



# **CONTINUAL PROFESSIONAL DEVELOPMENT POLICY**

**August 2018**

## **1. INTRODUCTION**

The IFA was established primarily to protect the public through the regulation of aromatherapists. The IFA is the voluntary regulator for aromatherapy operating worldwide. We set the standards that practitioners are required to meet continuously in order to be displayed on the IFA register. All those displayed on the register have, as a minimum, met the national occupational standards of practice in their work; comply with the IFA Codes of Practice, Ethics and Conduct; hold a first aid certificate; current insurance certificate; and undertake continual professional development (CPD) on an annual basis to remain registered.

## **2. PURPOSE**

Initial registration only indicates that the aromatherapist has met the standards at that given point in time. In order to remain on the register, it is important that you undertake CPD to ensure you remain fit to practice safely and effectively. Commitment to CPD is the mark of a true professional who is dedicated to improving their services for the benefit of their clients and the public.

The intention of CPD for aromatherapists, is to improve the quality of their current and future care, to keep in touch with current practice standards e.g. legislation that may shape their work and to develop their skills and expertise.

The purpose of this policy is to define what CPD is, specify what is required of you and how you can achieve those standards.

## **3. DEFINITION**

Continuing Professional Development (CPD) is defined as the learning activities professionals engage in to develop and enhance their abilities throughout their career. It enables learning to become conscious and proactive, rather than passive and reactive.

CPD combines different methodologies of learning, such as training workshops, e-learning programs, conferences and events, best practice techniques and ideas sharing, all focused for an individual to improve and have effective professional development.

Engaging in continual professional development ensures that both academic and practical qualifications do not become out-dated or obsolete; allowing individuals to continually update their skills.

## **4. SCOPE**

CPD applies to the following categories of membership:

- ASSOCIATE
- FULL
- PEOT

## 5. CPD POINTS

You must gain 12 CPD points per year. 8 of these points must specifically relate to aromatherapy. The remaining 4 points may relate to more general aspects that support your overall professional development as a practitioner e.g. first aid training.

You must complete a range of activities. No more than 3 points will be allocated to a single activity.

NB. Dependent on the nature of some activities, what you consider as one activity may also qualify under another activity. For example if you have written a book in the field you would be awarded the maximum of 3 points, however this may also qualify under the activity of research etc.

It is your responsibility to complete the CPD log form enclosed, which enables the IFA to determine if your activities meet the required amount of points.

## 6. HOURS

As a general rule, 1 CPD point is awarded per (1) hour. However as explained in the paragraph above, if you attend a 6 hour workshop for example, the maximum amount of points you will be awarded for this activity is 3. Points cannot be carried forward to the following registration year.

## 7. WHAT CONSTITUTES CPD?

CPD has to be relevant to your work as an aromatherapist. This includes such activities as:

- a) Attending or holding seminars, workshops, courses, webinars, events, conferences, regional meetings. More specifically, this can include:
  - Attending aromatherapy related courses
  - Attending complementary medicine courses
  - Attending legislation courses
  - Attending business or marketing courses
  - Attending health and safety courses
  - Attending first aid training
  - Attending data protection courses
  - Attending an IFA regional group meeting
  - Attending conferences/events which relate to the subject
- b) Voluntary work in hospices, hospitals, or care homes or participation in IFA professional activities e.g. exhibitions, charity events
- c) Self-study by completing or authoring reflective journals, books, book reviews, research, published articles.
- d) Reading relevant professional journals
- e) Participation in research projects strictly related to the field

- f) Teaching aromatherapy qualifications
- g) Serving as an IFA board or committee member
- h) Serving as an IFA regional representative
- i) Running a regional group
- j) Peer supervision – This is when you meet with other aromatherapists to discuss and learn from one another’s experiences to inform your own work. Please note this should not to be confused with attendance at regional group meetings, which are not personally orientated.
- k) Serving as a supervision mentor/shadowing a mentor

Please note this list is not exhaustive.

## 8. IDENTIFYING AREAS YOU REQUIRE DEVELOPMENT

We recommend that you refer to your reflective practice journals in determining the focus areas of your development.

Reflective practice is the term used to describe a way of studying and recording your own experiences to improve the way you work and then putting that knowledge into practice. The act of reflection is a great way to increase confidence and become a more proactive and qualified professional. You can find a Reflective Practice Journal template in the member’s area.

