RCSLT

CPD Portfolio webinar

05 November 2026



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Welcome and housekeeping













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**
- This event is being recorded and will be made available on the RCSLT website along with the presentation slides.
- Please feel free to watch the demo later to help you to log your CPD.

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Introduction

By attending the webinar, delegates will:

- Understand how members have supported the transition from the CPD diary into the new portfolio
- Know how it can be used to record and plan their CPD, both for the HCPC and personal development
- Be familiar with the key features
- Be aware of which frameworks will be embedded in the CPD Portfolio

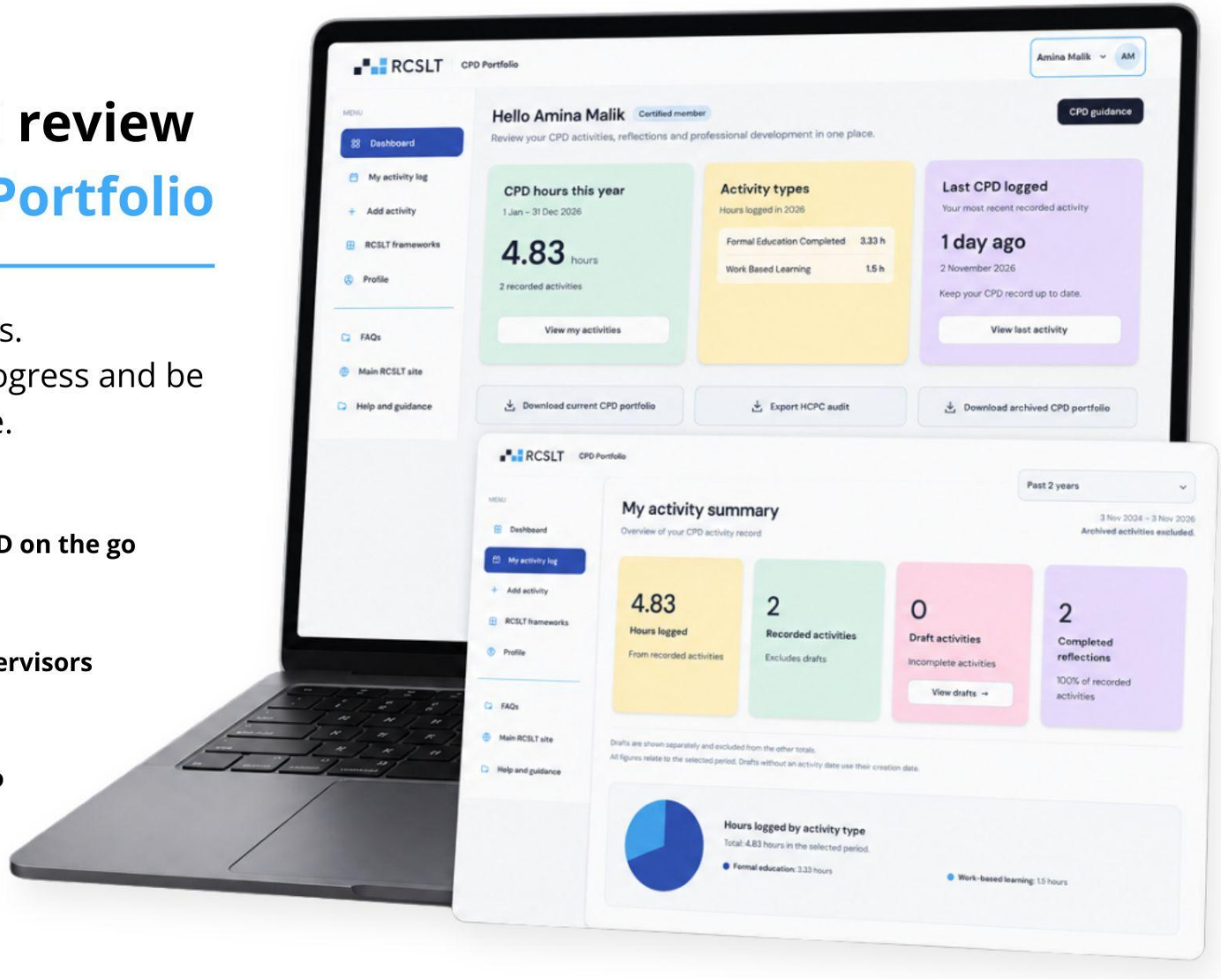
RCSLT

cpdportfolio.rcslt.org

Record, reflect and review with the new CPD Portfolio

Built for the career needs of SLTs.
Log your learning, track your progress and be HCPC-audit ready, on any device.

