HPSET

Guide to:
Audit Profile
(for Registrants)

Important information

Preparing for Audit:

You will need to refer to the following documents before and during completion of your Audit Profile. You would be advised to download or print them for easy reference:

- ➢ Profile Guidelines
- ➢ Guide to Reflection
- ➢ Code of Professional Conduct
- ➢ Professional Standards   **Note:** All available at: www.hpset.org.uk/profiling

Browser

Before opening your Profile Form, it is advisable to check that you are using an up-to-date Browser such as Google Chrome or Microsoft Edge.

Saving

- ➢ It is important to regularly save any updates to your form as you work through the different sections.
- ➢ Longer periods without saving, or time away from the computer, could result in a loss of information due to the session expiring or a temporary break in connection.
- ➢ You may wish to keep a backup copy of longer sections of text in a separate document, should a break in connection occur.

Logging in

Navigate to **www.hpset.org.uk**

Log in using the panel located in the top right corner of the home page
- ➢ Enter Username & Password
- ➢ Click 'Log in'

← 'Forgotten password' link opens a new form if needed:

Forgotten username link opens the following if needed:

Note: You need to use the email address which HPSET has on record for you. Please check your Spam/Junk folder if the reset link does to appear in your Inbox.

Audit Profile Page: **Summary**

Navigate to your Audit Profile by clicking on the relevant button. The Audit Profile page comprises:

AUDIT PROFILE - Instructions

PROFILE STATUS
    (not to be confused with 'Registration Status')

PROFILE FORM

PROFILE ASSESSMENT RECORD

Audit Profile Page: Audit Profile | Profile Status

AUDIT PROFILE

General guidance →

Click to expand and read the confidentiality notice

→

PROFILE STATUS
Notification area

→

Check here to find out when you need to submit your profile, and to monitor its status following submission.

AUDIT PROFILE

This page displays the following:

Profile Status - Here you will be notified when your Profile is due to be submitted.
Profile Form - Your profile should be recorded here and submitted when it becomes due.
Profile Assessment Record - Profile Assessment Feedback & Files will be recorded here.

PLEASE NOTE:
- It is important to remember to Save changes to your Profile Form as you proceed. To do this, navigate to the **Save & Submit** subsection and click the **Save Progress** button.
- If you don't save updates to your form, the information will be lost.
- Saving your progress will not submit your profile for assessment.
- It may take a few moments for the form to save and/or re-populate any saved data.

Confidentiality notice

PROFILE STATUS

PROFILE APPROVED
Please refer to the Profile Assessment Record near the foot of the page.
You may also begin to enter new information into the form below in preparation for your next submission in 3 years' time.

Audit Profile Page: **Profile Form**

Page layout

Progress bar →
Navigation shortcuts →

Major sub-section title →
Sub-section title →

Field entries →

When opening a saved form, it may take several moments for the form to repopulate.

Previous/Next sub-section links →

PROFILE FORM

Fields marked with an * are required

YEAR 1:	Practice History	Continuing Professional Development (CPD)	Practice Related Feedback	Reflective Learning & Practice	Reflection 1	Reflection 2	Line Manager Review
YEAR 2:	Practice History	Continuing Professional Development (CPD)	Practice Related Feedback	Reflective Learning & Practice	Reflection 1	Reflection 2	Line Manager Review
YEAR 3:	Practice History	Continuing Professional Development (CPD)	Practice Related Feedback	Reflective Learning & Practice	Reflection 1	Reflection 2	Line Manager Review
REVIEW, SAVE & SUBMIT:	Save & Submit						

Year 1

SUMMARY OF PRACTICE HISTORY

This section outlines your practice during the last year, including any gaps in practice. Please provide details of where you have worked during the last year and the scope of your practice during that period.

Name of organisation (Place of work)

Your work setting
Please select

Notes

Contracted hours

Scope of Practice
Please select

Registration
Please select

300 of 300 word(s) left (maximum)

CURRENT PRACTICE

Please provide a summary (250-300 words) of your roles and responsibilities during this period. Please do not use bullet points. You should share this summary with the person responsible for your annual appraisal.

300 of 300 word(s) left

Next

Audit Profile Page: **Completing the form**

Proceed through the form sections

Read the guidance carefully before you complete the form →

Hover over the **i** icons to use the information bubbles →

Note the word count/guide, especially if copying/pasting as excess text could be omitted or cause other problems →

Images **must not** be inserted anywhere into the form →

Year 1

REFLECTION 1

Please remember to link your reflection to HPSET's **Code of Professional Conduct** and **Professional Standards**. You need to refer to the wording used in the Code and/or Standards rather than just listing the item number.

