A PROBLEM SHARED...



Having work or career issues? Tom from the RCSLT Professional Enquiries Team is here to help



I know that the HCPC continuing professional development (CPD) audit is coming up soon but I am not too sure what I can and can't use as evidence. Can you help?

While the Health and Care Professions Council (HCPC) audit might feel intimidating, remember it's just about showing your commitment to ongoing professional growth. The HCPC requires you to keep your knowledge and skills up to date to stay on the register, and the audit makes sure you're doing the CPD activities needed to meet standards.

CPD is personal to each individual, so what counts as CPD can vary. Typically, if something is work-related and offers significant learning, it can count as CPD. This could include formal learning as well as other kinds of work-based situations.

Types of CPD

- **Formal learning:** Courses and webinars: any mandatory courses, training sessions, or webinars you've attended, whether they're in person or online, count as CPD.

- **Informal learning:** Self-directed learning: reading relevant books, articles, or journals counts as CPD. Even watching online videos or following professional blogs can qualify if they help you learn something new.

- **Reflecting on practice:** If you've been involved in interesting or complex cases at work, documenting your process and what you've learned is a great way to show CPD in action. Discussions with colleagues or mentors about your development at work can also count as CPD.

- **Presentations and professional writing:** Delivering presentations or running training sessions counts as CPD, as it involves both learning and helping others learn. Writing articles or blog posts about your field also qualifies, especially if you've researched a topic.

Top tip: try to stay organised!

It's a good idea to keep a record of your activities as you go: note down what you did, how long it took, and what you learned. Make sure to save any evidence, such as certificates or emails, as you might need them later. Don't just go through the motions; take time to reflect on how each activity contributes to your development. By staying organised you will be prepared, and the audit should not be a problem.

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Useful links

- RCSLT CPD and lifelong learning
rcslt.org/members/lifelong-learning
- HCPC Guidance: carrying out and recording CPD
rcslt.info/hcpc-cpd
- RCSLT course listings webpages
rcslt.org/course-listings

Questions are anonymised or fictitious examples, representing a range of professional issues affecting our members.