



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Continuing Professional Development Audit Policy

V1 September 2024

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh
Health and Social Care Professionals Council



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1. Introduction

About CORU

CORU is Ireland's multi-profession health and social care regulator. It comprises the Health and Social Care Professionals Council and the Registration Boards established under the Health and Social Care Professionals Act 2005 (as amended).

CORU's role is to protect the public by promoting high standards of professional conduct, education, training, and competence through statutory registration of health and social care professionals.

The designated professions under the Act are:

- Clinical biochemists
- Counsellors
- Dietitians
- Dispensing opticians
- Medical scientists
- Occupational therapists
- Optometrists
- Orthoptists
- Physical therapists
- Physiotherapists
- Podiatrists
- Psychologists
- Psychotherapists
- Radiation therapists
- Radiographers
- Social care workers
- Social workers
- Speech and language therapists

About this Document

This document sets out CORU's Continuing Professional Development (CPD) Audit process for all CORU registered professionals. This policy has been developed based on the learnings from the CPD audits carried out to date across the professions regulated by CORU. It has been developed with the aim of providing clarity and consistency in decision making for the CORU Executive and Registration Boards in carrying out their role in the CPD Audit process.



This policy document should be considered in conjunction with:

- The profession specific CPD Audit Exemplars available for each profession
- The profession specific CPD Guidance Document issued by each Registration Board
- The profession specific CPD Support Document issued by each Registration Board
- The video resources available on the CORU website
- The CPD Frequently Asked Questions available on the CORU website

The above resources can be found on the [CORU website](#).

2. Continuing Professional Development Requirements

Continuing professional development (CPD) is a requirement for everyone registered with CORU. CPD requirements for CORU registered professionals are outlined under Section 10 of the Code of Professional Conduct and Ethics for each of the professions. Section 10 relates specifically to the responsibilities of a registrant in relation to their performance and keeping their professional knowledge and skills up to date.

Section 10 of the Code of Professional Conduct and Ethics requires that:

10.1 You must:

- a. ensure that your knowledge, skills and performance are of a high standard, up to date and relevant to your practice*
- b. participate in continuing professional development (CPD) on an ongoing basis.*

10.2 You should:

- a. consider the support and guidance provided by your Registration Board regarding CPD*
- b. keep a record of the activities you have completed.*

Section 27 (1) of the Health and Social Care Professionals Act states that *the object of the registration board of a designated profession is to protect the public by fostering high standards of professional competence among registrants of that profession.*

Section 27 (3)(c) states that one of the functions of a registration board is to *give guidance to registrants concerning ethical conduct and give guidance and support to them concerning the practice of the designated profession and continuing professional development.*

Each Registration Board has developed a CPD Guidance and a CPD Support document available on the CORU Website.

3. Overview of CPD Audit

CPD is a mechanism for registrants to maintain professional knowledge and skills, and the Audit process allows CORU registered Health and Social Care professionals to demonstrate their



ongoing engagement with CPD in line with the requirements as set out in their Code.

A Registration Board may audit registrant records of CPD to confirm registrants have a system and process in place to ensure their knowledge, skills and performance are of a high standard and up to date.

CPD records are reviewed against the CPD requirements issued by each Registration Board:

- Implementation of learning activities that achieved new or enhanced learning.
- Evaluation and reflection of the learning achieved.
- Review of learning needs for the next 12-month period.
- Planned learning activities for the next 12-month period.

4. CPD Credits & Activities

Registrants are required to achieve a minimum of 30 CPD credits in each 12-month period. In cases where professions are taking part in a 24-month audit cycle, they must achieve at least 60 CPD credits over the 24 months, with at least 30 credits in each 12-month period.

More than 30 CPD credits may be accrued in each 12-month period, but credits cannot be transferred or carried forward to the next 12-month period.

CPD credits for learning activities are self-determined by each registrant on the basis that one hour of new or enhanced learning is equal to one CPD credit. Credits must reflect new or enhanced learning.

The same credit requirement applies to all registrants regardless of full- or part-time working arrangements.

Registrants can undertake a variety of CPD activities and should identify learning activities that are related to their own learning needs and are relevant to their practice. There are no specific mandatory CPD activities that registrants are required to undertake.

