

CPD Online Guidance

Last updated August 2019

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Introduction

This guidance has been produced to assist you in submitting your CPD profile using the online system.

Please note that this system is only for submitting a CPD profile. You will also still need to renew separately, via the online renewals system.

For more information about CPD, including how to complete your profile, please see the [CPD section of our website](#).

Activating your account

First time registration for those who have not yet used the system. Please note that you only need to do this once when you first use the system.

1. To activate your CPD online account, enter registration number and email address in the Registration page and click '**Register**'

Register for an HCPC Account

Fields marked with a * are required and must be completed.

Registration number *

Email Address *

I'm not a robot



reCAPTCHA
Privacy - Terms

Register

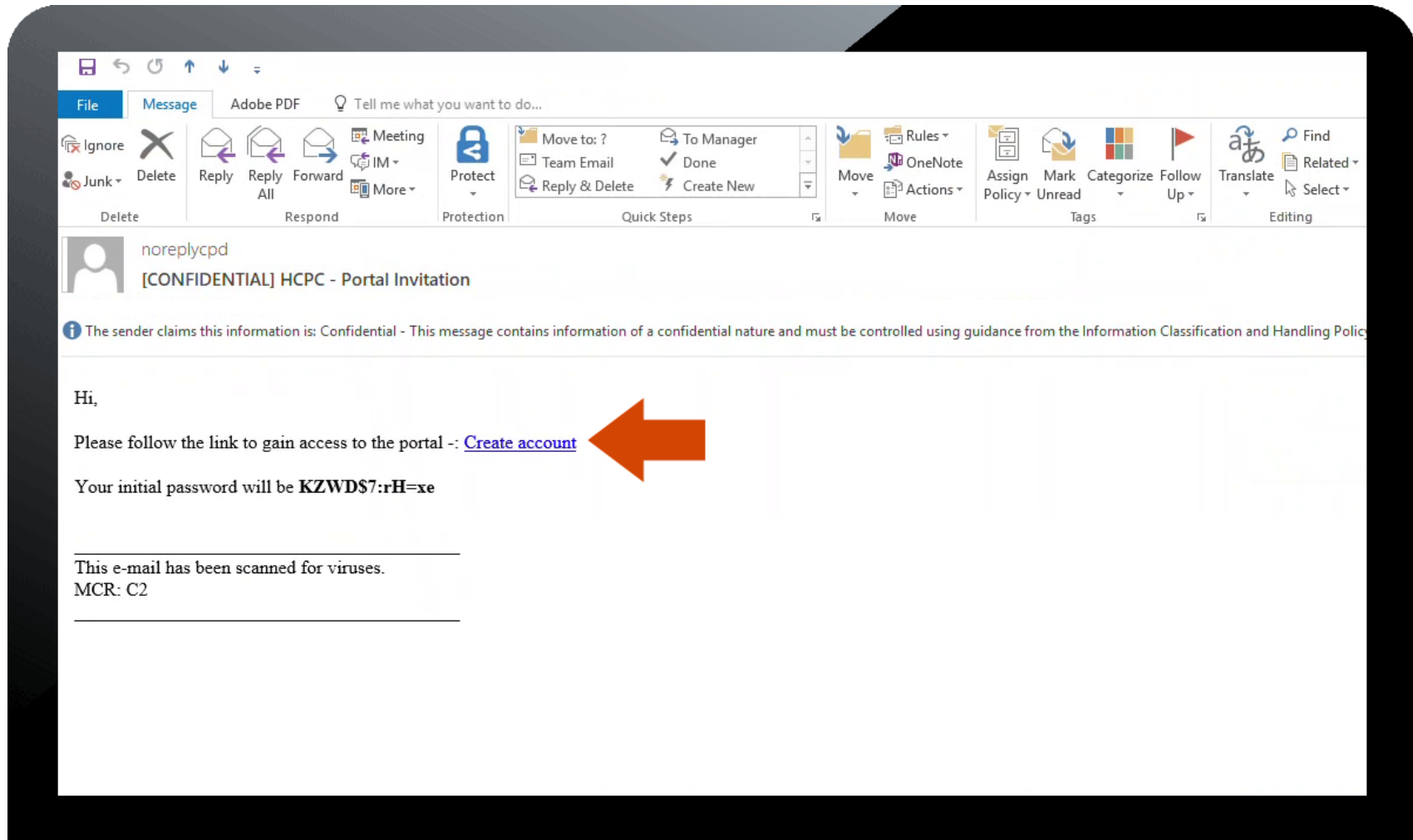


Account Set Up

The following action has been completed successfully:

- Your invitation has been sent to cpd@hcpc-uk.org. Follow the instructions in the email to access your account.

2. Login to your email account and open invitation email
3. Click on link to create account, enter email address and initial password and click 'Sign in'





hcpc health & care
professions
council

cpd@hcpc-uk.org

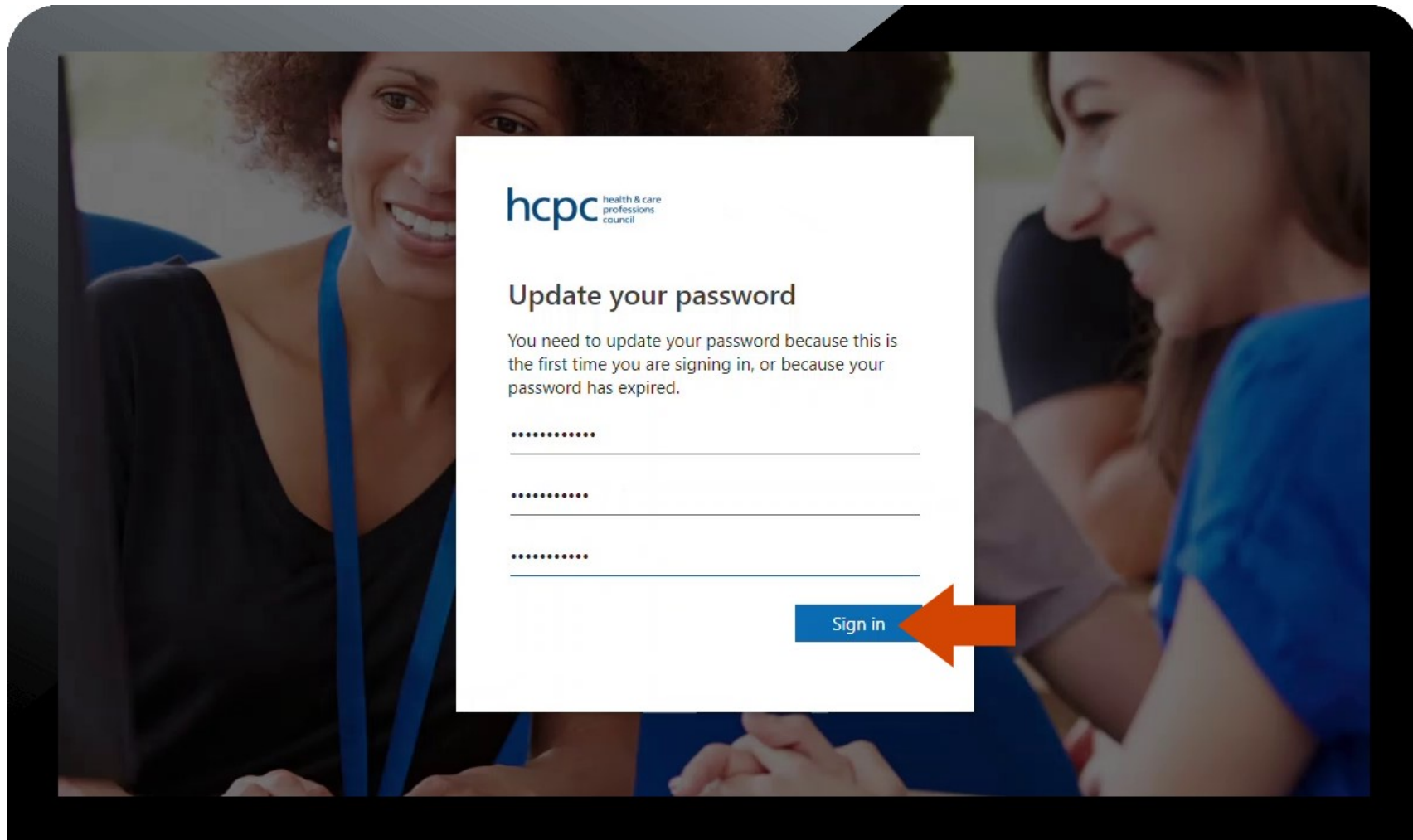
.....

Keep me signed in

 Sign in

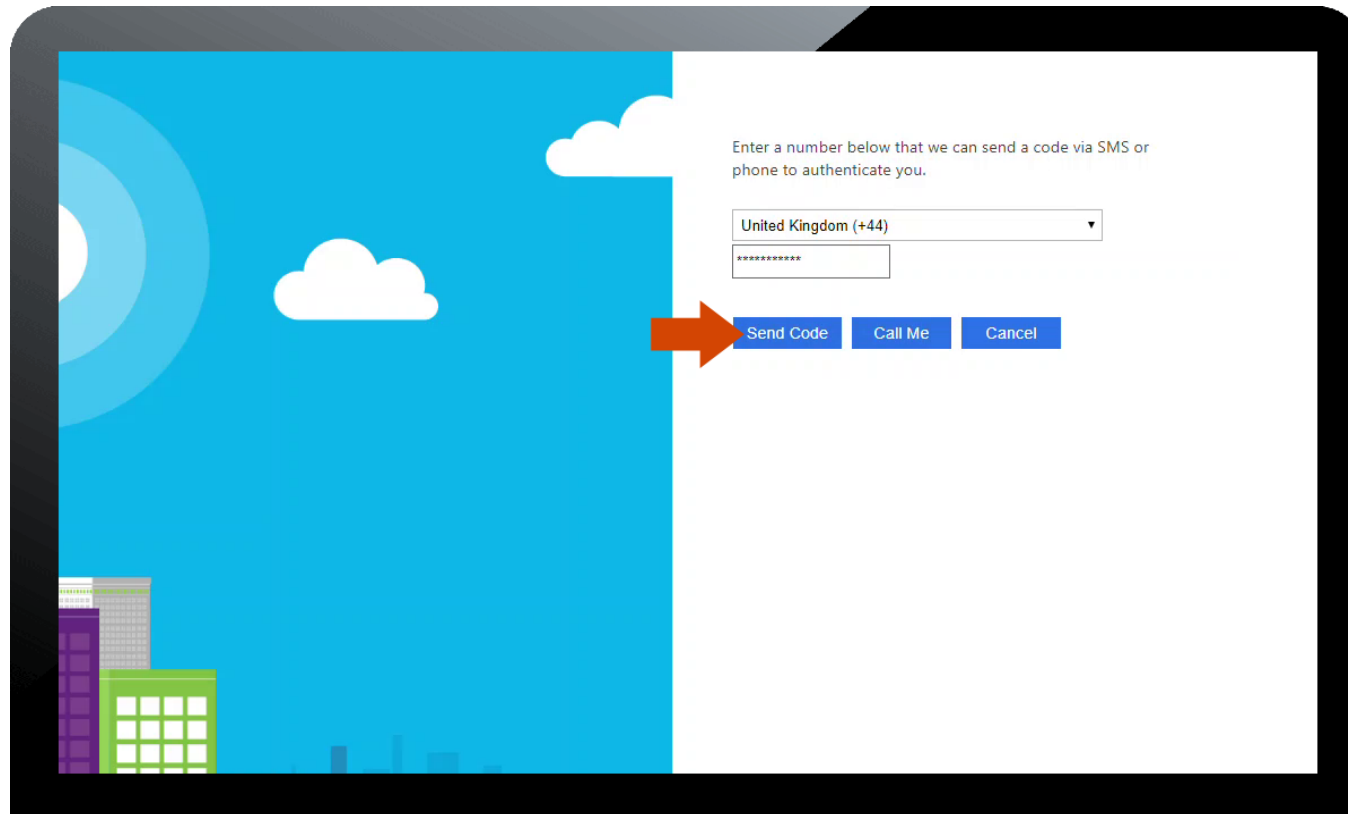
[Can't access your account?](#)

