



Psychotherapy & Counselling
Federation of Australia

CONTINUING PROFESSIONAL DEVELOPMENT POLICY FOR REGISTERED MEMBERS AND OTHER REGISTRANTS

PACFA CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS

These requirements are effective from the renewal year commencing 1/7/2017.

Continuing Professional Development (CPD) is the means by which practitioners broaden and deepen their knowledge, skills and awareness, to develop the personal and professional qualities necessary for the effective practice of counselling and psychotherapy.

The PACFA CPD requirements are intended to support the obligation of registered members and other Registrants to maintain currency of practice in the counselling and psychotherapy field.

Annual CPD requirement – 20 hours

There are two categories from which the annual 20 hours of CPD required for renewal may be accrued (see definitions below).

Category A:

Minimum annual requirement – 15 hours

The whole of the annual requirement of 20 CPD hours may be accrued from Category A only.

Category B:

Maximum claimable annual allowance - 5 hours

For PACFA Accredited **Mental Health Practitioners**, it is recommended that 5 hours of CPD relates specifically to mental health practice. This requirement may involve activities from Categories A or B.

For PACFA Accredited Supervisors it is recommended that 5 hours of CPD relates specifically to supervision practice. This requirement may involve activities from Categories A or B.

The 20 hours of CPD must be accrued in the 12 months prior to membership renewal i.e. between 1 July and 30 June in the previous 12 months. The CPD requirements for a registration period of less than 12 months can be taken pro rata in the first year of membership or registration. Pro rata CPD will be calculated on a monthly basis, for example, for 6 months of registration, the requirements will be halved to 10 hours.

GUIDELINES AND DEFINITIONS OF CPD ACTIVITIES

CATEGORY A

A *minimum* requirement of 15 hours per year, accumulated by:

- Attendance at person-to-person courses, workshops, seminars and conferences.
- Participation in online facilitated learning

Online facilitated learning takes place in an online learning environment. The presence and contribution of an online facilitator is required, providing synchronous* or asynchronous* interaction between the facilitator and the participants. This involves interactive learning where participants carry out a number of learning activities rather than passively listening to a lecture or presentation. Examples of online facilitated learning are online courses that include facilitated online discussions or forums, and may also include assessment components.

*Synchronous interaction takes place during the online training

*Asynchronous interaction takes place at another time, for example via an online forum, or email

CATEGORY B

A *maximum* claimable annual allowance of 5 hours per year, accumulated by:

- Participation in peer learning groups
- Imparting knowledge relating to counselling and psychotherapy through formal presentations, teaching, research and publications
- Participation in supervision above the annual renewal requirement
- Participation in online non-facilitated learning
- Reading and taking notes on psychotherapy and counselling journals and books (to be logged in a reflective journal)

Peer learning groups are groups of peers who meet to discuss and explore counselling and psychotherapy topics or resources, without a formal facilitator.

Online non-facilitated learning takes place in an online learning environment without synchronous or asynchronous interaction with an online facilitator. For example, recorded webinars or webinars that are not substantially interactive in nature.

A reflective journal is a written record, using the PACFA pro forma, that reflects on the learning activity undertaken and how it relates to and enhances professional practice.

CONTENT FOR CPD ACTIVITIES

CPD activities must be directly relevant to clinical practice in counselling and psychotherapy and/or the research evidence base for counselling and psychotherapy.

CPD relating to other fields of practice besides counselling and psychotherapy are not accepted:

- Training in mindfulness or meditation (for example) is accepted only where the training is directly applicable to the therapeutic use of these skills in the context of counselling and psychotherapy practice. Ongoing attendance in mindfulness or meditation (for example) is not accepted.
- Training in natural or complementary therapies such as naturopathy, nutrition, massage therapy, Reiki and other similar therapies is not accepted.
- Training in theology or wellness practices unrelated to counselling and psychotherapy, such as yoga, is not accepted.

GUIDELINE FOR CPD PRESENTER/S

CPD activities should be presented by those who are:

- Appropriately qualified members of PACFA or a PACFA Member Association; or
- Able to demonstrate eligibility for membership of PACFA or a PACFA Member Association: or
- Recognised by the profession as having advanced expertise in the topic being addressed.

This guideline aims to ensure that CPD activities are led by suitably qualified and experienced practitioners, and that CPD undertaken by Members and Registrants is of sufficiently high quality to make a contribution to their development as practitioners.

PACFA recommends that Members and Registrants also consider undertaking some training on a regular basis relating to:

- Ethics in counselling and psychotherapy practice (counts as CPD);
- Undertaking counselling and psychotherapy research (counts as CPD);
- Legal requirements relating to record keeping and case notes (does not count as CPD);
- For practitioners who work with children, the legal requirements relating to working with children (does not count as CPD);
- Learning required for your work environment that is not specifically related counselling and psychotherapy knowledge and competencies (does not count as CPD);

LOGGING CPD AND PROVIDING CPD EVIDENCE

It is the responsibility of all Members and Registrants to log their completed CPD annually in the online Professional Log, either before or during the renewal process.

Members and Registrants will be required to upload evidence of their CPD to the online Professional Log (when upload functionality is available) or to submit their evidence to PACFA via email or post. Members and Registrants will not be able to proceed with their renewal until their completed CPD has been logged.

PACFA will audit CPD evidence at regular intervals to ensure that annual CPD requirements have been met.

Acceptable CPD evidence includes: certificates of attendance, receipts which show the course name, the course duration and the attendee, or other documentary proof which verifies the course name, course duration and the attendee.

AUDITING OF CPD EVIDENCE

An audit of a sample of Members and Registrants will have their CPD evidence audited within 12 months of renewal to ensure compliance with PACFA's renewal requirements.

Members and Registrants selected for audit will be notified in writing, at which time they will be required to submit further documentation if the required CPD has not been logged or the evidence previously provided to PACFA is incomplete or insufficient.

Failure to meet audit requirements may result in suspension of PACFA membership/registration, with completion of additional CPD required in order to meet PACFA's renewal requirements.

PACFA Continuing Professional Development

REFLECTIVE JOURNAL

Name or Member/Registrant:		Reporting Period:	
Activity Name:			
Activity Description:			
Reflection on content (suggested word length 150 words):			
Signed:		Dated:	

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Activity Name:			
Activity Description:			
Reflection (suggested word length 150 words):			
Signed:		Dated:	