Irish Association for Counselling and Psychotherapy

Continuing Professional Development (CPD) Log

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INTRODUCTION

Welcome to the IACP Continuing Professional Development Framework.
Continuing Professional Development (CPD) is a process that allows Counsellors / Psychotherapists to maintain, enhance and advance their professional knowledge and skills and as such complements ongoing supervision and contributes to lifelong learning. It also plays a central role in personal development and growth, allowing practitioners to reach their full potential. This system formalises the process of learning in a straightforward and accessible way and is realistic and relevant to the needs of Members. Its development has given consideration to the variety of factors, which affect access to CPD for example, geographical, financial, full-time / part-time working and also time-frame.

The CPD process provides quality assurance standards for the profession. It helps guarantee the safety of the public hence preserving the integrity of Counsellors / Psychotherapists and the profession. This pilot CPD framework was drawn up using the existing interim model, other models and the suggestions / comments received from members. As well as providing quality assurance standards for the profession, this robust CPD framework promotes:

- *The ethos of personal responsibility.*
- *The ethos of professional governance.*
- *The ethos of lifelong learning.*
- *The practice of professional regulation.*

The framework encapsulates a balance between academic and experiential learning. The exemplar activities listed under the four categories in the log are not intended to be prescriptive. Innovative and creative modes of CPD when accompanied by a sound rationale will be accepted. Therefore a comprehensive framework of activity can be undertaken by Counsellors / Psychotherapists, allowing them to be creative in their individual response. It is expected, however, that activities in at least two different categories will be achieved annually and that an overall balance between the categories will be achieved in the five year accreditation period.

This log will be completed annually on the anniversary of accreditation as evidence of CPD activity (30 hours). Also yearly, Members will identify their CPD goals in conjunction with their Supervisor.

The achievement of these will form part of the supervision process. The final summative log will be completed by the Counsellor / Psychotherapist and agreed by the Supervisor who will countersign the submission. At the time of re-accreditation these final logs will be submitted alongside the usual documentation. A random sample, 5% of the logs, will be audited and reviewed each year and constructive feedback provided.

Guidelines on using this Continuing Professional Development (CPD) log:

1. At the next anniversary of accreditation, decide (with your Supervisor) on CPD needs for the coming year.
2. As each activity is completed, fill in details in relevant section of log. Retain certificates etc in case you are required to produce them at a later stage.
3. At the end of your year, complete reflection and have Supervisor sign-off log.
4. Retain signed logs (and relevant certificates) as evidence of CPD.
5. Initially, depending on when you need to apply for re-accreditation, Members may have one, two, three or four completed logs to submit. After that Members will submit 5 logs (5 years) with application.

CPD Log of: _____ Start Date: _____

ETHOS OF PERSONAL GOVERNANCE RESPONSIBILITY

Example Activities- personal therapy, personal development activities, workshops relevant to personal responsibility, self-care activities, working with difference and diversity.

Activities Undertaken	Date	Number of hours

ETHOS OF PROFESSIONAL GOVERNANCE RESPONSIBILITY

Example Activities- Committee work, AGM attendance, participation in professional association, short courses on professional issues, writing / presenting at professional forums, research and scholarship.

Activities Undertaken	Date	Number of hours

ETHOS OF LIFELONG LEARNING

Example Activities- attending courses, enhancing qualifications, developing and running courses, encouraging the development of others.

Activities Undertaken	Date	Number of hours

ETHOS OF PROFESSIONAL REGULATION

Example Activities- keeping up-to-date with professional developments through attending conferences, attending seminars, reading journals- maintaining standards in professional practice by additional specialist supervision, peer supervision / mentoring, working with the media.

Activities Undertaken	Date	Number of hours

REFLECTION (250-500 words, please use additional sheets if required)

Please reflect on the following:

- Professional learning
- Implications for practice
- Future learning needs
- Personal learning

I am satisfied that the above activities have contributed to the personal and professional development of (Name of Member):

Signature of Supervisor: _____ Date: _____

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