

CPD Guidelines

Division of Work & Organisational Psychology(DWOP)

February 2005

Continuing Professional Development

for Work and Organisational psychologists

Current Cycle: 1st January 2004 – 31st December 2006

(Your CPD activities for this 3-year cycle will include activities from the 1st January 2004 up until 31st December 2006)

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INTRODUCTION:

Welcome to the new CPD ** guidelines for those who will be applying for registration with the PSI when statutory registration will be introduced by the Dept. of Health. At the time of writing (February 2005) Continuing Professional Development is not mandatory for registered members.

These guidelines are valid for the CPD cycle 1st January 2004 – 31st December 2006. CPD is now a formal operation of PSI. However, engaging in CPD is presently (2004/5 and until statutory registration) on a **voluntary basis** and “does not have any implications for either membership or the current registration processes of the society”(cited from www.psihq.ie/training_CPD.asp).

- PSI will accredit CPD events and award credits
- A total of 120 credits must be accrued over a 3-year cycle in order to receive a letter of completion from PSI.
- Your CPD activities for this 3-year cycle will include activities from the 1st January 2004 up until 31st December 2006
- Once statutory registration is in place registered psychologists will be obliged to comply with all of PSI’s CPD requirements
- DWOP has been allocated ownership of 20 Directed CPD credits (these 20 credits can be accrued by members of DWOP and they fall within the PSI’s CPD framework of 120 credits for the 3-year credit cycle)
- PSI requests the logbooks, for audit purposes, initially from registered members only
- All CPD content has come from within PSI
- A CPD pack was sent out to all PSI members **from PSI** (Summer 2004)

ADMINISTRATION OF THE CPD PROGRAMME:

Administration of the CPD programme is carried out by PSI and through its new board BETA (Board of Education, Training and Accreditation).

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CONTINUOUS PROFESSIONAL DEVELOPMENT

DEFINITION:

The Professional Associations Research Network [PARN]¹ (research project, 1998-2000) describe CPD as

"any process or activity of a planned nature, that provides added value to the capability of the professional through the increase in knowledge, skills and personal qualities necessary for the execution of professional and technical duties, often termed competence. It is a life-long tool that benefits the professional, client, employer, professional association and society as a whole and is particularly relevant during periods of rapid technological and occupational change"

*** BENEFITS of CPD:**

**

Individual practitioner:

- ensures that practitioner is offering the most effective service*
- ensures best practice*
- enhances professional standing*
- provides documented evidence of commitment to profession and own continued competence*
- anticipates change (& not being driven by change)*
- expands and hones skills
- builds client/employer trust and confidence
- updates skills and knowledge on existing and new areas of business

¹ The Professional Associations Research Network in the UK carried out an extensive research project into CPD between November 1998 and February 2000 and in the process devised the definition (of CPD) [www.parn.org.uk]

* sourced from presentation, at Tallaght Hospital, by Patricia Donnelly, 27th June, 2003

** taken directly from PSI's CPD material

Your Clients/Employer:

- benefits your Clients/Employer by reassuring them of your commitment to maintaining and updating your knowledge and skills
- increases effectiveness*
- decreases mistakes/complaints*

The Profession:**

- Promotes the ethos of professional governance
- Promotes the practice of professional regulation
- Promotes the ethos of personal responsibility for professional development
- Sustains and develops the interface between those who deliver and those who receive psychological services
- Informs employers and training organisations of the standards required by the profession in the training and employment of psychologists
- Sets the standard for CPD providers to attain in the CPD services that they provide
- Provides the quality assurance standards for the profession of psychology in Ireland

For the Public* it offers:

- protection
- Confidence in the psychological service

CPD Guidelines as described by PSI**General:**

- Statutory registration will require the completion of the CPD programme to maintain a license to practice
- the requirements comprise a combination of Directed and Self-directed CPD
- A total of 120 credits must be accrued over a 3-year cycle in order to receive a letter of completion from PSI.
- DWOP has been allocated 20 Directed CPD credits that can be accrued by its members and that fall within this 120 credits system**

* sourced from presentation, at Tallaght Hospital, by Patricia Donnelly, 27th June, 2003

Overall three-year requirements (3 year CPD cycle):

➤ (1st January 2004 – 31st December 2006):

120 CPD credits to be accrued (over 3 years) of which at least 90 must be Directed CPD. These 90 credits are divided into:

