

**CPD Reporting and Audit Information**

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 sees CPD as part of a lifelong professional learning process.

The DTAA’s CPD requirements are intended to support the obligation of registered Professional Members to maintain currency of practice. Thus, it is recommended that CPD is spread over a broad range of learning opportunities.There are two categories from which the annual required 20 hours of CPD may be accrued:

* **Category A**: Minimum annual requirement – 15 hours

Over the three year audit period, at least 20 of the 60 hours (20 hours per year times three years), should be accrued within Categories A1 and A2.

* **Category B**: Maximum claimable annual allowance - 5 hours

**Reporting**

Before renewal of membership each year, Professional and Provisional Members must report their CPD for that financial year, by completing Sections One and the appropriate number of forms from Section Two of the attached forms. For **each** activity you attend (in Category A or B), the appropriate Activity Report (Section Two) must be completed. The summary chart (Section One) tells you which form will be required for each category. Then the total number of hours per Activity Code is entered into the form and this is added up to make the totals for Category A, Category B, and total CPD.

Then members must upload appropriate evidence of their CPD to the online Professional Log (when upload functionality is available) or to submit this documentation to admin@dtaa.org.au. Members will not be able to proceed with their renewal until their completed CPD has been logged. Once CPD and renewal fees are paid, the member will receive their Certificate of Annual Currency.

**Audit**

Every year approximately one-third of the Professional Members will have their CPD documentation audited. The focus of the audit is to encourage members to ensure they are completing Continuing Professional Development relevant to their needs. While auditing only takes place once every three years, Professional Members must nevertheless to log their completed CPD annually either before or during the renewal process.

**CPD Reporting Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of member** |  | **Reporting period** | 1/7/2018 -30/6/2019 |

**Annual CPD requirement – 20 hours**

**Category A:** Minimum annual requirement – 15 hours.

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

**Category B:** Maximum claimable annual allowance - 5 hours

**Please complete Sections 1 and 2 of this form*. See the preceding Cover Letter for more complete instructions on completing this form.***

**Section 1: Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity code**  | **Total CPD Category A**  | **Section 2** **Form to complete** | **Documentation needed** | **Number of hours for year**  |
| **A1** | Imparting knowledge relating to DMT through formal presentations, teaching, research and peer-reviewed publications | Form A | Please attach promotional material |  |
| **A2** | Attendance at person-to-person courses, workshops, seminars and conferences | Form A | Please attach certificate of attendance |  |
| **A3** | Contributing to DTAA activities – executive, committees, writing for Moving On | Form B |  |  |
| **A4** | Participation in online facilitated learning  | Form C | Please attach certificate or flyer |  |
| **Total CPD Category A**  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity code** | **Total CPD Category B**  | **Section 2 Form to complete** | **Number of hours for the year**  |
| **B1** | Personal dance practice: participation in dance movement activities that reinforce therapeutic skills | Form C |  |
| **B2** | Participation in peer learning groups (logged on journal/ group reporting form). | Form C |  |
| **B3** | Participation in online non-facilitated learning(logged on journal/ group reporting form). | Form C |  |
| **B4** | Reading dance movement therapy articles and books (logged on journal/ group reporting form). | Form C |  |
| **Total CPD Category B**  |  |  |

|  |  |
| --- | --- |
| **Total annual CPD Category A (must be 15 or more)** |  |
| **Total annual CPD Category B (no more than 5)** |  |
| **Total annual CPD (A + B must total 20 or more)** |  |

**For each activity claimed, please complete the appropriate template. Copy any template as many times as needed**

**Section 2: CPD Activity Reporting Templates**

**Form A: Activity Report – to be used for CPD Activity Categories A1 and A2**

|  |  |
| --- | --- |
| **Activity code (A1 or A2)** |  |
| **Activity description** |  |
| **Topic** |  |
| **Facilitator/Convener** |  |
| **Relevance to your current****professional work** |  |
| **Host organisation or** **event provider** |  |
| **Date(s)** |  |
| **Location**  |  |
| **Number of hours**  |  |
| **Documentation attached:** **Certificate of attendance or other** |   |

**Form B: Report for Contribution to DTAA Activities – to be used for A3**

|  |  |
| --- | --- |
| **DTAA Committee name or Other activity** |  |
| **Convener of DTAA Activity** |  |
| **Description of your personal contribution to this activity and its relevance to DTAA** |  |
| **Number of Hours (as agreed upon by Convener** |  |

**Form C: Journal/Group Report –used for Categories A4, B1, B2, B3, and B4**

|  |  |
| --- | --- |
| **Activity Code (A4, B1, B2, B3, or B4)** |  |
| **Article reference** **Or name of Group** |  |
| **Hours claimed** |  |
| **Number of people in group** |  |
| **Reflection on content of article or group learning and its relationship to your practice (suggested word length 150-300 words):** |