Introduction
One of the central aims of the Association for Family Therapy (AFT) and the United Kingdom Council for Psychotherapy (UKCP) is to ensure the protection of the public. An important element of this is through the continuing maintenance and improvement of standards of practice.

UKCP requires all its Member Organisations (MOs) to formulate and implement a CPD policy. In line with UKCP we also expect both full-clinical registrants and non-clinical UKCP members, to take full responsibility for the continuing development of their own practice and to provide evidence of this as required.

The Memorandum of Association, of the Association for Family Therapy states, “The Association’s objects are to benefit the public by the promotion by all available means of the scientific study, practice, research and teaching of family therapy ...”.

AFT’s Code of Ethics and Practice states, under ‘Professional Conduct of the Therapist’: “You should ensure that you maintain your level of competence through continuing training/continuing professional development”.

CPD Guidelines
The UKCP College for Family, Couple and Systemic Therapy has a CPD policy and AFT’s policy is designed to fit with this. Registrants are required to undertake 250 hours of CPD over a 5-year period* and a minimum of 20 hours during any one year within that 5-year period. Non-clinical UKCP members should access CPD appropriate to their non-client based practice.

*Annually this includes: supervision (12 hours), training courses (18 hours) reading and other learning activities (20 hours).

General principles
• The protection of the public is paramount.
• There should be a flexible approach to CPD so that, for example, the development of skills in clinical supervision, teaching, research and management all need to be seen as valid.
• Family and Systemic Psychotherapists have a personal responsibility to ensure that they continue their professional development in a meaningful way. They should have a personal CPD plan that is regularly reviewed.
• CPD policies should seek to build on the model of reflection on practice that is central to all psychotherapies.
• Professional development involves the active reflection on experience in a way that allows the individual practitioner to specify what has been learned or reconfirmed.

• CPD policies need to allow for individual practitioners to develop in a variety of ways e.g. diversifying their practice to include models that lie outside their original training.
• The requirement to attend to CPD applies to all practicing Family and Systemic Psychotherapists.
• There will be additional requirements for Family and Systemic Psychotherapists in the first 3 years of post-qualifying practice. This is in recognition of the value of guidance in the early years of practice. Part of this guidance will be to support the development of an effective approach to CPD.

• Family and Systemic Psychotherapists with more than 3 years of post-qualifying practice may count their contributions to the profession in the form of committee membership as part of their personal CPD plan, though no more than 10%.
• Clinical Supervision (sometimes referred to as consultation), may be individual, group or team. Live supervision and the use of videotape are especially valued.

• AFT takes into account the creative possibilities of other forms of supervision as technological advances are taking place and new methods are evolving e.g. electronically communicated forms of supervision and video-conferencing.
• All documentation should show evidence of ethical, inclusive and anti-discriminatory practice.

For Family and Systemic Psychotherapists with more than 3 years of post-qualifying experience, CPD should be assessed within a 5-year cycle. This takes account of the occasional need to have ‘lean times’ due to illness, pregnancy or other life events.

Association for Family Therapy Minimum CPD Requirements
The following requirements are considered to be the minimum necessary to ensure continued professional development appropriate to the practice of family therapy, together with an acceptable measure of protection for the public. In exceptional circumstances individuals may be unable to fulfil the requirements in the way that they are set out. Disability or geographical isolation could be reasons for this. Such an individual must contact the Registration Committee of AFT so that a CPD plan equivalent to that laid out in this document can be agreed.
Section 1. CLINICAL PRACTICE REQUIREMENTS

a. For the first 3 years post-qualifying the minimum requirement is 12 hours per month (this would usually be face-to-face hours with clients not as part of reflecting teams).

b. After 3 years, the minimum requirement would be 8 hours per month averaged over a 5-year period.

c. Online practice - For the first 3 years following qualification it is expected that all practice requirements are fulfilled with face to face therapy. After 3 years it is expected that therapists carrying out on-line practice will do so alongside face-to-face practice. It is highly recommended that they have the training and supervision to support on-line work and adhere to all AFT and UKCP policies including codes of ethics and practice.

d. Professional Wishes - UKCP require registrants to have a designated professional to take care of their case load in the event of sudden illness, emergency or death. (See Professional Wishes Info. Sheet)

Section 2. COMPLAINTS IN RELATION TO PRACTICE

Following a complaint made against a registrant's practice, the Registration Committee may require additional CPD/supervision evidence to be provided as per the requirements of the UKCP's Complaints Committee.