- **Mobile optimised for tracking CPD on the go**
- **Seamless collaboration with supervisors**
- **Visualise your progress as you go**



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Background

Morag Reavley &
Amina Malik

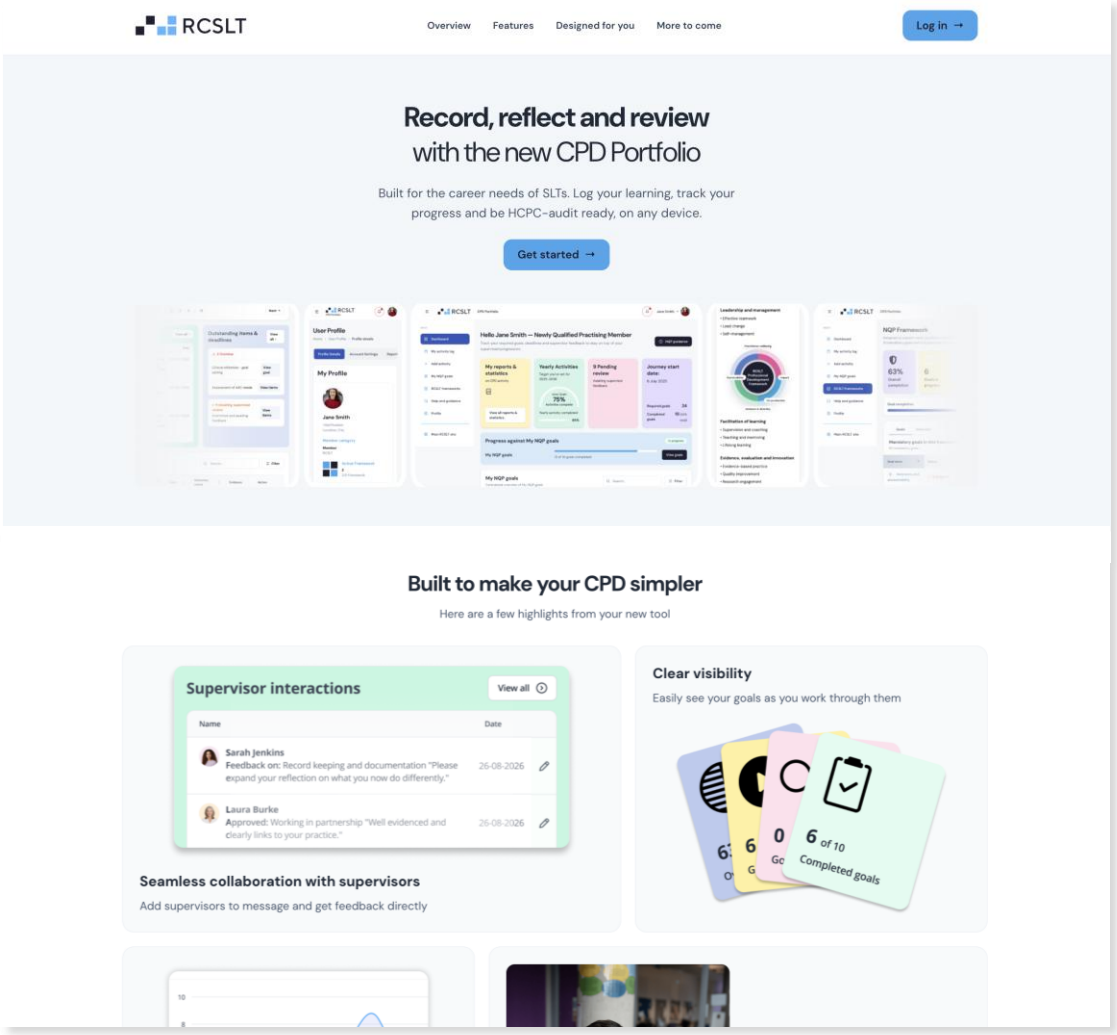







Background to the new CPD Portfolio

- The new CPD Portfolio replaces the old CPD Diary.
- A 12-month digital project to develop a new CPD tracking platform for members.
- Our aim: A user-centric platform that helps members plan, record and manage their Continuing Professional Development efficiently and effectively.

