

Continuing Professional Development (CPD) Policy– April 2018

Introduction

The UKCP has defined CPD as, 'the systematic maintenance, improvement and broadening of knowledge, awareness of skills, abilities and the development of personal and professional qualities necessary for effective practice throughout the practitioner's working life'.

The UKCP require its registered members to undertake CPD that supports autonomy, reflection and professional development. The CPD process aims to provide an opportunity for psychotherapists to reflect on their development from an authentic, creative and self-supportive stance. It should normally be consistent with the modality practiced, but need not be confined to modality or member organisation activity.

For more details on the background to this policy, please visit the UKCP website.

The following sections specify Regent's School of Psychotherapy and Psychology's (RSPP) CPD requirements, the appeals procedure, and the policy regarding sabbatical and periods of de-registration.

Please note: *Your registration with RSPP/HIPC/UKCP is as an Integrative Psychotherapist seeing individual adult clients. If your client work consists of any other client base (e.g. children, adolescents, couples), or in any modality other than humanistic and/or integrative you should seek registration with a different and appropriate UKCP organisational member.*

Continuing Professional Development

The UKCP requires individual membership to be renewed annually and re-accredited every five years as follows:

Renewal of annual membership of RSPP: members are required to list and briefly describe CPD activities on the renewal forms. It is recommended that members retain evidence of CPD activities to support the five-yearly accreditation or any ad-hoc audit requested by the UKCP or RSPP. Please note that the UKCP randomly audits 3% of members annually.

Five-yearly re-accreditation: the CPD activities of the previous five years must be listed on the CPD Schedule of Activities form and evidenced by submission of such materials as CPD certificates, conference attendance receipts, course diplomas, or other relevant documentation. These should also include supervisors' statements and signatures, reflective logs or other materials that verify the CPD you have undertaken and listed. Members must submit a 750 word reflective statement that integrates these CPD activities into their sense of themselves as practitioners and their understanding of their practice.

Types of CPD Activities, Recording and Reporting

Your CPD activities should be grouped into the following areas, and consist of a minimum of 20 hours in any one year, and must be at least 250 hours over the five-year period prior to the reaccreditation (excluding client work). In line with UKCP objectives RSPP requires CPD to be spread over a number of activities as follows:

- Activities 1 and 2 below are mandatory;
 - Activity 3 alone can constitute the whole of the remaining CPD;
 - If not involved in Activity 3, your submission must show engagement in at least two of the activities from 4-10 listed below.
- 1 Continuous work in a therapeutic capacity (professional or charitable) by working with clients/supervisees at an average rate no fewer than four hours per week, at least two of which must be direct client work. Those working on average less than four hours per week should inform the Professional Standards Committee at RSPP.
 - 2 Receipt of appropriate levels of clinical supervision (one to one or group), as agreed with the supervisor. (During the first five years of registration regular and consistent supervision is required – as a guideline not greater than a ratio of ten client hours to one supervision hour). Subsequently, this requirement may be adapted to suit the individual needs of the therapist and might include peer supervision.) A maximum of 10 hours per annum can be counted towards your total CPD.
 - 3 Receiving education and training in any modality of therapy through recognised long and short-term courses, for which a formal qualification is obtained.
 - 4 Receiving education and training in any modality of therapy through long and short-term courses where formal qualification is not obtained.
 - 5 Attendance at relevant conferences and seminars of an educative nature.
 - 6 Attendance at internal training programmes with employers or practice institutions relevant to the practice or management of psychotherapy.
 - 7 Imparting knowledge in areas relevant to psychotherapy such as writing articles, books or conference and seminar papers. Preparation of courses and trainings as a professional or non-professional tutor.
 - 8 Contributing to the profession or community in activities relevant to the delivery of psychotherapy such as UKCP or other professional committees and charitable works.
 - 9 Verifiable engagement in research activities, the application or development of new ideas or approaches to psychotherapy.
 - 10 Written reflection (of approx. 500 words) on learning and personal development (up to a maximum of 10 hours CPD) consisting of:
 - Attending personal or group therapy;
 - Other structured forms of personal contemplation or practice;
 - Accounts of any experiences that have enriched your work as therapist, including TV, film, documentaries, theatre, travel.
 - Peer review/practice reflection groups.
 - Reading related books, journals, and other publications, including the internet.

Following application for annual renewal or reaccreditation the Professional Standards Committee of RSPP will make a decision to either:

- a. approve annual renewal or re-accreditation
- b. ask for specific requirements to be met within a time period (such as, further evidence of CPD, additional training, supervision, etc.) or
- c. refuse annual renewal or re-accreditation

In the event of either b or c, the applicant is entitled to a written assessment supporting the decision.

Appeals Procedure

Should applicants wish to appeal a decision made by the Professional Standards Committee concerning annual registration or re-accreditation she/he is required to write to the Chair of the Professional Standards Committee requesting such an appeal with supporting evidence for this. The Professional Standards Committee will then appoint an independent group of three peers to consider the appeal and the decision by them will be final.

Sabbaticals

This is period during which a RSPP member elects to lapse their membership and does not participate in clinical practice, and requests a temporary removal from the UKCP register of practitioners. Members intending not to see clients for a period beyond three months must inform the Professional Standards Committee of RSPP and the membership department of the UKCP. Sabbaticals may be as a result of personal choice, illness, maternity/paternity, extended breaks, or other life situations. As RSPP and the UKCP membership fees are payable annually, any reduction of fees due to the sabbatical will be deducted from the following year's fees.

Sabbaticals have a maximum duration of 12 months. If a sabbatical goes over 12 months the individual will have to re-apply to join the UKCP in the same way as a first-time applicant would. Whatever the length of the sabbatical RSPP recommend that the CPD activities 3-9 above continue to be fulfilled in order to support your subsequent re-entry to membership.

Lapsed Periods of Membership

If a member does not renew annually with RSPP their membership of RSPP will lapse, and HIPC and the UKCP will be informed. If such practitioners wish to return to RSPP membership (e.g. for re-accreditation) a new full application will have to be made.

Professional Standards Committee
Ukcp-rsppmembers@regents.ac.uk

Please contact your relevant UKCP College and the UKCP directly for further information:

Humanistic and Integrative Psychotherapy College
<http://www.ukcphipc.co.uk/public/>

United Kingdom Council for Psychotherapy
<https://www.psychotherapy.org.uk/>