

Continuous Professional Development: 1

What is CPD?

- **Continuing** – a process of learning from the point of basic qualification.
- **Professional** – related to sound therapy and its issues, which enable you to work in a professional manner.
- **Development** – activities that facilitate both the maintenance and deepening of you and your professional abilities.

CPD is a mandatory part of STA membership and will enrich your life through offering challenges and interests as you continue to work and provide opportunities to deliver a professional service.

CPD gives you the opportunity to achieve greater recognition of your profession.

STA standards for CPD:

In choosing to join the STA, you agree to:

- maintain a continuous, up-to-date and accurate record of your CPD activities;
- demonstrate that your CPD activities are a mixture of learning activities relevant to current or future practice;
- seek to ensure that your CPD is an enhancement to your practice;
- seek to ensure that your CPD benefits your clients.

This means you also agree to:

- Keep a record of your CPD, in whatever format is most convenient for you.
- Make your CPD a mixture of different kinds of activities – not just one kind of learning – and that it is relevant to your work. (It can be relevant to your current role or a planned future role).
- Use CPD as a tool to maintain and improve the quality of your work.
- Send us a CPD profile (if you are audited) that shows how you have met our standards. (see CPD Appendix 1 for sample template)

STA standards for CPD include the following:

- You make your own decisions about the kinds of CPD activity that are relevant to your role and your work. CPD activities can include going on secondment, in-service training, mentoring, or reading, writing or reviewing journal articles. (*Please see Appendix 1: CPD activities*)

A flexible approach:

- Our flexible approach means that your CPD can take into account how you work, whether part-time or full-time, in private practice or the NHS (whether dealing with clients or working in management, education or research anywhere else).
- You could meet our standards by taking part in a scheme run by your professional body or your employer. Or you could structure your own CPD activities around your personal development plan.
- Our standards mean that you can plan your CPD activity to take account of your changing needs.

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The way it works:

For each year of your STA membership you will choose activities to fulfill a minimum of 20 hours' CPD, 50% of which should be dedicated to sound therapy. The remaining 50% could be for furthering your business in the wider sense such as marketing, first aid or developing listening skills etc. (*We attach a list of suggested CPD activities in Appendix 1*)

Please vary the activities you do each year and include **at least two categories** in each year. The following year choose from different categories - i.e. don't limit your ways of learning.

CPD Portfolio:

Maintain an ongoing Portfolio of your CPD activities as and when you engage/complete them and to assist you in identifying your learning needs. This will enable you to monitor your own development each year. CPD is mandatory for STA membership and from time to time we may ask you for further details of your Portfolio to verify your membership.

CPD Record Sheet:

- The **record sheet** should refer to all the CPD activities you have undertaken.
- The **evidence** you send in should demonstrate that you have undertaken the CPD activities you refer to.

CPD Categories

Activities from at least **2 categories** should be chosen taking at least **20 hours** over any one year. These activities are for guidance and are not set in stone. If you have participated in something, which has been of value to you, and you're not sure if it qualifies, please let us know.

Category 1: Short courses on professional issues

Examples: Courses undertaken in areas of special interest relevant to your work or expanding your way of thinking, or deepening your understanding of a related subject. Could be evening talks, one-day event or a weekend

Category 2: Seminars, Conferences, Annual General Meetings

Examples: Conferences that are organized locally, nationally, internationally

Category 3: Study for further qualifications

Examples: Advanced Diploma Courses. Certificated courses

Category 4: Encouraging the development of others

Examples: Running a workshop; Giving a talk/presentation at a conference or to an interest group; Writing a book review; Writing an article; Organizing a peer group for sharing/discussion; Giving some time to listen to another practitioner who may have a difficulty; Producing a newsletter or promotional material.

Category 5: Active Committee work for a professional body related to your work

Examples: Being a secretary; Being on a working party; Helping at a conference

Category 6: Personal/Professional Development

Examples: Personal therapy (psychotherapy, counseling, physical therapy); Talking with another professional to gain some insight – this needs proper documentation. Having supervision.

Category 7: Formal Training

Where a formal training course in excess of 50hrs has been taken in a year, a member may make a written request to the Association Secretary for a variation in the subsequent year's CPD requirement; to maintain compliance with the STA Standards.

Appendix 1: CPD Record Sheet

Print Name _____

Membership No: _____

Year: _____

CPD RECORD SHEET

Activity	Date	Hours	Description	Place or organisation	Proof of CPD attached	Benefit of activity for further development	Category
1							
2							
3							
4							
5							
6							

Signature: _____

Date _____

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