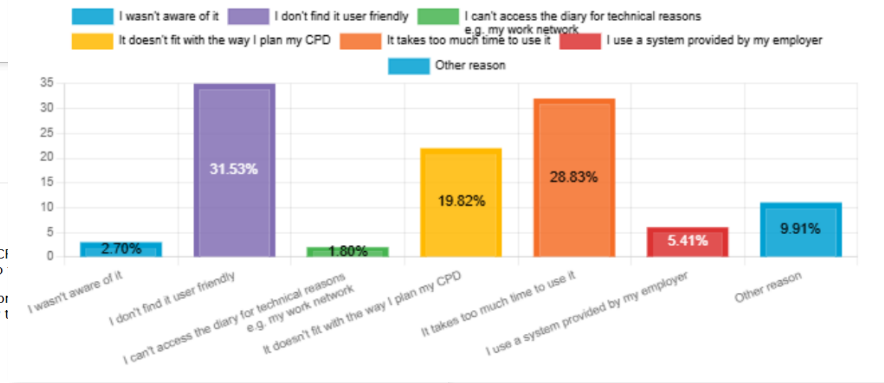


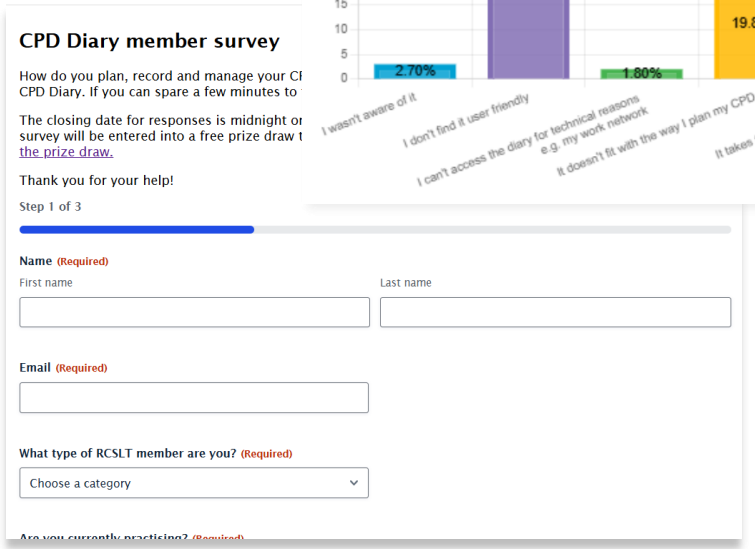
What we learned from you

Lots of you shared your thoughts and feedback on what would make logging CPD easier:

- CPD time is limited: make logging CPD as efficient as possible.
- Allow me to log CPD wherever I am, including on the go.
- Make it a more modern, more engaging experience.
- Help me capture what HCPC will want to know.
- Make it specific to my profession e.g. RCSLT goals, professional frameworks and requirements.

