



# AGAPÈ

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## Ongoing Professional Development Policy

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# Ongoing Professional Development Policy

## AGAPÈ ONGOING PROFESSIONAL DEVELOPMENT (OPD) REQUIREMENTS

These requirements are effective from the renewal year commencing 1/7/2022.

Ongoing Professional Development (OPD) 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 counselling and psychotherapy.

The AGAPÈ OPD requirements are intended to support the obligation of registered members and other Registrants to maintain currency of practice in the counselling, NLP and psychotherapy field.

### Annual OPD requirement – 20 hours

There are two categories from which the annual 20 hours of OPD 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

For AGAPÈ Accredited NLP Practitioners, it is recommended that 10 hours of OPD relates specifically to psychotherapy practice. This requirement may involve activities from Categories A or B.

For AGAPÈ Accredited Supervisors it is recommended that 5 hours of OPD relates specifically to supervision practice. This requirement may involve activities from Categories A or B.

The 20 hours of OPD must be accrued in the 12 months prior to membership renewal i.e. between 1st July and 30 June in the previous 12 months.

The OPD 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 OPD will be calculated on a monthly basis, for example, for 6 months of registration, the requirements will be halved to 10 hours.

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## 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



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## CATEGORY B

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

- Participation in peer learning groups
- Imparting knowledge relating to the counselling, NLP and psychotherapy field 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 counselling, psychotherapy and NLP journals and books (to be logged in a reflective journal)

Peer learning groups are groups of peers who meet to discuss and explore NLP, 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 AGAPÈ pro forma, that reflects on the learning activity undertaken and how it relates to and enhances professional practice.

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## CONTENT FOR OPD ACTIVITIES

OPD activities must be directly relevant to clinical practice in psychotherapy and/or the research evidence base for counselling, NLP and psychotherapy.

OPD relating to other fields of practice besides counselling, NLP and psychotherapy 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 NLP, counselling and psychotherapy 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 unless pre-approved by AGAPÈ .
- Training in theology or wellness practices unrelated to NLP, counselling and psychotherapy, such as yoga, is only accepted when pre-approved by AGAPÈ .

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## GUIDELINE FOR OPD PRESENTER/S

OPD activities should be presented by those who are:

- Appropriately qualified members of AGAPÈ or a AGAPÈ Member Association; or
- Able to demonstrate eligibility for membership of AGAPÈ or a AGAPÈ Member Association: or
- Recognised by the profession as having advanced expertise in the topic being addressed.

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

AGAPÈ recommends that Members and Registrants also consider undertaking some training on a regular basis relating to:

- Ethics in counselling, NLP and psychotherapy practice (counts as OPD);
- Undertaking counselling, NLP and psychotherapy research (counts as OPD);
- Legal requirements relating to record keeping and case notes (does not count as OPD);
- For practitioners who work with children, the legal requirements relating to working with children (does not count as OPD);

Learning required for your work environment that is not specifically related counselling and psychotherapy knowledge and competencies (does not count as OPD);



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## LOGGING CPD AND PROVIDING OPD EVIDENCE

It is the responsibility of all Members and Registrants to log their completed OPD annually in the online Professional Log, either before or during the renewal process.

Members and Registrants will be required to upload evidence of their OPD to the online Professional Log (when upload functionality is available) or to submit their evidence to AGAPÉ via email or post. Members and Registrants will not be able to proceed with their renewal until their completed OPD has been logged. AGAPÉ will audit OPD evidence at regular intervals to ensure that annual OPD requirements have been met.

Acceptable OPD 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.

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## AUDITING OF OPD EVIDENCE

An audit of a sample of Members and Registrants will have their OPD evidence audited within 12 months of renewal to ensure compliance with AGAPÉ's renewal requirements.

Members and Registrants selected for audit will be notified in writing, at which time they will be required to submit further documentation if the required OPD has not been logged or the evidence previously provided to AGAPÉ is incomplete or insufficient.

Failure to meet audit requirements may result in suspension of AGAPÉ membership/registration, with completion of additional OPD required in order to meet AGAPÉ's renewal requirements.



AGAPÈ Ongoing Professional Development

Name of Member/Registrant:

Reporting Period:

Activity Name:

Activity Description:

Reflection of Content ( suggested word length 150 words)

Signed:

Dated:

Name of Member/Registrant:

Reporting Period:

Activity Name:

Activity Description:

Personal Reflections ( suggested word length 150 words)

Signed:

Dated:

