



**Psychology Board of Australia**

# **REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT**

1 December 2015

## Summary

This registration standard sets out the Psychology Board of Australia's minimum requirements for continuing professional development (CPD) for psychologists.

Registered psychologists have a responsibility to ensure that they continue to maintain, enhance and extend their knowledge and skills throughout their working lives. Consumers also have an expectation that registered psychologists providing professional services do so in a competent and contemporary manner.

## Does this standard apply to me?

This standard applies to all registered psychologists except those with provisional or non-practising registration.

## What must I do?

### When you apply for general registration

You will be required to commit to completing the requirements for CPD during your period of general registration.

### While you hold general registration

1. You need to develop a learning plan that:
  - is based on a skills and knowledge self-assessment
  - identifies areas for development or improvement
  - sets learning objectives, and
  - enhances life-long learning.
2. You must complete a minimum of 30 hours of CPD activities annually during the period 1 December until 30 November. At least 10 of these hours must be peer consultation.

### Pro rata requirements

If, when you apply to renew your general registration, you have held general registration for less than 12 months of the period 1 December to 30 November, you must have completed 2.5 hours of CPD for every full month that you held general registration,

and one third of the pro-rata CPD must be peer consultation.

Your CPD activities should be relevant to your area of professional practice and have clear learning aims and objectives that meet your individual requirements.

The activities should:

- be outcome-focused
  - seek to ensure continued competence in your area of practice and, if relevant, develop skills and knowledge in a new area of practice, and
  - seek to ensure activities have contributed to the quality of your practice, which results in the maintenance of high-quality client services.
3. You must maintain an up-to-date CPD portfolio that includes:
    - your learning plan (see point 1)
    - an activity log of all CPD activities
    - written reflection for each activity, including how it relates to your professional development goals, and
    - any receipts, tax invoices or certificates of attendance to verify participation in CPD activities, when applicable.

You must maintain your CPD portfolio for five years in case you are audited.

### At renewal of registration

Participating in a program of CPD is a requirement for annual renewal of your registration. When you apply to renew your registration by 30 November every year you are required to declare that you have complied with this requirement.

### After you renew your registration

Your compliance with this standard and the declaration about compliance with this standard that you make at renewal may be audited from time to time.

You will be notified in writing if you are selected for audit and will be required to submit your CPD portfolio,

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including evidence of participation in CPD activities, within 28 days.

## Are there exemptions to this standard?

The Board may grant an exemption or variation from this standard to a psychologist with general registration in exceptional circumstances that result in substantial absence from practice. Exceptional circumstances may include serious illness, injury, bereavement, maternity/paternity/adoption leave, carer's leave, or other exceptional circumstances.

Applications for exemptions due to exceptional circumstances must be submitted in writing to the Board for consideration prior to the expiry of registration. The submission must include the nature of the special circumstance and the length of time these circumstances applied during the period for which an exemption is being requested.

The *Guidelines for continuing professional development for psychologists* provide further guidance.

The Board reserves the right at any time to revoke an exemption to this standard.

## What happens if I don't meet this standard?

The National Law establishes possible outcomes if you don't meet this standard, including that:

- if you do not commit to completing the requirements for CPD during your period of general registration, the Board may refuse your application for general registration on the basis that you do not meet a requirement in an approved registration standard for the profession (section 82(c)(i)(E) of the National Law)
- if you have not complied with the requirements for CPD the Board may refuse your application for renewal of general registration or endorsement on the basis that you do not meet a requirement in an approved registration standard for the profession (section 112(2)(a), (c), and (d) of the National Law)

- the Board may impose a condition, or conditions, on your registration or endorsement of registration that requires you to successfully complete:
  - additional CPD activities within a specified period, and/or
  - further education, and/or
  - a period of supervised practice with a Board-approved supervisor, and/or
  - the National Psychology Examination.
- a failure to undertake the CPD required by this standard may be behaviour for which disciplinary action may be taken by the Board in accordance with section 128 of the National Law. Additionally, under section 41 of the National Law, any of the Board's registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice or conduct for the psychology profession.

## Guidelines for continuing professional development for psychologists

The *Guidelines for continuing professional development* provide more information about how to meet this standard. You are expected to understand and apply the guidelines together with this registration standard.

## Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on 27 August 2015 and takes effect from 1 December 2015.

Registration standards are developed under section 38 of the National Law and are subject to wide-ranging consultation.

## Definitions

**National Law** means the Health Practitioner Regulation National Law, as in force in each state and territory.

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**Continuing professional development** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the qualities required throughout their professional lives.

**Peer consultation** means supervision and consultation with peers in one-on-one or group format, for the purposes of professional development and support in the practice of psychology, and includes a critically reflective focus on the practitioner's own practice.

**Practice** means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a registered psychologist in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

## Review

This registration standard will be reviewed from time to time as required. This will generally be at least every five years.

**Last reviewed:** 1 December 2015

This standard replaces the previous registration standard dated 1 July 2010.