Section 3. PROFESSIONAL INDEMNITY INSURANCE

Registrants are required to have professional indemnity insurance (PII). For members not undertaking any private practice or self-employed teaching or consultation work, they may elect only to have PII from their employer that covers their family and systemic work. In this case evidence of Employer's PII is required. However, it is strongly advised that all practicing Family and Systemic Therapists have personal PII as employer's insurance may not cover complaints made to a professional body e.g. UKCP.

Section 4. CRIMINAL RECORDS CHECK – DBS

Registrants are advised to have a current Enhanced DBS (or equivalent e.g. PVG, Access NI) certificate. We believe that it is very important that everyone on the Register is checked. We recommend that this check should have taken place within the last three years (or within five years in the case of Access NI).

Section 5. SUPERVISION/CONSULTATION

Registrants are responsible for their own clinical practice and for meeting the minimum clinical supervision requirements. It is advisable to establish a contractual agreement between supervisees and supervisor/consultant. Please refer to AFT's Supervision Policy for further details.

a. For the first 3 years post-qualification, the minimum supervision requirement is 18 hours per year, (i.e. one and a half hours per month). At least 12 hours should be individual face-to-face supervision in the same room (retrospective and/or live). The remaining 6 hours can include live-team supervision and/or retrospective group supervision.

b. After 3 years of post-qualified practice, family therapists are required to undertake a minimum of 12 hours of supervision per year. While this would usually take place monthly, the emphasis on flexibility means that supervision could be at less frequent intervals, but at no greater interval than 2 months. Some of this supervision may be with practitioners from another psychotherapy modality but the greater proportion should be from a Supervisor who is UKCP Registered or a fully qualified Family and Systemic psychotherapist. That is, at least 60% of supervision should be systemic.

c. It is expected that for the first 3 years post qualification only 25% or less of supervision can be on-line. The registration committee should be contacted if there are personal circumstances where this needs to be increased. Where supervision is received on-line it is expected that the supervisor will have the training and experience to carry out the task.

d. Supervisors should be AFT Approved Supervisors or Family and Systemic Psychotherapists who have been registered with the UKCP for a minimum of 3 years. In exceptional circumstances, the Registration Committee will consider supervision from a qualified and experienced Family and Systemic Psychotherapist who is not currently on the UKCP register, but is registered with a professional body that can deal with complaints.

Other forms of Supervision may include:

Group Supervision (max 6 supervisees)
When supervision is conducted in a group setting (i.e. 3-6 supervisees, facilitated by a supervisor) there must be sufficient time for all group members to present and receive supervision for their work. Each supervisee should apportion the time in the group for their own individual supervision as when they present their own clinical work to the group for supervision, and double this time to calculate the total supervision time accepted for each individual.

Length of supervision session
Number of supervisees in the group x 2

For example: 3 supervisees in a group meeting for 1.5 hours would be (1.5 + 3 x 2) = 1 hour each of total supervision time

Peer supervision
One-to-one Peer supervision: Where two therapists provide supervision to each other alternately.

Peer group supervision (3-6 people in a group)
Where a small group of therapists provide each other with supervision, equally sharing the time and responsibility for supervision within the group, without a facilitator supervising. Peer group members would usually have equal clinical experience/training. The same formula should be used for apportioning hours as that given above for group supervision.

All forms of peer supervision should have an annual consultation from an appropriate outside person (a registered supervisor with AFT and/or an experienced Family and Systemic Psychotherapist registered with UKCP in the College for Family, Couple and Systemic Therapy). This consultation should include a consultation to the process of the group. If the peer supervision is additional to the required supervision then the consultation is not a requirement.

Section 6. CPD ACTIVITIES

6a. Attendance at workshops and other training events
The minimum requirement for attendance at training events is 18 hours per year. Two thirds of this should be systemic, but all should be directly relevant to clinical practice. Evidence of attendance is required e.g. certificates of attendance.

Examples of training:
- Attendance at live events, workshops, conferences
- Online training course, digital resources, live webinars, etc.