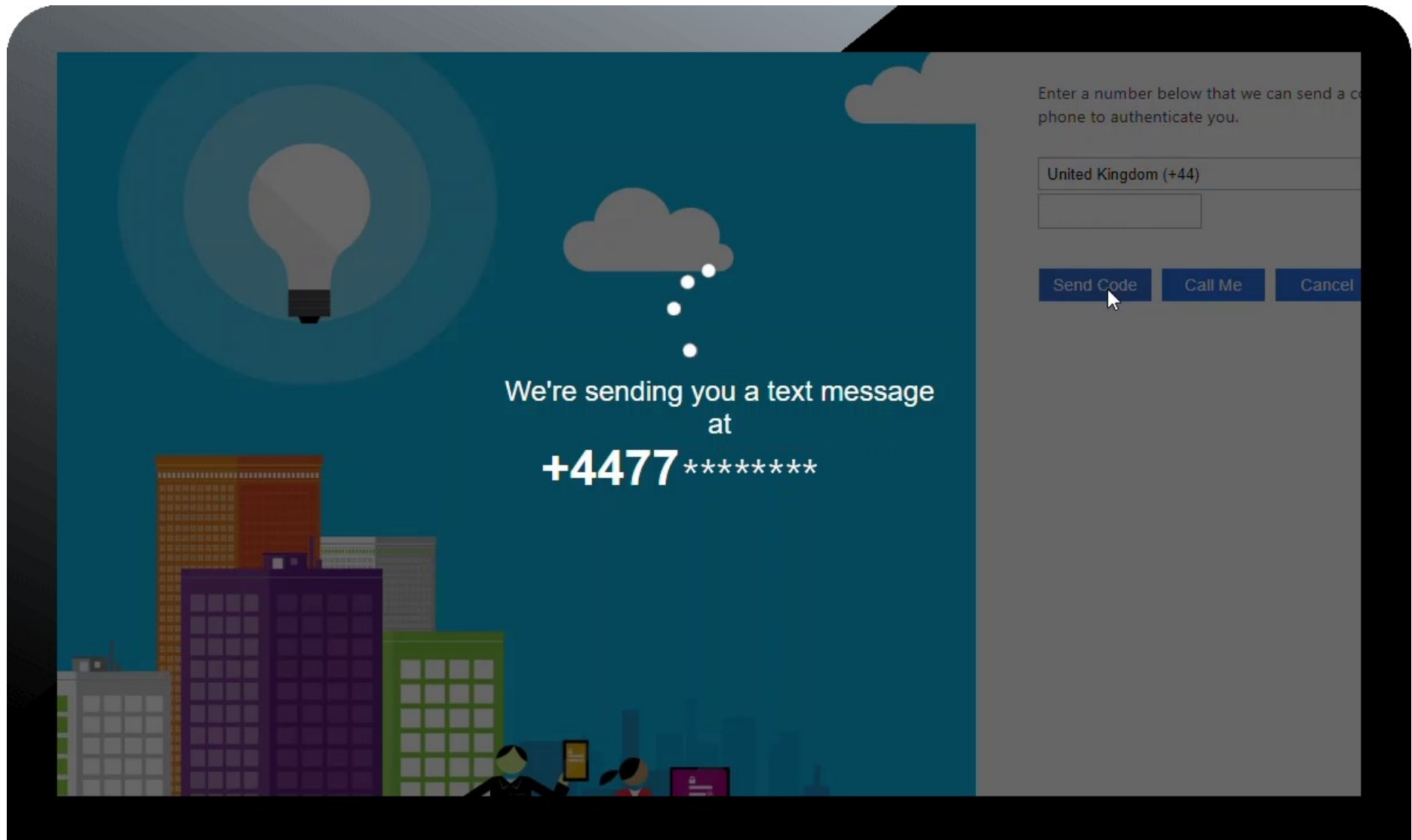
4. Update your password when prompted

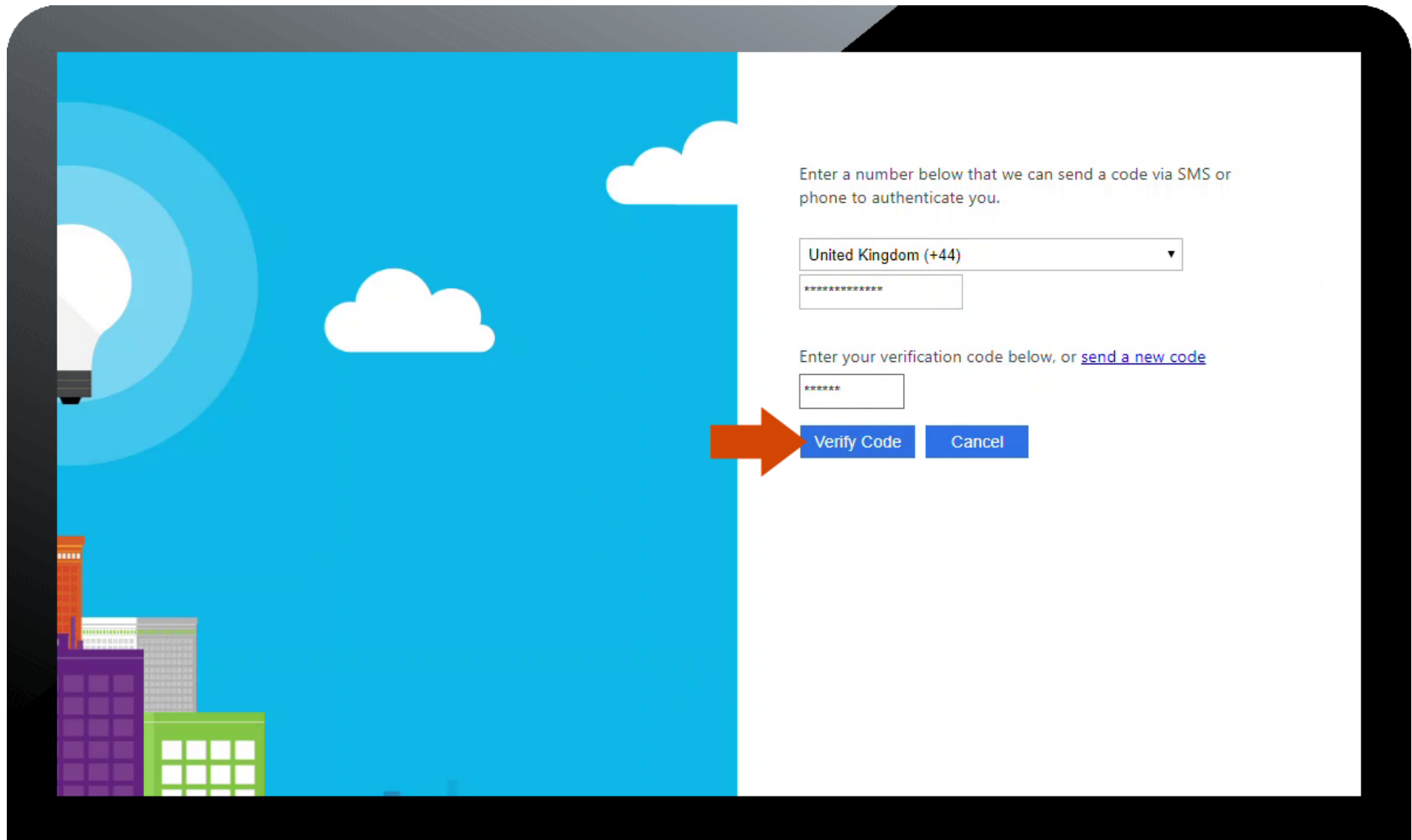


5. Enter a number to verify your account – you can either have a verification code sent via SMS to your phone or phone authentication. If you opt for phone authentication, you will receive an automated call and will be asked to press the pound key (# key) to verify your account.

