Psychotherapy and Counselling Federation of Australia

Policy for complimentary access to online continuing professional development for PACFA leadership volunteers

Effective 1 July 2023

Document version control

Version	Description	Originator	Reviewed	Approved	Date	Next review
0.1	Initial draft	Head of Education	CEO		April 2023	
1.0	Final version, effective 1 July 2023	Head of Education	CEO	CEO	May 2023	June 2024

For further information, please email events@pacfa.org.au.

Proposals for amendments or additions to this document should be sent to the Head of Education.

PACFA acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of this nation. We pay our respects to the Traditional Owners of the lands on which we work and live. Our office is on the land of the Wurundjeri Woi-wurrung people of the Kulin nation in Naarm/Melbourne and we thank them for their enduring and continuing contribution to the life of this place. We recognise that First Peoples' sovereignty was never ceded.

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1. Introduction

The Psychotherapy and Counselling Federation of Australia (PACFA) is dedicated to providing high-quality continuing professional development (CPD) to support the ongoing professional development of its members. As part of this, PACFA is implementing a policy to offer its Board, Committee and Leadership Group members (PACFA leadership volunteers) with complimentary access to PACFA community online CPD events.

PACFA Board, Committee and Leadership Group members are esteemed volunteers who have made tireless efforts and demonstrated exceptional commitment to PACFA and the counselling, Indigenous Healing Practices and psychotherapy profession.

2. Purpose

The purpose of this policy is to support PACFA leadership volunteers in maintaining and advancing their professional skills and knowledge while recognising their ongoing dedication to PACFA. This initiative aims to acknowledge their valuable contributions, enhance their knowledge and skills, and foster their professional growth, thereby further strengthening the counselling and psychotherapy profession.

3. Scope

This policy applies to all PACFA leadership volunteers who have actively volunteered for a minimum of six months and/or completed six months of their appointed three-year term. It grants complimentary access to up to ten PACFA community CPD events delivered online per year for the purpose of professional development. The policy aims to increase volunteer engagement and retention by providing complimentary access to high quality online CPD events delivered by PACFA.

Please note that this policy does not extend to face-to-face workshops, networking events, conferences, or online short courses. The online CPD events offered under this policy should directly align with the PACFA leadership volunteers' professional development needs.

5. Guidelines

5.1 Eligibility and approval

To be eligible for complimentary access to online CPD events delivered by PACFA, PACFA leadership volunteers must meet the following criteria:

1. Actively volunteering: PACFA leadership volunteers must have been actively involved in volunteering for a minimum of six months and/or completed six months of their appointed three-year term.

2. Committee involvement recorded: PACFA leadership volunteers must ensure that their involvement is accurately updated in the member portal and listed within their member profile.

3. Listing on the PACFA website for committee involvement: PACFA leadership volunteers' involvement should be publicly listed on the PACFA website to ensure transparency and recognition of their ongoing involvement and contributions.

The final determination of eligibility, based on meeting the above-mentioned criteria, will rest with the respective Committee Chair.

5.2 Registration

PACFA will make available online CPD events that are relevant to the professional development needs of PACFA leadership volunteers. These events will be aligned with PACFA leadership volunteers' area of practice and/or interest.

To participate in the approved online CPD events, PACFA leadership volunteers are required to complete the registration process via the member portal. It is important to note that once a PACFA leadership volunteer registers for a complimentary online CPD event, it will be deducted from their total allocation of ten online CPD events, regardless of attendance.

5.3 Attendance

PACFA leadership volunteers are strongly encouraged to actively participate in the approved PACFA community online CPD event they have registered for. The policy allows for attendance at up to ten events annually, reflecting the value placed on ongoing professional development.

Please note that it is essential that PACFA leadership volunteers honour their commitment by attending events they have registered for. This supports effective event planning and resource allocation.

In the event of any unforeseen circumstances that prevent attendance, PACFA leadership volunteers are requested to inform PACFA as soon as possible to allow for the potential reallocation of their spot to another participant. It is important to note that if a PACFA leadership volunteer registers for an event and fails to attend or cancels at the last minute, the event will still count towards their total allocation of ten events.

5.4 Reporting

PACFA leadership volunteers are encouraged to report on the PACFA community online CPD events they attend for their CPD logbook, including the date, title, and description of the event and the number of hours attended. Additionally, PACFA leadership volunteers are invited to contribute a reflective piece about the online CPD event attended as an article for eNews.

6. Review process

PACFA will evaluate the effectiveness of the policy by collecting feedback from PACFA leadership volunteers who are eligible attend the PACFA community CPD events.

To gather valuable feedback and insights, PACFA will request that PACFA leadership volunteers complete a questionnaire via SurveyMonkey every nine months (refer to Appendix 1 for the feedback questions).

The review process aims to assess the policy's effectiveness in recognising volunteer contributions and supporting their professional development. It will involve analysing the events attended by PACFA leadership volunteers, gathering feedback directly from them and identifying potential areas for policy improvements. Through this review, PACFA ensures that the policy aligns with its goals and continually seeks opportunities for improvement.

7. Implementation

This policy will be implemented on an ongoing basis. PACFA intends to offer relevant online CPD events delivered by PACFA throughout the year and will notify eligible PACFA leadership volunteers of the registration process. The policy will be reviewed annually to ensure its continued relevance and effectiveness.

Appendix 1: Feedback questions for SurveyMonkey

1. How frequently have you attended PACFA community online CPD events since the implementation of the policy?

2. To what extent do you feel that the policy has supported your professional development as a Board, Committee and/or Leadership Group member?

3. How easy was it to access and register for the approved online CPD events?

4. How relevant were the approved online CPD events to your area of practice and/or interest?

5. To what extent do you feel that the policy has encouraged you to actively pursue and attend relevant CPD events?

6. Do you feel that the policy is clear in terms of expectations for attending and reporting on CPD events?

7. How likely are you to continue volunteering for PACFA based on your experience with the CPD policy and implementation process?

8. Do you have any suggestions or recommendations for how the policy could be improved to better support your professional development as a Board, Committee and/or Leadership Group member?

9. Is there any additional feedback, suggestions or recommendations you would like to provide regarding the policy's implementation, or any other aspect related to supporting your professional development as a Board, Committee and/or Leadership Group member?