

## II. Continuing Professional Development

### Standards and Guidelines

All teachers who choose to join, and wish to remain on, the Complementary and Natural Health Care Council (CNHC) register are required to undertake Continuing Professional Development (CPD) in order to maintain their registration.

Regulation is concerned with protection of the public, and compulsory CPD means that all teachers of the Alexander Technique must continue to develop their knowledge and skills while they are registered.

### What is CPD?

We define CPD as follows:

Continuing Professional Development is the purposeful maintenance, improvement and broadening of knowledge, skills and personal qualities in order to perform professional activities successfully throughout working life. The Alexander teacher's work is enabled not only by professional development but also by the individual teacher's personal development; therefore CPD activities should support the teacher's personal needs as well as improve their professional practice.

Put simply, CPD is the way teachers of the Alexander Technique continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely, legally and effectively.

### The Five Standards

As a teacher of the Alexander Technique on the CNHC register, you must:

1. maintain a continuous, up-to-date and accurate record of your CPD activities in whatever format is most convenient for you
2. demonstrate that your CPD activities are a mixture of learning activities relevant to current or future practice
3. seek to ensure that your CPD has contributed to the quality of your teaching
4. seek to ensure that your CPD benefits your pupils
5. keep a written profile containing evidence of your CPD and the amount undertaken, and present this upon request.

### Your commitment to these Standards

On initial registration with the CNHC you will be required to accept an obligation to comply with these CPD standards.

For as long as you want to remain on the register, you will be required to keep an up-to-date record of your CPD activities. Each time you renew your registration with CNHC you will be

asked to complete a declaration confirming your commitment to these standards, and you may be asked to submit a form showing those activities and providing proof of your claim.

You make your own decisions about the kinds of CPD activity that are relevant to your role and your work.

### How much should you do?

The purpose of CPD is actively to encourage participation in activities that foster genuine professional development for each individual. Therefore there is no formal requirement for a certain number of hours or a scheme in which it is possible to attend workshops, etc. solely for the purpose of obtaining sufficient hours or points. It is expected that the range, quality and amount of CPD activities that you claim are sufficient to satisfy the standards for registration and you may be asked to justify what you do.

As a guide, it may help to think of completing between 20 and 30 hours per year (about half an hour a week) in order to satisfy the CPD requirement. It will also be helpful for your selection to include at least 3 different topics or activities.

The standards are designed to

- help you build on what you do already
- be flexible - offering a broad variety of activities for you to choose from
- add a reporting element
- not require undue expenditure.

### Building on what you already do

It is likely that what you do already is very close to CPD. Here are four examples:

1. You attend a course or workshop on some aspect of the Alexander Technique or a subject area relevant to the Technique. You write a summary of the course/workshop making reference to any written work you have done as part of it, and explain how you think it will help (or has helped) you in your teaching.
2. You read a book or an article in a professional journal with the aim of increasing your understanding of an area of knowledge relevant to the AT. Afterwards, you write a short summary of the book or article and then a reasoned discussion and evaluation of it and how it might help (or has helped) you in your teaching.
3. You research, plan and deliver a talk or a lecture on an aspect of the AT. You then write a report on how this has benefitted you from the perspective of continuing development.
4. You talk to a colleague (taking care to respect pupil confidentiality) about an issue that has arisen in your teaching. You and your colleague arrive at a possible solution for that problem. Later, you try this solution in your teaching. Afterwards you write up an account of the problem, the proposed solution, your experience in applying the solution, and your reflections on how this has contributed to your professional development.

The form at the end of the document provides an example of how you might record your CPD.

### The Standards allow you choose what you do

If you are a member of a Professional Association, you may decide to meet the standards by taking part in a scheme run by your association. You might add to this with other activities, or you could structure your own CPD activities around your personal development plan.

The standards give you the flexibility to plan your own CPD in a way that suits your work, your learning needs, your changing circumstances, your preferences, and the time and resources available to you. What you need to ensure, however, is that you record this activity, and ensure that you are prepared to make a report and remember that you may be required to justify your choices.

### CPD activities

CPD activities can include, but are not limited to, the following:

#### Work-based learning

- Reflective practice
- Discussions with colleagues

#### Professional activity

- Lecturing or teaching
- Mentoring
- Being an examiner
- Being a tutor
- Giving presentations at conferences
- Organising accredited courses
- Supervising research
- Being a national assessor

#### Formal and Educational activity

- Courses and Workshops
- Further education
- Research
- Attending conferences
- Writing articles or papers
- Going to seminars
- Distance learning
- Courses accredited by professional body
- Planning or running a course

#### Self-directed activity

- Reading journals and articles
- Reviewing books or article
- Updating knowledge

### Recording CPD activities

You can record your CPD activities in any way that you choose. However, at some point you may be asked to report on your activities. It would therefore be useful that any records you keep contain information about the activities you undertook, the length of time you spent doing them, and the benefits that you gained. The following page contains an example a form that you may care to use.

Record of CPD	
Name	Date
Briefly describe the nature of this activity	
How long did this activity last?	
What prompted you to undertake this activity?	
What did you learn from this activity?	

How, if at all, will it benefit your practice or your profession?

How, if at all, will it benefit your learners?

What will you do next in relation to this activity?