

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

**(Professional and Provisional Professional 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 – 15 hours

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

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

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. Pro rata CPD will be calculated on a monthly basis, for example, for six months of registration, the requirements will be halved to ten hours.

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.

\*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 15 hours per year, accumulated by:

* Imparting knowledge relating to dance movement therapy through formal presentations, teaching, research and publications
* Contributing to DTAA activities – sub-committees, publications, etc.
* 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 5 hours per year, accumulated by:

* Personal dance practice: participation in dance movement activities that reinforce therapeutic skills
* Participation in peer learning groups
* 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 documents reflection 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.

**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.

Members should maintain records of their CPD. When upload functionality is available on the DTAA website, members will be advised and required to upload evidence of their CPD.

Acceptable evidence of CPD includes: certificates of attendance, receipts which show the course name, the course duration and the attendee, screen shot photos of on-line participation, or other documentary proof which verifies the course name, course duration and the attendee.

**AUDITING OF CPD EVIDENCE**

DTAA will audit CPD evidence at regular intervals to ensure that annual CPD requirements have been met. Members should expect to be audited once every three year period. 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, members will be required to submit further documentation.

Members who do not meet audit requirements may have their DTAA registration suspended.

**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 to dance movement therapy knowledge and competencies (does not count as CPD).