



Continuing Professional Development online process

1. Prepare to submit your CPD:

Ensure you are able to log in to your profile on the NZAC website. If you require assistance click the “how to use this website” button on the NZAC home page and follow the video instructions ‘How to login’.

Please note: From 2020 there is no paper option to submit CPD.

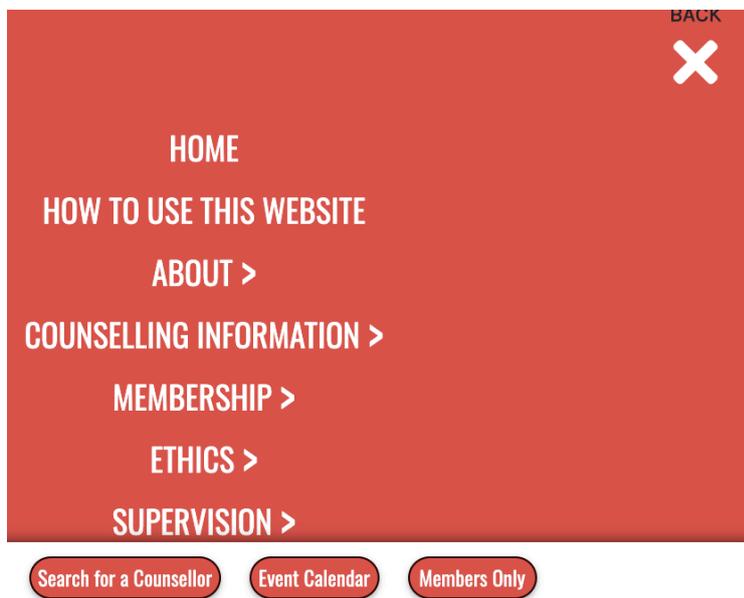
Provisional members also submit CPD plan and record.

If you are a new provisional member in 2020, then start with the 2020-2021 plan.

2. CPD Information:

All the CPD information you will need about the competencies are available in PDF form on the website under the “members only” area, Continuing Professional

Development. Log in and access the members only section.



Members Only

Classifieds

Counselling Today Ngā
Korero Awhina

Continuing Professional
Development

Changes to Continued Professional Development 2020

 [Changes to Continuing Professional Development 2020](#) Last edited Apr 6, 2020, 1:30 I

Information for completing online CPD record and plan

 [CPD Record and Plan Information 2020 v2](#) Last edited Mar 20, 2020, 2:4

2020 Information and Guidelines

 [2020 CPD Record and Plan guidelines v3](#) Last edited Mar 20, 2020, 9:5

Examples of Completed Forms 1

 [Example 1 of Completed CPD Record and Plan](#) Last edited Feb 4, 2020, 3:52

You are able to print off all the information about the CPD competencies, CPD guidelines, and three exemplars from last year if you wish.

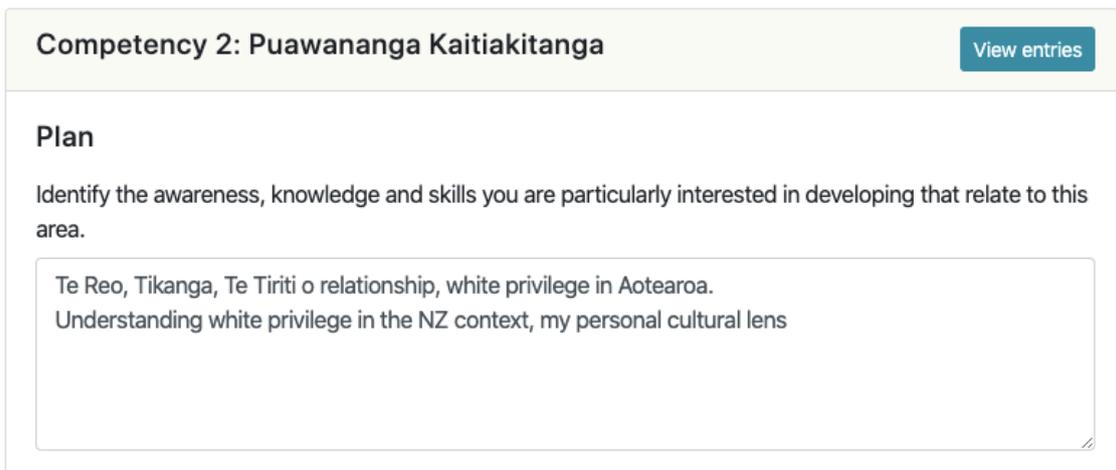
3. 2019-2020 Plan

This year, we begin the CPD cycle by entering in the plan you already created last year for the period 2019-2020 as we transfer to an online system. Your profile has the CPD area, please create the CPD period by selecting “CPD for period ending March 31st, 2020”



