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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 discussions  Supervision  Disseminating information  Facilitating training sessions  Presentations  Journal Club  Peer Supervision  Annual Appraisals/IPR/PDR  Verbal reflection | Publications  Service Evaluation/ Benchmarking  Audit  Reflection (written/recorded)  Learning Contracts  TRAMm Tracker/Trail  Annual Appraisal paperwork  Portfolio/ Online digital curation  Information Leaflets  Curriculum Vitae (CV) updated  Case notes | | 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 informed practice  Assess financial impact of your learning  Stop doing something/do something differently as a result of new knowledge  Introduce new policies/procedures/strategies | | Reflective process  Formal/Informal Mentorship  Supervision staff/students  Establishing development plans  Peer reviews  Annual appraisal process  Performance Indicators  Formative Assessment  Competences | | Appraisal/individualised goals achieved  Performance Indicators  Letters of commendation  Standards of proficiency achieved  Skill Acquisition and improvement  Audit  Outcome Measures  Research/quality improvement  Increased confidence  Time |

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