

6th July 2021

Dear Registrant

Re: Rescheduled RCCP Biannual audit notice

The RCCP carry out CPD audits every 2 years on 3% of the register. Those requested to take part are selected at random and are subsequently asked to demonstrate their CPD during a defined period.

The next audit is due to take part in October 2021, covering the period between March 2019 and October 2021. Due to disruption in usual practise for several our registrants during the COVID 19 pandemic, the **RCCP is issuing notice that the next audit will now take place in 2022.**

CPD standards for RCCP Registrants

All registrants must meet our standards for continuing professional development (CPD) in order to maintain their registration with the RCCP. CPD is linked to registration and we can remove you from the Register if you do not meet our CPD standards. We have a separate process (our fitness to practise process) for dealing with concerns about the conduct and competence of our registrants. Although there is no direct link to the fitness to practise process, our standards for CPD are all about making sure you continue to learn and develop so that you can stay fit to practise and improve your practice for the benefit of your service users. **In order to comply with the 5 RCCP CPD standards, all registrants must:**

- **Standard 1** - Maintain a continuous, up-to-date and accurate record of their CPD activities;
- **Standard 2** - Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;
- **Standard 3** - Seek to ensure that their CPD has contributed to the quality of their practice and service delivery;
- **Standard 4** - Seek to ensure that their CPD benefits the service user; and
- **Standard 5** - Upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the standards for CPD.

It is now easier to record your CPD as you do it.

As part of the RCCP's new system implementation in October 2020, an e Portfolio function was launched for registrants to enter CPD activities at any time. It provides sections to record your CPD records, Personal development and summary of recent work and practice in the format required by the audit. To access your e portfolio, log into your registrant's portal and select the tab.

If you have any questions in relation to this notification please email the RCCP administration team rccpadmin@rccp.co.uk or call the RCCP Head Office on 01905 885350.

Yours sincerely



Janet Monkman
RCCP Registrar