30 credits **per year** : 20 for accredited activity + 10 for integrating this learning

The balance of credits are allocated to Self-directed CPD

These 30 credits - **over 3 years** - are divided into:

20 credits for activity (e.g. an informal activity/attending a non-accredited event) + 10 credits for integration (i.e. describing the learning achieved)

Minimum annual requirements:

Annual average: clearly with 120 credits to be accrued over 3 years one should aim to complete an average of 30 Directed CPD **per year**: 20 credits for activity + 10 credits for integration. For example,

Attendance at 5 days of PSI **accredited events** over the year:

4 credits are received for each day of attendance ($5 \times 4 = 20$)

2 credits for integration of learning achieved ($5 \times 2 = 10$)

total number of credits received = 30

OR

Attendance at 7 days of **non-accredited** events:

3 credits are received for each day of attendance ($7 \times 3 = 21$)

1.5 credits for integration of learning achieved ($7 \times 1.5 = 10.5$)

total number of credits received = 31.5

In the case of Self-directed CPD, 1 credit is given per hour of self-directed activity + 0.5 for integration (e.g. reading a book/journal and describing the learning achieved from it)

(Examples of questions to use when reflecting upon the learning achieved are outlined later in this document. Please note that in PSI's **Continuing Professional Development information pack – Summer 2004-** a

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Reflective Process to self-evaluate CPD needs is described at the end of this pack.)

Career Breaks/Parental leave/Extended leave of absence:

There will be a pro-rata adjustment in requirements for those taking or returning from career breaks, parental leave or extended leave of absence. Members are advised to contact PSI and to apply in writing for such adjustments.

Keeping records:

- Members are obliged to keep records of their CPD activities using PSI's log book system (e.g. see sample CPD monitoring log in PSI's *Continuing Professional Development information pack – Summer 2004 or PSI's website*)
- Each member is responsible for maintaining his/her own CPD records
- Members can be asked to produce their records as part of the CPD audit
- Members retain the details of the Directed CPD activities and where a course, seminar or similar event is self-directed members should retain certificates of attendance, course notes and full details on course outline, the presenter, etc.
- PSI and BETA are reserving the right to verify the information contained in the records, including the right to check the service provider's register.

Failure to comply:

Engaging in CPD is presently (2004/05 and until statutory registration) on a voluntary basis and "does not have any implications for either membership or the current registration processes of the society"(cited from www.psihq.ie/training_CPD.asp).

At the time of writing (February 2005) CPD is not mandatory for registered members.

Once statutory registration is in place registered psychologists will be obliged to comply with all of PSI's CPD requirements.

Credit shortfall:

" In the event of credit shortfall, BETA may set an examination, request a written project or design some other mechanism by which a member can be

assessed on relevant knowledge and credits allocated on the basis of results. A maximum of 6 credits per cycle will be awarded for this exercise" (PSI's CPD material, 2004)

Definitions and examples of **Directed and Self-directed CPD:

Directed CPD may be described as attendance at an event that is/has been accredited by PSI and BETA.

Some general examples of activities that come within the definition of Directed CPD (according to both PSI and BPS) are:

- Post-qualification training courses
- received or conferred professional supervision in an area of psychology
- presentation or attendance at conferences
- research
- learning skills and information from others
- preparation for new/updated material for teaching, training, or publication
- attendance at courses according to the individual's needs
- peer group discussion
- professional committee work

Directed CPD are also known as

- Formal CPD
- Specialist CPD
- Pre-endorsed CPD

Self-directed CPD are also known as

- Informal CPD
- Generalist CPD
- Self-initiated CPD

Self-directed CPD might be described as those activities that contribute to the individual's professional development but have not been accredited by either PSI or BETA. Both PSI and BPS cite reading, general research and systematic reflection on practice as examples of self-directed CPD.

Main criteria for CPD activities:

- The activities will "be supportive of Psychologists offering services to the public"(BPS)
- A range of different activities
- With a balance between (a) directed and self-directed CPD
(b) individual development and public

accountability

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PSI and BETA's **main criteria for application for approved organisation status** (CPD events)

- Teaching objectives
- Learning objectives
- Cost of services provided
- The psychological content (of CPD)
- The philosophy and ethos of CPD service provider
- Qualifications of service providers (e.g. the training staff)
- Their registration as either a business organisation or as a professional organisation
- A yearly review of their approved organisation status (for CPD provision)

**** Costs:**

A transition period "may be put in place"(P. Ryan, March,2004) for 'small, developing' divisions that will allow for cost adjustments to be made for fees incurred when that division organises CPD events.