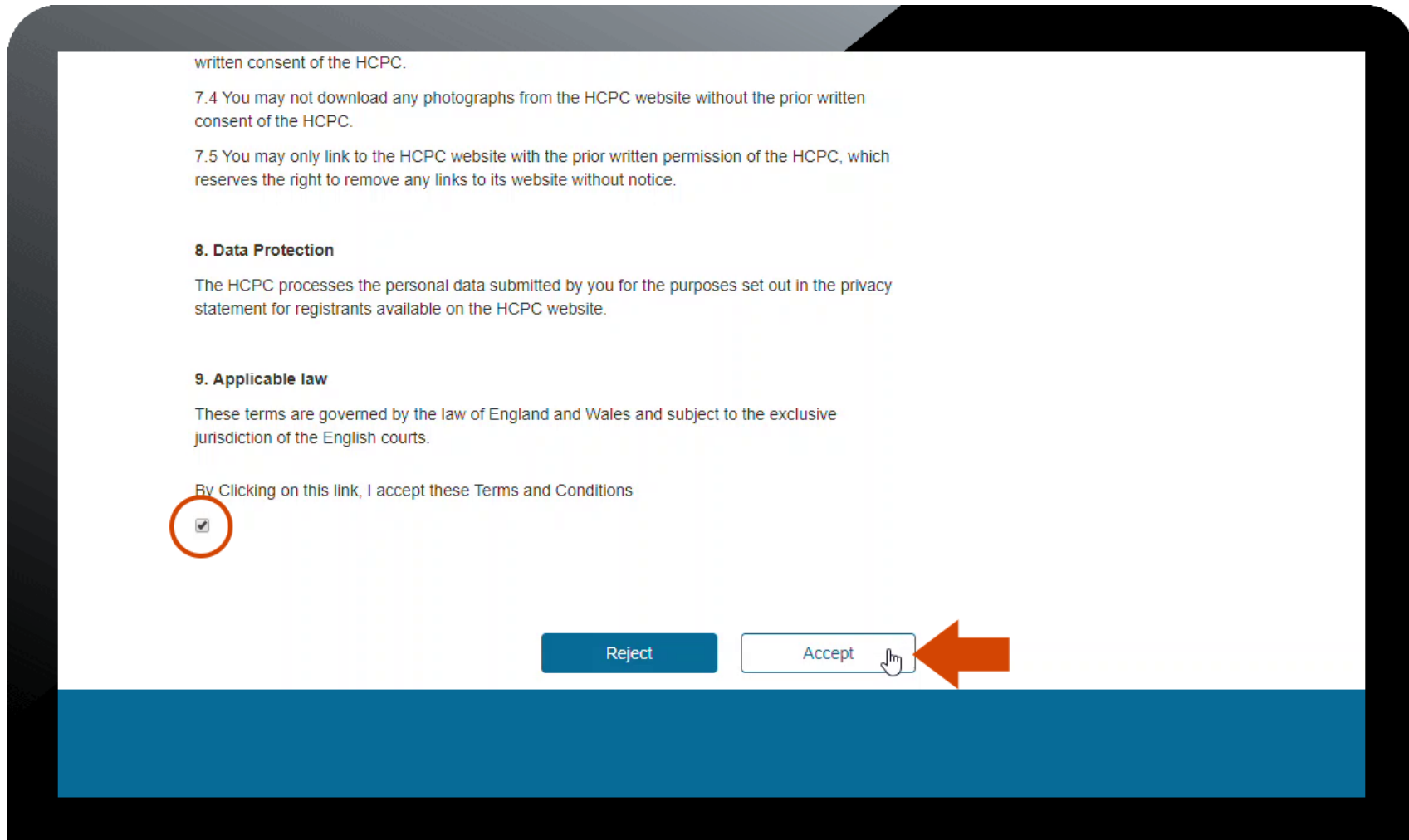
Please note that you will only be able to enter your telephone number once and this number will be used every time you log in to your account. Therefore please ensure it is a number you have continuous access to. You telephone number for verification can only be changed by phoning the Registration Department.



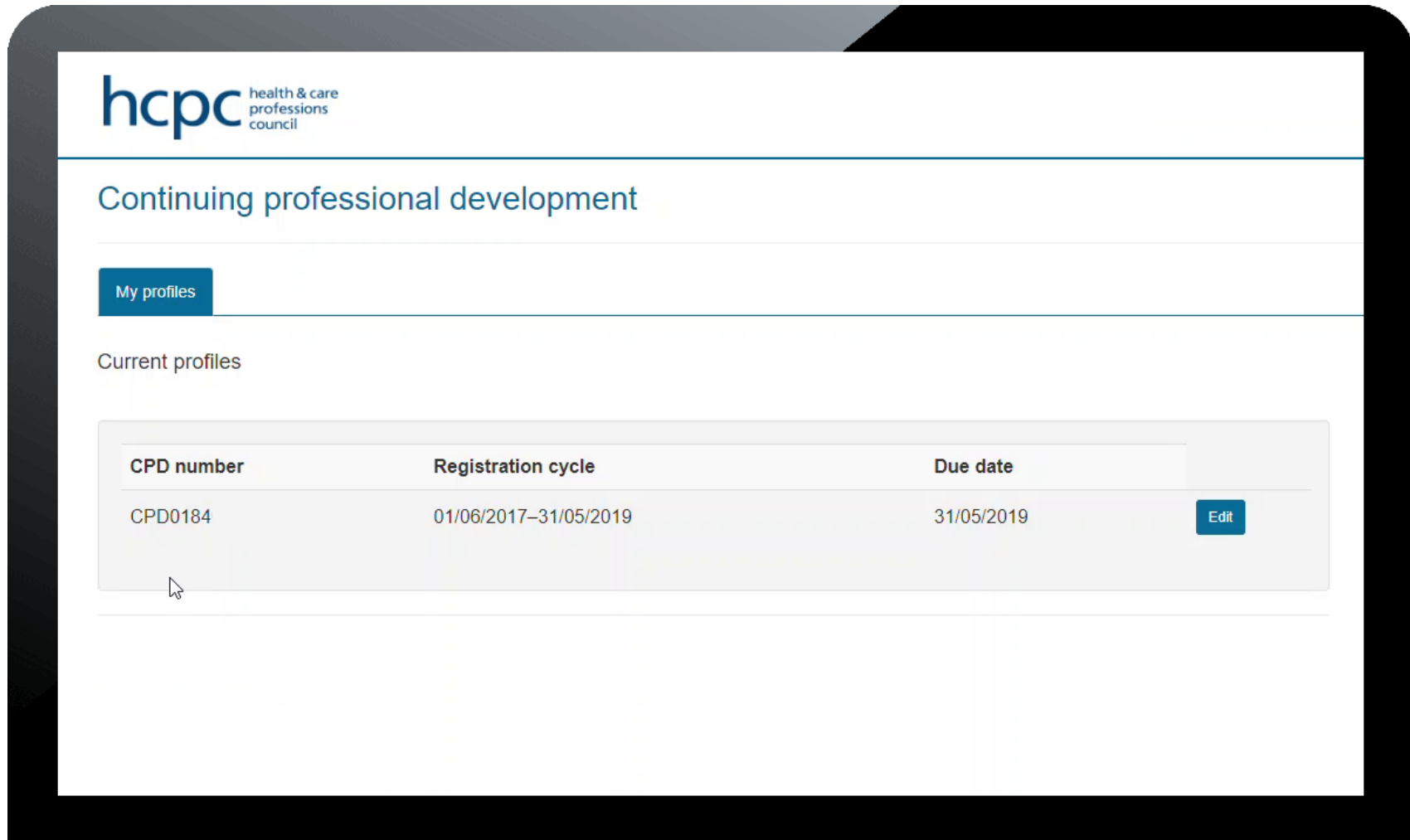




- Once your account has been successfully verified, you will be logged in and presented with Terms and Conditions. Please read these and if you accept to the terms, then click the checkbox and then click 'Accept'.

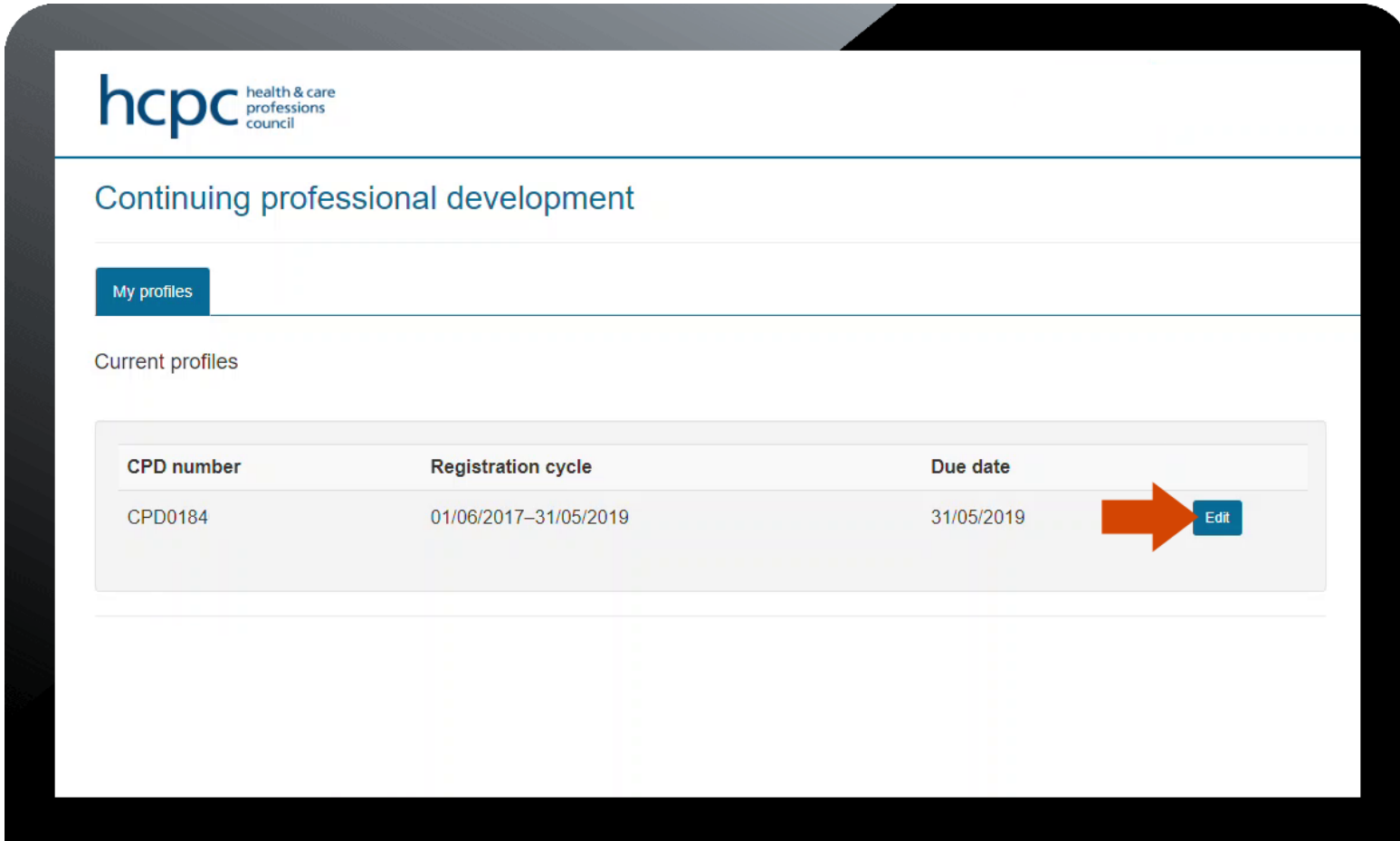


7. Once the Terms and Conditions have been agreed and accepted you are then logged into CPD Online. You will see the dashboard as shown in the following image. **Please note** that you can save and logout at any time, you can also do your profile in any order you wish. For example you may want to start with your summary or activities first.




