



## Continuing Professional Development (CPD) Guidelines

In CK we believe that it is essential for us all - practitioners and teachers alike - to continue to grow and learn as professionals. This process involves being able to review where we are now and what we might need to enable us to take our next steps. Our needs will be individual and change over time and we're likely to find that they vary from one year to the next.

With this in mind, we have drawn up these CPD guidelines to reflect the flexible way that many complementary health professional bodies, including the BCMA, are now approaching continuing professional development. We hope that you will find them useful in clarifying your unique needs and how to fulfil them over the year.

Our aim is to give guidance and support to help you find the best options for you. There is a wealth of possibilities to consider and it should be possible for everyone to find a mix of options that enables them to meet the **minimum 20 hours** per year that we ask of all members of the CK Association<sup>1</sup>. There is no limit to the range of possibilities for CPD and we see this as about keeping yourself in touch with the world that your clients live in.

- *Above all, we hope that you will enjoy your CPD activities and experience tangible benefits to your practice and overall wellbeing.*

### Your Portfolio / Log Book

When you join the CK Association, you will receive a template log book. You are welcome to use this to help you record your CPD activities as you go through the year or construct your own approach. The key is to be able to provide evidence of your activities.<sup>2</sup>

Your portfolio / log book is your ongoing CPD record. It will help you record activities as and when you engage in them and assist you in identifying your learning needs and support. You will be able to see your own development over time.

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<sup>1</sup> This is in line with the minimum required by the BCMA. We have undertaken that all our professional members will meet these requirements as part of our CK Association membership with the BCMA. We can forward you the full BCMA CPD guidelines if you would like them.

<sup>2</sup> As part of their quality control procedures, the BCMA will ask to look at a random selection of member CPD portfolios and so it is important that you keep your information up to date, please.

## CPD Categories

These categories build on the BCMA guidelines for CPD. We ask that you aim to make up your CPD hours from **at least 2 categories** in any one year. This will help you to ensure that you are taking part in a broad range of activities.

### **1. Short courses on professional issues**

Courses undertaken in areas of special interest relevant to your work, expanding your way of thinking, or deepening your understanding of a related subject. Could be evening talks, one-day event or a weekend.

### **2. Attendance at Seminars, Conferences, Annual General Meetings**

- CK Association/BCMA AGM/Conference
- Other seminars or conferences organised locally, nationally, internationally related in some way to your work
- Health show or exhibition, including receiving 'taster sessions' to gain an insight into the work of other complementary health professionals

### **3. Study for further qualifications or formal training**

Advanced Diploma Courses, Certificated courses or other formal training - could be in kinesiology or another area of study relevant to your current practice or wider professional development.

- When this involves a significant commitment from the practitioner in any one year, the CPD requirement for the following year might be adjusted through agreement with the Head of CK.

### **4. Encouraging the development of others**

This could include many activities, for example:

- running a workshop
- giving a talk or demonstration at a conference or health show
- giving talks or demonstrations to any organisation such as a sports club or the W.I. about your work
- writing a book review or article
- organising a peer group for sharing/discussion
- giving some time to listen to another practitioner who may have a difficulty
- producing a newsletter, blog or other way of sharing information through social media
- offering 'taster sessions' through open days or at events

### **5. Active Committee work for a professional body related to your work**

- being a secretary
- being on a working party
- helping at a conference

### **6. Personal/Professional Development**

In CK we are clear that one of our selling points is asking practitioners to grow their businesses through mentoring and to grow themselves with personal sessions. Then we can say that we do what we ask our clients to do - to embrace change - and we have the personal experience to ensure this is done in the best possible way.

- We ask all our students and practitioners to have personal sessions and mentoring (which is included in the training for students). We recognize that these are key to professional development and so up to **50% of CPD hours each year** can be mentoring and personal sessions. The practitioner needs to reflect on the sessions and give some time to recording insights in order to use these sessions for CPD.
- **Mentoring Sessions** focus on what you need to discuss and bring into balance in order to keep your business afloat. This can, and will, include some personal work. Your development as a practitioner will depend on how you change and develop as a person too.
- **Personal Sessions** focus on maintaining personal balance, your personal development, and your process in getting there. This can include psychotherapy and counselling as well as kinesiology sessions. These sessions may include looking at your working life as well. Life rarely divides into self contained parcels - so personal and mentoring sessions are bound to overlap to some extent.

## 7. Journals and I.T.

- Reading professional journals
- Use of the internet to access professional information related to work/clients, including taking part in webinars
- Doing a piece of research
- Watching a video/film for educational purposes relevant to professional life
- Using library facilities for the development of learning
- Learning computer use
- Making a website

## CPD Evidence:

Our aim is to make evidence gathering as easy as possible for you - it need not be onerous! Evidence can include:

- Any certificates awarded for workshops or trainings
- Receipts of attendance and event programmes
- Short reflective write-ups for events and seminars attended - in person or on-line; personal and mentoring sessions; reading of journals and books etc
- Workshop / talk / presentation outlines for any events run by you
- A letter from your tutor / mentor / workshop provider as proof of attendance
- Any other ways of supporting your completion of CPD

## We're here to help!

You are always very welcome to contact us to ask about any aspect of CPD - we are here to help. You can contact:

Carrie Jost, Head of CK on [carrie@creativekinesiology.org](mailto:carrie@creativekinesiology.org)

Or

Ali Ashby on [admin@creativekinesiology.org](mailto:admin@creativekinesiology.org)