



# **Continual Professional Development Standards, Criteria and Documents Policy (CPD)**

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## **A recommended guide for our members and associates**

### **1. Introduction**

The ThinkTree Hub is a professional association for complementary therapy, wellness and wellbeing, healthcare, education and support.

ThinkTree Hub's primary focus of CPD courses is to give members the opportunity to participate in 'approved' Continual Professional Development (CPD) training. This is where members can be safe in the knowledge that the course has been reviewed and approved by the ThinkTree Hub.

Its objective is to enhance professional standards for industry requirement. All members adhere to the ThinkTree Hub Code of Conduct and Ethics in Practice.

It is important that members and associates demonstrate a continued commitment to standards and therefore continue with professional development (CPD).

The purpose of this guide is to set out the ThinkTree Hub policy so clarity is established and members have an understanding of why and how CPD can be maintained and recorded.

You may already be familiar with CPD as many professional associations (PAs) already require it for continued membership. You may already engage in CPD activities that are acceptable to professional associations. ThinkTree Hub strongly suggests you maintain and upskill your industry understanding to enhance your knowledge.

ThinkTree Hub aim is to support members and CPD providers as far as possible in meeting CPD requirements whilst ensuring standards are maintained.

### **2. CPD definition**

ThinkTree Hub has a clear and basic definition of CPD which includes the safe practice of theoretical or practical knowledge to enhance growth and development and to meet industry needs.

ThinkTree Hub cannot offer approval for any qualification that appear upon the Government Qualifications framework – Qualifications Credit Framework (QCF) or National Qualifications Framework (NQF) approved by the Office of Qualification (Ofqual) on behalf of the UK Department for Education.

With ThinkTree Hub approved CPD courses you will have the right to use the ThinkTree Hub approved CPD logo. The ThinkTree Hub approved CPD logo should not be used to imply that you or your courses are accredited by the ThinkTree Hub unless you have gone through the ThinkTree Hub accreditation process and had approval.

### **3. ThinkTree Hub's approach to CPD**

Members' CPD is based on what they require to advance themselves in whatever activities are necessary to develop and advance learning. CPD is recorded annually, which enables the member to identify a selection of activities to take place in a timely manner. Where there is practical skills enhancement be advised of vetting the provider of a safe and quality standard.

### **4. ThinkTree Hub CPD requirements**

#### *Standard 1:*

ThinkTree Hub members must aim to ensure that their CPD enhances their professional practice with practical or theoretical knowledge.

#### *Standard 2:*

ThinkTree Hub members are strongly advised to complete a minimum of 15 hours CPD each year.

#### *Standard 3:*

ThinkTree Hub members engaged in CPD would be advised to keep an up-to-date log of their CPD activities with evidence to demonstrate their participation in each activity (for any audit purposes).

### **5. Meeting the ThinkTree Hub CPD standards**

*Standard 1:* ThinkTree Hub members are encouraged to aim to ensure that their CPD enhances their profession. This will help you develop your career and core skills.

*Standard 2:* ThinkTree Hub members are encouraged to complete a minimum of 15 hours' CPD each year. This is inclusive of practical and theoretical skills as well as any new knowledge that can impact and develop you further. ThinkTree Hub recognises that each member's learning is unique and therefore a wide range

of activities may be required on an individual basis, therefore there is differentiation of learning needs.

Your needs may fit into the following:

- How do I improve my practice theoretically or practically?
- How can I keep up with current trends, new techniques and good practice?
- How do I improve myself?
- What knowledge do I need to improve myself/practice?
- What can I learn from observing other therapists/members/practitioners?
- If I want to specialise in a particular area of practice, what types of activities would be most useful?

Standard 5: ThinkTree Hub members are encouraged to keep an up-to-date log of their CPD activities with evidence to demonstrate their participation in each activity. This can be kept on the ThinkTree Hub evidence log sheet.

## **6. Unable to meet the CPD hours?**

ThinkTree Hub understands although CPD is to be completed annually other things in your life can take priority. Therefore, ThinkTree Hub does encourage participation to keep up to date with the e-newsletter as one form of CPD and other events which are recommended monthly. Other advice and support is available should it be required.

## **7. CPD audit**

ThinkTree Hub will audit to spot check some CPD in line with this policy.

## **8. Choosing relevant CPD**

The text below gives examples of some types of activities that you may wish to consider when planning your CPD.

## **9. Group activity**

Attendance at seminars, workshops and lectures which enhance your knowledge and skills. This could include webinars where you are interacting with other practitioners online or by telephone.

Attendance at conferences or meetings which are dedicated to clinical practice or learning more about the discipline(s) you practice.

Peer supervision where you meet with other practitioners from your discipline(s) and learn from each other about best practice.

Being an examiner, tutor or assessor in the discipline(s) for which you are registered, where these are developmental and learning opportunities rather than regular activities included in your work.

Providing taught sessions where these are occasional and represent a developmental activity for you rather than something you do on a regular basis as a tutor.

