



CANZ Accreditation Guidelines for Continuing Professional Development (CPD)

Continuing Professional Development (CPD) is a term widely used across many industries to describe the process of maintaining currency in professional knowledge and ensuring competence to practice. CANZ Accreditation requires organisations to ensure their accredited members carry out CPD on an annual basis in order to maintain, develop and enhance practitioner skills.

The requirements for CPD are determined by the organisation's own accreditation programme, however it could follow a formally structured educational programme, seminars, conferences, workshops or may simply be self-directed reading. Whatever method is employed there are some general characteristics that are common to most professions, that CPD should be:

- **Continuous** - A structured approach should be devised each year. It is an essential component to professional life not an inconvenience.
- **Professional** - The content should be relevant and at an appropriate level for the role undertaken.
- **Individually focussed** - The individual is responsible for completing the minimum number of hours as directed by their parent organisation. A minimum number of hours should not be regarded as the annual target, more is desirable. It must be tailored to the needs of the individual once they have identified their own weaknesses.
- **Recorded** - A record should be kept for assessment by the parent organisation as evidence that the obligation has been satisfied in an appropriate manner.
- **Reflective** - When recording CPD it should be done on an evaluative basis. The individual should describe what they have learned rather than describe what took place.
- **Monitored** - A process of monitoring that appropriate CPD has been undertaken should be in place and available for audit if necessary.