

# AOTEAROA NEW ZEALAND ASSOCIATION OF PLAY THERAPY MANATŌPŪ INCORPORATED

## Guide to Continuing Professional Development

Continuing professional development (CPD) is a requirement of ANZAPT membership. All members will plan, record, review and reflect on their CPD in a structured way. By identifying your learning needs and areas of practice that would benefit from further development, you're also contributing to client safety.

### **The definition of CPD is:**

*"Any learning experience that can be used for the systematic maintenance, improvement and broadening of competence, knowledge and skills to ensure that the practitioner has the capacity to practise safely, effectively and legally within their evolving scope of practice. It may include both personal and professional development."*

We see CPD as a cyclical process based on reflection and identification of your learning needs, planning and prioritising, action, and evaluation. Usually, this will begin with a reflection on development needs, but sometimes learning occurs unexpectedly at another point in the cycle. This can also be recorded as CPD

**ANZAPT requirements for CPD :** Show clearly how you have planned, actioned, and evaluated your development needs

- Keep an up-to-date and accurate record of planned CPD activities
- Record a range of CPD activities relevant to current or future practice
- Reflect and indicate how this will have an impact in your practice
- Submit your CPD record annually on membership renewal and keep your own record for audit on request

When you renew your annual membership, you are asked to make a declaration stating that you have met your CPD requirements.

*"I have fulfilled the CPD requirements in accordance with my circumstances and have discussed these with my supervisor."*

Your supervisor is required to attest that you have met your CPD requirements by signing your Recertification Plan for your Annual Practising Certificate.

### **How do I identify my CPD needs?**

Identify any gaps in your knowledge or additional skills that will help improve your practice. Discuss your CPD plan in supervision. Appraisals, if you have them, are also a useful opportunity to discuss your CPD needs.

### **How much CPD should I have?**

The focus should be on outcomes, or what you have gained from your CPD, to benefit your clients/ability to carry out your Play Therapy role. 20 hours is the required annual

minimum.

The amount of CPD is in relationship to your hours of employment, client caseload, and learning needs. CPD is a lifelong learning process. As long as you are in practice, you are expected to complete CPD to support your practice.

Supervisors must complete 3 hours of supervision-focused continuing education every 2 years to maintain certification and stay current with best practices.

### **What counts as CPD?**

Any activities that have an impact on your current or future professional practice can be included. You can include a mixture of learning activities in your record, or focus on a specific type of activity if that is most appropriate for you. These could include: writing articles or papers; formal education, lectures, seminars, courses; attending ANZAPT webinars; reading books, journals or internet articles; attending conferences; giving presentations; ANZAPT association roles; organising specialist groups, in-service training.

### **How should I record CPD?**

For your ANZAPT membership, it's essential you complete your CPD records as required. You can plan and record using a word document, based on the exemplar provided. Your submission must be in a format that provides all the required information. Please do not include confidential or identifiable material in your records, unless this information is requested for audit purposes. You may also choose to use a log to record your CPD.

### **Annual CPD Audit**

Every year 10% of ANZAPT full Members are randomly chosen to have their CPD audited. This means you may be audited more than one time. If you're selected for audit, we'll contact you and give you about six weeks to send in your CPD records.

We'll contact you with the results of the audit, which may be:

- Your CPD record meets Audit requirements
- We need more information
- Your CPD record does not meet the Audit requirements

The Audit approach to CPD will be facilitative. If your CPD doesn't meet requirements you will be contacted to provide further information or asked to redevelop with assistance from your supervisor.

If you still don't meet the requirements or have not engaged with CPD, or if you provide false or misleading information, you may be referred to the Ethics Committee which can also lead to your removal from the ANZAPT Register and membership.

**If you have any questions about CPD or the audit process  
please email the Membership Manager  
[membership.anzaptnz@gmail.com](mailto:membership.anzaptnz@gmail.com)**