Submitting a CPD profile

1. Following receipt of the email or letter notifying you have been selected for CPD, activate your portal account and log in. Your current profile is displayed as below. Click '**Edit**' to start compiling your profile.



The screenshot displays the HCPC (Health & Care Professions Council) portal interface. At the top left is the HCPC logo. The main heading is "Continuing professional development". Below this is a "My profiles" button. Underneath, the section "Current profiles" contains a table with one row of profile data. An orange arrow points to the "Edit" button next to the profile.

CPD number	Registration cycle	Due date	
CPD0184	01/06/2017–31/05/2019	31/05/2019	 Edit

2. Enter the summary of recent work / practice in the box provided.

CPD018409 Due : 31/05/2019

1. Summary 2. Activities 3. Statement 4. Evidence

Summary of recent work / practice

B I U [List Icon] [Bulleted List Icon] [Undo] [Redo]

I am currently working in a Community Learning Disability Team where I have been in post since qualifying three years ago. I work in a large multi-agency/multidisciplinary team including psychologists, nurses, occupational therapists and speech and language therapists. Since taking up this post I have developed a range of clinical skills including working with service users with challenging behaviour, assessment of Autistic Spectrum Conditions and working with staff teams. I have been involved in the development of a range of therapeutic groups to address issues such as, anger management, social skills and healthy living and I have developed and delivered training to local services regarding communication with service users with Autistic Spectrum Conditions. As a consequence I have developed my group facilitation skills and skills in teaching and mentoring other professional colleagues.

The range of difficulties experienced by service users with learning disabilities and the need to work indirectly with staff teams on occasion, means that I have needed to be flexible in my approach and I have drawn on a range of psychological models, such as systemic and cognitive behavioural models, to inform my practice. In addition to delivering group based interventions I also work individually with service users. In this context I have developed skills in delivering cognitive behavioural interventions for a range of difficulties, such as depression and anxiety, in a way that is

Words: 311, Characters: 2084/7000

Guidance
In this section, we ask you to describe your current role and the type of work you have done over the previous two years. We ask for this information so that we can assess whether your CPD is relevant to your current or future practice (standard two). As a guide, please aim for around 500 words in this section.
As a reminder, our CPD standards can be found [here](#)

- When the summary is completed, click on the '**Activities**' tab. You can either add a single file (e.g. excel or Word) listing all the CPD activities undertaken in the previous two years or you can enter them manually one by one. Please see 'Accepted file types for uploads' section in this document to see what types of files can be uploaded.

Single file upload:

The screenshot displays a web interface for CPD management. At the top, it shows the registration number 'CPD018409' and the due date 'Due : 31/05/2019'. Below this is a navigation menu with four tabs: '1. Summary', '2. Activities' (which is selected and highlighted in blue), '3. Statement', and '4. Evidence'. To the right of the tabs are three icons: a printer, a floppy disk, and a home icon. The main content area is titled 'CPD Activities' and contains a table with three columns: 'Started', 'Completed', and 'Description'. The table is currently empty, with the text 'No activity records.' displayed below the headers. At the bottom right of the table area, there are two buttons: 'Upload' and 'Add New'. A red arrow points to the 'Add New' button, with a small red '1' next to it. To the right of the table area is a 'Guidance' section with text explaining the requirements for CPD activities, including a recommendation to aim for between 12 and 50 activities and a note that the record must be 'continuous'. There are also links for examples of CPD activities and CPD standards.

Activity upload

Select a file containing all activities for your profile and click save to upload.

File upload

List of CPD activities.xlsx



Save



CPD018409 Due : 31/05/2019

- 1. Summary
- 2. Activities
- 3. Statement
- 4. Evidence

CPD Activities

Uploaded	File	Description
18/04/2019	List of CPD activities.xlsx	** Activity Upload **

Delete

Manually enter activities:

CPD activity

Please provide the information below. If you are unsure of the dates, please use an approximate.

Start Date *

End Date *

Brief description of activity *

Formal education
Went on a formal PYL course

Save ← 1

CPD018409 Due : 31/05/2019

1. Summary 2. Activities 3. Statement 4. Evidence

CPD Activities

	Started	Completed	Description		
1	21/04/2019	25/04/2019	Formal education Went on a formal PYL course	Edit	Delete
2	12/05/2019	13/05/2019	Self-directed learning Read an article.	Edit	Delete
				Add New	



4. When you have entered all the activities, click on the 'Statement' tab and enter your personal statement.

CPD018409 Due : 31/05/2019

1. Summary 2. Activities 3. Statement 4. Evidence

Personal statement

B I U [List icons] [Undo/Redo icons]

Standard 1: A registrant must maintain a continuous and up-to-date and accurate record of their CPD activity.

I maintain a continuous and up to date record of my personal and professional development using the BPS online CPD system. This provides a chronological record of all my CPD activity as well as reflective accounts of my learning and development and I update it regularly. I retain copies of all certificates of attendance to demonstrate participation in formal training events. I use my CPD log to inform discussions about my professional development needs with peers and my line manager and it informs my annual appraisal.

Standard 2: A registrant must identify that their CPD activities are a mixture of learning activities relevant to current or future practice.

My CPD activities range from the formal to the informal and vary to the extent to which they either directly inform practice or are interesting to me personally. Both extend my knowledge and skills base so that I can offer more when working with my clients.

As a member of the Division of Clinical Psychology, for example, I complete the Client Psychology Form. Via this...

Words: 601, Characters: 3774/20000

Guidance

In this section, you will be concentrating most on telling us how you meet standards three and four. One way to complete your statement is to choose four to six CPD activities you have undertaken and for each one tell us:

- what the activity was;
- what you learnt; and
- how you think the activity improved the quality of your work and benefited your service users.

Writing your statement in this way can be a clear and simple way of showing us how the standards have been met. As a guide, please aim for around 1500 words in this section.

Further information on putting your statement together can be found [here](#)

As a reminder, our CPD standards can be found [here](#)

5. When the personal statement is complete, click on the 'Evidence' tab and upload between 4 and 12 pieces of CPD evidence.

The screenshot shows a web interface for a CPD record. At the top, it displays 'CPD018409' and 'Due : 31/05/2019'. Below this is a navigation bar with four tabs: '1. Summary', '2. Activities', '3. Statement', and '4. Evidence'. The 'Evidence' tab is currently selected. To the right of the tabs are three icons: a printer, a floppy disk, and a home icon. Below the tabs, a message reads: 'Supporting evidence: Please upload between 4 and 12 pieces of evidence'. Underneath this is a table with three columns: 'Reference', 'Document', and 'Description'. The table is currently empty, showing 'No evidence records.' At the bottom right of the table area is a blue button labeled 'Add New', which is pointed to by a large red arrow. To the right of the table is a 'Guidance' section with text explaining that users should upload evidence that shows CPD activities mentioned in their statement, and providing links for examples and standards.

CPD018409 Due : 31/05/2019

1. Summary 2. Activities 3. Statement 4. Evidence

Supporting evidence: Please upload between 4 and 12 pieces of evidence

Reference	Document	Description
No evidence records.		


Add New

Guidance
In this section, please upload evidence which shows that the CPD you have written about in your statement has taken place.
So for example, if you have told us about five activities in your statement, we would expect to see five supporting pieces of evidence.
Examples of CPD evidence can be found [here](#)
As a reminder, our CPD standards can be found [here](#)



- 1. Summary
- 2. Activities
- 3. Statement
- 4. Evidence

Supporting evidence: Please upload between 4 and 12 pieces of evidence

Reference	Document	Description	
1	DOC-0034189	EVIDENCE-Cer	Certificate Delete
2	DOC-0034192	EVIDENCE-Cer	Certificate of Attendance 2  Delete
3	DOC-0034190	EVIDENCE-S1-	Certificate of Accreditation from BPS Delete
4	DOC-0034191	EVIDENCE-S3-	Certificate of Attendance Delete
			Add New

Guidance

In this section, please upload evidence which shows that the CPD you have written about in statement has taken place.

So for example, if you have told us about five activities in your statement, we would expect to see five supporting pieces of evidence.

Examples of CPD evidence can be found [here](#)

As a reminder, our CPD standards can be found [here](#)

6. When completed, click on 'Submit Profile'. Click 'OK' when prompted.

09 Due : 31/05/2019

2. Activities 3. Statement 4. Evidence

nce: Please upload between 4 and 12 pieces of evidence

ce	Document	Description	
84189	EVIDENCE-Cer	Certificate	Delete
84192	EVIDENCE-Cer	Certificate of Attendance 2	Delete
84190	EVIDENCE-S1-	Certificate of Accreditation from BPS	Delete
84191	EVIDENCE-S3-	Certificate of Attendance	Delete
			Add New

Submit Profile

Guidance
In this section, please upload evidence which shows that the CPD you have written about in the statement has taken place.
So for example, if you have told us about five activities in your statement, we would expect to see five supporting pieces of evidence.
Examples of CPD evidence can be found [here](#)
As a reminder, our CPD standards can be found [here](#)

09 Due : 31/05/2019


   [Submit Profile](#)

- 2. Activities
- 3. Statement
- 4. Evidence**

nce: Please upload between 4 and 12 pieces of evidence

ce	Document	Description	
34189	EVIDENCE-Cer	Certificate	
34192	EVIDENCE-Cer	Certificate of A	
34190	EVIDENCE-S1-	Certificate of Accreditation from BPS	Delete
34191	EVIDENCE-S3-	Certificate of Attendance	Delete
			Add New

Are you sure you want to submit your profile?