Title and Date of Reflection

> Each reflection should relate to a different aspect of your CPD (one of the listed CPD activities; or an example of practice-related feedback; or a new or challenging clinical experience).

Briefly describe the CPD activity related to this reflection (guide 200-300 words) ❶

300 of 300 word(s) left (maximum)

Reflection on your learning from the above CPD activity (guide 500-1000 words) ❶

B *I* U ⌀ ☰ ☰ 🔗 ⚌ ↶ ↷

Audit Profile Page: **Review and Save**

Saving

It is important to save your form entries as you progress through the form. Longer periods without saving, or time away from a computer, could result in a loss of information due to the session expiring or a temporary break in connection.

Save Progress button →
After clicking, you will receive a 'processing' message and should not close the form or log out until complete.

→

Choose 'Yes' to enable 'Submit profile' sub-section

Audit Profile Page: **Declaration and Submission**

Be sure that you are ready to submit your Profile for assessment before clicking **'Submit Profile'**

Checkbox confirmation (must be checked) →

Submission →

PROFILE FORM

Fields marked with an * are required

YEAR 1:	Practice History	Continuing Professional Development (CPD)	Practice Related Feedback	Reflective Learning & Practice	Reflection 1	Reflection 2	Line Manager Review
YEAR 2:	Practice History	Continuing Professional Development (CPD)	Practice Related Feedback	Reflective Learning & Practice	Reflection 1	Reflection 2	Line Manager Review
YEAR 3:	Practice History	Continuing Professional Development (CPD)	Practice Related Feedback	Reflective Learning & Practice	Reflection 1	Reflection 2	Line Manager Review
REVIEW, SAVE & SUBMIT:	Save & Submit	Submit Profile					

Submission

PROFILE SUBMISSION

☐ I confirm that this CPD profile is all my own work and that it represents an accurate record of how I have maintained and developed my professional skills and knowledge as a Health Play Specialist.

Submit Profile

PROFILE ASSESSMENT

What happens next?

- Your profile will be automatically forwarded to a member of the Registration Standards Committee for assessment.
- When your profile has been assessed, the Profile Assessment Record will be posted near the bottom of your **Audit Profile** page; this will normally be within 6 weeks of your submission.
- If your profile is approved as meeting the required criteria, your registration period will run until 31 March in the year following your re-registration, when you will need to renew your registration in the standard way. You will not be asked to submit another profile for 3 years.
- Should there be area(s) not meeting the required criteria, you will be notified by email and you will need to resubmit your profile document. Feedback on the areas requiring further evidence will be provided as part of the Profile Assessment Record at the bottom of the **Audit Profile** page.
- You will need to resubmit your profile within 6 weeks of the deferral date if you wish to remain on the Public Register.

Previous

Audit Profile Page: **Confirm profile status**

Back in the: **Audit Profile,**
    PROFILE STATUS should be updated initially with:

UNDER ASSESSMENT

You will be advised to contact the Registration Coordinator if your profile status has not been updated within 6 weeks.

User Page: **Confirm submission**

After submitting, the date of profile submission should be displayed in the **User Area** under the **Required Registration Details** section.

See '**Profile submitted date**'

→

Required Registration Details

Registration number	12345678
Status	Registered
First Registration Date ' yyyy-mm-dd ' if no datepicker	01/01/2018
Re-registration Date	01/01/2020
Re-registration Submitted Date	05/03/2020
Payment Received Date	05/03/2020
Re-registration Confirmed	10/03/2020
Audit Due Date	2020-01-01
Profile Submitted Date	15/03/2020
Profile Approved Date	dd/mm/yyyy
Profile Deferred Date	dd/mm/yyyy

Audit Profile Page: **Summary**

Once assessed, one of the following will appear:

PROFILE APPROVED

> Use the **PROFILE ASSESSMENT RECORD** to read the feedback.

PROFILE DEFERRED

> Use the **PROFILE ASSESSMENT RECORD** to read the feedback.
> Use the **PROFILE FORM** to amend and resubmit the profile.

# Audit Profile Page: **Profile Assessment Record**

PROFILE ASSESSMENT RECORD

Saved profile assessment documents are located below (recent files at the top). Click on a file to open the document in a new window.

Please note that to open any of these documents, you will need to enter the Registrant's **Registration Number** when prompted.