Examples of 'Types of Learning Activities' and further information in relation to CPD Credit Allocation can be found in the profession specific Support for Continuing Professional Development document for each profession on the [CORU website](#).

The flexible nature of CORU's CPD model takes account of individual career patterns, variety of work situations, stages of career and professional development needs. The CPD approach recognises that a variety of learning opportunities can contribute to professional development. Learning opportunities may be formal/informal, work based, structured/unstructured or personal experiences. Registrants should be able to embed CPD within their current work situations and incorporate learning activities into their practice.



5. CPD Audit Cycle

The first CPD audit of a profession is based on a 12-month audit cycle following the close of the transitional period¹ of a register. All subsequent audits are based on a 24-month audit cycle for each profession.

The audit date for each profession is aligned with the registration renewal date for that profession. The audit date is the date on which registrants of a profession are called for audit if they have been selected.

The audit periods and audit date for each profession is published on the [CORU website](#) and updated annually.

6. CPD Audit Selection Process

Although every person on the register is required to engage in CPD in order to continue to be compliant with their Code of Professional Conduct and Ethics, only those who have been on the register for the full audit period are eligible for selection for routine CPD audit. Anyone who is eligible and on the register at the time of the audit may be called for audit.

A random sample of eligible registrants is selected from the register of the profession. Due to the random nature of selection, registrants may be selected in consecutive audits.

Registrants included in the below categories will automatically be selected for audit:

- Registrants granted a deferral² in the previous audit for their profession.
- Registrants deemed non-compliant³ in the previous audit for their profession.
- Registrants who received an outcome of non-engagement⁴ in the previous audit for their profession.

Registrants who are automatically selected for audit in line with the above will be selected in addition to the sample of randomly selected registrants for an audit.

Only registrants selected for CPD audit will receive a communication from CORU regarding the audit.

A Registration Board reserves the right to select a particular group of practitioners or an individual

¹ The transitional period (also known as grandparenting) refers to the first two years that a register is open. During this time existing practitioners can apply for registration under Section 91 of the Act. This registration route closes after the first two years of a register opening.

² See also: Section [7](#), [10](#), [11](#), [12](#), [13](#), [16](#), [17](#), [18](#), [19.2](#), [19.4](#), [19.5](#) & [19.6](#) for references to deferral

³ See also: Section [9](#), [10](#), [14](#), [17](#), [18](#), [19.6](#) & [19.7](#) for references to non-compliant/ non-compliance

⁴ See also: Section [10](#), [17](#), [18](#), [19.6](#) & [19.8](#) for references to non-engagement



at any time for CPD Audit and may select registrants identified to the Board through complaints, Fitness to Practise processes or other mechanisms. For this reason, registrants should undertake CPD on an ongoing basis and keep their CPD record of learning activities up to date.

7. CPD Notification & Audit Timeline

Selected registrants are notified of selection for audit on the audit date for their profession and are provided with 30 working days to submit their CPD record or a deferral request.

Registrants should allow up to 30 working days to receive an outcome decision regarding their CPD record or deferral request.

8. Submission of CPD Records

When selected for audit, registrants are required to submit a CPD Audit record (Appendix 1).

All learning activities, credits, reflection, planning and review should be included within the record.

Registrants are not required to submit supporting documentation with their CPD record.

9. Review of CPD Records

An initial screening of submitted CPD records is carried out by the CORU Executive to ensure no information identifying any third party⁵ has been included.

A quantitative review of all CPD records will be undertaken by members of the CORU Executive with expertise regarding CPD.

Review of CPD records is undertaken to satisfy that a registrant has a system and process in place to keep their professional skills and knowledge up to date. The audit only considers the record of CPD. It is not a qualitative assessment of the activities the registrant has selected to undertake.

CPD records are reviewed against the requirements issued by each Registration Board:

- Implementation of learning activities that achieved new or enhanced learning.
- Evaluation and reflection of the learning achieved.
- Review of learning needs for the next 12-month period.
- Planned learning activities for the next 12-month period.

⁵ See also: Section [14](#), [16](#) & [19.5](#) for references to third parties



Records will either be deemed compliant or non-compliant⁶. There is no scope for CORU or a Registration Board to give qualitative feedback on a registrant's CPD record.

