



CONTINUAL PROFESSIONAL DEVELOPMENT POLICY

August 2018

1. INTRODUCTION

The IFA was established primarily to protect the public through the regulation of aromatherapists. We set the standards that practitioners are required to meet to be displayed on the IFA register. Initial registration only indicates that the aromatherapist has met the standards at that given point in time. In order to remain on the register, registrants must undertake 12 hours of continual professional development (CPD) each year to ensure they remain fit to practice.

2. PURPOSE

The purpose of CPD is to ensure that practitioners are up to date with knowledge relating to their professional practice, that they regularly re-assess or improve their skills and most importantly, that they attend to their own personal development. For aromatherapy professionals CPD serves two purposes – first, it helps maintain a high standard of practice as well as give quality assurances to the public and second, as most therapists work by themselves, it helps them maintain a professional supportive network, refreshes their skills, and reminds them to also take care of themselves.

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 twelve (12) CPD points per year. Eight (8) of these points must specifically relate to aromatherapy. The remaining four (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 three (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 for points under another. For example, if you have written a book in the field, you would be awarded three (3) points under that category, however this may also qualify for three (3) points 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 number 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 six (6) hour workshop for example, the maximum number of points you will be awarded for this activity is three (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 activities such 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 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 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. If you are unsure as to whether an activity constitutes for CPD points, please contact the Registrar.

8. IDENTIFYING AREAS OF 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 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 copies of 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 be eligible to renew your IFA registration, you must confirm that you have met the IFA's CPD requirements and will provide evidence upon request. You are not required to send your CPD record log and relevant evidence with your renewal application, as we undertake spot checks through random sampling.

11. RANDOM SAMPLING

You must ensure you keep your CPD record and all supporting evidence up to date, ready for inspection when requested. A CPD record log can be found at the bottom of this policy and in word format as a download in the members area.

The procedure for random sampling is as follows:

- 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 Registrar adopts to randomly select registrants:
 - I. An excel sheet of registrant's unique membership numbers will be exported from the database.
 - II. Selecting a starting point, the Registrar 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 10th registrant) will then be selected from the starting point.
 - V. These will be highlighted and requested to provide evidence.
 - VI. The Registrar will inform registrants who have been selected 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 and sent to the Professional Standards & Registration Committee for review.
- 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 Professional Standards & Registration Committee.
- f) Once submitted to the Professional Standards & Registration Committee 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

12. OUTCOME

- a) The Professional Standards & Registration 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 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 Committee may provide advice to the registrant regarding their CPD activities for the following year.

13. UNABLE TO MEET REQUIREMENTS?

Failure to supply the CPD log/lack of evidence/insufficient hours dedicated to meet the required number 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. The IFA will consider any mitigating factors.
- b) 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.
- c) 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.

- d) 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.
- e) 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.
- f) The IFA's decision is final.

CPD RECORD LOG

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

ANY ADDITIONAL INFORMATION