Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

Continuing Professional Development (CPD) Requirements of UKVRN Registrants and Annual CPD Audits

UKVRN Guidance

Contents

What is CPD?	**1**
UKVRN Registrants CPD Annual Requirements	**2**
Annual CPD Audits	**4**
Audit Selection	**5**
How to Prepare for an Audit	**6**
What Counts as CPD?	**8**
Evidence & Reflection	**10**
Resources and Support	**12**

What is CPD?

As a UKVRN registrant, Continuing Professional Development (CPD) is an essential requirement for ensuring your knowledge remains current and reflective of new developments in nutrition science.

Ongoing and consistent commitment to CPD plays a vital part in supporting your further development and strengthening your individual competence in practising safely and ethically, reinforcing public trust in you as an individual and in the profession as a whole.

CPD can be undertaken utilising a wide variety of formats, and could for example be through activities such as training courses, conferences, seminars, lectures, reading scientific journals, webinars, podcasts, work-based activities, peer review, writing published material and much, much more.....and remember it does not matter if the activity is free or charged for – it all counts!

Figure 1 illustrates how CPD is comprised of a learning activity PLUS your reflection.

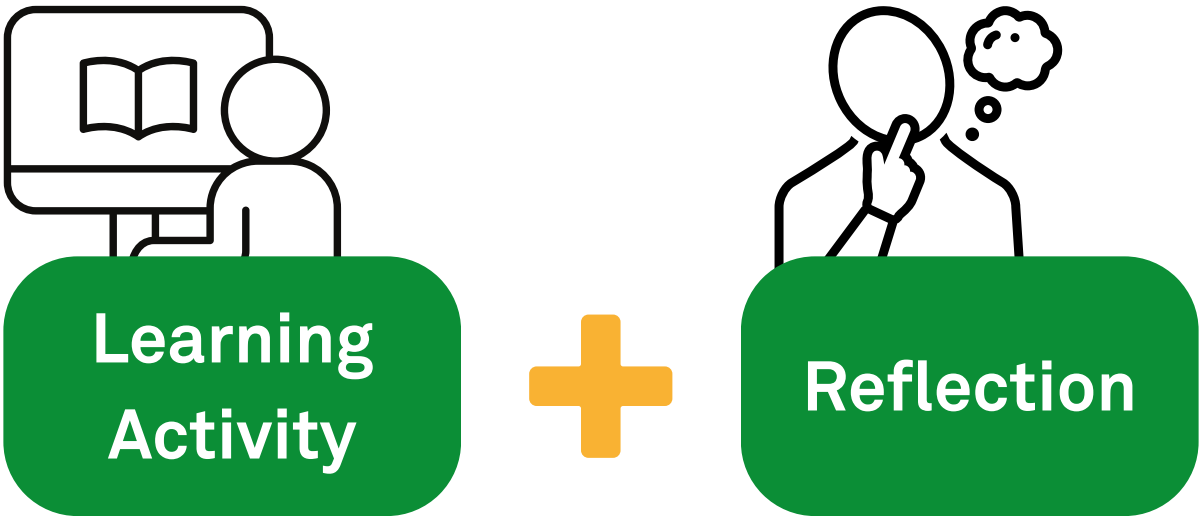


Figure 1: What CPD is comprised of

UKVRN Registrant CPD Annual Requirement

To ensure that UKVRN registrants are remaining up to date and competent, they are required to undertake CPD. Figure 2 details the CPD requirements for UKVRN registrants.

The requirements are set as:

- Completion of at least 30 hours of CPD per year
- Over 3 years, CPD activities must cover all core competencies
- CPD must come from a variety of different activities

Figure 2: UKVRN Registrants' CPD Requirements

For the public, employers and colleagues to be reassured that registrants are upholding these requirements and remaining competent, random audits are undertaken and registrants are required to comply with these as a condition of registration.

Who do the CPD requirements apply to?

The requirements apply to all UKVRN registrants with active status, except those stated below.

The CPD requirements do not apply to:

- Registrants during a period when their registration status is inactive (Voluntarily Suspension)

- Registrants who hold RNutr (retired) status

Why are these categories exempt from CPD requirements?

Those who have voluntarily suspended their registration to inactive status or hold RNutr (retired status) have declared that they are not currently practising. This may be due to being on maternity/parental leave, education/sabbatical leave, career break/unpaid leave or extended sickness leave, or for the latter because they have retired from active nutrition practise. When returning to active registration status, CPD requirements reapply to these individuals.