If, following review by the CORU Executive, a concern is raised regarding a registrant's Fitness to Practise as a result of information disclosed on their CPD record, the record will undergo a second review, completed by a member of the relevant profession selected from a CORU panel of reviewers.

Where a recommendation of non-compliance is proposed, the relevant Registration Board will make the final decision in relation to an audit record.

10. Audit & Deferral⁷ Outcomes

Registrants can receive an audit outcome of:

- **Compliant**
A CPD record was submitted within the audit submission period, and it meets the requirements set by their Registration Board.
- **Non-compliant⁸**
A registrant may have initially engaged with the audit process, but a CPD record was not submitted within the audit submission period, or the record submitted did not meet the requirements set out by the Registration Board.
- **Non-engagement⁹**
A registrant did not engage with the audit process and no CPD record, or deferral request form was submitted.

Deferral requests can be:

- **Approved**
The deferral request is approved, and the registrant will automatically be included in the next CPD audit for their profession.
- **Refused**
The deferral request is refused, and the registrant is provided with 30 working days from the date of notification to submit a completed CPD record.

All deferral request outcomes and positive recommendations regarding compliant CPD records will be presented to the relevant Registration Board for noting.

Negative recommendations in relation to non-compliance and non-engagement will be brought for final decision to the relevant Registration Board.

⁶ See also: Section [6](#), [10](#), [14](#), [17](#), [18](#), [19.6](#) & [19.7](#) for references to non-compliant/ non-compliance

⁷ See also: Section [6](#), [7](#), [11](#), [12](#), [13](#), [16](#), [17](#), [18](#), [19.2](#), [19.4](#), [19.5](#) & [19.6](#) for references to deferral

⁸ See also: Section [6](#), [9](#), [14](#), [17](#), [18](#), [19.6](#) & [19.7](#) for references to non-compliant/ non-compliance

⁹ See also: Section [6](#), [17](#), [18](#), [19.6](#) & [19.8](#) for references to non-engagement



11. Audit Deferrals

Registrants are expected to engage in CPD as a requirement under their Code of Professional Conduct and Ethics. However, in recognition of personal circumstances, it may not always be possible for registrants to comply with the requirement to participate in CPD audit when they are selected.

Deferral requests are considered on a case-by-case basis and any registrant that is selected for audit can submit a deferral request for consideration in line with the circumstances outlined in Section 12 of this document.

Deferral requests must be made in relation to a full audit period. Requests cannot be made for a portion of an audit period.

Although deferral requests are considered on a case-by-case basis, the following restrictions are normally in place;

- No more than one deferral request can be submitted within an audit period.
- No more than two consecutive deferral requests from a registrant will be approved.

Registrants have 30 working days to submit a deferral request from the date of notification of selection for audit.

Supporting documentation is not required to be submitted with a deferral request form.

If a deferral request is approved registrants will be automatically included in the next CPD audit for their profession.

If a deferral request is refused registrants must submit a completed CPD record template within 30 working days of the date refusal notification is issued.

Extensions are not available for CPD audits. Registrants can either submit a completed CPD record with the required credits for the audit period, or they can submit a deferral form if they are unable to submit a CPD record within the provided submission period.

Registrants who do not submit a CPD record or deferral form within the submission period will be issued with a non-submission notification and provided with 10 working days to submit documentation. Following this deadline a final outcome will be issued to a registrant.

12. Circumstances for Deferral¹⁰

Circumstances for deferral may include:

- Maternity/ paternity/ parental/ adoptive/ carer's or other statutory leave where more than six months of which would fall within the audit period.

¹⁰ See also: Section [6](#), [7](#), [10](#), [11](#), [13](#), [16](#), [17](#), [18](#), [19.2](#), [19.4](#), [19.5](#) & [19.6](#) for references to deferral



- Career Break
- Serious illness
- Critical or serious illness of a close family member
- Death of a close family member
- Other (Exceptional circumstances)

Workload and work-related or personal commitments, or further study are not sufficient reasons for a deferral request and such requests will normally be refused.

13. Review of Deferral Requests

All deferral requests will be reviewed by the CORU Executive.