## **10. Personal study**

Client case studies. Undertaking these would be used to demonstrate the learning which has resulted through the course of providing treatments and how this will improve the service you provide to others in future.

Personal study which could include following a formal programme of study either taught or possibly distance-learning. In either case you must be able to describe what you have learned from this and how you will put it into practice in your work.

Reading such as articles in journals, books or online which provide learning you are able to put into practice in your work as a practitioner.

Research – if you are participating in a piece of research which is enhancing your understanding of your discipline and / or practice.

Writing articles or books which are published.

## **11. Information for CPD providers**

All CPD courses must comply with health and safety rule and regulations and is the sole responsibility of the provider. Where the provider stipulates a pre-requisite, the provider is responsible to check the qualification and standard. All

CPD approval is on an annual basis and audits can be carried out as and when required to comply with this policy for members quality assurance. It is the responsibility of the CPD provider to check any qualification of the trainers allotted to carry out theoretical or practical training for the CPD approved course.

#### Benefits of ThinkTree Hub CPD approval for providers

- National and International recognition;
- National and international visibility;
- Competitive rates based on volume of approved courses;
- Centre approval options (fees apply);
- Advertising on ThinkTree Hub website;
- Insert into the newsletter;
- Availability in the distributors list;
- 10% discount of other CPD courses;
- Off-the-shelf ThinkTree Hub courses for annual rental (including planning and resources).

#### CPD providers must submit the following for approval:

- Up-to-date CV of trainers to include relevant qualification and or skill/experience to carry out CPD training;
- Completed approval documentation and fees;
- Submit course planning and resources for approval;
- Discount ThinkTree Hub members with 10% of CPD courses.

#### CPD Points allocation

CPD Description	Points
Exhibition attendance	1
Seminar attendance	1
Workshop attendance	2
CPD course completion	5
Reading	1
Research	1
Online/Video/Webinar	1
Voluntary work	2
Core Qualifications	5

Categories	Categories	Categories
Aromatherapy	Massage Advanced	Pilates
Baby Yoga	Massage Hands free	Reflexology
Business Skills	Massage Infant/Baby	Acupressure
Colour Therapy	Massage Onsite/Seated	Su Jok
Facials	Massage Thai	Thermal Auricular Therapy
General Health	Massage in Pregnancy	Yoga/Yoga Therapies
Healing (Variety)	Massage Other	Reiki
Meditation	Mindfulness	Dance/Drama Therapy
Facial Techniques	Sports Therapies	Customer Service/ Communication Skills / Interpersonal Skills
Marketing	Shiatsu	Iridology
Coaching	Bowen Technique	Trauma Therapy
Mental Health First Aider	Osteopathy	Chiropractic/Footcare
Kinesiology	Hypnosis	Counselling/Psychotherapy
Anatomy, Physiology and Pathology	Auricular Acupuncture	Shamanic Studies
Scar Therapy	Crystal/Colour Therapy	Adult Teaching
Group Leader Training	NLP/EFT	Animal/Pet Therapies
Aesthetics	Herbal Therapy	Homeopathy
Dry Needling	Intuitive Readings	Astrology
Sound Therapy	Nutrition	Tai Chi/Qui Gong
Spa Therapies	CBT	Beauty Therapies
Soft Tissue	Fitness/Physical Training	Relationship Therapies



## ThinkTree Hub application for CPD Course Approval

Please complete and return to the **ThinkTree Hub**

**Provider Name:**

**Training Provider Reference** (if you are already a registered Provider):

**First Name:**

**Last Name:**

**Position:**

**Address:**

**Town:**

**Postcode:**

**Country:**

**Telephone:**

**Email:**

**Website:**

**Title of Course:**

**Category** (see education section on website for Category classes):

**Prerequisites of Delegates** (Note: A full qualification in Anatomy and Physiology for practical skills or some cognitive based therapy is usually required):

**Description of Course** (Maximum 100 words, no bullet points):

**Duration of Course:**

Number of days:

State if course is over an extended period:

**Is the course approved by another Professional Body? If yes, please state:**

## Information Required

Please include the following information with your application form and tick boxes as applicable.

Description of College/Training provider premises, teaching rooms, study areas and a list of all equipment used for the course.	<input type="checkbox"/>
All teaching staff CV's showing their competence in both teaching (or equivalent) and in the subjects – include copies of their relevant qualification or experience of subject.	<input type="checkbox"/>
Insurance policies (photocopies will be acceptable): <ul style="list-style-type: none"><li>• Proof that delegates will be insured for Public Liability at venues;</li><li>• Proof that delivery provider holds Professional Indemnity insurance.</li></ul>	<input type="checkbox"/> <input type="checkbox"/>
Copy of Course Prospectus if supplied to attendees (drafts acceptable):	<input type="checkbox"/>
Detailed Course Syllabus:	<input type="checkbox"/>
List of Learning Outcomes to be achieved on course. (Can be combined in the syllabus):	<input type="checkbox"/>
Full description of how attendees are assessed for theory knowledge and practical skill. (Examples can be Exam Papers with model answers, practical skills criteria, number/type of Case Studies):	<input type="checkbox"/>
Sample of proposed Certificate/Diploma of Competence with sample signatures:	<input type="checkbox"/>