## 9. EVIDENCE

Evidence can be submitted in the form of:

- certification
- written confirmation from the provider
- signed attendance form
- copy of written material

When providing evidence please **do not** post original certificates or any other evidence that may need to be returned to you. The IFA will not accept responsibility for items that are lost or damaged in the post. We recommend, therefore, that you send photocopies.

## 10. MONITORING

To renew IFA membership you must confirm that you have met the IFA’s CPD requirements and will provide evidence upon request. You are not required to send the CPD record log and relevant evidence with your renewal of membership application, as we undertake spot checks throughout the year. This is done through random sampling.

## 11. INSPECTION

You must ensure you keep your CPD records up to date and all supporting evidence for inspection when requested. A CPD record log can be found on page 6.

## 12. RANDOM SAMPLING

- a) The IFA randomly sample 20% of its registrants CPD evidence annually.
- b) This typically takes place between June and August.
- c) The methodology the Membership Committee adopt to randomly select registrants is as follows:
  - I. An excel sheet of registrant's unique membership numbers will be exported from the database.
  - II. Selecting a starting point, an appointed member of the Membership Committee will close their eyes and point randomly onto the page. Whichever number their finger is touching is the number they start from.
  - III. Dependent on the number of registrants to be sampled and dependent on registrants' overall numbers of that year, the appointed person will divide the overall number of registrants by 5 (20%).
  - IV. Each registrant (divisible by 5 for example every 10<sup>th</sup> registrant) will then be selected from the starting point.
  - V. These will be highlighted and requested to provide evidence by the Registrar.
  - VI. The Registrar will inform registrants who have been selected to be sampled by email and provide a specified timeframe in which to provide the evidence (typically one month).
- d) Once a registrants CPD log and evidence has been received this will be acknowledged by the Registrar.
- e) If the Registrar identifies that a registrant hasn't provided evidence in full e.g. certificates or incomplete log sheet it will be referred back to the registrant before being referred to the Membership committee.
- f) Once submitted to the Membership Committee they will, amongst its number, allocate persons to review completed CPD logs, which include:
  - Inspecting certificates/evidence
  - Requesting further information or additional evidence if necessary
  - Tally and input total of CPD points awarded

## 13. OUTCOME

- a) The Membership Committee will communicate to the Registrar, which registrants CPD's are acceptable or if not acceptable the reasons why.
- b) The Registrar will communicate this to the registrant within six (6) weeks of receipt of their log, to allow the necessary time for the Membership Committee to meet and evaluate submissions.
- c) Successful submissions will be informed and thanked for their participation.

- d) Unsuccessful submissions will be informed detailing the reasons for refusal and provided a timescale to comply. This will be recorded on their file and reminder email sent seven (7) days before the deadline.
- e) At any time, the Membership Committee may provide advice to the registrant regarding their CPD activities for the following year.

#### **14. UNABLE TO MEET REQUIREMENTS?**

Failure to supply the CPD log/lack of evidence/insufficient hours dedicated to meet the required amount of points, does not necessarily mean that you will be removed from the IFA register. In these circumstances:

- a) You must provide a reason as to why this occurred for consideration and bring this to the attention of the IFA when you come to renew.
- b) The IFA will consider any mitigating factors.
- c) Typically, the IFA will allow reasonable opportunity for you to meet the requirements within a set time frame. In exceptional circumstances the IFA may, for example ask you to complete 24 hours of CPD in the following registration year.
- d) Exceptional circumstances may include:
  - Pregnancy
  - Illness resulting in incapacity to work
  - Family bereavement
  - Other exceptional circumstances may also be considered

At all times, the appropriate evidence must be provided

- e) If you do not meet the requirements within the specified time frame your registration will automatically lapse until such time that you are able to meet the requirements again. In this case membership would be terminated by 'default' not under the disciplinary procedure.
- f) False declarations that you have met the requirements, knowing that you haven't, your details will be removed from the public register and your membership may not be renewed the following year. See the 'False Declarations' process outlined in the Disciplinary and Sanctions Policy.
- g) The IFA's decision is final.

**CPD RECORD LOG**

<b>NAME</b>					<b>MEMBERSHIP NO</b>	
<b>DATE</b>	<b>TYPE OF ACTIVITY</b>	<b>WHAT I LEARNED FROM THIS ACTIVITY</b>	<b>EVIDENCE TYPE</b>	<b>HOURS</b>	<b>POINTS (IFA Use)</b>	
				<b>TOTAL</b>		

**ANY ADDITIONAL INFORMATION**