The deferral circumstances outlined below are considered as standard deferral requests:

- Maternity/ paternity/ parental/ adoptive/ carer's or other statutory leave where more than six months of which would fall within the audit period.
- Career Break where more than six months of which would fall within the audit period.
- Serious illness
- Critical or serious illness of a close family member
- Death of a close family member

The deferral circumstances outlined below are considered as non-standard deferral requests:

- 'Other' category requests
- A second deferral request within the same audit period
- A deferral request for a third consecutive audit.

The individual circumstances outlined in non-standard deferral requests will be considered when making a decision regarding approval or refusal of a deferral request.

A deferral request will normally be refused in cases where:

- A request is based solely on workload, work-related or personal commitments, or further study as the reason for request.
- A registrant is making a second deferral request within the same audit period.
- A registrant is requesting a deferral for a third consecutive audit.

Negative deferral recommendations will be sent for second review to a professional member of a CORU panel of reviewers prior to an outcome decision.

Registrants will be notified via email regarding their deferral request outcome within 2 working days of a decision being made.

14. Confidentiality and Data Protection



Information that could identify a service user or a third-party¹¹, including names or other identifying information, should not be disclosed in records or forms submitted for CPD audit. Any submissions containing such information will be destroyed. The registrant will be notified and requested to re-submit the record or form with the information removed.

CPD records are reviewed by the CORU Executive against the requirements set by the relevant Registration Board. If a record is deemed to require a second review, this review will be carried out by a member of the relevant profession selected from a CORU panel of reviewers.

The Registration Board does not review individual CPD records or deferral forms as standard practice.

If a negative recommendation in relation to a non-compliant¹² CPD record is presented to the Board for decision, including where a concern is raised regarding a registrant's Fitness to Practise as a result of information disclosed on a CPD record, the Registration Board will be provided with the relevant CPD record to assist in decision making.

15. Plagiarism, AI Generated Content or False Declarations

Plagiarism is falsely attributing someone else's written or creative work, in whole or in part, as one's own without the appropriate acknowledgement.

AI-generated content is digital content that is generated by machine learning tools using human prompts. This content may apply to text, images, video and audio materials.

Plagiarism applies to text, graphics, tables, formulae, or any representation of ideas in print, electronic or any other medium. This includes information taken from the internet.

Registrants should be vigilant at all times to ensure that they avoid plagiarism or submission of AI generated content. Registrants should also be aware that your Code of Professional Conduct and Ethics provides the standards applicable to undertaking research in an ethical manner.

Registrants must not provide a false declaration on their CPD record. Your Code of Professional Conduct and Ethics requires you to maintain accurate records. Plagiarism or false declaration may be deemed as professional misconduct and thereby the registrant would be in breach of their Registration Board's Code of Professional Conduct and Ethics.

16. Destruction of Submitted Records

¹¹ See also: Sections [9](#), [16](#) & [19.5](#) for references to third parties

¹² See also: Section [6](#), [9](#), [10](#), [17](#), [18](#), [19.6](#) & [19.7](#) for references to non-compliant/ non-compliance



Any records or forms submitted that contain identifying information relating to a third-party¹³ will be destroyed as soon as this information becomes known.

All CPD records and deferral¹⁴ request forms will be retained for 30 days following a decision outcome and will then be destroyed in line with the Education Quality Assurance CPD Audit record retention policy.

17. Non-Compliance¹⁵ & Non-Engagement¹⁶

Registrants will be deemed non-complaint in the following circumstances:

- Failure to submit a CPD record within the audit submission period.
- Failure to re-submit a CPD record within the audit submission period following a request from the Executive to amend an incomplete or incorrect CPD record.
- Failure to submit a CPD record following the refusal of a deferral request.
- Where a submitted CPD record does not meet the requirements set out by the Registration Board.
- Where a submitted CPD record raises concerns regarding a registrant's Fitness to Practise as a result of information disclosed on their CPD record.

Registrants will receive an outcome of non-engagement in the following circumstances:

- Where a registrant has not engaged with any communication attempts made by the Executive or the Registration Board throughout the audit process.

If a registrant is deemed non-compliant or receives an outcome of non-engagement, they will be notified in writing and will be automatically selected in the next CPD Audit for their profession.

The relevant Registration Board will be informed of all cases where a registrant is deemed non-compliant or where there is an outcome of non-engagement.

If a registrant receives an outcome of non-compliant or non-engagement in more than one audit, a Fitness to Practise complaint of professional misconduct may be raised by the Executive or a Registration Board in relation to a registrant.