What is an Annual CPD audit?

To maintain CPD standards and help registrants keep their knowledge up to date, the AfN conducts annual CPD audits.

As shown in Figure 3, a random selection of registrants are requested to complete a CPD declaration, with a sub-set required to submit evidence of their CPD and reflections for assessment.

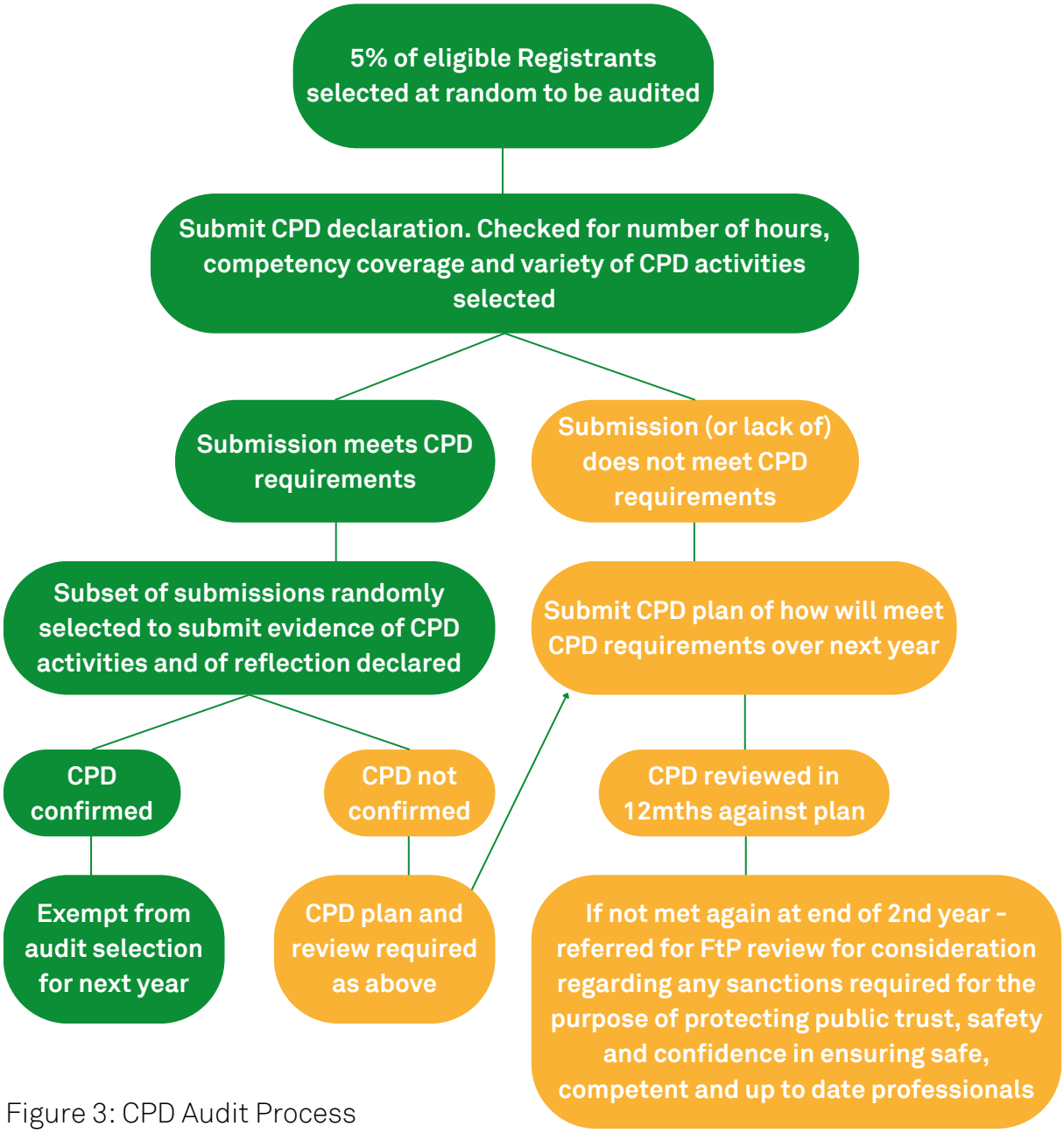


Figure 3: CPD Audit Process

How will I know if I have been selected for audit?

