



GANZ Continuing Professional Development Policy

Introduction

This purpose of this document is to update the GANZ Professional Development Policy in order to bring it into line with the requirements of the Psychotherapy and Counselling Federation of Australia (PACFA).

This policy is effective from the renewal date of 1st July 2015.

Definition

Continuing Professional Development (CPD) is the means by which members remain current in their practice. It encompasses, but is not limited to, training, conferences, personal study, research, publication, teaching, and presentations.

CPD requirements must be met to enable the annual renewal of membership of GANZ.

Annual Continuing Professional Development Requirements

Members are required to accumulate 40 CPD points per annum. One hour of recognised CPD is the equivalent of 1 or 2 points, depending on the category, see below. There are three categories of activity from which the 40 CPD points may be accrued with specific requirements for each category.

	Applicable Activities	Hours to PD point weighting	Minimum Number of points required	Maximum Number of points allowed
PACFA Category A: Mandatory	Person-to-person courses, workshops, seminars and conferences. Participation in online facilitated courses	1 hr = 2 pts	30	40
PACFA Category B: Optional	Participation in facilitated learning groups. Imparting knowledge relating to counselling and psychotherapy through formal presentations, teaching, research and publications. Supervision participation above the annual renewal requirement.	1 hr = 1 pt	0	10
PACFA Category C: Optional	Contributing to the psychotherapy profession through involvement in PACFA Board and committees, or PACFA MA committees. Self-directed learning, logged in a reflective journal, including: psychotherapy journals and books, participation in online non-facilitated course, participation in peer learning groups. The reflective journal should state the date, activity, and reflection undertaken (approx 150 words).	1 hr = 1 pt	0	5

Pro-rata CPD points apply to memberships that begin part-way through the year.

Guidelines for acceptable CPD Activities

CPD activities must be relevant to ongoing psychotherapy clinical practice.

Activities that are not accepted include, but are not limited to: mindfulness or meditation practice that is not directly applicable to the therapeutic use of these skills, training in natural or complementary therapies such as naturopathy, nutrition, massage therapy, Reiki, training in theology, and yoga.

CPD activities will generally be acceptable where the presenter is an appropriately qualified member of PACFA or a PACFA Member Association, or is eligible for membership, or is a recognised authority by the profession.

GANZ endorses CPD activities that are provided by GANZ Clinical Members or activities that are provided through GANZ or an accredited training centre. Members are encouraged to include Gestalt specific CPD activities as part of their CPD portfolio.

Record keeping

Members are required to log their CPD activities for audit purposes. The log should include the reporting period, the date of the activity, its description, the provider, the CPD category (ie A, B or C), hours and points. All supporting documentation should be retained.

Members will be audited randomly every three years.