits from my licence in my home country. How do I find out if these count?**

CPD activities which you complete outside the UK can be equally valid and included in your CPD profile. You will still need to show that you meet all the HCPC CPD standards, so it will be important to be familiar with these. You can refer to the CPD standards here: <https://www.hcpc-uk.org/standards/standards-of-continuing-professional-development/>

Please remember that if you are selected for audit, the assessors will only be able to take into account CPD activities which took place during the relevant audit. This time, the audit period will be 01/10/2023 – 30/09/2025.
(NB)

## RCSLT CPD diary

1. **Will the RCSLT online CPD diary be changing?**

Yes, we will be looking at updating the diary but as we are only starting to look at this now we do not expect to be ready for at least a year. When we start working on it we will ask members to be involved in design and testing and will ensure they are fully briefed of changes in good time. (MS)
2. **Please can I have some guidance on logging CPD to make sure I am doing it right?**

Of course – just get in touch with our Learning team at cpd@rcslt.org and one of us will get back to you to talk you through things. For clarity, though – there's no particular ‘right’ or ‘wrong’! We encourage you to record your CPD in a way that works for you, we aren’t prescriptive (and neither are the HCPC). As long as you follow the reflections template, and keep that dated list, you’re doing most of what you need to do. (MS)

1. **Some of my activities are logged a few times in different goals e.g. communication, professional & research - does this matter?**

Not at all – we understand that some activities will meet/contribute to multiple goals, and so you’re free to assign them to as many as are relevant. (MS)