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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 Discussions  Supervision  Disseminating Information  Facilitating Training Sessions  Presentations  Journal Club  Peer Supervision  Annual Appraisals/IPR/PDR  Case Studies  Verbal reflection | Current EBP  Publications  Service Evaluation/ Benchmarking  Audit  Reflection – Verbal/Written  Learning Contracts  TRAMm Tracker/Trail  Annual Appraisals  Portfolio/ Online digital curation  Information Leaflets  Curriculum Vitae | | New knowledge is used in practice  Utilise a new skill  Implement a new intervention/way of working  Change in approach/values/behaviour  Use up to date evidence-based practice  Assess financial impact of your learning  Stop doing something/do something differently as a result of new knowledge  Introduce new policies/procedures/strategies  Change approach to plan new learning | | Formal/Informal Mentorship  Supervision staff/students  Establishing Development Plans  Peer reviews  Lecturing/Teaching  Meetings  Managing  Performance Indicators  Formative Assessment  Competences  Preceptor/Apple Accreditation | | Specific Individualised Goals  Informal Education Opportunities  Performance Indicators  Letters of Commendation  Standards of Proficiency  Skill Acquisition and Improvement  Applied Knowledge  Audit  Outcome Measures  Research  TRAMM Tracker |

| Date | Activity | Description | Certificate | Reflection | TRAMm Trail | HCPC Standards | | | | | TRAMm | | | | | Index | Notes |
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| 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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