



**Relevant?**

- The certificate you upload must be relevant to your role in social care. Examples:
- Safeguarding Training – yes, it is relevant
- Marketing bachelor degree – yes, however only if your role is within the marketing department in an organisation which provides social care
- Scuba Diving Qualification – no, not relevant

**What kind of CPD?**

- Here you have to identify if the certificate is a qualification (it specifies a level or it is an academic certificate) or any other type of CPD (courses, workshops, events, e-learning, distance learning, etc)

**Levels vs Hours**

- These represent criteria which will influence the number of points the certificate will receive.
- The higher the level, more points.
- The higher the number of hours you spent in the classroom, more points.
- Please know that qualifications and academic certificates usually gain more points than other CPD training due to the fact that they usually require a higher level of engagement, however you can still progress from your tier to the next tier with other CPD alone.

**Qualification Name vs. Training Providers**

- Under each Level there are different types of qualifications, such as awards, certificates, diplomas. You will be required to select the exact type.
- For all other CPD you will be required to select the type of provider. If unsure, you can always give us a call. Our partners and approved training providers certification (have a higher value due to quality assured processes) than non-approved training provider. To view the HCPA list of external training providers please click here. If your employer is the training provider and you are unsure if they are approved, look out for the Academy logo on the certificate or give us a call.

**Points!**

- Our trained team will cleverly work out the total number of points your CPD will be rewarded with, based on an algorithm which looks at the above criteria.
- You will be given a clear indication of where you are on your learning and development journey.

**Expiration**

- Unfortunately some CPD does require renewal within certain expiry dates, and if your certificate expires or requires refreshing you will need to give us the details in order to keep your profile updated and your passport accurate.
- We are also very keen on keeping skills current and relevant, therefore if your certificates have been obtained more than 3 years ago, please know that they will receive 20% less points than others. This is being implemented to encourage you to develop more skills and develop your knowledge even more!