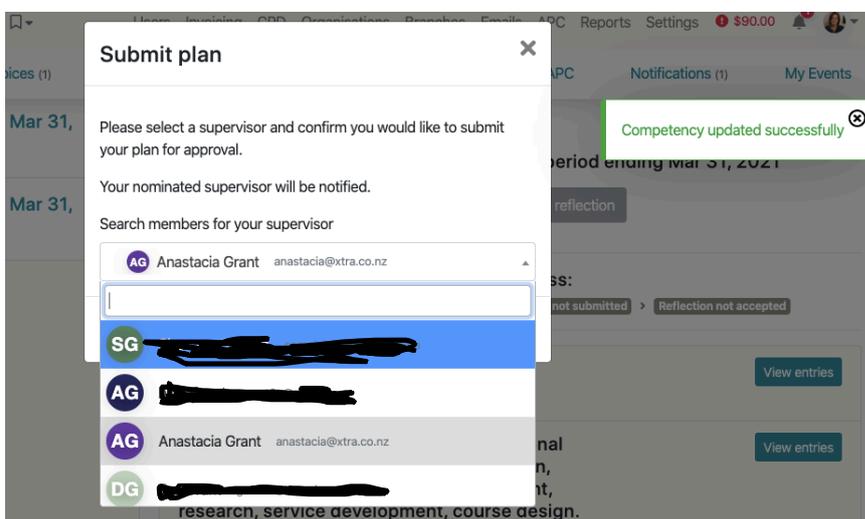
You will be asked to put the details of last year’s plan into the “plan” boxes, then submit it. The plan may be the same as what you set out with your supervisor this time last year, or changed due to circumstances that came up through the past year.

Here is an example:

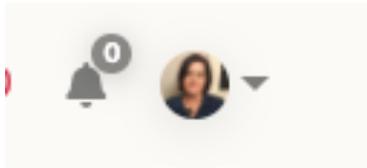


4. Search for your supervisor

Once you submit your plan, a box will appear for you to search for your supervisor.



Click on your supervisor if their name comes up. If they are not NZAC member and their name does not appear, your supervisor will need to follow instructions to create a login.



Once you choose your supervisor, a notification will then be sent to your supervisor to "re-approve" this plan. The notification is indicated at the bell  symbol, next to the profile circle on the top right of the page.

My Events



It appears there after a member / supervisor has logged in, and will show a number informing you how many notifications you have. "Notifications" can include: invoices to pay, RAPC to complete, feedback from supervisor etc.

PLEASE NOTE: Your supervisor is not emailed a notification

5. Inform your supervisor

We suggest you inform your supervisor that you have submitted the plan so they know to login and go to the notification, then click the notification to go to the plan you submitted.

6. Supervisor approval of CPD Plan

Your supervisor can review and either "approve", if all looks good, or "not approve". They can also add some feedback for you to consider in the feedback box. See photo below.

Or your supervisor may choose to give feedback to you directly, during your next supervision conversation.

CPD progress:

Plan submitted >
 Plan accepted >
 Reflection not submitted >
 Reflection not accepted

Mar 30, 2020
Mar 31, 2020

Supervisor:


Anastacia Grant

Plan feedback:

Competency 2.
Discussed in supervision. Christine's plan shows a comprehensive approach to increasing her awareness, knowledge and skills in relation to this area.

Competency 10.
Discussed in Supervision. Christine has identified and planned well for increasing knowledge and skills in this area and Christine uses of supervision to further reflect on her learning.

7. Supervisor registration information



Email

Password

 Keep me signed in

Don't have an account?

[Create one](#)

[Log in](#) [I've lost my password](#)

[Back to home page](#)

[Contact us](#)

Your supervisor needs to be either registered with NZAC or to have created an account as an external supervisor. To do this the supervisor creates an account.

If they are not a NZAC member, their account enables them to access everything a supervisor needs to sign off on your Annual Practising Certificate and CPD processes. There is no subscription fee attached to this.

8. Reflections on 2019-2020 CPD activities, learning and integration into practice

Now you are you ready to start on your reflections about your 2019-20 PD activities, the learning you gained, and how you have taken this into your practice.

This follows exactly the same process as we did last year on our paper plan and

record.

Reflection

What awareness and/or knowledge and/or skills relating to this area did you focus on during the year?

What learning activity/ies and/or experiences did you undertake?

What are your reflections on the learning?

How has your awareness and/or knowledge and/or skills and/or practice changed or developed

Write your reflections directly into the boxes provided – do not upload as a separate document (it is recommended that you create your own word document to create your reflections and then cut and paste from that into the text boxes provided).

What are your reflections on the learning?

How has your awareness and/or knowledge and/or skills and/or practice changed or developed following this learning?

Additional document

Choose file No file chosen

An additional document can be added.

Save Competency

There is also a place where you can upload an extra document, such as: information on a course, journal writing, pepeha, or other information that maybe relevant to your reflections.

