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| **Standard 1** | **Standard 2** | **Standard 3** | **Standard 4** |
| Maintain a **continuous, up to date** and **accurate** record of CPD activities | Demonstrate CPD activities are a **mixture of learning activities** **relevant** to current or future practice | Seek to ensure that CPD has contributed to the **quality** of their practice and service delivery | Seek to ensure that CPD **benefits** the **service user** |
| **Standard 5 - Only applies when called for HCPC audit**Upon request, present a written profile of own work, supported by evidence, which explains how standards have been met |
| **TRAMm STATIONS – suggestions only** |
| **TELL** | **RECORD** | **APPLY** | **MONITOR (M)** | **MEASURE (m)** |
| Informal/Formal DiscussionsSupervisionDisseminating InformationFacilitating Training SessionsPresentationsJournal ClubPeer SupervisionAnnual Appraisals/IPR/PDRCase StudiesVerbal reflection | Current EBPPublicationsService Evaluation/ Benchmarking AuditReflection – Verbal/WrittenLearning ContractsTRAMm Tracker/TrailAnnual AppraisalsPortfolio/ Online digital curationInformation LeafletsCurriculum Vitae | New knowledge is used in practiceUtilise a new skill Implement a new intervention/way of workingChange in approach/values/behaviourUse up to date evidence-based practiceAssess financial impact of your learningStop doing something/do something differently as a result of new knowledge Introduce new policies/procedures/strategiesChange approach to plan new learning | Formal/Informal MentorshipSupervision staff/studentsEstablishing Development PlansPeer reviewsLecturing/TeachingMeetingsManagingPerformance IndicatorsFormative AssessmentCompetencesPreceptor/Apple Accreditation | Specific Individualised GoalsInformal Education OpportunitiesPerformance IndicatorsLetters of CommendationStandards of ProficiencySkill Acquisition and ImprovementApplied KnowledgeAuditOutcome MeasuresResearch TRAMM Tracker |

| Date | Activity | Description | Certificate | Reflection | TRAMm Trail | HCPC Standards | TRAMm | Index | Notes |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | T | R | A | M | m |
| Sample:1/2/13 | Training | Manual Handling Module 6 | Y/N | Y/N | Y/N | 1 | 2 | 3 | 4 |  |  |  | A |  |  | Enter... | Insert your own notes including KSF, competencies etc. |
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