18. CPD Appeal Process

A registrant may choose to appeal a decision in the following circumstances:

- Refusal of a deferral¹⁷ request
- Audit outcome of non-compliance.

¹³ See also: Sections [9](#), [14](#) & [19.5](#) for references to third parties

¹⁴ See also: Section [6](#), [7](#), [10](#), [11](#), [12](#), [13](#), [17](#), [18](#), [19.2](#), [19.4](#), [19.5](#) & [19.6](#) for references to deferral

¹⁵ See also: Section [6](#), [9](#), [10](#), [14](#), [18](#), [19.6](#) & [19.7](#) for references to non-compliant/ non-compliance

¹⁶ See also: Section [6](#), [10](#), [18](#), [19.6](#) & [19.8](#) for references to non-engagement

¹⁷ See also: Section [6](#), [7](#), [10](#), [11](#), [12](#), [13](#), [16](#), [17](#), [19.2](#), [19.4](#), [19.5](#) & [19.6](#) for references to deferral



- Audit outcome of non-engagement.

An appeal will be considered if there is evidence of apparent substantive procedural irregularity on the part of the CORU Executive in the processes leading to any of the outcomes listed above i.e. evidence that CORU appears to have failed to have followed its own policies or processes properly, and which the registrant reasonably believes may have had a bearing on the outcome issued.

Registrants can contact CPDAudit@coru.ie to request further information on the CPD Appeal process.

Appeals will be considered by the Registrar (or person appointed to act on their behalf), and registrants will be notified of the outcome within 2 working days of a decision being made.

19. Communication with Registrants

19.1 Notification of Selection for Audit

Registrants who are selected for audit will be contacted directly via email by the CORU Executive using the email address listed in their CORU Registrant Profile, on the audit date for the profession. No acknowledgement is required from registrants following notification.

Reasonable Accommodations can be made for selected registrants who may require additional supports when submitting their CPD Audit record. Registrants requiring additional support should advise CORU via email who will then pass on their details to the CORU Access Officer.

19.2 Submissions

All CPD Audit submissions are made via email to CPDAudit@coru.ie. An acknowledgement will be sent via email to confirm receipt of all submitted CPD records and deferral¹⁸ forms upon successful submission.

19.3 Reminders

One reminder notification will be issued to registrants using the contact details listed in their CORU Registrant Profile;

- An email and letter will be sent to registrants who have not submitted a completed CPD record or a deferral form within 10 working days of the initial audit notification.
- An email and registered letter will be sent to registrants who have not submitted a completed CPD record or a deferral form within the audit submission period. (See [Section 19.6 - Non-submission](#) below)

¹⁸ See also: Section [6](#), [7](#), [10](#), [11](#), [12](#), [13](#), [16](#), [17](#), [18](#), [19.4](#), [19.5](#) & [19.6](#) for references to deferral



19.4 Deferrals

Information regarding the CPD deferral process is available on the Deferral FAQs section of the CORU website. Selected registrants may also submit questions on the deferral process via email to CPDAudit@coru.ie.

The CORU Executive will notify a registrant of the outcome of their deferral request via email within 2 working days of decision.

If a deferral request is approved, the registrant will be notified that they will be automatically included in the next CPD audit for their profession.

If a deferral request is refused, the registrant will be notified that they have 30 working days from the date of notification to submit a completed CPD record.

19.5 Incorrect & Incomplete Submissions

Records or forms containing any information identifying a third-party¹⁹ will be destroyed and the registrant notified of the action taken via email. The registrant will be requested to re-submit the record or form with the information removed.

Incomplete or incorrect CPD records or deferral²⁰ forms will be returned to the registrant via email for completion or correction.

Registrants will have 5 working days from the date of return to re-submit their completed record or form.

19.6 Non-submission

A notice of non-submission will be sent via email and registered letter if the submission deadline has passed and no CPD record, or deferral request form has been submitted.

This notice will provide a registrant with 10 working days from the date of notification to submit their record. Failure to do so will result in a registrant receiving an outcome of non-compliance²¹ or non-engagement²², and they will be automatically included in the next audit for their profession.