 [OK](#) [Cancel](#)

Guidance
In this section, please upload evidence which shows that the CPD you have written about in the is taken place.
le, if you have told us about five our statement, we would expect to see g pieces of evidence.
CPD evidence can be found here
As a reminder, our CPD standards can be found here

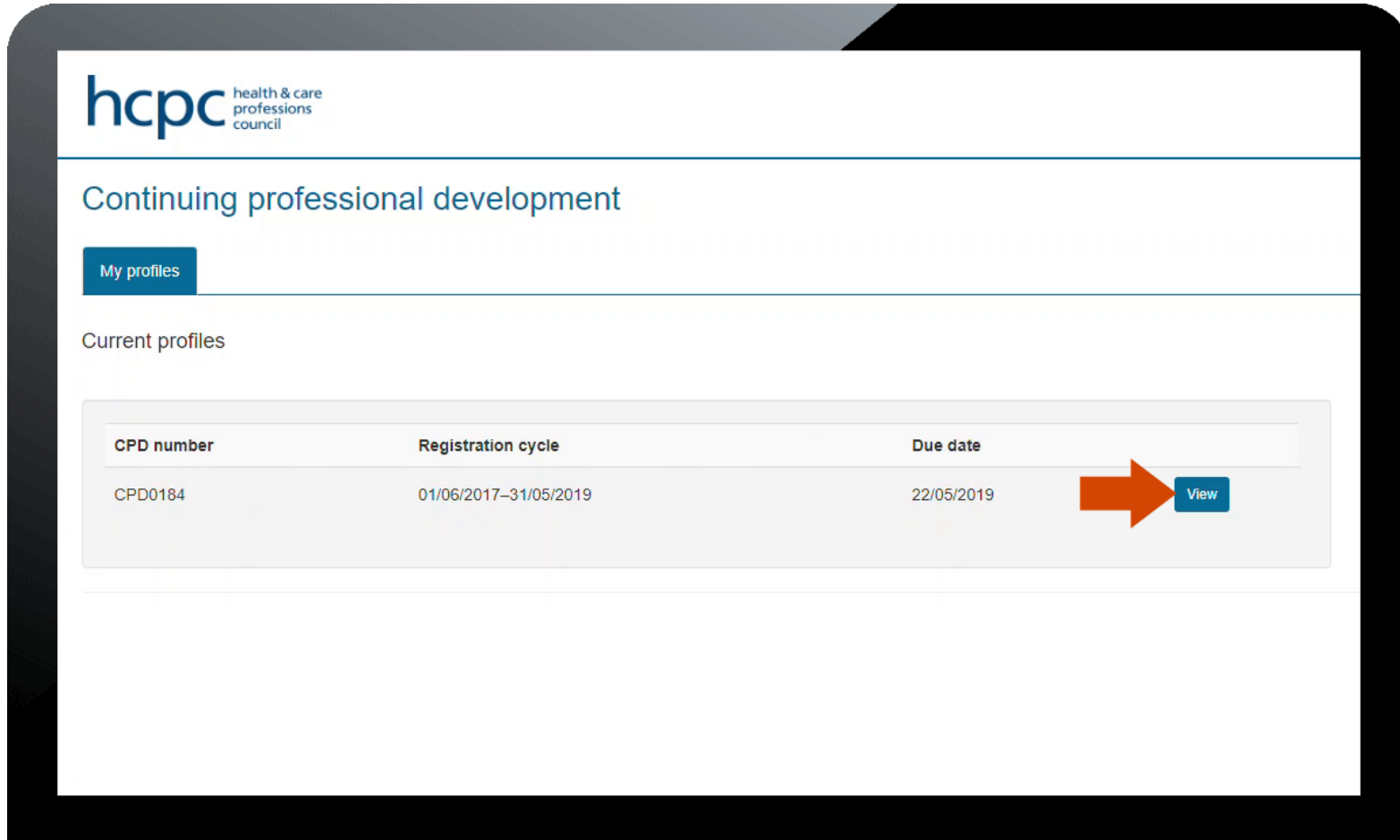
7. Your profile has now been submitted and an acknowledgment email will be sent to confirm this.

The screenshot shows the HCPC (Health & Care Professions Council) website. At the top left is the logo for HCPC. Below it is the heading "Continuing professional development". A green notification box contains the text: "The following action has been completed successfully:" followed by a bullet point: "Thank you. Your profile has been submitted. You will receive an acknowledgement email shortly". A red arrow points to the end of this message. Below the notification is a blue button labeled "My profiles". Underneath is the section "Current profiles" which contains a table with the following data:


CPD number	Registration cycle	Due date	
CPD0184	01/06/2017–31/05/2019	31/05/2019	View

Submitting further information

1. Following receipt of the email notifying that the assessors have requested further information, log in to your account. Your current profile is displayed as below. Click '**View**' to open the profile.



The screenshot shows the HCPC (Health & Care Professions Council) website interface. At the top left is the HCPC logo. Below it, the page title is "Continuing professional development". A blue button labeled "My profiles" is visible. Underneath, the section "Current profiles" contains a table with the following data:

CPD number	Registration cycle	Due date	
CPD0184	01/06/2017–31/05/2019	22/05/2019	 View

2. You will see at the top of the next screen that further information has been requested. To view the individual sections of the profile, click on the '+' signs to expand them. The record(s) of assessment can be found in the 'Assessment outcomes' section. Click on the '**Click here to submit response**' hyperlink to proceed.

hcpc health & care professions council

Profile CPD018409

• Further information has been requested. [Click here to submit response](#)

- Summary +
- Statement +
- Activities +
- Supporting evidence +
- Assessment outcomes +

3. The next screen is where you enter your further information and upload any documents you may need to. However, before you do this you need to read the record of assessment to find out what the assessors have asked for. Click on the '**Click here to open your assessment in a new window**' hyperlink to view this.

hcpc health & care professions council

Further information

[Click here to open your assessment in a new window](#)

Profile
CPD0184

Due Date
22/05/2019

Details *

B I U | | | | |

4. The record of assessment opens in a new window. Read this through to find out where the shortfalls are. The sections relevant to the request are 2.1, 2.2a and 2.2b.

Does the Registrant meet all of the required standards for CPD?

1. Does the Registrant meet all of the required standards for CPD?

No

Please give details of the differences between what has been provided and what is required:

1.3.1a. Maintain a continuous, up-to-date and accurate record of their CPD activities.

Partly Met

1.3.1b. How does the profile differ from the required standard?

You have included a spreadsheet titled activity list, but this is blank. Therefore there is not a full accurate and continuous record of CPD activities to cover the audit period.

1.3.2a Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practise.

Met

1.3.3a. Seek to ensure that their CPD has contributed to the quality of their practice and service delivery

Further information

2.1. Are there any matters which might be addressed by seeking further information from the registrant?

Yes

2.2a. Please specify which matters?

Standard 1

2.2b. Exactly what further information is required to address them?

The registrant needs to provide an up to date, accurate and continuous record of CPD undertaken during the audit period 1 June 2017 - 31 May 2019.

The easiest way to do this is in the form of a dated list, in chronological order, with a brief description of each activity. If there are any gaps of three consecutive months or more where no CPD took place, this should be explained.

Further time

3.1. If there are no matters which might be addressed by seeking further information, or if further information has already been sought, are there further matters which might be addressed by giving the registrant a further three months to address how they meet the standards?

No

- Once you have read the record of assessment and understood what the assessors have asked for, you can start entering the information in the 'Details' box on the screen. You can save your work at any time and come back to it later by clicking the 'Save' button.

Profile
CPD018409

Due Date
22/05/2019

Details *

B I U | | | | |

Please see attached further information relating to my CPD

Words: 9, Characters: 58/20000

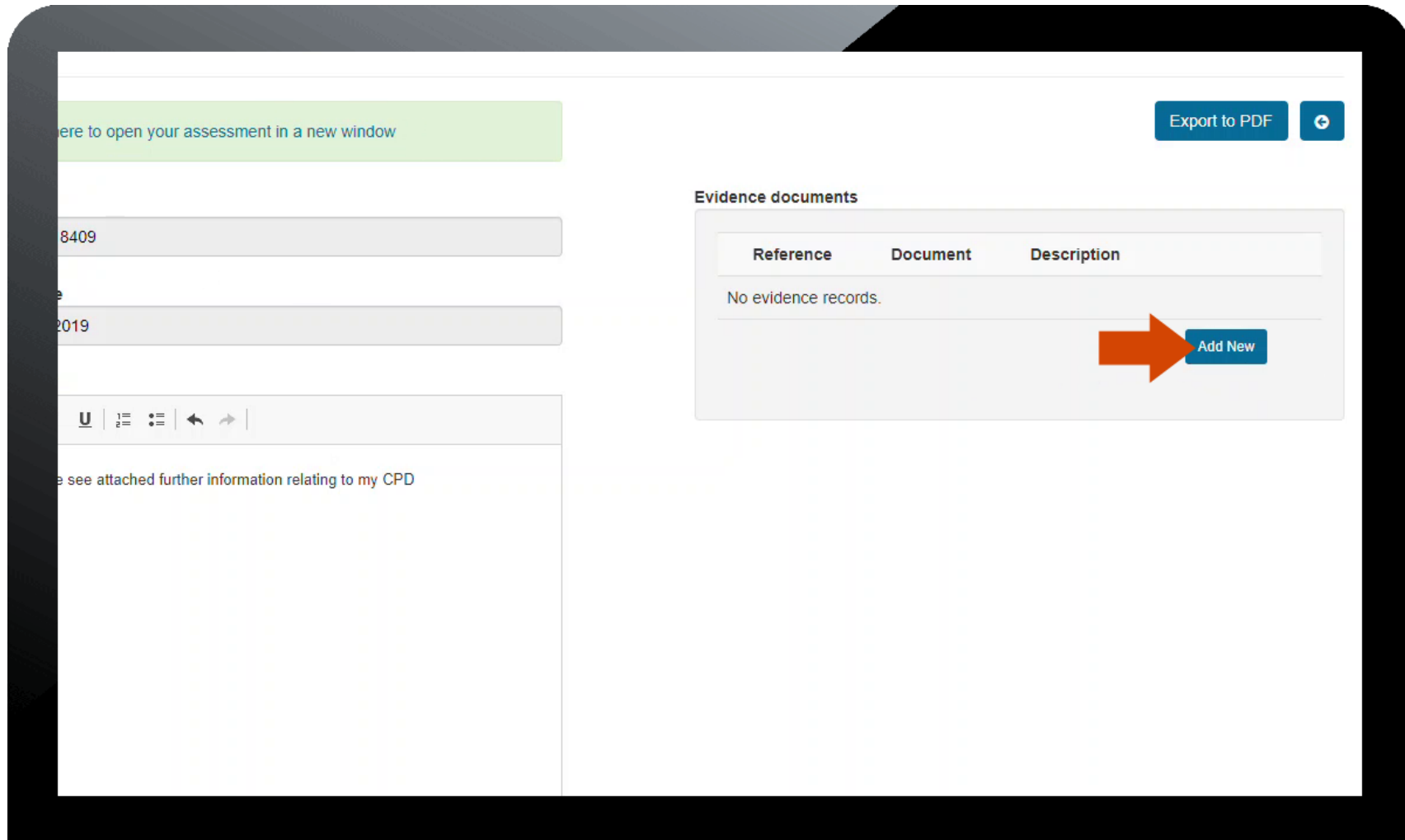
Save

Evidence documents

Reference	Document	Description
No evidence records.		