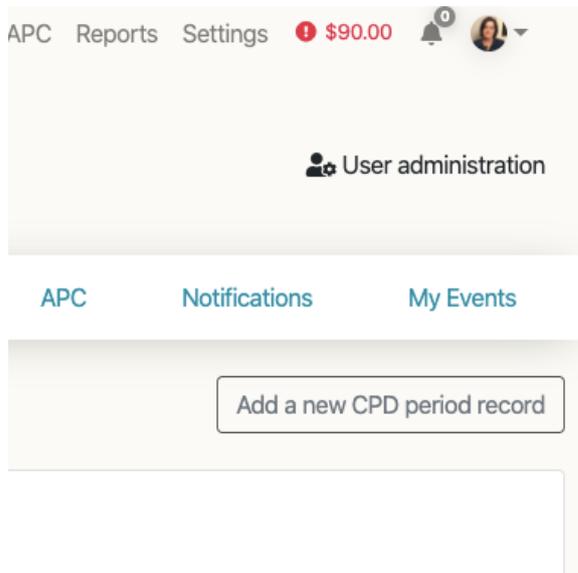
Please remember: SAVE - SAVE - SAVE using the blue save button

9. Supervisor approval of CPD learning activities and reflections for 2019-2020

Once completed, this is submitted so your supervisor is able to review and either “approve”, if all looks good, or “not approve” and add some feedback for you to consider in the feedback box. Or your supervisor may choose to give feedback in a supervision conversation. This is for your completed reflections and also your new plan

Again the supervisor is sent a notification and it shows by the bell 🛎 after you submit the reflections and choose your supervisor.

10. New CPD Plan for 2020-2021



Once all that is done, you then **need to start the new CPD period 2020-2021.**

Do this by **adding a new CPD period**

11. Choose competencies

Add in your 2 chosen competencies to focus on for the year ending 31st March 2021

Here is an example:

Add new



CPD for period ending:

2020-03-31

Please select competencies to be worked on for this year:

- Competency 1: Conceptual foundation e.g. theories of human development, cultural concepts, personality, mental un-wellness, psychological distress, process of change, therapeutic models
- Competency 2: Puawananga Kaitiakitanga
- Competency 3: Self-awareness and self-examination
- Competency 4: Relationship – building and maintaining a therapeutic alliance
- Competency 5: Assessment and report writing
- Competency 6: Collaborative goal setting/negotiating contracts and evaluation of client processes and outcomes
- Competency 7: Facilitation of change
- Competency 8: Ethical principles and practice
- Competency 9: Areas of specialist knowledge, experience and practice which may include other cultures
- Competency 10: Other forms of Professional Practice e.g. supervision, group facilitation, education, training, teaching, management, research, service development, course design.

Close

Create CPD

12. Develop a new plan related to the 2 chosen competencies

Write in the first box what are your awareness, knowledge and skills you plan to focus on.

Competency 10: Other forms of Professional Practice e.g. supervision, group facilitation, education, training, teaching, management, research, service development, course design. View entries

Plan

Identify the awareness, knowledge and skills you are particularly interested in developing that relate to this area.

Last year I chose the same competency, I plan to continue with the focus on leadership, group facilitation, public speaking, increasing my confidence, skills and abilities in this area.

Make a plan to address the issues you have identified by proposing the types of learning and professional development activities that you could undertake.

Reading books I have already purchased:
Lead Yourself First - Kethledge and Erwin
Leadership Team Coaching in Practice - Peter Hawkins
Coaching Mentoring and Organizational Consultancy - Peter Hawkins
In Love with Supervision - Robin Shohet

Then in the second box what activities and types of learning are you planning to undertake this year.

13. Supervisor approval of your **COMPLETED CPD learning activities and reflections for 2019-2020 and your future CPD Plan for 2020-21**

Once completed, this is submitted so your supervisor is able to review and either “approve”, if all looks good, or “not approve” and add some feedback for you to consider in the feedback box. Or your supervisor may choose to give feedback in a supervision conversation.

Again the supervisor is sent a notification and it shows by the bell 🛎 after you submit the reflections and choose your supervisor.

Christine (Chris) Macfarlane
Membership number: 72000 Member
Administrators

Overview Edit Invoices (1) Subscriptions (2) CPD Me

CPD for period ending Mar 31, 2021

CPD for period ending Mar 31, 2020

Select a CPD fi

Powered by Gecco from Clad

You will see you now have two CPD periods

Ending 31 March 2020

Ending 31 March 2021

Once you have completed the following:

- 2019-2020 online plan submitted and have been approved by your supervisor
- 2019-2020 online reflections submitted and have been approved by your supervisor
- 2020-2021 online plan submitted and have been approved by your supervisor

You are finished. YAY and well done!

In conclusion

This will be the only year this additional (first step) will happen as we are doing the transfer to online, from the paper plan last year.

Next year, 2021 it will be much more simple, with reflection on the previous plan, and entering the details of the new plan.

Provisional members

Provisional members also submit CPD plan and record.

If you are a new provisional member in 2020, then start with the 2020-2021 plan.

Links to the website:

- How to use this website [click here](#)
- Continuing Professional Development in Members Only [click here](#)