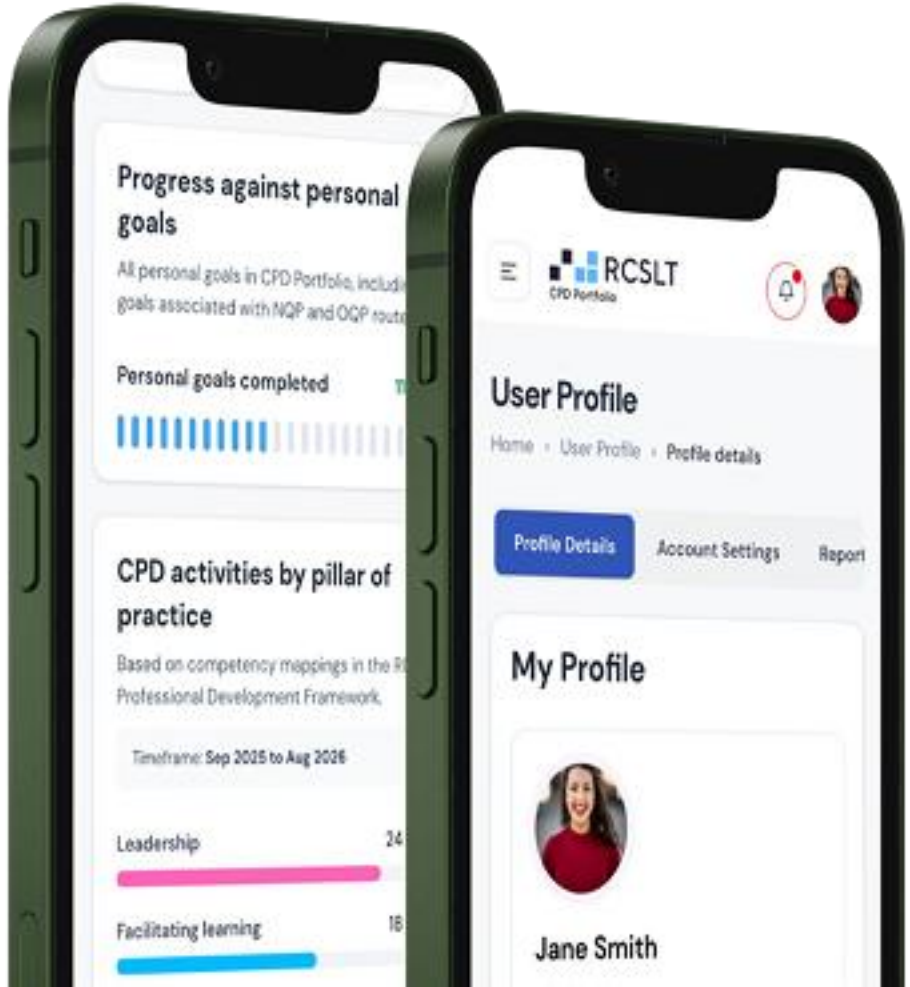




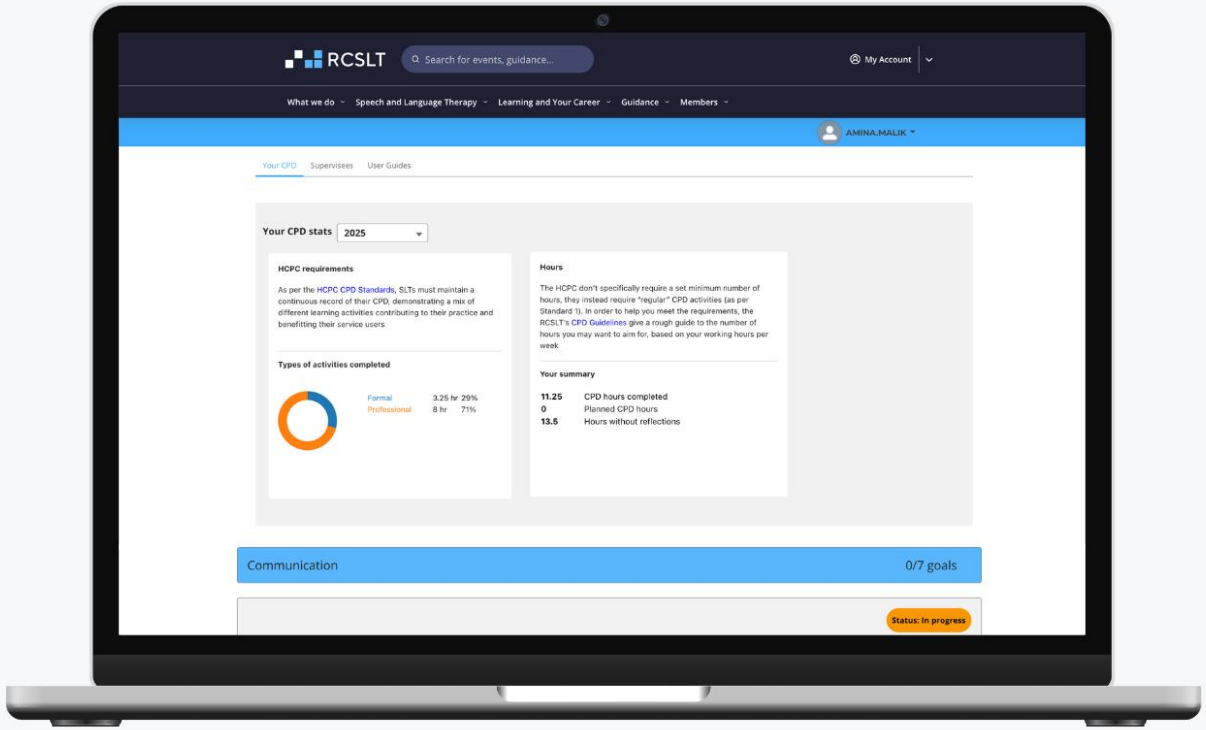


What we've focused on

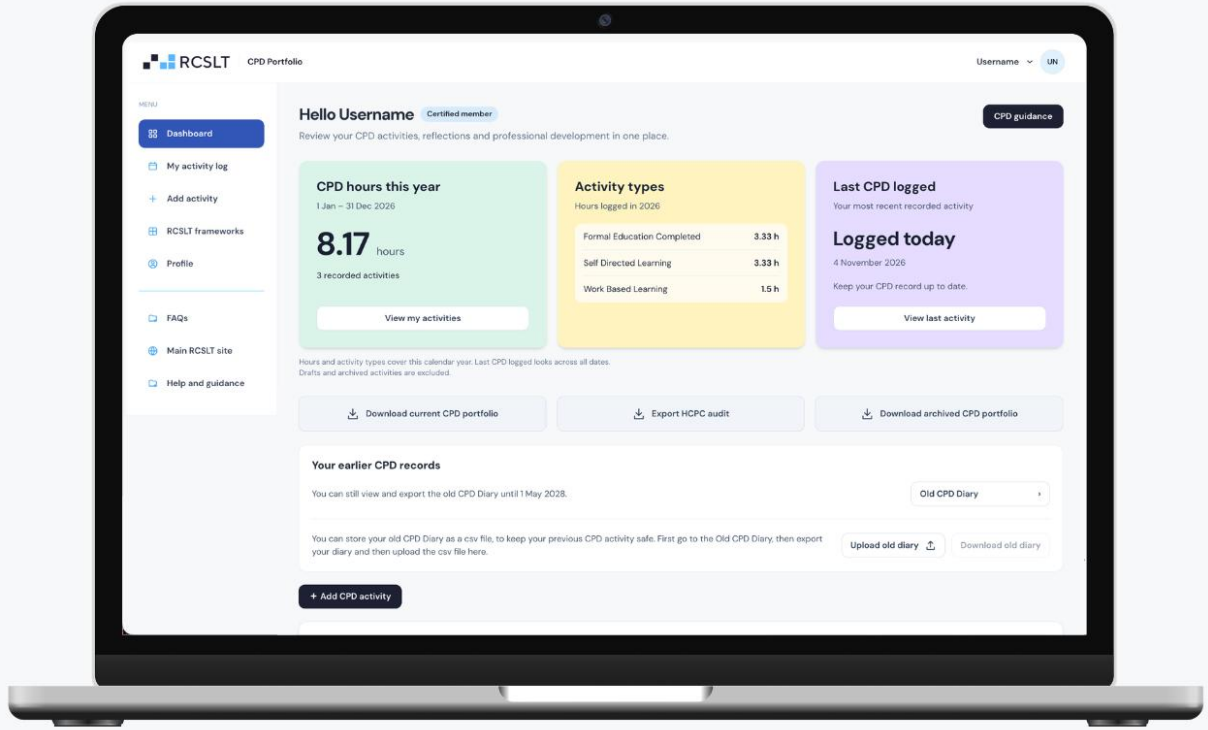
- Better overall user experience e.g. more intuitive journeys, more on-screen help.
- Incorporation of frameworks: two sets of NQP goals, OQP goals, and soon EDS Foundation competencies and Professional Development Framework.
- Better communication with your supervisors and reviewers.
- Email notifications to remind you to keep up with your CPD.
- Visual reporting and insights into your activities.
- Fully optimised for smartphone use.



