



The Continuing Professional Development (CPD) Scheme

1. Introduction

This is a policy document for all ACP members. It aims to provide broad, facilitating guidelines to support and enable the continuing professional development of all qualified Child and Adolescent Psychotherapists (CAPTs). While the policy aims primarily to be of assistance to individual clinicians, it is also intended to be useful to decision-makers who contribute to developing appropriate CPD requirements of CAPTs e.g. managers, commissioners and assessors gauging the suitability of applicants for posts, senior posts, and associated pay scales. It is not intended to be tightly prescriptive since there are a range of ways of maintaining professional competence and achieving career development. The ACP CPD scheme needs to match the aspirations of individual CAPTs and to develop the service offered to service users. It also needs to be endorsed and supported by the employing organisation or Trust. These guidelines have been prepared by the ACP Professional Standards Committee after extensive consultation. They will be regularly monitored and updated so that the policy reflects the ongoing requirements of the CAPT's clinical work, effectively reflecting clinical need and provision to meet it.

In addition to the ACP's own professional standards, it is now an approved member (since November 2014) of the Professional Standards Authority (PSA) for Health and Social Care. This is an independent statutory body accountable to Parliament which is responsible for the accreditation of voluntary professional registers. The primary aim of the PSA is the protection of the public. Members of the ACP continue to be registered and to work within the ACP Codes of Ethics and Conduct. The accreditation of the ACP by the PSA provides a further, overarching level of professional scrutiny which allows the public increased access to information about practitioners.

2. CPD returns and authorisation by an ACP approved supervisor

From 1st January 2015 and beyond, ACP registration (which includes fee payment and CPD forms) is processed through the website. CPD forms will be completed online and supervisors will need to approve CPD forms by logging-in to the ACP website; the ACP requires that ACP supervisors have been qualified as a CAPT for at least four years, or be registered as ACP Supervising Associates. Members who are supervisors need to tick on their Profile (under Professional Details B) that they are a supervisor so that their name will appear on the drop-down list of ACP supervisors.

Supervisors should be ACP members. Occasionally, there may be circumstances in which your supervisor is a non-ACP member. If this is the case, you will be asked to request that he/she applies to become an ACP Supervising Associate. This is because, as a condition of our PSA accreditation, we need to be clear that all members are being supervised by approved supervisors. The full criteria for Supervising Associates and an application form can be requested from the office. A Supervisory Associate is expected to be a professional who is registered with an appropriate professional body, who has a psychoanalytic training (which would have included intensive cases in training) and substantial experience of supervising and clinical work with children and adolescents. It is not possible for former ACP members to become a Supervising Associate. The Supervising Associate will need to pay a small fee each year to register. In line with ACP members, Supervising Associates will be required to re-register each CPD year that they wish to remain in role.

The CPD form, provided by the member and authorised by the approved supervisor confirms that the member has continued to practise as a Child and Adolescent Psychotherapist since the previous declaration, in accordance with the requirements of the registering body, the Association of Child Psychotherapists. Alternatively, the CPD return form will confirm that he/she has not practised since the previous declaration for individual/personal reasons (including ill health and maternity leave) and intends to return to practice in the coming year. These members are required to show they have sought advice from their supervisor or the ACP Registrar on how they plan to meet the requirements which will include undertaking CPD activities in preparation for a return to work.

3. ACP Members required to submit an annual CPD return

CPD forms relating to the preceding academic year are required from all members intending to register as practicing Child and Adolescent Psychotherapists for the next registration year. For example, the next CPD return covers the period from September 2019 to August 2020. The CPD return must be completed and authorised by the supervisor between 14th September and 14th December 2020. Failure to do so will mean that members will not be able to register with the ACP for 2020. Registration for 2021 will open from 14th September and members are able to register as soon as their CPD form has been signed off by their supervisor or Supervising Associate. Registration for 2021 will remain open until 31st January 2021, although in subsequent years it will close in December.

All Full members and Honoured members (if still working) are required to submit a CPD return online. Any Full member who is not fulfilling the minimum of 12 hours per month of clinical work (which includes clinical teaching, supervision and consultation) is asked to contact the ACP Office for advice.

4. ACP Members who are exempt from filing a CPD return:

- Trainees, throughout the training period.
- Members who are fully retired from all clinical work, supervision, teaching, and consultation.
- Members no longer, or not currently, working as CAPTs but who may be working in related professions such as adult psychotherapy (who will then comply with the registration and CPD requirements of that related profession).
- Members who have not practised in the year of the current CPD declaration, for reasons of illness, maternity leave, career break or any other circumstances which create a temporary break in professional practice. Members in this category should inform the ACP Registrar of their circumstances and how they plan to meet the requirements of return to practice. e.g. supervision, further training if necessary.
- Overseas members.

