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| **HCPC Standard 1** | **HCPC Standard 2** | **HCPC Standard 3** | **HCPC 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** |
| **HCPC 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 (T)** | **RECORD (R)** | **APPLY (A)** | **MONITOR (M)** | **MEASURE (m)** |
| Informal/Formal discussionsSupervisionDisseminating informationFacilitating training sessionsPresentationsJournal ClubPeer SupervisionAnnual Appraisals/IPR/PDRVerbal reflection | PublicationsService Evaluation/ Benchmarking AuditReflection (written/recorded)Learning ContractsTRAMm Tracker/TrailAnnual Appraisal paperworkPortfolio/ Online digital curationInformation LeafletsCurriculum Vitae (CV) updatedCase notes | New knowledge is used in practiceUtilise a new skill Implement a new intervention/way of workingChange in approach/values/behaviourUse up to date evidence informed practiceAssess financial impact of your learningStop doing something/do something differently as a result of new knowledge Introduce new policies/procedures/strategies | Reflective processFormal/Informal MentorshipSupervision staff/studentsEstablishing development plansPeer reviewsAnnual appraisal processPerformance IndicatorsFormative AssessmentCompetences | Appraisal/individualised goals achievedPerformance IndicatorsLetters of commendationStandards of proficiency achievedSkill Acquisition and improvementAuditOutcome MeasuresResearch/quality improvement Increased confidence Time |

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