19.7 Non-compliance

¹⁹ See also: Sections [9](#), [14](#) & [16](#) for references to third parties

²⁰ See also: Section [6](#), [7](#), [10](#), [11](#), [12](#), [13](#), [16](#), [17](#), [18](#), [19.2](#), [19.4](#) & [19.6](#) for references to deferral

²¹ See also: Section [6](#), [9](#), [10](#), [14](#), [17](#), [18](#) & [19.7](#) for references to non-compliant/ non-compliance

²² See also: Section [6](#), [10](#), [17](#), [18](#) & [19.8](#) for references to non-engagement



A registrant will be notified in writing via email and registered letter if they are deemed non-compliant following a CPD Audit.

The registrant will be advised of the following information:

- The rationale for the outcome of non-compliance.
- Information regarding the CPD appeal process.
- Notification that their Registration Board will be informed of their status of non-compliance.
- Notification that they will be automatically included in the next audit for their profession.
- The consequences of non-compliance in relation to their CPD requirements under the Code of Professional Conduct and Ethics and the potential implications regarding Fitness to Practise.

19.8 Non-engagement²³

A registrant will be notified in writing via email and registered letter if they receive an outcome of non-engagement following a CPD Audit.

The registrant should be advised of the following information:

- The rationale for the outcome of non-engagement.
- Information regarding the CPD appeal process.
- Notification that their Registration Board will be informed of their outcome of non-engagement.
- Notification that they will be automatically included in the next audit for their profession.
- The consequences of non-engagement in relation to their CPD requirements under the Code of Professional Conduct and Ethics and the potential implications regarding Fitness to Practise.

19.9 Queries

Queries may be received via email to CPDAudit@coru.ie, or phone. Where possible, registrants will be encouraged to submit any queries in writing.

Queries will be addressed by the CPD team member responsible for the audit and, where required, by the CPD manager. The CORU Executive will aim to respond to queries within 3 working days.

19.10 General Communication with all Registrants

CORU will also issue general communications regarding CPD, and the CPD Audit Process through their Newsletter and Social Media channels.

²³ See also: Section [6](#), [10](#), [17](#), [18](#) & [19.6](#) for references to non-engagement



Continuing Professional Development Record Template¹

1. Please quote your CORU Registration Number in all correspondence with CORU.
2. The Review and Plan section must be completed after each 12-month period.
3. Your record must include 30 points per each 12-month period and the total amount per period must be completed in the relevant section.
4. It is important that all information identifying any third party must be removed from any records submitted. Do not, under any circumstances, provide information that would enable the identification of a service user.
5. Do **not** attach any supporting documentation with this record.
6. A typed signature will not be accepted on your CPD Record template. If you have no access to a printer, please send a picture of your actual signature. An electronic signature or a photo of your signature pasted onto the CPD record template is also acceptable.

¹ Version issued October 2024



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Name:		CORU Registration Number:	
Audit period from:		Audit period to:	
Registration Board			

Implement			Evaluate & Reflect	
Date and time spent When did you undertake this learning activity?	Type of Learning Activity What was the name of the activity?	CPD credits Approx. 1 CPD credit for every hour of new or enhanced learning achieved	Learning Outcome What have you learnt through completing this activity? How have your skills and knowledge improved or developed?	Impact on practice How have you integrated this learning into your practice? How has this learning made a difference to your capability and performance in your role?



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Review	Plan
What do I want or need to learn in the next 12 months?	What learning activities will I do to achieve this in the next 12 months?

Total number of CPD Credits (in the first 12-month period): _____



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Name:		CORU Registration Number:	
Audit period from:		Audit period to:	
Registration Board			

Implement			Evaluate & Reflect	
Date and time spent When did you undertake this learning activity?	Type of Learning Activity What was the name of the activity?	CPD credits Approx. 1 CPD credit for every hour of new or enhanced learning achieved	Learning Outcome What have you learnt through completing this activity? How have your skills and knowledge improved or developed?	Impact on practice How have you integrated this learning into your practice? How has this learning made a difference to your capability and performance in your role?



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Review	Plan
What do I want or need to learn in the next 12 months?	What learning activities will I do to achieve this in the next 12 months?

Total number of CPD Credits (in the second 12-month period): _____

I, the undersigned, certify that the information contained in this Record of CPD Activities is correct in all respects.

Signature

Date

CORU Registration Number

Total Number of CPD Credits