From 2025 onwards, all CPD audits will be completed in the first quarter of the year (January – March) and will look at CPD undertaken over the calendar year.

In January, 5% of Registrants will be randomly selected for audit and sent an email to their registered address, providing notice of the requirement to submit their CPD declaration within 2-weeks.

At the end of this 2-week period, those selected to submit a full CPD return (evidence of activities & reflections) or have been identified as requiring to complete a CPD plan will be notified of this by email and provided 4-weeks to submit their documentation.

Who will not be selected for an audit?

- Those who have been registered for less than one year must still undertake sufficient hours of CPD to remain competent. However, they will not be selected for audit during their first year of registration, this is to enable them to have time to start recording and collating their CPD records.
- Active registrants who have returned from Voluntary Suspension (inactive status) within the past 12 months will not be subject to audit selection.
- Those holding RNutr (Retired) status or those whose registration is under Voluntary Suspension (inactive status) will not be selected for audit, in line with the practice limitations of these registration categories/statuses.
- Those who provided a satisfactory, full CPD return (evidence & reflections submitted and assessed) in the previous year's audit will be exempt from selection for the current year (exemption does not apply to those who were only required to submit a stage 1 declaration or provide a CPD Plan).

How can I prepare in case I am selected?

If you are keeping your records up to date throughout the year as you undertake activities, you will be well prepared for if you are selected.

If your records are not currently up to date or do not contain all expected information including reflections, we have provided some information and useful links below to help you do this. It is recommended you put some time aside in December, to ensure these are up to date and ready for January, should you be called for an audit.

How do I record my CPD?

You can use any system you prefer to record your CPD, providing you can easily access the information.

For example, you may be using a system at work, an Excel or Google Spreadsheet or you may choose to record your CPD on your dashboard on the registrant area of the AFN website.

An advantage of using the log on your AfN dashboard, is that you can easily download your records if selected for audit and, providing you have completed all the boxes, it will contain all the information needed by the assessor and a link to your evidence.

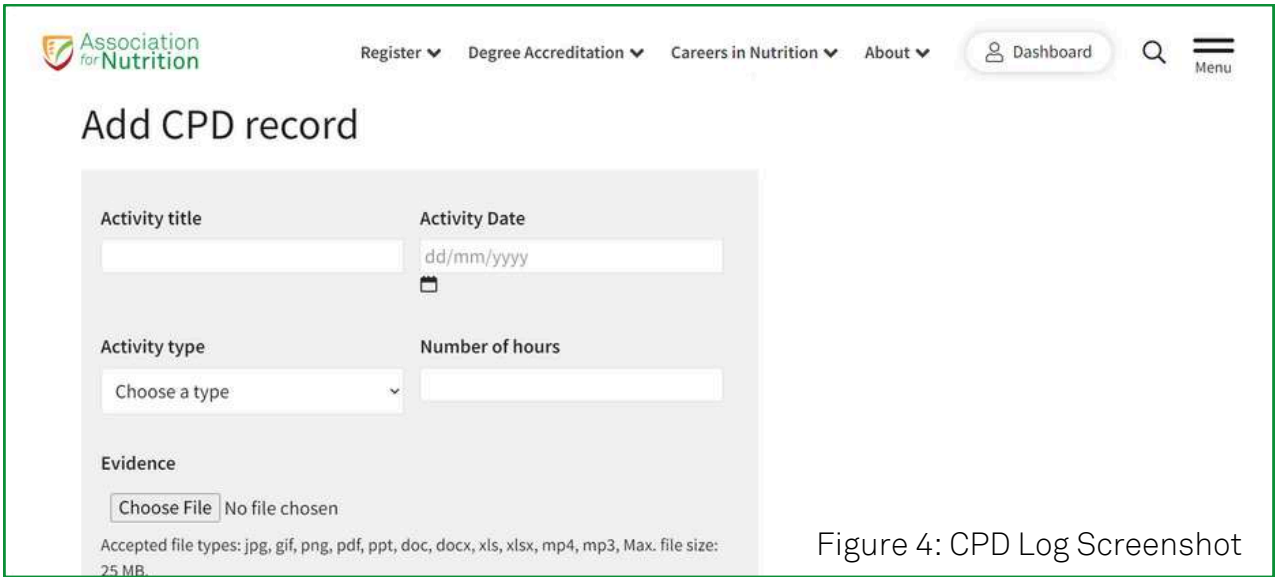


Figure 4: CPD Log Screenshot

What information needs to be recorded?