6b & c. Keeping up-to-date with developments in the field
(20 hours per year)
There are a variety of ways of doing this, but there is an expectation that Family and Systemic Psychotherapists, as professional people, will wish to keep abreast of current developments in the field.
6b. Examples of keeping up-to-date are:
   a. Research and evaluation
   b. Teaching
   c. Direct involvement in the development of the field of systemic family therapy and the profession
   d. Contributions to the work of AFT or another related organisation, for example through membership of committees.

6c. Reading
Members may read a range of literature and other reliant resources that support their current and future practice.

Examples are:
   a. AFT’s publications – The Journal of Family Therapy, Context and other AFT online material
   b. Other professional literature, e.g. Journals, Publications, Online resources, Pod casts etc

The balance between these activities needs to be considered carefully, but in general each practitioner must be able to demonstrate that involvement in wider professional activity, such as committee membership, has not been at the cost of clinical CPD, i.e. supervision and training.

Section 7. PROFESSIONAL DEVELOPMENT PLAN
Registrants are required to reflect on their clinical practice and future learning needs in relation to developing their knowledge and skills to support their future clinical practice.

Registration Renewal and Re-accreditation

Annual Registration
Each year all Family and Systemic Psychotherapists registered through AFT with UKCP are required to complete a renewal form and declare any complaints against their practice.

UKCP Re-accreditation
Registrant’s with more than 3 years of post-qualifying experience, are asked to submit a personal CPD review for re-accreditation between every 3 and 5 years, or more frequently, as requested, by the Registration Committee.

Registrants will be asked to complete the CPD form, and provide supporting information.

<table>
<thead>
<tr>
<th>CPD Sections</th>
<th>Information required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detail of Clinical Practice hours</td>
</tr>
<tr>
<td>2</td>
<td>Detail any complaints in relation to practice</td>
</tr>
<tr>
<td>3</td>
<td>Evidence of Professional Indemnity Insurance for Family and Systemic practice</td>
</tr>
<tr>
<td>4</td>
<td>Confirmation of a current DBS check</td>
</tr>
</tbody>
</table>

5. Completed reference form from their current supervisor(s)

6. Evidence of ways they have attended to their professional development during the period including certificates of attendance

7. Personal reflection of professional development in this period and a plan outlining plans for future development.

Practitioners may be asked to provide additional CPD evidence at the discretion of the Registration Committee.

The CPD Review Process
Registrants that are selected for a CPD review will be contacted by email to complete and submit a CPD review. Those selected will be given 4-6 weeks to complete and post this to the AFT office together with all the supporting documentation. The Registration Committee endeavour to respond to complete CPD reviews within 3 months of receipt.

Possible outcomes:
   a. CPD review is approved
   b. CPD review is approved with advised recommendations
   c. More information is requested
   d. CPD review does not meet the AFT’s CPD requirements.
      - Members that fail to meet the AFT’s CPD requirements will be given feedback and asked to resubmit their CPD review.
      - Where registrants fail to meet the CPD requirements OR fail to engage in the CPD process, AFT will be unable to recommend registrants for UKCP re-accreditation.

Any Feedback, Issues or Questions
If there are any difficulties in meeting the requirements please contact the Chair of Registration through the AFT office. For example if your supervisor is experienced, but has not for some reason registered with UKCP the committee will look at their CV and if they are satisfied agree to the arrangement.

Sabbatical and extended period of absence
Please note: Periods of absence will be taken into account when CPD’s are reviewed. Please see AFT’s Registration Policy for further information and guidance on sabbaticals and re-registration.

In the event of the need for extended periods away from practice please contact the committee who will discuss a professional plan with you.

Where there has been the occasional need to have ‘lean times’ due to illness, pregnancy or other life events, registrants are advised, to address this (in relation to future practice) in their Professional Development Plan - section 7 of the CPD form.

The Registration Committee aims to provide a facilitative approach to the CPD process. However, where registrants wish to contest the outcome of their CPD review they can write to the Chair of the Registration Committee and the Chair of AFT for any concern to be addressed.

The Chair of the Professional Affairs Committee (PAC) welcomes general feedback and suggestions on Information Sheets and can be contacted via: AFT Executive Officer, 7 Executive Suite, St James Business Centre, Wilderspool Causeway, Warrington WA4 6PS. Tel: 01925 444414. Email: mail@aft.org.uk

AFT is a company limited by guarantee. Registered in England, No. 3018026.

Registered Charity No.1063639. Registered office is the administrative office, as above