Add New

6. If you need to upload any files as part of your further information, first click on the 'Add New' button.



7. Enter some text in the 'Description' field then attach the file by clicking 'Browse' and navigating to the file in question. When you have done this, click 'Upload'.

hcpc health & care professions council

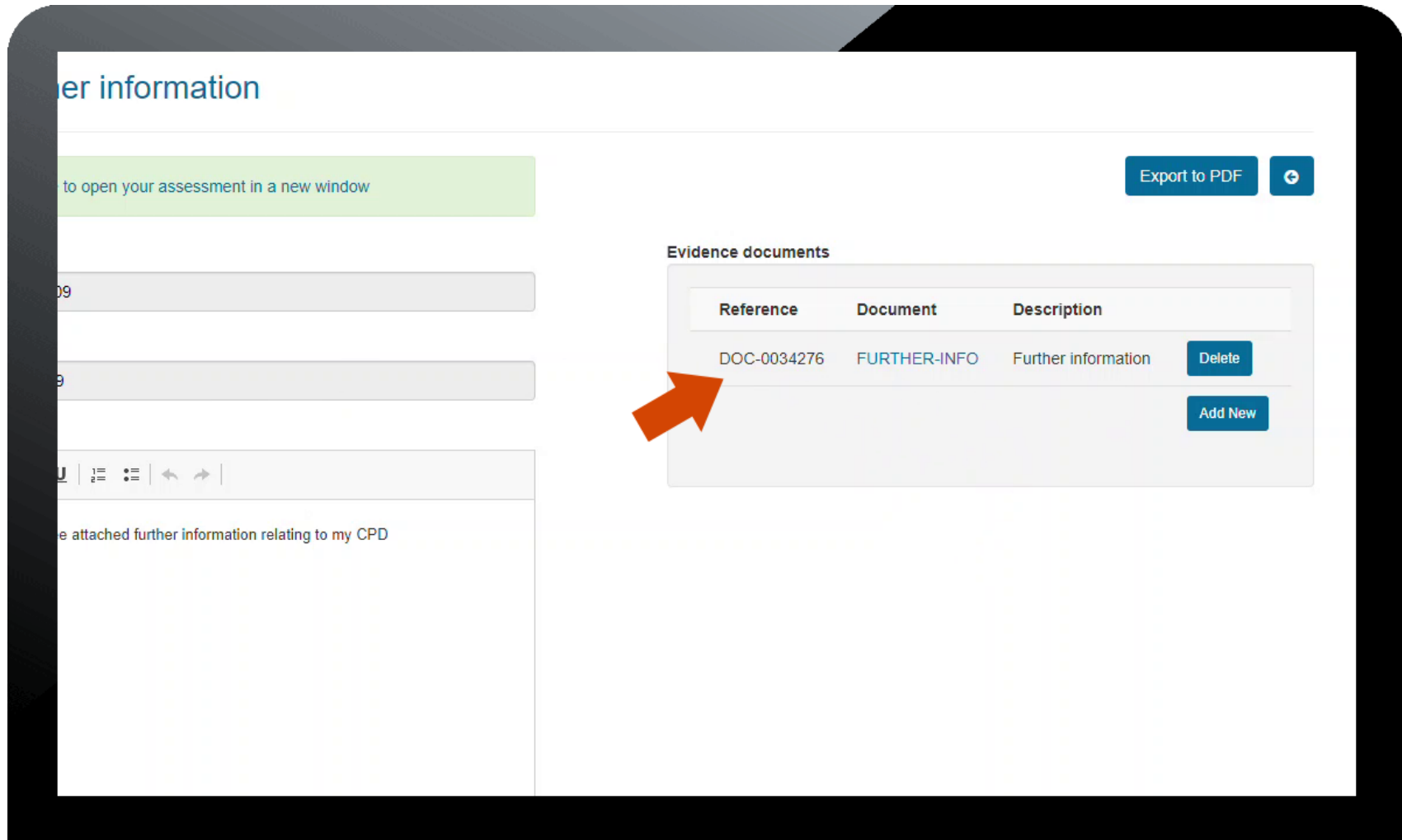
Supporting evidence

Please select a file, enter a brief description and click upload

Description *

File Upload

8. The file you uploaded now appears in the 'Evidence' documents section. You can upload additional files if you need to. When you are ready to submit your further information, click 'Submit'.



Profile

CPD0184

Due Date

22/05/2019

Details *

B *I* U | | |

Please see attached further information relating to my CPD

Words: 9, Characters: 58/20000

Save

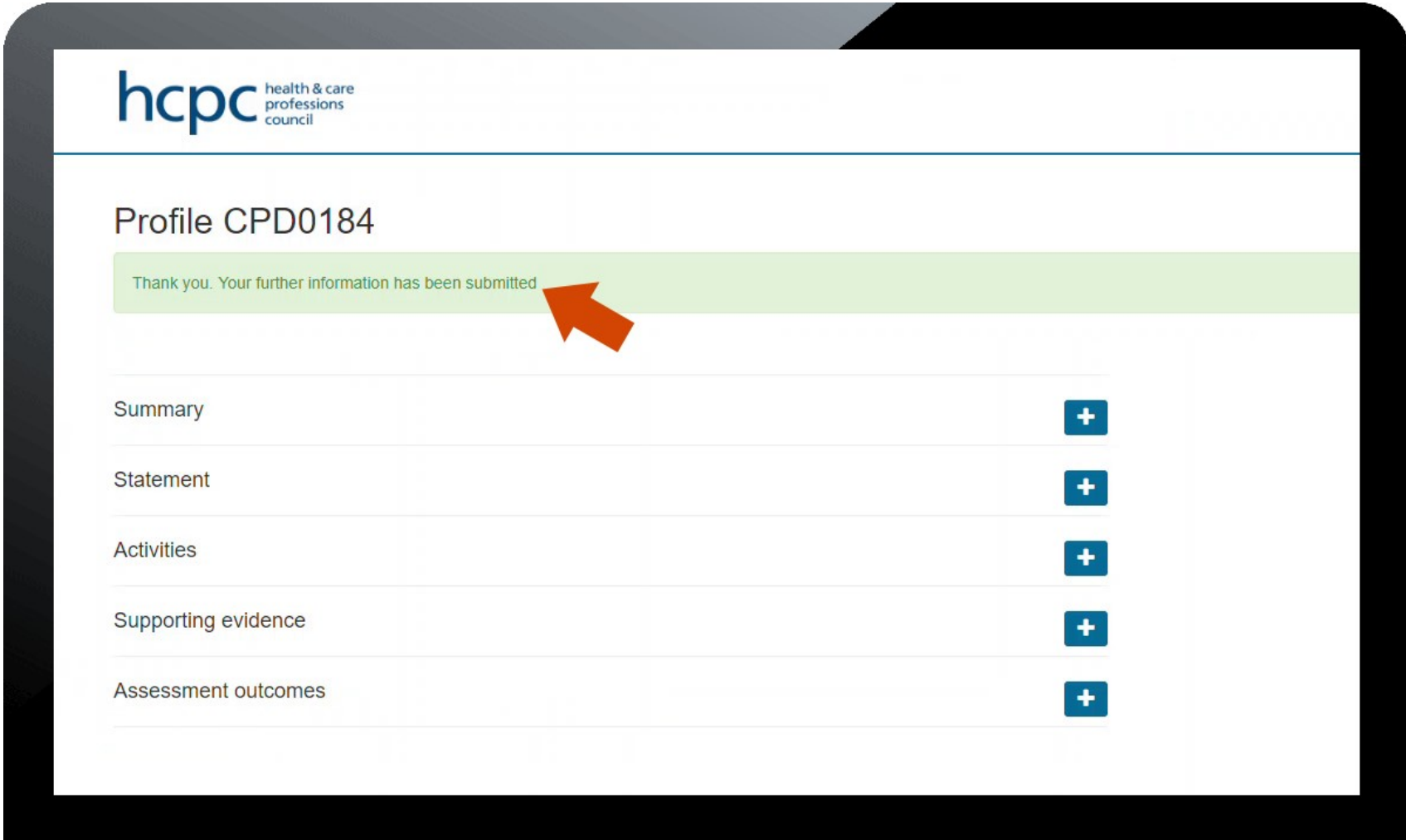
Submit



Evidence documents

Reference	Document	Description	
DOC-0034276	FURTHER-INFO	Further information	Delete
			Add N

9. A message is then displayed to confirm the further information has been submitted. This will be sent to the assessors for assessment and a further record of assessment will be sent in due course.



The screenshot displays the hcpc (health & care professions council) website interface. At the top left is the hcpc logo. Below it, the profile identifier 'Profile CPD0184' is shown. A prominent green banner contains the message: 'Thank you. Your further information has been submitted', with an orange arrow pointing to it. Below the banner is a list of sections: Summary, Statement, Activities, Supporting evidence, and Assessment outcomes. Each section has a blue plus sign icon to its right, indicating it can be expanded.