Although what you may wish to record will vary slightly between different types of activities, as a minimum you should look to record:

Figure 5: What CPD information needs to be recorded

What counts as CPD?

Any activity outside of the normal scope of your daily role from which you can aim to either learn or develop professionally.

CPD should be focused on the quality of the reflection linked to learning activities, not solely on achieving a required number of hours or quantity of activities.

A mixture of different types of activities should be undertaken - e.g. just attending a conference, even for a week, is unlikely to cover all 5 competency areas.

As a career evolves, skills and knowledge needs will alter. The CPD undertaken will support progress and successful travel along this path. Therefore, the activities undertaken should reflect both current needs and future aspirations.

Different types of CPD activities may include but are not limited to:

Work-Based Learning Activities

New project development

Involvement in wider work of employer - beyond normal scope of role

Peer review

Work shadowing or secondments

Evaluation reviews following significant projects or events

Presentations to external audience with Q&A

Professional Activities

Being an expert witness

Participating in scientific debates at conferences or scientific meetings

Organising a journal club

Developing new materials for the delivery of training courses

Being a mentor or providing peer support to an ANutr or RNutr (on voluntary basis)

Formal Learning and Educational Activities

Participating in webinars

Writing articles or papers for publication/ circulation outside your normal work

Participating in a training course

Going to scientific briefings/updates

Attending scientific meetings or conferences

Undertaking further academic study or research

Self-Directed Activities

CPD articles in magazines

Updating knowledge through TV documentaries and programmes presented by suitable professionals

Reading books

Reading journals

Reading articles

Updating knowledge through internet searches of reputable electronic information sources

Reading professional organisation updates

Public Engagement, Volunteering and Wider Activities

Volunteering at food and community health initiatives

Governance skills, e.g. School Governor or Charity Trustee

Being a STEM ambassador

Organisation or finance skills, e.g. Parish Secretary or Treasurer

Volunteering at science festivals

Leadership skills, e.g. club or society leader

Figure 6: CPD Activity Examples

What can I record as evidence?

You can use attendance certificates, your presentation, link to research paper, programme/agenda, etc.

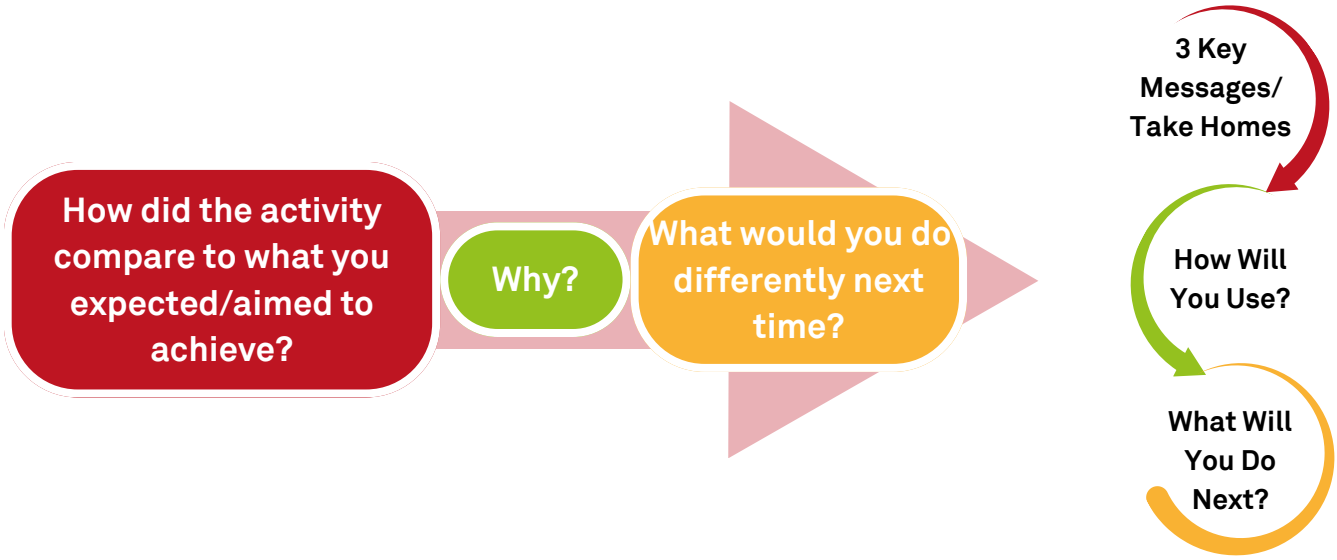
If you do not have access to a tangible evidence document, you may look for some indirect evidence. This could be an email confirmation, photo of programme/agenda, etc. and/or you may include a short summary at the top of the reflection.