5. ACP Required Standards for Continuing Professional Development

These standards apply to all registered members working either in the NHS, a charity/other or those working in independent practice.

A member undertaking any form of private work must ensure that they fulfil the requirements under the ACP private practice policy. These are that members have appropriate public liability insurance for their work and that they have appointed two named Clinical Trustees. Details for both are required on the member's ACP Profile and must be kept up to date.

It is now required that all ACP members have a current Disclosure and Barring form (DBS), Protecting Vulnerable Groups Scheme (PVG) or NI access Certificate and you will be asked to provide the date of this being granted. You will also be asked to state if your DBS/PVG/NI shows any previous convictions and if so to give details. Members who work in the NHS and other organisations will have their DBS updated according to the organisation's policy; those members who work in Independent practice must ensure that their DBS certification is updated every three years.

It is now required that all members are up to date with Level 3 Safeguarding trainings. All members employed by the NHS are required to update their Level 3 Safeguarding training every three years and the ACP Board has decided that this standard should apply to all members. There is a new question on the CPD form asking for the date of your latest Level 3 training. It is now compulsory for all members to give evidence that they are following safeguarding procedures and have undertaken a Level 3 training. For CPD purposes members are expected to produce a Level 3 Safeguarding certificate if asked to take part in the annual CPD Audit.

All CAPTs must submit an Annual CPD return giving current information about their employment status and CPD activities undertaken for the designated CPD year. Data from the CPD forms allows the ACP to monitor ongoing CPD activity within the profession and to consider current and future CPD needs for the profession. The ACP strives to maintain a high standard of professional work in the services provided to children and their families by its members.

All CAPTs must maintain a record (log-book) of CPD activities. The log-book should include details of CPD activities undertaken with dates and certificates of attendance/completion of a course. If required, this log-book must be made available to the CPD Lead and Registrar for the Annual Audit along with accompanying evidence (such as certificates of attendances or email confirmations etc). Each year five percent (5%) of the membership (selected on a random basis) will be asked to supply more detailed information about the CPD activities noted on their return.

Whether individuals are audited or not, confirmation of the fulfilment of CPD requirements is required by the member's supervisor or Supervising Associate reviewing the CPD return and agreeing to authorise it. An authorised CPD return is essential for ongoing registration with the ACP for all members (other than those exempt from CPD requirements) and for validation to work with children and adolescents.

6. Information required for the CPD return

Minimum Hours of Clinical Work

To maintain core skills, all CAPTs in either the public or private sector are required to undertake a minimum of 12 hours per month of psychotherapeutic contact with children, adolescents or parents and families. This can include clinical teaching, supervision and consultation. It is recommended that this includes individual psychotherapy with three individual cases as well as a combination of other direct work. It is recognised that it may not be possible for all members to fulfil this requirement due to their own unique circumstances, in which case members are asked to contact the ACP Office.

* The ACP also strongly recommends that at least every seven years all CAPTs undertake an intensive case 2/3 times a week for at least one year of treatment.

Minimum Hours of Clinical Supervision

Qualified Child and Adolescent Psychotherapists are professionally and legally accountable for their own work. Safe clinical practice and sound personal development depends essentially on ongoing clinical supervision. Clinical supervision is integral to maintaining core clinical skills. Frequency will vary according to grade and experience and it should be noted that the figures below outline a minimum number of hours. This applies whether a member is an employee or self-employed in independent practice.

Newly Qualified CAPTs should receive two hours per month of individual clinical supervision from a Consultant Child Psychotherapist or senior member of the profession for up to two years following qualification to help them to consolidate their training and professional development.

CAPT with two or more years of experience should receive one hour per month or ten hours per year of individual or group supervision from a Consultant Child Psychotherapist or senior member of the profession for the duration of their professional working life.

In addition to individual clinical supervision, the ACP recommends that where possible all practitioners link together to form peer supervision groups. CAPTs are encouraged to make use of opportunities to join in multi-disciplinary clinical discussions. It is also recognised that specialist external supervision may be necessary at times for all grades of staff to develop specific clinical skills and this may be specified in the Personal Development Plan for those employed in the NHS.

A member's CPD return must be read and authorised by an ACP approved supervisor. The choice of supervisor to authorise your CPD return should be someone with whom you discuss your clinical work on a regular basis. For NHS members who have supervision on their NHS work, this should be your NHS clinical supervisor if the supervisor is an ACP Child Psychotherapist, or an ACP Supervising Associate, and not an external supervisor or member of a peer group. If your NHS clinical supervisor is not recognised by the ACP, and you cannot negotiate this to be the case, then you will need to name an ACP external supervisor or an ACP member of a peer group with whom you discuss your work regularly. However, this arrangement should be reviewed regularly.

