# CPD Activity – Reflective practice

Continuing professional development (CPD) is the way in which registrants continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to practise safely and effectively.

CPD is not just formal courses. A CPD activity is any activity from which you learn and develop. This might include the following;

* **Work-based learning**. For example, reflecting on experiences at work, considering feedback from service users or being a member of a committee.
* **Professional activity**. For example, being involved in a professional body or giving a presentation at a conference.
* **Formal education**. For example, going on formal courses or carrying out research.
* **Self-directed learning.** For example, reading articles or books.

For examples of which activities fulfil the HCPC criteria for CPD please refer to the list on page 3.

**NQPs –** This document should be submitted to the e-portfolio alongside any evidence of CPD e.g. certificate or proof of attendance.

|  |  |
| --- | --- |
| **Title of CPD:** |  |
| **Date Attended:** |  |
| **CPD Portfolio Reference Code:** |  |
| **Category of Activity (see p.3 for guidance):** |  |
| **If an NQP, please state the CLO evidenced:** |  |

**Why did you choose this CPD activity?**

**What have you learned?**

**How has this influenced your practice?**

**How will both of the above benefit your patients?**

**Is there anything more you need to do to extend your development?**

## HCPC standards for CPD:

1. Maintain a continuous, up-to-date and accurate record of CPD activities;
2. Demonstrate that your 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
5. 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.

## What Activities Count as CPD?

**Work-based learning**

* Learning by doing
* Case studies
* Reflective practice
* Audit of service users
* Coaching from others
* Discussions with colleagues
* Peer review
* Gaining and learning from experience
* Involvement in the wider, profession-related work of your employer (for example, being a representative on a committee)
* Work shadowing
* Secondments
* Job rotation
* Journal club
* In-service training
* Supervising staff or students
* Expanding your role
* Significant analysis of events
* Filling in self-assessment questionnaires
* Project work

**Self-directed learning**

* Reading journals or articles
* Reviewing books or articles
* Updating your knowledge through the internet or TV
* Keeping a file of your progress

**Formal and educational**

* Courses
* Further education
* Research
* Attending conferences
* Writing articles or papers
* Going to seminars
* Distance or online learning
* Going on courses accredited by a professional body
* Planning or running a course

**Professional activities**

* Involvement in a professional body, specialist-interest group or other groups
* Lecturing or teaching
* Mentoring
* Being an examiner
* Being a tutor
* Organising journal clubs or other specialist groups
* Maintaining or developing specialist skills (for example, musical skills)
* Being an expert witness
* Giving presentations at conferences
* Organising accredited courses
* Supervising research or students
* Being a national assessor

**Other**

* Relevant public service or voluntary work