
Role Brief for Continuing Professional Development (CPD) Assessors

Context

The Health and Care Professions Council (HCPC) is an independent statutory regulator whose objective is to safeguard the health and care of persons using or needing the services of its registrants.

CPD Assessors make up one of a range of 'Partners' who provide the expertise the HCPC needs for its registration decision-making.

The Partner shall provide the services to the HCPC as an independent contractor under the terms of the Partner Agreement.

Purpose of Role

To assess registrant CPD Profiles against HCPC's CPD Standards.

Main Responsibilities

Specifically, tasks include:

- To assess and make recommendations on Registrants against HCPC's CPD Standards.
- Other duties are directed by rules of the practise, and other committees.

Person Specification:

Essential criteria and skills

- Current HCPC Registrant.
- Are currently practicing (including academics)
- An understanding of the importance of upholding public interest in all that the HCPC undertakes.
- An ability to devote time and commitment to support the development of the Health and Care Professions Council.
- Ability to grasp the detail of a wide range of issues in order to make informed and sound decisions.
- Proficient oral and written communication skills, as well as being IT literate.

- Commitments to the seven principals of public life see Appendix 1.
- A general interest in encouraging accountability to the public and professions.
- Experience of working collaboratively, sufficient to support networking, consulting with a broad range of stakeholders.
- Ability to explain and justify decisions and promote HCPC interests to all stakeholders concerned.

Desirable

- Previous experience of assessment work.
- Knowledge of Continuing Professional Development.
- An understanding of a range of professions and practise environments.

Time-Commitment

The time-commitment is estimated at being in the region of 5 – 10 working days per year, some of which will be in-house at HCPC or another venue close to the HCPC. This will vary dependant on the profession and the number of profiles received.

Training

The HCPC is committed to the training of its Partners. If your application to become a CPD Assessor is successful you will receive full comprehensive training for this Partner role.

Fees and Expenses

The role attracts a fee of £20 per assessment. This fee is payable for either attending the HCPC for CPD Assessment days or assessing CPD at home.

Reasonable travel and subsistence expenses are also payable, as set out in the Partner Expenses Policy. A copy of this policy is available from the following link,

www.hcpc-uk.org/aboutus/partners/

Appendix 1

The Seven Principles of Public Life

Selflessness

Holders of the public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.