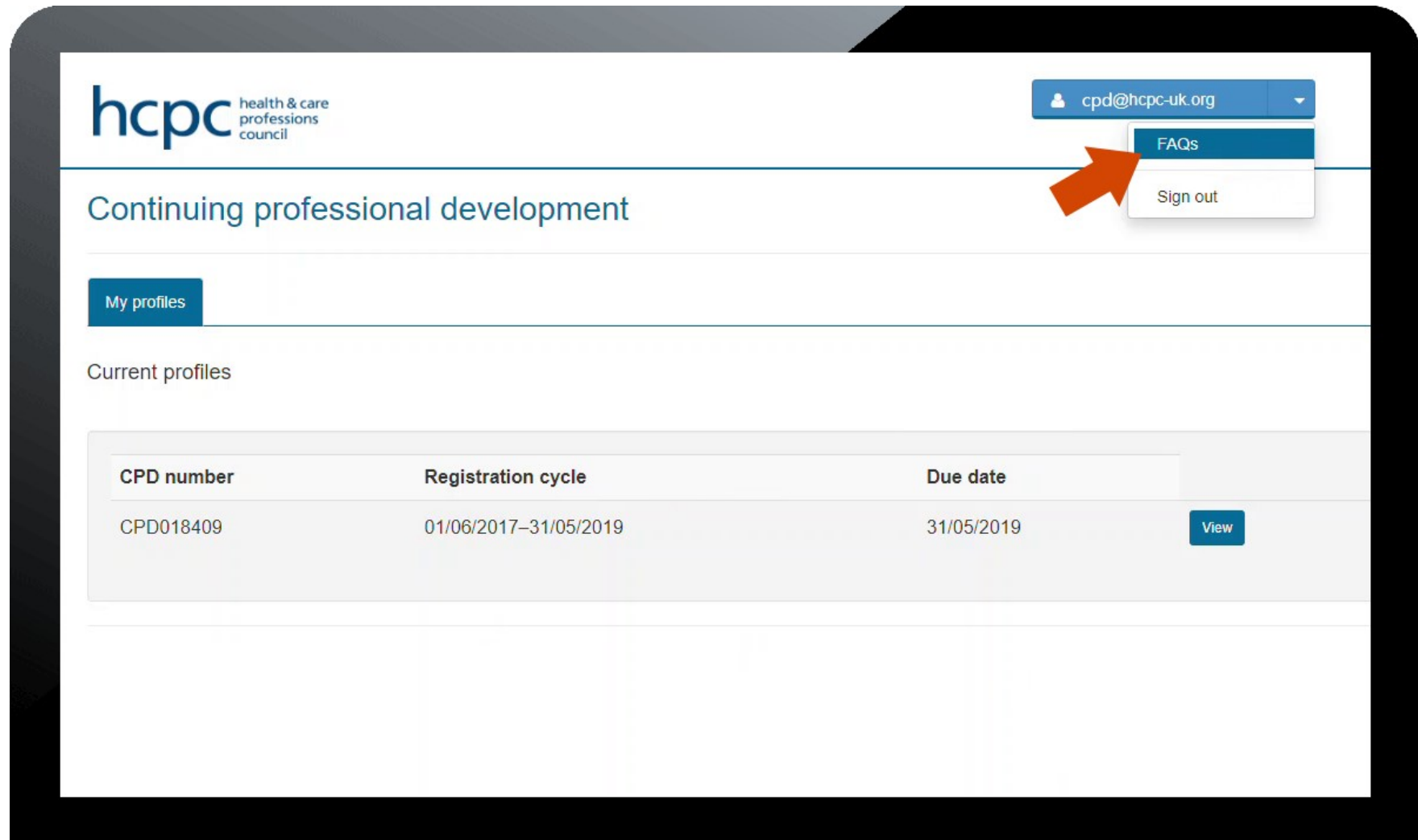
Submitting a deferral request

1. Following receipt of the email or letter notifying you have been selected for CPD, activate your account and log in to view the system dashboard.

The screenshot shows the HCPC (Health & Care Professions Council) dashboard for Continuing Professional Development (CPD). The page title is "Continuing professional development". A navigation menu includes "My profiles". Under "Current profiles", there is a table with the following data:

CPD number	Registration cycle	Due date	
CPD018409	01/06/2017–31/05/2019	31/05/2019	View

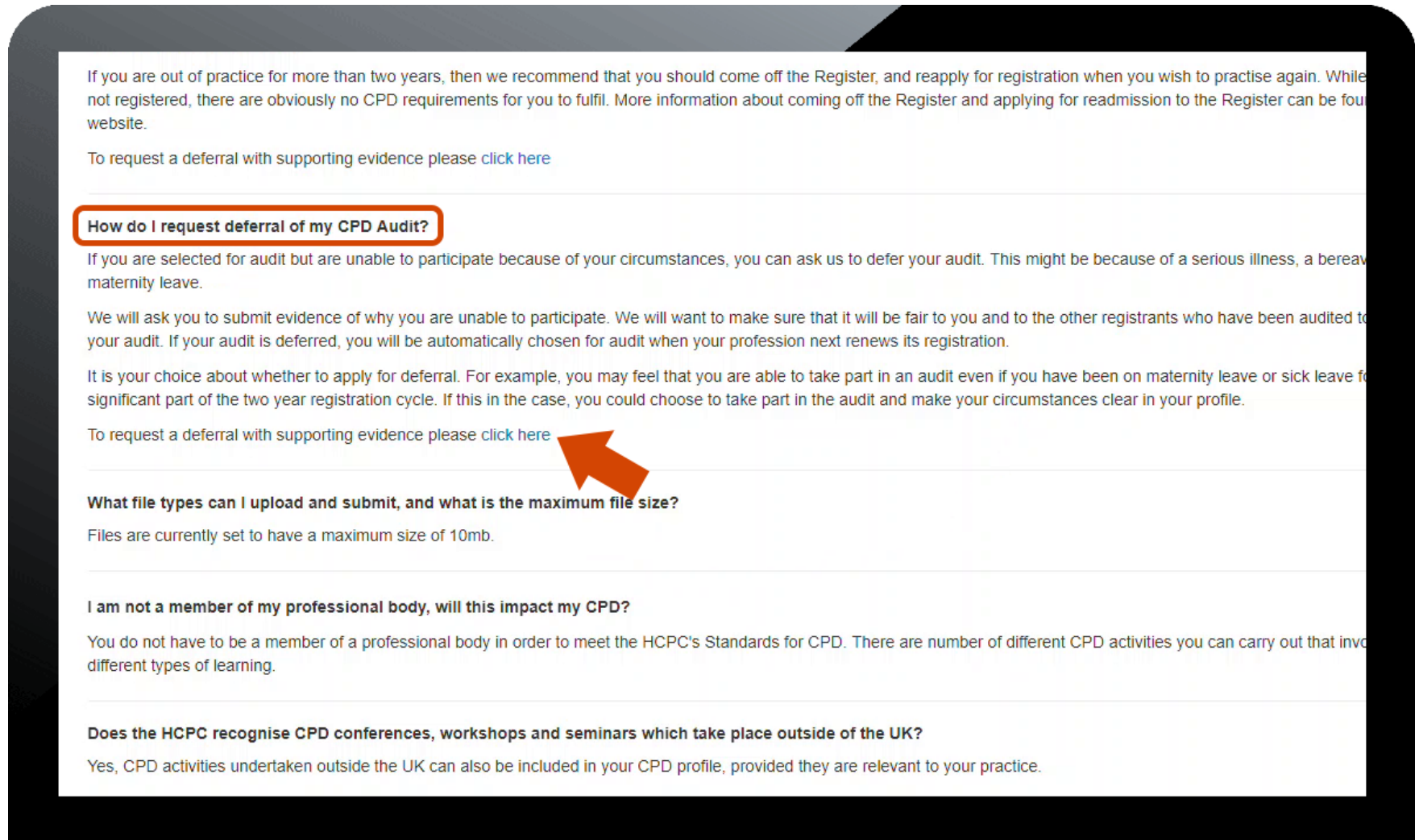
2. On the drop down by the username in the top right corner, click on 'FAQs'.



The screenshot shows the hcpc (health & care professions council) website. In the top right corner, there is a user profile dropdown menu for the user 'cpd@hcpc-uk.org'. The dropdown menu is open, showing two options: 'FAQs' and 'Sign out'. An orange arrow points to the 'FAQs' option. Below the header, the page title is 'Continuing professional development'. There is a 'My profiles' button and a section for 'Current profiles' which contains a table with one row of profile data and a 'View' button.

CPD number	Registration cycle	Due date	
CPD018409	01/06/2017–31/05/2019	31/05/2019	View

3. On the FAQs page, scroll down to the question 'How do I request deferral of my CPD Audit?' At the very end of this question, click on the 'click here' hyperlink.



If you are out of practice for more than two years, then we recommend that you should come off the Register, and reapply for registration when you wish to practise again. While not registered, there are obviously no CPD requirements for you to fulfil. More information about coming off the Register and applying for readmission to the Register can be found on our website.

To request a deferral with supporting evidence please [click here](#)

How do I request deferral of my CPD Audit?

If you are selected for audit but are unable to participate because of your circumstances, you can ask us to defer your audit. This might be because of a serious illness, a bereavement or maternity leave.

We will ask you to submit evidence of why you are unable to participate. We will want to make sure that it will be fair to you and to the other registrants who have been audited to your audit. If your audit is deferred, you will be automatically chosen for audit when your profession next renews its registration.

It is your choice about whether to apply for deferral. For example, you may feel that you are able to take part in an audit even if you have been on maternity leave or sick leave for a significant part of the two year registration cycle. If this is the case, you could choose to take part in the audit and make your circumstances clear in your profile.

To request a deferral with supporting evidence please [click here](#)

What file types can I upload and submit, and what is the maximum file size?

Files are currently set to have a maximum size of 10mb.