What is reflection and why do I need it?

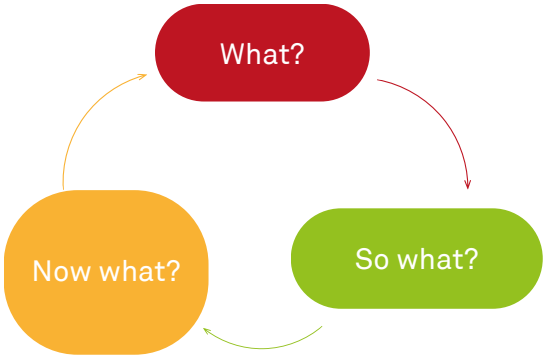
Remember that ALL activities must be accompanied by a reflection in order for them to be classed as CPD.

Reflection is the process of thoughtfully considering and evaluating your actions, experiences, and learning to gain deeper insights and improve future practice. As a Registered Nutritionist (RNutr) or Registered Associate Nutritionist (ANutr), reflection is a crucial tool for personal and professional development, allowing you to assess how your knowledge, skills, and behaviours align with best practices. It encourages continuous learning, promotes self-awareness, and fosters the ability to adapt and grow in response to new evidence or challenges.

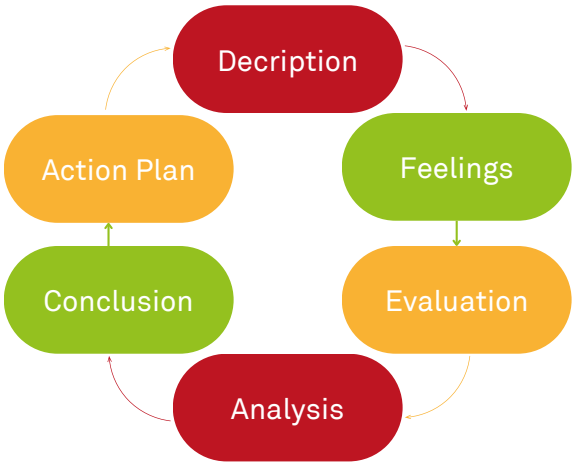
Integrating reflection into your CPD provides essential context by helping to connect your learning to real-world practice. You can enhance your effectiveness, ensure high standards of care, and stay current with evolving trends and research in the field of nutrition.



- What? - describe the experience
- So what? - reflect on the experience. What have you learnt as a result?
- Now what? - how will you use what you have learnt in future practice?



Practicing Clinical Supervision: A Reflective Approach for Healthcare Professionals / J. Driscoll (ed.) (2007)



Learning by doing: A Guide to Teaching and Learning / G. Gibbs (1998)

- Description - what happened during the event?
- Feelings - what were you thinking and feeling about the experience?
- Evaluation - what was good and bad about the experience?
- Analysis - what sense can you make of the situation?
- Conclusion - what else could you have done?
- Action plan - what would you do differently next time?

Figure 7: Examples of Reflection Models

Where can I find more information?

Registrant CPD guidance is provided in the Registrant Resources area of the website on what can count towards CPD, how to access free CPD and the range of CPD activities. In addition, the website provides enhanced dashboard functions to support, record and download your CPD. While planning CPD and selecting activities to best support your professional development and individual career goals.

Useful Links and Resources

- Where do I find free CPD?
- Guidance for Registrants on CPD Activities and Reflection
- Practice Guidance & Support Resources

- What counts as CPD and how do I log it?
- Presentation and webinar recordings

- For further support with CPD queries, you can attend one of our monthly Zoom Clinics.

CPD Q&A Clinic

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www.associationfornutrition.org

Registered Charity No. 1136624

Registered Company No. 6488331

Version	Details	Date
1.0	Approved by Council to come into effect October 2019	September 2019
2.0	Revisions approved by Council and reformatted into house style.	December 2024
2.1	Clarification added to exemption criteria	January 2026