7. Meeting Continuing Professional Development Requirements

ACP members who wish to be registered to practise as Child and Adolescent Psychotherapists must be able to demonstrate on the annual CPD summary and declaration form that their CPD activity in the previous year has met the following standards:

A continuous and up-to-date record of CPD activities must be maintained by each member (referred to as 'the CPD log') with evidence to demonstrate this. For example, CPD attendance certificates at conferences, seminars, and other training events. A note should be kept of other activities, for example, teaching, research, supervising, and involvement in activities supporting and promoting the profession so that these can, if necessary, be verified.

CPD activities are to include:

- A. Clinical and work-based learning
- B. Professional activity and continuing education

Guidance and examples for each category are given below. These are informed by the needs of the children and families with whom ACP CAPTs work with and by the requirements of the Professional Standards Authority.

There has been much discussion in the Professional Standards Committee about how having a minimum number of hours set for CPD activity might be helpful for members to both aim to achieve and to use to put their case to employers for time to be given for this essential professional activity.

The minimum hours for (A) Clinical and (B) Non-clinical learning of 15 hours each per annum.

Please find below details of the kind of activities which can be included to meet the CPD requirements of A and B:

A. Clinical/work-based learning: (15 hours of activity per annum recommended)

- Case presentations
- Reflective practice (evidenced in recording of work and in discussion/supervision of work)
- Peer supervision and clinical discussion
- Learning from clinical and work-based experience (evidenced in recording of work and in discussion/supervision of work)
- Involvement in organisational aspects of work-place (e.g. promoting understanding of CAPT role with individuals and within the multi-disciplinary professional context of the work)
- Membership of work-based Journal club
- Participation in/delivery of in-service training
- Supervision of trained and training multidisciplinary colleagues
- In the NHS, evidence of learning activities undertaken in progression within the Knowledge and Skills framework.

B. Professional activity and learning (15 hours of activity per annum recommended)

- Involvement in your professional body, the ACP
- Membership of a specialist interest group
- Membership of other relevant professional bodies or groups
- Lecturing and teaching
- Organising tutor role for professional/academic courses
- Organising role in specialist professional groups, including journal clubs
- Presentations at academic or professional meetings and conferences
- Mentoring
- Supervision of professional research
- Acting as academic examiner
- Tutor role
- Attending branch meetings (ACP; Unite)
- Acting as expert witness
- Further education and training - attendance at appropriate courses and additional professional training
- Clinical audit and research
- Conducting or participating in research and doctoral study
- Developing and running appropriate professional courses.
- Reading professional books, journals, and articles
- Reviewing professional books, journals, articles

The list is not exhaustive and the PSA's intention is that the registrant will make a professional judgement regarding which activity and what level of involvement will allow activities to be put forward for CPD purposes.

The ACP CPD scheme is based on a process of ongoing professional learning and development; it focuses on the individual's learning achievements and the ways in which these are reflected in clinical practice and service delivery which promotes and supports appropriate, effective, and accessible services at all levels, directly and indirectly. Our emphasis is on the evidence of CPD undertaken across all categories.

8. Annual Audit of CPD declarations

Each year 5% of the membership will be randomly selected to submit their CPD Log Book i.e. the evidence which supports their CPD submissions. This will be audited by the CPD Lead who is part of the Professional Standards Committee. Exemption from the audit will only be granted on grounds of ill health, bereavement or other significant extenuating circumstances and will need to be approved by the CPD lead. If you are exempted from that particular audit, you will automatically be audited the following year.

9. The time frame

CPD declarations are required annually. The period of each declaration is from September through to August (now September 2019 to August 2020). The ACP will invite members to file their CPD return from 14th September onwards and according to the ACP Rules will close the submission period after 90 days (14th December 2020). A completed and authorised CPD return will be required by members who wish to register as a Full member with the ACP in the new registration year for 2021.

Members are required to return their CPD log within the specified time deadline (90 days). It is the responsibility of each member to ensure that their CPD return is filed online within the specified timeline. Failure to do so will put their registered membership status at risk. The ACP Registrar will inform them of the breach of ACP Code of Rules and has the authority to de-register them according to the Rules of the Association.

10. Special Circumstances

There are likely to be times when it is not possible for a member to fulfil her/his CPD requirements. Examples include maternity leave, illness or changing work situations in a member's career. In such circumstances members should inform the CPD Lead and Registrar as soon as possible. If the break from work and CPD activity is of sufficient duration, then the CPD Lead in consultation with the member will recommend an appropriate package for a return to clinical practice. Members should inform the CPD Lead and Registrar in writing if there are reasons why they cannot fulfil the CPD requirements.

if you have any concerns about your return, please do not hesitate to contact the CPD lead: cpd-lead@childpsychotherapy.org.uk

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