Then

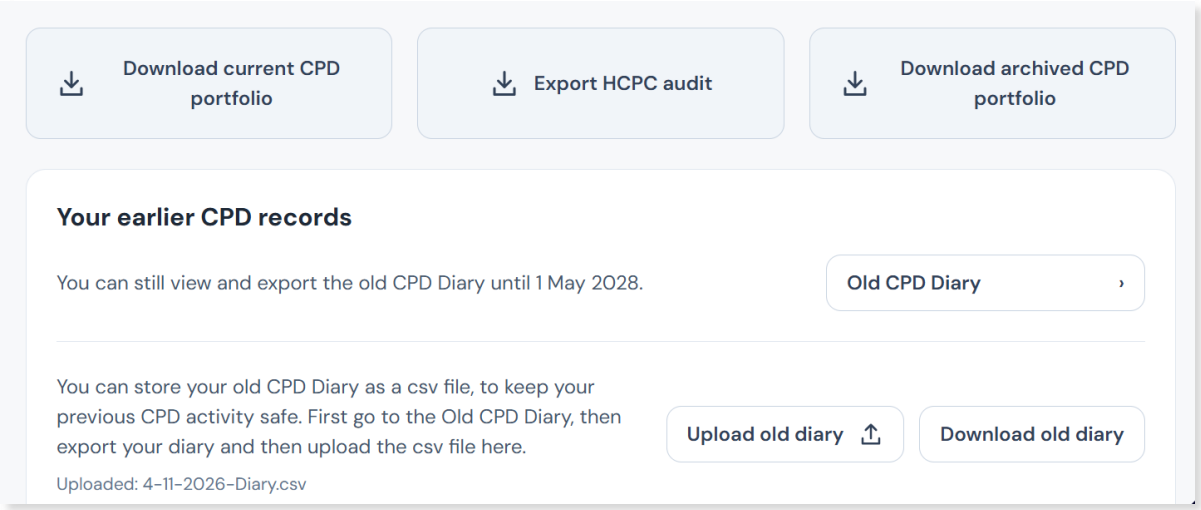

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Search for events, guidance...
My Account
What we do
Speech and Language Therapy
Learning and Your Career
Guidance
Members
AMINA.MALIK
Your CPD
Supervisees
User Guides
Your CPD stats
2025
HCPC requirements
As per the HCPC CPD Standards, SLTs must maintain a continuous record of their CPD, demonstrating a mix of different learning activities contributing to their practice and benefitting their service users
Types of activities completed
Formal 3.25 hr 29%
Professional 8 hr 71%
Hours
The HCPC don't specifically require a set minimum number of hours, they instead require "regular" CPD activities (as per Standard 1). In order to help you meet the requirements, the RCSLT's CPD Guidelines give a rough guide to the number of hours you may want to aim for, based on your working hours per week
Your summary
11.25 CPD hours completed
0 Planned CPD hours
13.5 Hours without reflections
Communication
0/7 goals
Status: In progress

Now


RCSLT
CPD Portfolio
Username
UN
MENU
Dashboard
My activity log
Add activity
RCSLT frameworks
Profile
FAQs
Main RCSLT site
Help and guidance
Hello Username
Certified member
Review your CPD activities, reflections and professional development in one place.
CPD guidance
CPD hours this year
1 Jan – 31 Dec 2026
8.17 hours
3 recorded activities
View my activities
Activity types
Hours logged in 2026
Formal Education Completed 3.33 h
Self Directed Learning 3.33 h
Work Based Learning 1.5 h
Last CPD logged
Your most recent recorded activity
Logged today
4 November 2026
Keep your CPD record up to date.
View last activity
Hours and activity types cover this calendar year. Last CPD logged looks across all dates.
Drafts and archived activities are excluded.
Download current CPD portfolio
Export HCPC audit
Download archived CPD portfolio
Your earlier CPD records
You can still view and export the old CPD Diary until 1 May 2028.
Old CPD Diary
You can store your old CPD Diary as a csv file, to keep your previous CPD activity safe. First go to the Old CPD Diary, then export your diary and then upload the csv file here.
Upload old diary
Download old diary
+ Add CPD activity

Supporting your transition

- Most of you will make a fresh start in the CPD Portfolio.
- Your old CPD Diaries remain available.
  - Linked from the new CPD Portfolio dashboard
- CPD diary data will be retained until 1 May 2028.
- NQPs who started before 1 May 2026 will see their existing activities and goals in the new platform.
- For support queries or any problems contact info@rcslt.org.



We're listening

- The CPD Portfolio is still evolving.
- We'll be releasing new features before the end of the year e.g. PDF reports, ability to link your activities to the Professional Development Framework and EDS Foundation competencies.
- We're listening – please share your feedback at digital@rcslt.org.
- If you'd like to help us shape other digital products, join our Digital Feedback Group here.



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Demo

Mark Singleton













Live demo

- Certified member
- NQP practising – old goals
- NQP practising – after 1 May 2026










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Important reminder



In line with best practice, we want to remind our members not to input any personally identifiable information to the portfolio, including information about any service users. We have put a reminder of this notice within the platform, and we also expand on this in our Terms of Use.