PSI are charging a processing fee for each Directed CPD event held.

- For any event catering for over twenty (20) attendees, a fee of e100 (to cover costs and to use PSI accreditation status in advertising) is charged.
- For any event catering for fewer than twenty (20) attendees, a fee of e50 is charged.
- For local events that take place regularly (e.g. peer learning groups, workshops held by Special Interest Groups), a fee of e50 per event is charged for a period of one year regardless of how many of these (events) take place. For example, many local peer learning groups meet monthly and have expressed an interest in having their activities accredited.

[Source: *The Irish Psychologist*, (2004) 30(10), p.228.]

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CPD February 05

The background to DWOP's ownership of 20 credits for Directed CPDs.

Following Patrick Ryan's presentation of CPD (and introduction to CPD) at the November (2003) PSI Conference, members of the executive committee of DWOP and DWOP's CPD panel (chairperson of panel-Prof. Eunice McCarthy) met with Patrick Ryan (December 2003), at the PSI office, to discuss Work and Organisational Psychologist's concerns and issues regarding the allocation of credits for events and work/job related learning activities.

And since the beginning of the year 2004, these same members (of the executive committee of DWOP and DWOP's CPD panel) attended several CPD open meetings organised by PSI and hosted by Patrick Ryan (Director of Education, Training & Accreditation) and Adrienne Harrington (CEO of PSI).

In March (2004) Patrick Ryan stated that 2004 would be the year used to address the concerns and issues raised by divisional members. He also encouraged the different divisions to take ownership of some credits.

Following attendance at these CPD meetings DWOP's executive committee and CPD panel undertook the task of addressing the concerns **already** expressed by its members with regard to the importance of taking ownership of **some** of the 90 Directed CPD credits. As a result of these meetings with Patrick Ryan, and the presentation of DWOP's concerns and proposed CPD credit allocations to Patrick Ryan, DWOP has been awarded ownership of 20 credits for Directed CPD activities.

The **Targets** set out in PSI's CPD framework are:

Directed CPD activity: 30 credits **per year** (20 for activity + 10 for integration of this learning) [90 credits per 3 year cycle]

Self-directed² CPD activity: 30 credits **over 3 year cycle** (20 for activity + 10 for integration of this learning)

The total number of CPD credits for each 3 year cycle = 120 credits

² also known as Informal CPD; Generalist CPD; Self-initiated CPD (e.g. reading, general research and systematic reflection on practice). Self-directed CPD might be described as activities not accredited by PSI or BETA but which contribute to the individual's professional development)

These 90 credits are divided into: 60 credits for the *activity*; 30 credits for *integration*. For example,

➤ attendance at 2 days of PSI accredited events:
4 credits *per day* for *attendance* = 8 credits
plus 2 credits *per day* for *integration of this learning* = 4 credits
total number of credits accrued = 12

➤ attendance at 2 days of non-accredited events:
3 credits *per day* for *attendance* = 6 credits
plus 1.5 credits for *learning (i.e. integration)* = 3 credits

total number of credits accrued = 9

A particular concern raised by DWOP members referred to the work and organisational environment where action-based learning (e.g. reflective learning) and Teaching and Training may play a large part in the role of the work and organisational psychologist. It was felt that this work should be identified as qualifying for Directed CPD credits. These concerns were acknowledged by Patrick Ryan.

The **first step** of this process involved summarising responses from the CPD questionnaire (2004) - which was sent electronically to all the members of DWOP. Work and organisational activities, workshops, seminars, masterclasses and skills development courses that were suggested, IN THE RESPONSES, as CPD activities, were ranked in order of preferences. It is these preferences that were proposed as Directed CPD activities **in addition** to those proposed in an earlier DWOP questionnaire (Dempsey & Lee, 2000).