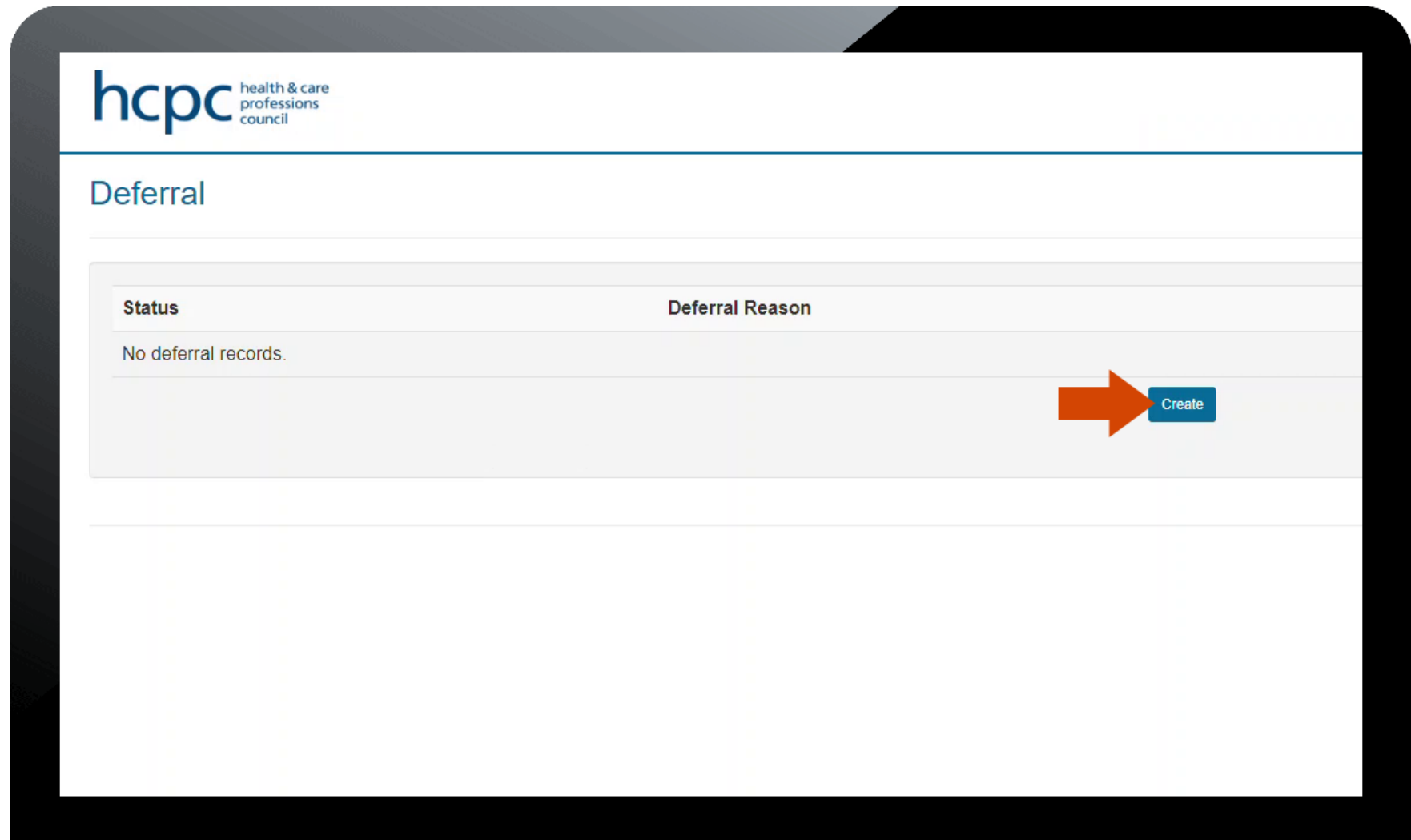
I am not a member of my professional body, will this impact my CPD?

You do not have to be a member of a professional body in order to meet the HCPC's Standards for CPD. There are a number of different CPD activities you can carry out that involve different types of learning.

Does the HCPC recognise CPD conferences, workshops and seminars which take place outside of the UK?

Yes, CPD activities undertaken outside the UK can also be included in your CPD profile, provided they are relevant to your practice.

4. The deferral page now loads up. Click 'Create' to create a new deferral request.



5. On the next screen, select the 'Deferral Reason' from the drop down list, enter the details in the 'Details' box then click on 'Add New' to upload between 1 and 3 pieces of evidence to support the deferral request.

The screenshot shows a web form titled "Deferral". At the top left is the title "Deferral". Below it is a "Deferral Reason" dropdown menu with "Health" selected. To the right of this dropdown are two blue buttons: a floppy disk icon (save) and a house icon (home). Below the dropdown is a "Details*" section with a rich text editor. The text in the editor is highlighted in a light orange box and reads: "I am currently recovering from an operation and have been signed off work for 3 months. Due to this, I wish to request a deferral of my CPD audit until the next audit period. I have attached a letter from my GP, as evidence, to confirm this. If you need any more info from me, please let me know." Below the text area is a status bar showing "Words: 59, Characters: 293/5000". To the right of the details section is a table for "Supporting evidence: please upload between 1 and 3 pieces of evidence". The table has three columns: "Reference", "Document", and "Description". The table is currently empty, showing "No evidence records." At the bottom right of the table is a blue "Add New" button. A red arrow points to the "Deferral Reason" dropdown, and another red arrow points to the "Add New" button.

Deferral

Deferral Reason
Health

Supporting evidence: please upload between 1 and 3 pieces of evidence

Details *

B I U [List Icons] [Undo/Redo]

I am currently recovering from an operation and have been signed off work for 3 months.

Due to this, I wish to request a deferral of my CPD audit until the next audit period.

I have attached a letter from my GP, as evidence, to confirm this.

If you need any more info from me, please let me know.

Words: 59, Characters: 293/5000

Reference	Document	Description
No evidence records.		

Add New

Submit

6. Enter a brief description of the file you are uploading, click **'Browse'** to locate the file on your computer, and then click **'Upload'**. You can add up to 3 pieces of evidence if necessary.

hcpc health & care professions council

Supporting evidence

Please select a file, enter a brief description and click upload

Description *

Letter from GP

File Upload

Choose file Letter from GP.pdf

Upload Cancel

7. When you have finished, click 'Submit'

Deferral

Deferral Reason: Health

Supporting evidence: please upload between 1 and 3 pieces of evidence

Reference	Document	Description	
DOC-0034193	Letter from	Letter from GP	Delete
			Add New

Details *

B I U [List Icons] [Undo] [Redo]

I am currently recovering from an operation and have been signed off work for 3 months.

Due to this, I wish to request a deferral of my CPD audit until the next audit period.

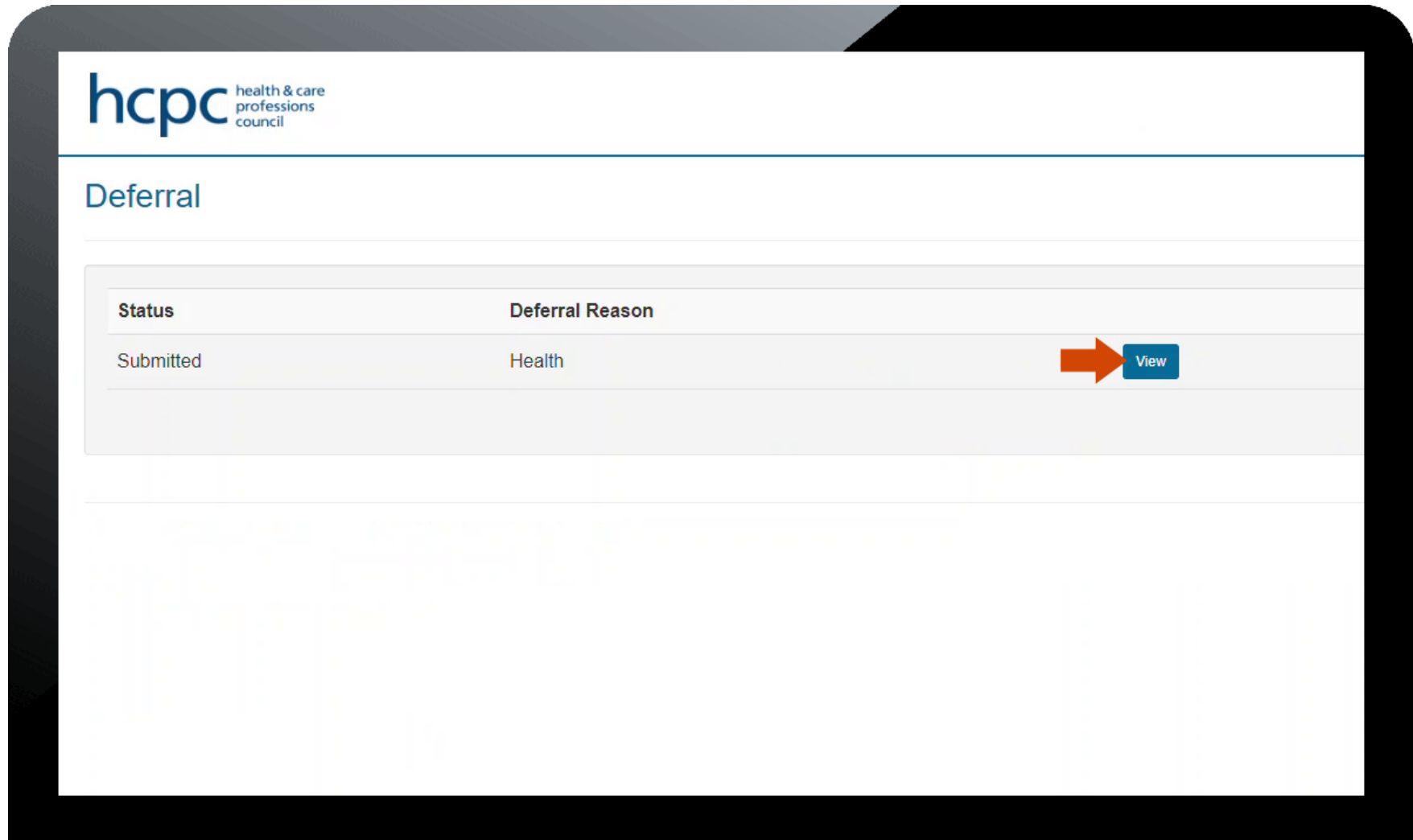
I have attached a letter from my GP, as evidence, to confirm this.

If you need any more info from me, please let me know.


Words: 59, Characters: 293/5000

Submit ←

8. The status of the deferral request is '**Submitted**' and an acknowledgement email is sent. To view the details of this deferral request, click on the '**Click here to view**' link on the homepage of the portal.



The screenshot displays the hcpc (health & care professions council) portal. At the top left is the hcpc logo. Below it, the word "Deferral" is written in blue. A table with two columns, "Status" and "Deferral Reason", is shown. The first row contains "Submitted" and "Health". To the right of the "Health" cell is an orange arrow pointing to a blue button labeled "View".

Status	Deferral Reason
Submitted	Health  View

Continuing professional development

Your registration has existing deferrals:

- [Click here to view](#)



My profiles

Current profiles

CPD number	Registration cycle	Due date	
CPD018409	01/06/2017–31/05/2019	31/05/2019	View

9. The deferral request will be processed and a further response should be received in ten working days.

Accepted file types for uploads

You will only be able to upload certain file types to the CPD Online system. See a list below of the ones that you can upload:-

- JPG
- GIF
- PDF
- DOCX
- JPG
- GIF
- PDF
- DOCX
- XLSX
- TIFF
- PNG
- TXT
- PPT
- PPTX
- RTF
- BMP
- DOC
- XLS

Any other file types are not permitted (i.e. Zip files), and you will not be able to upload these to the system.

The maximum file size for each document upload is 25MB.