Date (YYYY-MM-DD)	File type	Decision	Click to view
2019-11-19	Profile Feedback	APPROVED	
2019-11-19	Profile Submission	APPROVED	
2019-10-18	Profile Feedback	DEFERRED	
2019-10-16	Profile Submission	DEFERRED	

Click to view

To view submission or assessment feedback, click the folder icon and enter your four digit **Registration Number** as the password when prompted.
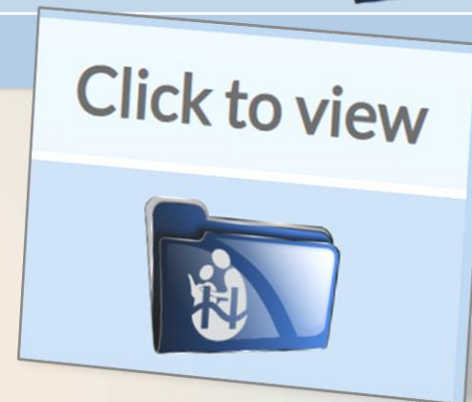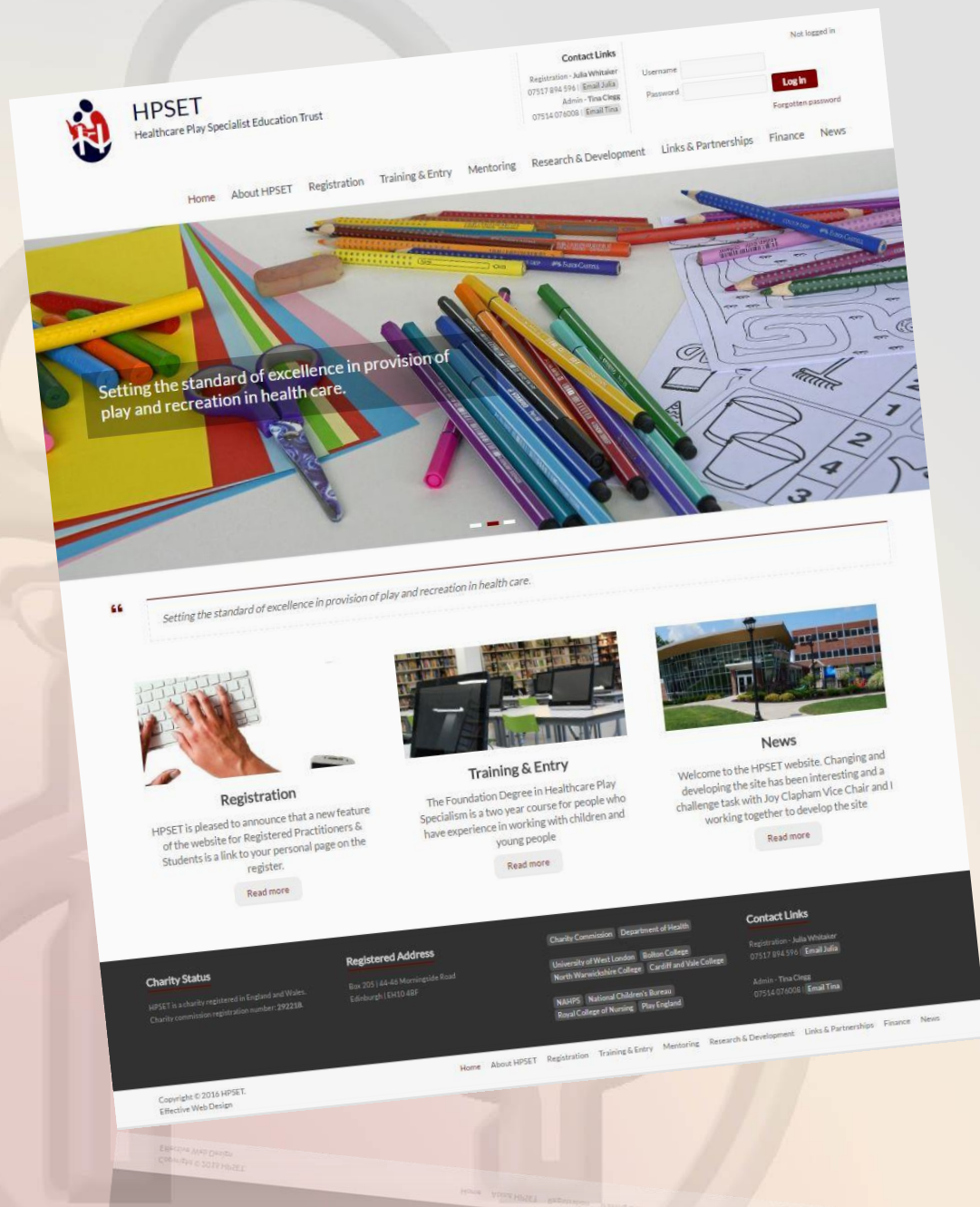
PROFILE FORM

Registration Information

First Name	Name
Last Name	Surname
Registration Number	
Re-registration Date	
Registration Status	2020-03-31

Assessment Information

Audit Assessor	

HPSET

'Setting the standard of excellence in provision of play and recreation in health care.'