



# **BACP Register of Counsellors & Psychotherapists**

## **A registrant's guide to continuing professional development**

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# BACP Register of Counsellors & Psychotherapists

## A registrant's guide to continuing professional development

**This guide provides information regarding the continuing professional development (CPD) requirements of the BACP Register of Counsellors & Psychotherapists (the Register).**

The Register is a list of BACP members who have met our standards for registration. It is governed by a lay<sup>1</sup> advisory board to ensure impartiality. In February 2013, the BACP Register became the first psychological therapists' register to be accredited by the Professional Standards Authority for Health & Social Care.

The aim of the Register is to protect the public by providing access to counsellors and psychotherapists who are trained, qualified and dedicated to high standards.

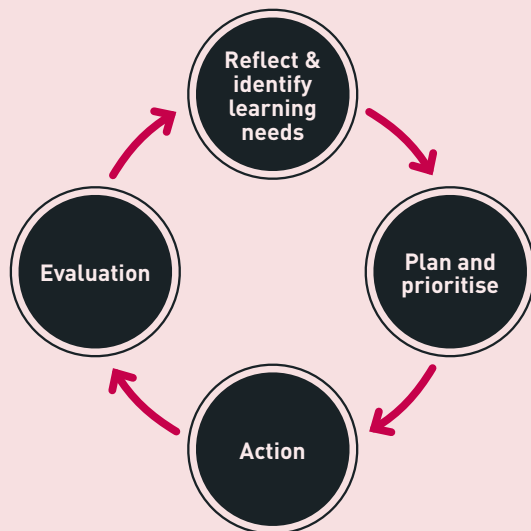
**More guidance on different aspects of registration can be found at [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd).**

### What is continuing professional development?

The Register defines CPD as:

"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."

The Register sees CPD as a cyclical process as shown in Diagram 1 (below).



Usually the CPD cycle will begin with reflection on learning needs but this is not always the case. Sometimes learning occurs unexpectedly at another point in the cycle and this may also be recorded as CPD.

### Who needs to do CPD and why?

CPD is a value of the Ethical Framework<sup>2</sup>. As such the Register requires that all registrants agree to engage in the CPD process and plan, record, review and reflect upon their CPD in a structured way. By identifying development needs and areas of practice that would benefit from further development, the practitioner is also contributing to client safety.

### What is the Register requirement for CPD?

Upon entry to the Register and upon renewing your registration you will be asked to confirm the following term and condition:

'I confirm and agree that I will ensure that I undertake and record continuing professional development (CPD) in line with the Register's requirements and will abide by and fully cooperate with the Register's CPD audit procedure, as may be varied from time to time.'

### These are our standards for CPD:

1. You must keep an up-to-date and accurate record of CPD activities using the template provided by BACP Register.
2. You must record a range of CPD activities relevant to current or future practice.
3. You must show clearly how you have reflected, planned, actioned and evaluated your development needs and indicate how this will have an impact on your practice.
4. You must submit your record upon request.

### How should I identify CPD?

You should reflect upon your own learning needs

<sup>1</sup> By 'lay' we mean an individual who has professional standing but who has never practised within the profession or occupation subject to registration.

<sup>2</sup> [www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework)

by identifying any gaps in your knowledge or additional skills that will help improve your practice. Supervision provides a key activity in which to discuss CPD and you may wish to include your supervisor(s) in the different stages. Appraisals, where applicable, may provide a further opportunity to discuss CPD needs.

### What counts as CPD?

Most counsellors and psychotherapists are already engaged with CPD and any activity that has an impact on current or future professional practice may be included. (Supervision is a separate Register requirement and so should not be submitted as CPD.)

The list below provides examples of CPD activities but is not definitive:

- Conference attendance
- E-learning CPD modules
- Formal education lectures, seminars, courses
- Giving conference presentation
- In-service training
- Mentoring
- Peer support groups
- Organising specialist groups
- Reading
- Supervising research
- Training
- Updating your knowledge through TV, radio, internet
- Workshops
- Work shadowing
- Writing articles or papers

You should include a mixture of learning activities in your record although you may choose to concentrate on a specific type of activity because you find that it is most appropriate for you.

### How should I record CPD?

You should use the CPD template in pages 4–5 to plan and record your CPD (also downloadable from [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd)). All submissions for audit will need to be in this format.

An online facility is currently under development for members to plan and record their CPD in a secure area of the Register Website.

There are also sample profiles to give examples of how registrants might complete the CPD template.

### How much CPD should I have?

The scheme is outcomes based – ie focusing on what you have gained from your CPD. However, we would normally expect registrants to undertake at least 30 hours of CPD.

### Will the CPD requirement be audited?

A percentage of registrants who are renewing will be selected for audit and asked to provide details showing how their CPD meets the register's requirements.

### What if I'm selected for audit?

After you have been on the Register for a year, you will be eligible for audit. CPD records will be assessed against our standards (See page 2). Please note that you will also need to send in your supervision record and indemnity insurance details for assessment.

Those selected for audit will be given one month to send in their CPD record and will remain on the Register while the audit is carried out.

The possible outcomes are:

- i. the record meets Register standards
- ii. more information is needed
- iii. the record does not meet our standards:
  - a. If you fail to meet some of the standards you will be given feedback and asked to resubmit
  - b. If you have failed to meet any of our standards and not engaged with the CPD scheme then you will be taken off the Register

If a registrant provides false or misleading information in a CPD profile then the Register may use its professional conduct procedure. This could result in being removed from the Register.

More information about the audit is available from [www.bacpregister.org.uk/Supervision-Cpd](http://www.bacpregister.org.uk/Supervision-Cpd).

### Exceptional Extenuating circumstances:

The Register acknowledges that there can be exceptional extenuating circumstances such as sick leave, maternity leave or paternity leave that can result in the registrant not being in practice. If you are selected for audit and believe that exceptional extenuating circumstances may apply to you or if you are planning to have a break from practice, please contact the Audit Team for advice.

### Sanctions

It is important that your renewal is made honestly and accurately. If false or misleading information is provided, then you may be referred to Professional Conduct.

### What happens if I don't comply?

BACP's approach to CPD will be facilitative. However, it is important to know that as a final resort, a failure to comply with the CPD requirement may result in removal from the Register.

If you have any questions about the Register and registration, please email us at [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)

# Continuing Professional Development Record

Name	
Covering period	
Registration number	

## Reflection & Planning

What do you need to learn?	How is the learning relevant to your practice?	What might you do in order to achieve this learning	What will my success criteria be?	Target Dates for review and completion
(Think about new knowledge, skills etc which will improve your practice or prepare you for a future role.)	(Explain how you identified the learning and how it is relevant to your practice.)	(Consider different options eg workshops, online CPD modules etc)		(Try to estimate a date but it may be just an approximation.)
1.				
2.				
3.				
4.				
5.				

## Action & Evaluation

When did you complete the learning activity?	What did you do?	What have you learnt?	How do you intend to apply this to your practice and what will be the benefits?	Do you have any further action for your next CPD cycle?
	(Try to be as specific as possible. eg if you read a research paper please give a reference)	(Describe what you have gained as a result of your learning. This may be different to what you set out to learn.)		
1.				
2.				
3.				
4.				
5.				