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Frameworks

Will Christopher








Background to frameworks

Different types of RCSLT frameworks:

- Career frameworks - these are designed to support your overall development. You might visit them repeatedly as you progress through your career. Some, such as the NQP framework are required to progress to fully certified membership. Others, such as the professional development framework, are optional.
- Clinical skills frameworks – are optional and do not require sign off. Clinical skills frameworks are specific to a clinical focus. RCSLT have such frameworks for various areas such as eating, drinking and swallowing and surgical voice restoration.

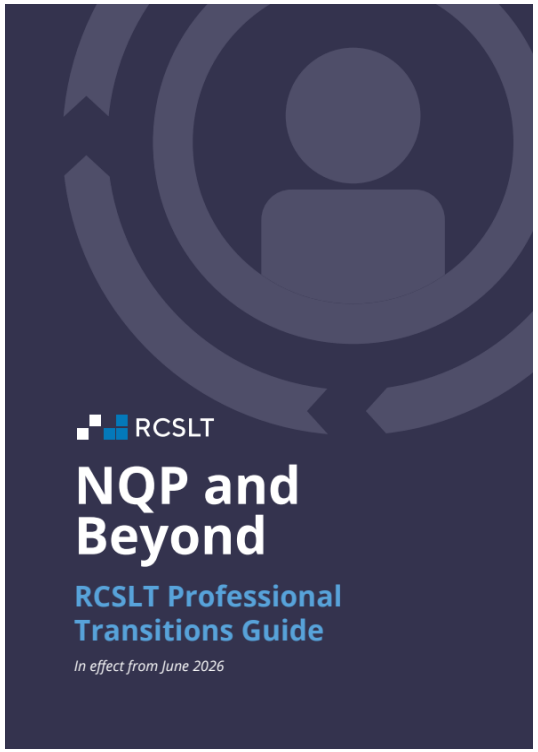
Frameworks in the CPD Portfolio:

- Initially the NQP goals and OQP goals will be available on the portfolio.
- Both the NQP processes are available.
- Additional frameworks will be added including the professional development framework and EDS framework.
- Different profiles on the portfolio will access different frameworks.
- You are able to share goals with your supervisor, receive notifications and complete a process entirely on the portfolio.

Frameworks in the CPD Portfolio

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CPD resources and HCPC audit

Vicky Harris



Helping you with the HCPC standards of Continuing Professional Development

- The CPD Portfolio has been designed to work with the HCPC standards of CPD process, both generally and also at audit time. The next HCPC audit is summer 2027.

Generally:

- As you do CPD get into the habit of recording it in the CPD Portfolio.
  - When you add an activity you select the Activity type, which aligns with the HCPC types of CPD – eg professional activities, self-directed learning, work-based learning, Formal education completed, or other.
  - You can then reflect on the activity using the HCPC style questions.
  - You can use the My activity log to keep track of how much CPD you are doing and what type it is.

At audit:

- If you are called for audit you can go to the My activity log and at the top of the page you will see a button '+Export HCPC audit'.
- You can access your old diary records on your dashboard page.

