



UKCP Policy for Continuing Professional Development (CPD)

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Continuing Professional Development

1. Introduction

UKCP is a regulator for professional psychotherapists and psychotherapeutic counsellors. As well as setting generic minimum standards of training and education, UKCP articulates what is required of UKCP registrants in terms of their continuing professional development. UKCP considers CPD to be a compulsory, not optional, requirement of all its registrants, in line with maintaining current best practice.

This document sets out UKCP's policy for Continuing Professional Development. The scope of the Policy is to provide guidance to colleges, organisational members and individual members concerning what UKCP requires of its registrants in terms of CPD.

UKCP's ethos is one of promoting a reflective/reflexive and responsible approach to training, practice and ongoing professional development. We value:

- The primacy and value of reflexivity in training, practice and ongoing professional development
- The integrity of cross-modality training and practice
 - Facilitating coherence and integrity of training programmes in developing the practitioner

- Fostering an appreciation of the diverse ways in which psychotherapy may be practiced and taught
- Within the context of safeguarding minimum standards, respect for, and investment of trust in, the autonomy of training / accrediting organisations, colleges and individual practitioners
- The expectation that both organisations and individuals will assume responsibility for their good practice
- The value of respecting the importance of training standards in respect of ongoing professional development
- Responsibility to the public to hold distinctions about different types of therapeutic practice and therapeutic standards
- Holding in mind the social and political context of mental wellness and of how, as a standards setting organisation, we can contribute
- As far as possible, to provide resources and support for training organisations in the development and delivery of their training programmes
- To create documents and standards that can be implemented, evidenced and assessed by the relevant monitoring arm of UKCP

Whilst CPD has the potential to be a creative tool in the enhancement of professional practice, it also has the potential to be a bureaucratic nightmare of form filling and hours of accounting. In order to militate against this, a number of principles are important:

1. The overarching purpose of CPD activity is the protection of the public interest by ensuring the maintenance and improvement of standards of practice.
2. Registered psychotherapists and psychotherapeutic counsellors need to be able to take full responsibility for the credibility, aliveness and development of their own practice. The CPD policies developed by organisational members, therefore, are likely to be varied, reflecting the diversity of practice modalities within UKCP.
3. In order to be both bounded and flexible, CPD policies shall work with a 5-year cycle.

2. Expectations of all Registrants

1. CPD is a requirement for re-accreditation.
2. Registrants should undertake an appropriate range of CPD activities. This would typically include an element of clinical supervision, research, attendance at events such as conferences/workshops/webinars, private study etc. (NB this is not intended to be an exhaustive list), awareness of developments in contemporary thinking and best practice, and evidence of reflective/reflexive practice.

3. Registrants should be able to evidence how their CPD informs their practice with the client groups that they work with.
4. Minimum of 250 hours CPD activity over 5 year period and normally a minimum of 20 hours during any year within that 5 year period.
5. Colleges will include in their CPD Policy a requirement for minimum clinical practice as an element of CPD. Registrants will normally be expected to adhere to this and will be expected to provide a rationale if this is not the case.
6. Colleges can determine when CPD reviews will take place (eg annually) and, at a minimum, every 5 years within the context of the 5 year re-accreditation policy.
7. UKCP recognises that registrants may have breaks in their practice. Colleges should be mindful that breaks occur for many different reasons and at different points in a therapist's career and should provide individual written guidance for registrants returning to practice, taking into account such things as level of experience, nature of break etc.
8. Where a break from practice has been enforced, such as when a registrant is returning to practice after a disciplinary matter The criteria for return to registration following suspension, is set out to in the Restoration to Registration policy.
9. Colleges should hold in mind that their CPD policies need to work for both direct members and members who are managed through their organisation.

3. Requirements of UKCP Organisational Members and Colleges

1. Colleges are responsible for implementing and monitoring CPD Policies and should support their organisational and individual members in meeting CPD requirements.
2. Each organisational member should develop a CPD policy that is appropriate for its Registrants and in a form that is consistent with the practice and ethical codes of the organisation and UKCP.
3. Policies should be in line with the principles outlined above policies should include a statement as to how the balance of clinical CPD (via supervision, training etc.) and wider professional development (via committee activity etc.) is to be managed.
4. Colleges should set out in writing what they consider an appropriate range of CPD activities is. This would typically include an element of clinical supervision, attendance at events such as conferences/workshops/webinars, private study etc. (NB this is not intended to be an exhaustive

list), awareness of developments in contemporary thinking and best practice, and evidence of reflective/reflexive practice.

5. CPD policies should make clear the relationship between CPD and re-registration and re-accreditation processes. The Education, Training and Practice Committee expects all policies to meet or exceed the following requirements for CPD activities:

- a) **Assessment of CPD:** Policies should also include clear information about when and how CPD will be assessed and how the assessment of CPD relates to re-registration. Procedures for addressing appeals relating to assessments of CPD portfolios should be provided.
- b) **CPD and Re-Accreditation:** At present within the UKCP system CPD is assessed annually at re-registration but may also be further assessed in greater detail through more formal re-accreditation procedures, which may occur annually or every 5 years.
- c) When specifying the formal review/assessment points within a policy the maximum period between formal reviews of a practitioner's CPD must be five years.
- d) **Sabbaticals:** Clear rules for the use of sabbaticals should be included. The Registrar considers any period during which a practitioner remains registered but does not see any clients to be a sabbatical. Normally the Registrar would expect practitioners intending to discontinue seeing clients for a period of more than 3 months to inform their organisation (or college, if they are a direct member).
- e) Policies additionally should make clear what the CPD requirements are for periods in which no client work is undertaken, of greater than 6 months, and which occur between re-accreditation assessments.
- f) Each UKCP college is responsible for setting the minimum level of practice for practitioners in that modality and these must be adopted and clearly reflected by organisational members and individuals in that modality. Practice may include supervision.
- g) As guidance UKCP recommends to colleges the setting of a minimum number of hours for CPD activities for registrants as follows: **at least 250 hours of CPD activity in any five year period and a minimum of 20 hours during any year within that five year period.**

Where a college chooses a different approach to managing and evidencing CPD the college must have a written document setting out both procedure and rationale. This needs to include a minimum level of client work as a core element.

6. College policies should be flexible, and therefore should encourage registrants who might seek to diversify their practice to include models that lie outside of their original training or the

ethos of their organisational members. Colleges and Organisational Members should not automatically exclude CPD from outside the College/OM or core modality.

7. The policy will be made available to registrants and, via the UKCP colleges, to the Education, Training and Practice Committee, which has oversight of generic CPD policy development and implementation. The Professional Regulatory Committee of the Colleges and Faculties has oversight of CPD monitoring.
8. The criteria for return to registration following suspension, is set out to in the Restoration to Registration policy.

Approval Timeline
September 2013 – ETPC revises CPD policy
January 2014 – consultation commences
April 2014 – consultation concludes
May 2014 - ETPC reviews feedback and revises first draft (September 2013) CPD policy
July 2014– ETPC sends second draft (June 2014) CPD policy to PRCCF
September 2014 - ETPC reviews draft
January 2015 - Board of Trustees approves revised policy