

## 6 Continuing Professional Development Standard

PACFA recognises that continuing professional development (CPD) is a primary 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 registrants to maintain currency of practice in the counselling, psychotherapy and Indigenous Healing field.

This standard outlines PACFA's requirements for continuing professional development for its registrants.

### Does this standard apply to me?

This standard applies to all registered counsellors, psychotherapists and Indigenous Healing Practitioners.

### Guidelines and definitions of CPD activities

#### CATEGORIES OF CPD ACTIVITIES

There are 2 categories of CPD activities, Category A and Category B. The annual requirement of 20 CPD hours may all be accrued from Category A, as Category B is optional.

**Category A (mandatory):** *Minimum* annual requirement – 10 hours

Category A CPD involves you being an active participant, with an expectation of your contributing, sharing and engaging with the facilitator or presenter.

Some examples of Category A CPD are:

- › an in-person course, workshop, seminar, conference or similar
- › an online webinar, course, workshop, seminar, conference, or similar that you attend live, where you can ask questions and interact with the presenter or facilitator
- › an online webinar, course, workshop, seminar, conference, or similar that is recorded, but after watching the recording you interact with the presenter or facilitator via an online forum or email
- › online learning that is recorded or that you complete in your own time, which has an assessment component that must be completed before you can finish the course.

## **Category B** (optional): *Maximum* annual allowance - 10 hours

Category B CPD is a more passive style of learning such as reading or listening, where you do not actively engage with a facilitator or presenter.

Some examples of Category B CPD are:

- › watching a recorded webinar such as a TED talk or listening to a podcast that relates to your practice
- › reading a book or peer-reviewed journal article related to your practice
- › any teaching or formal presentations on an area of practice in which you specialise
- › any supervision hours done in excess of your annual PACFA requirements
- › participating in a peer learning group to discuss and explore counselling and psychotherapy topics or resources with colleagues, but without the presence of a formal facilitator.

A **reflective review** is to be written using the PACFA proforma (refer below) to provide evidence of your participation in a Category B CPD activity. Registrants are required to complete a reflective review for each CPD Category B activity listed in their annual CPD log in the PACFA Member Portal, and keep the copy in their professional portfolio for audit purposes.

A reflective review is a written record that provides opportunity to ponder and synthesise the knowledge and skills gained from your engagement in the activity, and how that learning relates to, might be applied to, and might enhance, your professional practice.

## **CONTENT FOR CPD ACTIVITIES**

CPD activities must be directly relevant to clinical practice in counselling, psychotherapy and Indigenous Healing Practices, and/or the research evidence base for our profession.

CPD relating to other fields of practice besides counselling, psychotherapy and Indigenous Healing Practices are not accepted.

- › Training in mindfulness or meditation, or yoga (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, meditation or yoga (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 is not accepted.

## **When you apply for registration**

You will be required to commit to completing the annual requirements for CPD as outlined in this standard during your application for registration.

## While you hold registration

You must complete a minimum of 20 hours of CPD activities annually during the period 1 July until 30 June.

Your choices of CPD activities are to be relevant to your area of professional practice and have clear learning aims and objectives that meet your individual requirements.

For registrants who are PACFA Mental Health Practitioners, or who are PACFA Accredited Supervisors, it is recommended that 5 hours of the annual 20 required hours of CPD activities relate specifically to your specialisation in either mental health or in clinical supervision.

## At renewal of registration

When you apply to renew your registration each year you are required to have entered details of the CPD undertaken into the PACFA Member Portal. Your CPD provided by PACFA is automatically uploaded into the portal.

If you joined PACFA part-way through the year and have been a registrant for less than 12 months at your first renewal, the hours of CPD required are adjusted pro rata.

Registrants are required to keep evidence of CPD activities for audit purposes. Acceptable evidence is attendance certificates, receipts or other documentary proof including reflective review entries for Category B activities (refer below).

## Audit of hours of CPD

An audit of CPD records will be conducted on a rolling 3 yearly basis with all registrants being audited once every 3 years.

You will be notified in writing if you are selected for audit and will be required to submit your CPD portfolio, including evidence of participation in CPD activities, for one or more of the years in the previous 3-year period.

## Review

This registration standard will be reviewed at least every 3 years.

Next review date: March 2026

This standard is effective from March 2023 and replaces the previously published Continuing Professional Development Policy dated 1 July 2017.

# Reflective review template

## CPD Category B Activities

Category B CPD activities are classed more as 'passive learning' for which there is a maximum allowance of 10 hours that can be claimed annually.

Examples include watching a recorded webinar, listening to a podcast, and reading journal articles or books related to your practice. It can also include any peer learning groups, who meet to discuss and explore counselling and psychotherapy topics or resources, without a formal facilitator. Teaching or formal presentations made may also be logged as Category B CPD.

A Reflective Review is a written record that provides opportunity to ponder and synthesise the knowledge and skills gained from your engagement in the activity, and how that learning relates to, might be applied, and might enhance your professional practice.

A Reflective Review provides evidence of your participation in a Category B CPD activity. Registrants are required to complete a Reflective Review for each CPD Category B activity listed in their annual log of CPD in the PACFA Member Portal, and keep in their professional portfolio for audit purposes. An audit of CPD records will be conducted on a rolling 3 yearly basis with all registrants being audited once every 3 years.

Name of registrant		Reporting period	202X-202X
Activity name			
Activity description			
Reflection on content: <i>Suggested word length 150 words</i>			
Signature		Date	