## **Terms and Conditions for Approval and Continuation of Approved Courses ThinkTree Hub**

**The College/Training Provider as set out in this application undertakes and warrants that it will use its best efforts to:**

- 1.1 ensure that all elements of the course as set out in the application and/or otherwise amended with prior agreement in writing to ThinkTree Hub, are taught and all elements such as lectures, practical work, case studies, study periods are completed;
- 1.2 that any assessment/examinations set out in this application are fully completed by the College/Training Provider and that the College/Training Provider maintains individual records for each student indicating the criteria by which a certificate was (or was not) awarded;
- 1.3 that only those attending who complete all elements of the course and have been assessed as competent to the standards agreed with ThinkTree Hub, are provided with Certificates.

## **2 Standards, Complaints and Audit**

- 2.1 ThinkTree Hub shall have the right to verify that the College/Training Provider is maintaining standards in teaching and assessment so that those obtaining the qualification do meet the standards agreed. In furtherance of this the College/Training Provider will supply any information and/or documents relating to the course that ThinkTree Hub requests.
- 2.2 In the event that ThinkTree Hub receives information or complaints indicating that standards or contents of any aspect of the course may not meet the standards/content set out in the approved application, ThinkTree Hub shall write to the college/training provider setting out the details of the complaint/information and the College/training provider shall respond within 15 days setting out its comments and any remedial action it may propose.
- 2.3 ThinkTree Hub shall have the right to audit any running of a course. ThinkTree Hub may do this by either requesting a ThinkTree Hub member attending to report in detail on the course or by sending an assessor to monitor the course.

2.4 at any time ThinkTree Hub may require the College to send copies to ThinkTree Hub of all or some of the completed assessment materials used on a particular course.

### **3 Term and Termination**

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3.1 ThinkTree Hub shall usually approve/list courses for a period of 1 year from the date of approval, this date to be set out in writing in the letter of approval. Extension of this period shall be at ThinkTree Hub's sole discretion and may be subject to further assessment where a qualification is provided.

3.2 ThinkTree Hub shall have the right to withdraw forthwith approval/listing of any course where, in its opinion:

3.2.1 The course no longer meets the criteria in the original application and the College/training provider has not amended it in accordance with ThinkTree Hub requests.

3.2.2 The course has been changed and or the lecturers changed without prior agreement in writing by ThinkTree Hub.

3.2.3 The College/training provider has not responded satisfactorily to any written requests by ThinkTree Hub to alter or improve the course.

3.3 Termination of approval for a course may lead to ThinkTree Hub refusing to accept individuals for membership/insurance and/or CPD credits to ThinkTree Hub members attending courses already held. In this case the College/training provider will be solely responsible and liable for any compensation to members (and others refused membership of ThinkTree Hub) for the failure of the College/training provider to maintain the standards of the course.

3.4 Where a College/training provider has, in the opinion of ThinkTree Hub, failed to meet the terms of the approval for one course, to the extent that in ThinkTree Hub's opinion the College/training provider is no longer able to provide courses to the standards required by ThinkTree Hub, it may withdraw all approvals for all courses for the College/training provider.

3.5 Where changes in legislation, voluntary or statutory regulation of professional standards in education or practice, government registration

and approval of educational standards are such that it is no longer possible for ThinkTree Hub to approve specific courses, ThinkTree Hub may withdraw approval of a course giving 6 months' notice in writing. In such an event no refund of fees paid will be made.

**All notices under this agreement shall be given in writing OR EMAIL.**

Effective for all approval on or after 1 May 2018. ThinkTree Hub Ltd, 27 Old Gloucester Street, London, WC1N 3AX

## Continuous Professional Development (CPD) form

Continuous Professional Development (CPD) programme is there to help you structure your continued learning and to recognise your activity as you expand your skills and knowledge. Keep track of your activity during your membership year and then when you renew, complete the form on the next page. CPD points recognise your level of professional development in the year. Therefore, activities and qualifications from previous years cannot be included.

CPD is a self-certificated programme, based on the ethical and professional standards that all ThinkTree Hub members subscribe to, however each year we select a number of CPD claims at random and request evidence.

### ThinkTree Hub CPD Record

Annual period from: \_\_\_\_\_ to: \_\_\_\_\_  
(enter your membership period)

Name: \_\_\_\_\_

Member no: \_\_\_\_\_

- The entries should be matched by evidence held in your CPD portfolio;
- Please enter only credits acquired during the year.

Date	Activity	Description	Time (Days or Hours)	CPD Points
<b>Total CPD Points for the year</b>				