

Continuing Professional Development (CPD) Auditor

Position Description

Role:

Each year National Executive appoints CPD Auditors to assess the Continuing Professional Development Record and Plans of members.

As part of the CPD process, members are to:

- make a declaration of complaints, convictions, fitness to practice, engagement with supervision attention to ethics and fulfilment of continuing professional development requirements
- describe and reflect on their Professional and Personal Development undertaken in the previous year (the Record)
- submit a plan for Professional Development in the coming year (the Plan)

Appointments will be made in line with NZAC's commitment to Te Tiriti o Waitangi and ideally two of the CPD Auditors will be from the Maori Roopu or the CPD Auditors will work closely with Te Ahi Kaa to ensure that competence areas and professional development are appropriate.

Accountability / Relationship:

- Auditors are accountable to the Executive and the CPD Audit Coordinator

Areas of Responsibility:

- review any current Requests for an Annual Practising Certificate that have issues regarding the fulfilment of CPD requirements (other areas are referred to Ethics Committee and/or Supervision Committee)
- undertake the auditing of 10% of the membership's Record and Reflections on their Continuing Professional Development that they have undertaken in the previous year

Skills and Experience:

- Be a current Member of NZAC with a current Annual Practising Certificate. Ideally have been a Member and senior counselling practitioner for at least 5 years. Members with considerable prior experience in a related role may be considered.
- Be committed to honouring our Te Tiriti o Waitangi relationship with Tangata Whenua
- Have experience as a supervisor and/or trainer, educator and have been involved in the evaluation of the written work of counsellors or trainees.
- Understand the tasks and issues involved in the work of an Auditor
- Have a positive reputation or mana among the membership of NZAC and have the support of the Branch and/or National Maori Roopu.
- Have a commitment to uphold the NZAC Constitution and Code of Ethics.
- Agree to be accountable to NZAC for decisions and actions undertaken as an Auditor
- Demonstrate an understanding of how Te Tiriti o Waitangi would be applied in the role of Auditor.
- Make time available for the role of Auditor across August, September and October.

- Provide a statement declaring that there are no criminal convictions or charges pending, other than minor traffic infringements, and that they are not subject to matters currently before the Ethics Committee or any other disciplinary proceedings.

Budget

The CPD Auditors will be reimbursed at current NZAC rates. Costs of travel, accommodation and meal allowances will be covered for face to face meetings. In 2019 a time commitment of approximately 8 days, a 3 day meeting to undertake the Audit, in Wellington and up to a further 5 days spread over the later part of the year for auditing resubmissions, skype audit meetings and emails. A one day face- to-face meeting may be arranged for follow-up of audited resubmissions. Newly appointed Auditors will be asked to undertake induction to the role for approximately four hours.

Timeline:

- A call for nominations will be made when vacancies occur with appointments made before the audit of member's CPD Record and Plan begins.
- Once appointed, any new Auditor(s) will be briefed/inducted by the Continuing Professional Development Co-ordinator to undertake the role. .
- Current Auditors who wish to remain in the role advise the National Executive. The National Executive confirms their reappointment.
- Any Requests for an Annual Practising Certificate that have issues will be sent by the Membership Manager. These are reviewed and recommendations made to the member concerned and/or relevant people

Reviewed: May 2019

For Review: May 2022