

CPD requirements 2024-25

Requirements

MyRecert requirements for continuing professional development (CPD) must be completed for every practising year you hold an active Annual Practising Certificate (APC).

The **current practising year runs from 1 April 2024 to 31 March 2025**. The requirements you need to complete for this practising year depend on when your current APC was issued.

To know which of the following applies to you – check the issue date on your current APC and see the table below.

If your APC was issued anytime between:	You need to complete:
1 April 2024 and 30 November 2025	<ul style="list-style-type: none">• Two learning goals• One critical reflection• Two peer group meetings• One action towards cultural safety• One keeping up to date activity log• Two conversations with your verifier• Verifier sign off. <p>You must complete all the above requirements (including appropriate recording) and get all of your portfolio checked and signed off by your verifier before your APC expires.</p>
1 December 2024 and 31 January 2025	<ul style="list-style-type: none">• One learning goal• One action towards cultural safety• One keeping up to date activity log• One conversation with your verifier• Verifier sign off. <p>You must complete all the above requirements (including appropriate recording) and get your portfolio checked and signed off by your verifier before your APC expires.</p>
1 February 2025 and 31 March 2025	<p>You DO NOT have any requirements to meet for the current practising year.</p> <p>Your new requirements will be applicable (as above) once you are issued a new APC for the next practising year.</p>
I did not hold an APC at any time during this practicing	<p>You DO NOT have any requirements to meet for the current practising year.</p>

year and were listed as 'non-practising' status on the Council's register	You will have requirements to follow (as above) if/when you renew your APC.
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NOTE: For those that are issued an APC and, for whatever reason, do not/choose not to practise during the year, the requirements above STILL APPLY to you. If you hold a valid APC this means you could legally practise anytime (while the APC is valid), therefore recertification requirements must be met to ensure you remain up to date and can practise safely if/when you do practise. Requirements also apply if you currently hold an APC but intend to go non-practising next year. You should complete the requirements for the practising year that you held an APC before going non-practising. This means if you return to practise in future, it shows that you were up to date until you went non-practising.

Important information about requirements

See the below table for some quick reference information on what each requirement entails.

Requirement	Notes
Learning Goals	In the first 3 months of the practising year, plan your learning for the year by identifying and recording what your goals are going to be. Update the goals page throughout the year to show how you progressed with the goals you set for yourself. Learning goals should be specific to you and relevant to your practice. It is good to have SMART goals: S pecific M easurable A chievable R ealistic, and T imebound.
Critical reflection	Write a critical reflection on either a competence standard <u>of your choosing</u> OR a <u>significant</u> incident that occurred in your practice.
Peer group meetings	Participate in the required number of peer group meetings and record adequate details of the meetings to show your participation and learnings/reflection from having attended. <i>Note: a routine staff meeting does not constitute a peer group meeting</i>
Cultural safety	Take an action towards cultural safety.
Keeping up to date	Complete and log learning activities you have undertaken to keep up to date.
Conversations with your verifier	You must have the required number of conversations with your verifier and talk about your professional development – what

	<p>you did, why you chose these activities, and how they have supported your professional development. <i>You only need to record the dates of the conversations. Uploading notes from the conversations/meetings is optional.</i></p>
Verifier sign-off	<p>You will need to give your verifier online access to your portfolio. After checking your portfolio, your verifier needs confirm that they have had the required conversation(s) with you, that you have met the MyRecert requirements and that your learning and development is relevant to your role.</p>
<p>Part of CPD includes adequately recording what you have done. Each section of the MyRecert portfolio must be completed with sufficient detail to demonstrate active engagement in learning activities that support your professional development and show how each requirement was met. <i>Note: It is possible to complete one activity/exercise that covers two requirements. Although there may be some duplication, it is best to complete each section of the portfolio and record sufficient detail to clearly demonstrate how it relates to and achieves each individual requirement. This option should be used sparingly to ensure you are completing a variety of learning activities across the year.</i></p>	

You can also find full guidance on each requirement on the guidance page '[How to?](#)'. If you have any specific questions, get in touch.