

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS for DTAA RECOGNISED MEMBERS\***

**(Professional, Provisional and Associate levels)**

These requirements are effective from the renewal year commencing 1/7/2017.

Continuing Professional Development (CPD) is the means by which practitioners broaden and deepen their knowledge, skills and awareness, to develop the personal and professional qualities necessary for the effective practice of dance movement therapy.

DTAA’s CPD requirements are intended to support the obligation of recognised members to maintain currency of practice in the dance movement therapy field.

**Annual CPD requirement – 20 hours**

There are two categories from which the annual 20 hours of CPD required for renewal may be accrued (see definitions below).

**Category A:**

Minimum annual requirement – 10 hours

The whole of the annual requirement of 20 CPD hours may be accrued from Category A only.

**Category B:**

Maximum claimable annual allowance - 10 hours

The 20 hours of CPD must be accrued in the 12 months prior to membership renewal i.e. between 1 July and 30 June in the previous 12 months. The CPD requirements for a registration period of less than 12 months can be taken pro rata in the first year of membership or registration. Pro rata CPD will be calculated on a monthly basis, for example, for 6 months of registration, the requirements will be halved to 10 hours.

\*DTAA acknowledges PACFA’sContinuing Professional Development Policy for as the basis for this document. http://www.pacfa.org.au/wp-content/uploads/2012/10/PACFA-CPD-Policy-April-2017.pdf

**GUIDELINES AND DEFINITIONS OF CPD ACTIVITIES**

**CATEGORY A**

A ***minimum*** requirement of 10 hours per year, accumulated by:

• Attendance at person-to-person courses, workshops, seminars and conferences.

• Participation in online facilitated learning

Online facilitated learning takes place in an online learning environment. The presence and contribution of an online facilitator is required, providing synchronous\* or asynchronous\* interaction between the facilitator and the participants. This involves interactive learning where participants carry out a number of learning activities rather than passively listening to a lecture or presentation. Examples of online facilitated learning are online courses that include facilitated online discussions or forums, and may also include assessment components.

\*Synchronous interaction takes place during the online training

\*Asynchronous interaction takes place at another time, for example via an online forum, or email

**CATEGORY B**

A ***maximum*** claimable annual allowance of 10 hours per year, accumulated by:

* Contributing to DTAA activities – sub-committees, publications, etc.
* Participation in peer learning groups
* Imparting knowledge relating to counselling and psychotherapy through formal presentations, teaching, research and publications
* Participation in supervision above the annual renewal requirement
* Participation in online non-facilitated learning
* Reading and taking notes on dance movement therapy journals and books (to be logged in a reflective journal)

Peer learning groups are groups of peers who meet to discuss and explore counselling and psychotherapy topics or resources, without a formal facilitator.

Online non-facilitated learning takes place in an online learning environment without synchronous or asynchronous interaction with an online facilitator. For example, recorded webinars or webinars that are not substantially interactive in nature.

A reflective journal is a written record, using the DTAA pro forma, that reflects on the learning activity undertaken and how it relates to and enhances professional practice.

**CONTENT FOR CPD ACTIVITIES**

CPD activities must be directly relevant to professional practice in dance movement therapy and/or the research evidence base for dance movement therapy.

CPD relating to other fields of practice besides dance movement therapy are not accepted:

* Training in mindfulness or meditation (for example) is accepted only where the training is directly applicable to the therapeutic use of these skills in the context of dance movement therapy practice. Ongoing attendance in mindfulness or meditation (for example) is not accepted.
* Training in natural or complementary therapies such as naturopathy, nutrition, massage therapy, Reiki and other similar therapies is not accepted.
* Training in theology or wellness practices unrelated to dance movement therapy, such as yoga, is not accepted.

**GUIDELINES FOR CPD PRESENTER/S**

CPD activities should be presented by those who are:

• Appropriately qualified members of DTAA; or

• Able to demonstrate eligibility for membership of DTAA, PACFA or a PACFA Member Association: or

• Recognised by the profession as having advanced expertise in the topic being addressed.

This guideline aims to ensure that CPD activities are led by suitably qualified and experienced practitioners, and that CPD undertaken by members is of sufficiently high quality to make a contribution to their development as practitioners.

DTAA recommends that members also consider undertaking some training on a regular basis relating to:

• Ethics in dance movement therapy practice (counts as CPD);

• Dance movement therapy research (counts as CPD);

• Legal requirements relating to record keeping and case notes (does not count as CPD);

• For practitioners who work with children, the legal requirements relating to working with children (does not count as CPD);

• Learning required for your work environment that is not specifically related dance movement therapy knowledge and competencies (does not count as CPD);

**LOGGING CPD AND PROVIDING CPD EVIDENCE**

It is the responsibility of all members to document their completed CPD annually and follow the instructions of the DTAA regarding submission of those documents. This new process will be determined before 30 June 2018.

Members and Registrants are likely to be required to upload evidence of their CPD to the online Professional Log (when upload functionality is available) or to submit their evidence to DTAA via email or post..

DTAA will audit CPD evidence at regular intervals to ensure that annual CPD requirements have been met.

Acceptable CPD evidence includes: certificates of attendance, receipts which show the course name, the course duration and the attendee, or other documentary proof which verifies the course name, course duration and the attendee.

**AUDITING OF CPD EVIDENCE**

A sample of members will have their CPD evidence audited within 12 months of renewal to ensure compliance with DTAA’s renewal requirements. Members selected for audit will be notified in writing. If the required CPD has not been logged or the evidence provided to DTAA is incomplete or insufficient, they will be required to submit further documentation. Failure to meet audit requirements may result in suspension of DTAA membership/registration, with completion of additional CPD required in order to meet DTAA’s renewal requirements.



**DTAA Continuing Professional Development Reporting document**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of member** |  | **Reporting period** |  |

|  |  |
| --- | --- |
| **Total CPD Category A** | **Number of hours for the year (minimum 10)** |
| Attendance at person-to-person courses, workshops, seminars and conferences |  |
| Participation in online facilitated learning |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Total CPD Category B:** | **Numbers of hours for the year (max 10)** |
| Participation in peer learning groups |  |
| Imparting knowledge relating to DMT through formal presentations, teaching, research and publications |  |
| Participation in supervision above annual requirement |  |
| Participation in online non-facilitated learning |  |
| Reading and taking notes on dance movement therapy journals and books (logged in a reflective journal). |  |
| **Total** |  |

**Activity documentation**

For each activity claimed, please record

|  |  |
| --- | --- |
| **Type of activity** |  |
| **Topic** |  |
| **Facilitator** |  |
| **Facilitator’s qualification, or relevance for DMT CPD** |  |
| **Host organisation or event** |  |
| **Date** |  |
| **Location** |  |
| **Number of hours claimed** |  |
| **Documentation** |  |

**Reflective journal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of member** |  | **Reporting period** |  |
| **Activity name** |  | | |
| **Activity description** |  | | |
| **Reflection on content (suggested word length 150 words):** | | | |
| **Signed:** | | **Dated:** | |