Accessing your records

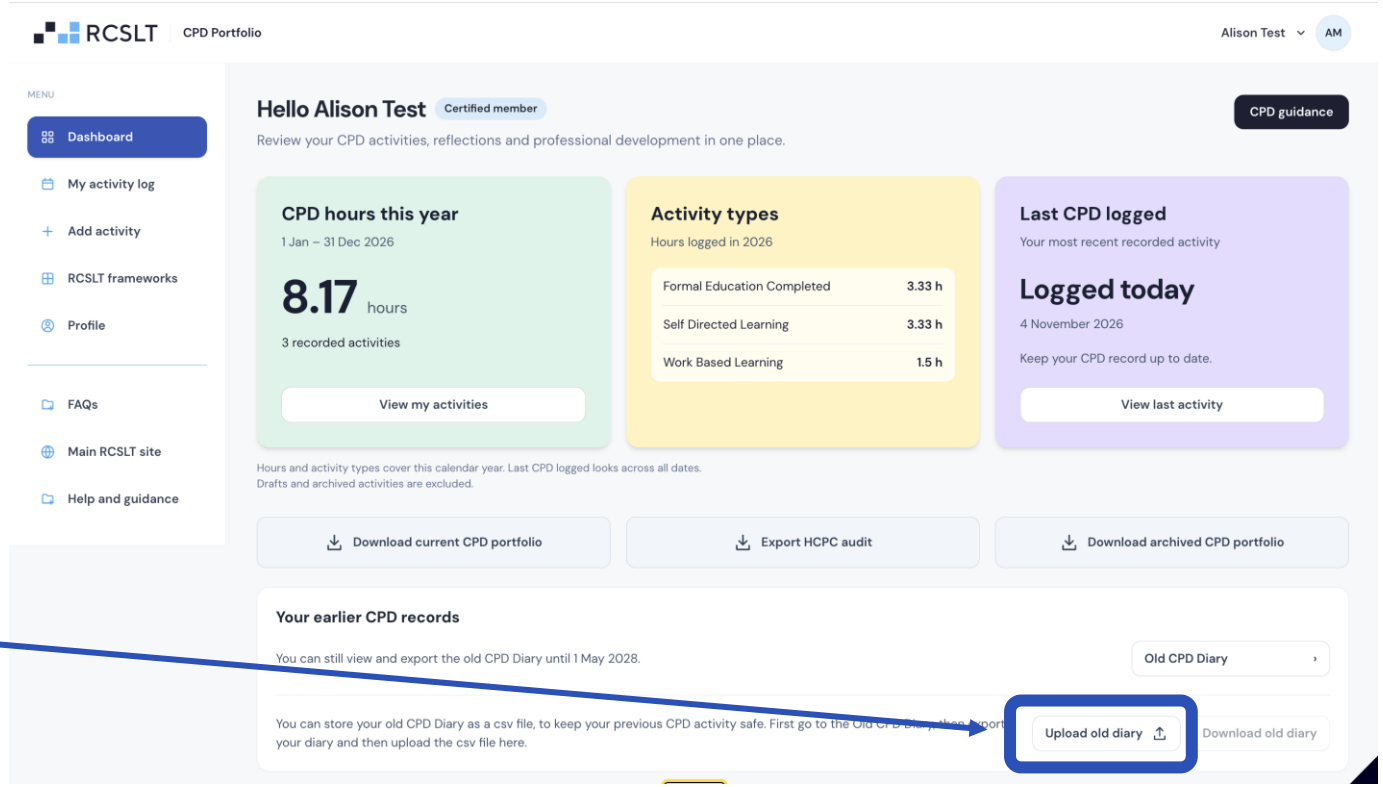
Your old CPD diary records are still there. We will keep them until 1 May 2028.

Access your old CPD diary records:

Just go to ‘Old CPD diary’ to download your records.

Add the old CPD diary records to the new CPD Portfolio:

Simply click on ‘Upload old diary’.



What counts as CPD?

- A CPD activity is any activity from which you learn or develop professionally. It might be more than you think!
- The HCPC has five categories of activity:
  - **Work-based learning** - e.g. coaching from others, peer review, secondments, journal club, being on a committee, case studies, discussions with colleagues
  - **Professional activities** - e.g. lecturing or teaching, being an examiner, presenting at a conference, mentoring, being an expert witness
  - **Formal and educational** - e.g. courses, research, writing a paper, attending a conference
  - **Self-directed** - e.g. reading journals, reviewing books or articles
  - **Other** - e.g. relevant public sector or voluntary work

What counts as CPD?

- Remember that this webinar also counts.
- You could record this webinar in your new CPD Portfolio.
- This would come under the HCPC's 'Formal and educational' category of CPD activities.
- What other resources can members access for their CPD?

CPD Grants

- RCSLT offers grant up to £800 for member professional development.
- We support grants for a range of CPD activities such as; conference attendance, courses, university modules, research costs, equipment or books, as well as other innovative learning.
- We have three deadlines a year. The next one is 22 February 2027.

https://www.rcslt.org/members/cpd-grants-and-funding/



Free SLT-specific elearning

- We also have a whole selection of members-only elearning courses and resources.
- Topics ranging from specific SLT assessments through to profession-wide subjects like supervision and AI.
- Free to all RCSLT members.



www.rcsltcpd.org.uk

...and lots more, including:



Before we head to the Q&A

- Any further questions?
- If a question springs to mind later, contact us on **info@rcslt.org**
- If you want to share any feedback with us, email **digital@rcslt.org**

Evaluation



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Thank you

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