Directed CPD activities proposed by the executive committee of DWOP and DWOP's CPD panel (as a result of analysis of responses from questionnaires):

Proposed Directed CPD activities and Credits: (and accepted by Patrick Ryan)

1. Current Psychological practice and competences:

(PROFESSIONAL SKILLS WORKSHOPS³)

- Managing Diversity in the workplace
- Project management for psychologists

³ “‘WORKSHOP’ refers to any structured activity designed to develop both knowledge and skills in the participants. The duration of such activities will normally range from half a day to 5 full days or longer. It does **not** refer to lectures, seminars or symposia, where a speaker or speakers talk to the audience”(Australian Psychological Society. Accessed electronically (2003))

- HR – Understanding HR strategy development
- Psychometric testing qualification
- Executive and Business coaching
- Interview training
- Providing constructive and ethical (individual) feedback in the workplace

2. Methods and sources of development & career opportunities

(PERSONAL DEVELOPMENT SKILLS)

- Consultancy skills for the Work & Organisational psychologist
- Counselling skills for the Work & Organisational psychologist
- Group facilitation skills for the Work & Organisational psychologist
- Business and Management training skills for the Work & Organisational psychologist
- I T training
- EAP practices in the workplace

Proposed and accepted CPD Credit Allocation:

1. Current Psychological practice and competences:

(PROFESSIONAL SKILLS WORKSHOPS)

WORKSHOPS:	1/2 DAY	= 2 CREDITS (<i>for attendance</i>)
		= 1 credit (<i>for integration</i>)
	1 DAY	= 4 CREDITS (<i>for attendance</i>)
		= 2 credits (<i>for integration</i>)

There is no ceiling on credits allocated/awarded to day-length workshops.

2. Methods and sources of development & career opportunities

(PERSONAL DEVELOPMENT SKILLS)

WORKSHOPS:	1/2 DAY	= 2 CREDITS (<i>for attendance</i>)
		= 1 credit (<i>for integration</i>)
	1 DAY	= 4 CREDITS (<i>for attendance</i>)
		= 2 credits (<i>for integration</i>)

There is no ceiling on credits allocated/awarded to day-length workshops.

In PSI's CPD framework the TARGET for DIRECTED ACTIVITY is set at:

30 credits **per year** (of the 3 year cycle)=
(20 for *activity [e.g. "attendance"]* + 10 for *integration of this learning*)

The TARGET for SELF-DIRECTED ACTIVITY is set at:

30 credits over 3 years =
(20 for *activity [e.g. "attendance"]* + 10 for *integration of this learning*)

A second step in this ongoing process⁴ may involve broadening the (above-mentioned) areas to include on-going organisational and business "in-house" activities⁵ and job-roles. It has been suggested that this would be useful for considering different work practices and for accruing CPD credits (March, 2004). In awarding credits to "in-house" activities, Patrick Ryan has stressed that the CPD logbook must show that these activities have a seventy-five percent (75%) psychological basis.

The CPD framework allows a Profile (for pathways to accruing CPD credits) that acknowledges the following areas for Work and Organisational psychologists:

- Organisational
- Independents
- Consultancies

These areas may be 'added' to or included in the areas already designated by BETA in the CPD framework. These areas are referred to below.

P.S.

Continuing Professional Development lectures, conferences and symposia have already been allocated CPD credits by BETA.

Please refer to the *Continuing Professional Development (CPD) website at psihq.ie* for the **updated** credit allocations within PSI's CPD framework. And please note that PSI and BETA allocation of credits to the following areas:

1. Continuing Education

⁴ see 'First Step' of this process which DWOP has described on page 2.

⁵ 'in-house' activities refers to those activities that have been described by respondents to the questionnaire (e.g. managing significant events in the organisation; in-house training; meetings attended in/out of the organisation)

2. Professional Activities
3. Research/Publications
4. Lecturing/Teaching

And also for

- Examples of Profiles which PSI describe as outlining

"some of the possible pathways to accruing the levels of CPD credit set out in framework"(PSI's CPD framework).

Finally, the Division of Work & Organisational Psychology would like to express their appreciation to Patrick Ryan (BETA and PSI) for his generous support toward DWOP.

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Contact details:

DWOP's CPD committee members include: Professor Eunice McCarthy, chair of DWOP's CPD panel(eunice.mccarthy@ucd.ie); Avril.Farrell@aib.ie; Carmel O'Neill (carmel@workingworksolutions.com)

OR

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Please note:

This material is part of the CPD work being developed by the Executive committee of DWOP and the CPD panel and as such, it is to be considered a 'work in progress'.