



CFCSP

College of Family, Couple and Systemic Psychotherapy

**“Continued Professional Development Policy”  
April 2017**

**Section 1: General Principles**

**1. Introduction**

This document lays down the Continued Professional Development (CPD) policy and requirements of the College of Family, Couple and Systemic Psychotherapy (CFCSP), part of the United Kingdom Council for Psychotherapy. It is relevant to all qualified family and systemic psychotherapists who wish to maintain their registration and accreditation with the UKCP. It will inform and be informed by the CPD policies of the Organisational Members of the College (currently AFT and IFT). All of these policies comply with the requirements laid down by UKCP in *UKCP Continual Professional Development (CPD) January 2015*.

**2. General Principles**

- a) All Psychotherapists must undertake Continued Professional Development and be responsible for providing evidence to show they meet College requirements.
- b) It is the duty of Psychotherapists to maintain their own competence and standards of practice as a way of contributing to the protection of the public.
- c) CPD should encourage reflective practice and positive development and the policy reflects the many ways in which this can be achieved. It is

recommended that a CPD portfolio be kept in order to evidence CPD (see below for more details.)

- d) For the first 3 years following qualification there are more prescriptive CPD requirements to reflect the newness of practice, and need for more support.
- e) It is recognized that that there may be circumstances in which, due to particular personal or professional circumstances, CPD requirements may not be met. In these circumstances CPD will be assessed over a 5-year cycle. (See further details below). Registrants in special circumstances may also negotiate individual CPD plans with the Registration Committee.
- f) Extra and/or specified CPD may be required
  - I) By a Complaints panel following investigation of a complaint (this may relate to a complaint heard through the nominated Complaints process or previous decisions by an Organisational Member).
  - II) By the Registration Committee because of prolonged absence from practice.
- g) All CPD will be reviewed at 3 years following first registration and following this every 5 years.
- h) Clinical supervision/consultation is an essential component of CPD.
- i) Registration is for practicing therapists so there is a minimum practice requirement in order to maintain registration.
- j) All documentation should show evidence of ethical, inclusive and anti-discriminatory practice.
- k) Adequate insurance and DBS (or equivalent) checks should be in place and evidence provided.

## Section 2: CPD Requirements

### a. Supervision/consultation

#### **Supervision/Consultation requirements are as follows**

- In the first 3 years following registration: A minimum of 1.5 hours per month consultation with a systemic supervisor. At least one hour per month should

be individual supervision

- After 3 years of Registration: A minimum of 12 hours per year consultation. The majority of this should be with a systemic supervisor but some consultation may be with psychotherapists registered with another UKCP College.
- Some individual supervision/consultation is recommended. Group supervision is acceptable as long as the group is small and allows at least half an hour per month direct discussion of each member's work. Peer groups will need to have at least an annual consultation from a systemic supervisor outside the group to ensure that the process is fulfilling the functions of supervision/consultation.
- If possible systemic supervision should be received from supervisors registered with AFT. Systemic supervisors will usually be UKCP registered (CFCSP). Special agreement can be sought from the Registration Committee if supervision is from someone who is not UKCP registered (CFCSP). An explanatory letter and the CV of the proposed supervisor should be submitted to the College Registration Committee.

## **b. Other CPD activities ( per annum)**

- a) A minimum of 18 hours of education, conference or workshop experience. At least 12 hours should be broadly systemic in orientation and all CPD must be directly relevant to the practice of Family and Systemic Psychotherapy.

Plus

- b) A maximum of 20 hours of CPD can be drawn from the following areas

1. Reading of books and journals and internet research
2. Journal or reading groups
3. Research activity
4. Service to the Profession (e.g. committee membership)
5. Conference presentations
6. Further training

## **c. Total CPD hours**

CPD activities including supervision/consultation should amount to an average of 50 hours per year. This equates to an expected 250 hours across the 5 yearly review cycle and it is expected that in normal circumstances the minimum in any year will be 20 hours.

### Section 3: Minimum hours of clinical practice.

- For the first 3 years after qualifying the minimum requirement for practice is 12 hours per month.
- After 3 years the minimum requirement is 8 hours per month averaged over a 5 year period with a minimum of 20 hours in any one year

### Section 4: Specific Circumstances.

1, Members who, due to specific circumstances may have difficulties maintaining CPD in the form laid out in this policy, can apply to their Organizational Member or to the Chair of College (if a direct member) for a variation of the requirements. This should be done as soon as the circumstances are evident. The arrangements will be agreed by the registration committee of the College or Organizational Member and monitored in the same way as for other registrants,

Special circumstances may include chronic ill health, geographic isolation, disability or unforeseen circumstances

2. If CPD requirements have not been met (either at annual renewal, UKCP audit or 5 yearly renewal) the College will make recommendations about the steps, which must be taken to continue registration.
3. If a complaints panel requires specific CPD activities the College will have a role in ensuring that these requirements are met.

### Section 5: Return to Practice

#### **a. Following elective lapse of registration**

- I. There are various circumstances in which a psychotherapist may decide to have a lapse in their registration. This could be due to illness, unemployment or personal circumstances. Psychotherapists should not practice during the period when they are not registered, or are registered as a non-clinical member of UKCP. Short lapses in registration of up to a year can be taken for the following reasons without the need for extra CPD
  - Serious illness or accident

- Parenthood including adoption or fostering
  - Illness or death of a close relative
  - Temporary Unemployment
- II. There are other circumstances in which a psychotherapist may elect to be unregistered for up to a year. For example they may take a sabbatical or live outside the UK. In these circumstances they will be required to meet their commitment to CPD but will not be required to have consultation/supervision during the time they are not practicing.
- III. If there is an elective lapse of registration of more than a year Psychotherapists may be required to reapply for registration. The Chair of College should be notified of any such circumstances as soon as possible.

#### **b. Following enforced lapse in registration**

The College has a responsibility to enforce any decisions made by the nominated Complaints process or in relation to a particular individual. This includes requirements for specific CPD activity and, in the event of temporary removal from the register, to ensure that all requirements and conditions are fully met. If these are not met the College will refer the individual back to the relevant Complaints panel.

### **Section 6: Procedures**

- a) In addition to the basic information required at annual registration there will be a 5 yearly review of all registrants. This will be done by Organizational Members for those individuals who register through them, and by the College Registration Committee for direct registrants.
- b) For the 5 yearly reviews direct registrants will be asked to complete a review form and to submit required documentation including evidence of all CPD workshops and supervision/consultation. This also includes a development plan for the next 5 years. It is recommended that an ongoing CPD portfolio is kept which can be submitted at the appropriate time or if requested for any other reason.
- c) The College Registration Committee will review the information and if there are any gaps in what is required the registrant will be contacted and asked to supply the missing information.
- d) If gaps remain the Registration Committee will set out requirements for action to be taken in order to avoid a lapse in registration.

- e) UKCP carries out a random audit of registrants and this is in addition to the 5 yearly review.
- f) If you are returning to practice following a lapse in registration you will be required to complete the relevant UKCP form and this will then be passed to College for scrutiny.

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Signed

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