



**ZIMBABWE ASSOCIATION OF FAMILY THERAPISTS AND PROFESSIONAL  
COUNSELLORS (ZAFTPC)**

**In collaboration with**

**ALLIED HEALTH PRACTITIONERS COUNCIL OF ZIMBABWE (AHCZ)**

**CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

**TRACKING BOOKLET**

**COUNSELLORS**

**Counsellors and Family Therapists**

**REQUIRED POINTS**

**Yearly: 50**

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

**Registration Number: A/COU\_\_\_\_\_**

NAME: \_\_\_\_\_

PHYSICAL

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POSTAL

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Work) \_\_\_\_\_

ID

NUMBER: \_\_\_\_\_

EMPLOYER \_\_\_\_\_

\_\_\_\_\_

EMPLOYER

ADDRESS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

## **INSTRUCTION ON HOW TO USE THIS BOOKLET**

The holder of this booklet should ensure that all the continuous professional development (CPD) hours are recorded and signed immediately after each activity.

- This CPD booklet should be used for continuous professional development activities that are relevant to the counselling profession only;
- The CPD booklet will be presented to ZAFTPC Education and Liaison Committee for recommendation for renewal of the practicing certificate; and □ It is an offence to falsify information in this booklet.

## **PREAMBLE**

Continuing Professional Development (CPD) is the means by which members of the profession (therein known as counsellors) broaden the expertise required in their professional lives. This serves to ensure that both academic and practical qualifications do not become obsolete and redundant, thus allowing them to continuously upgrade. This booklet shall be legal property of Zimbabwe Association of Family Therapists and Professional Counsellors (ZAFTPC) in collaboration with the Allied Health Professions Council of Zimbabwe (AHPCZ). Below are possible activities to enhance professional development.

- Lecturing/Attending Lectures
- Training Workshops
- Additional qualification (relevant to the profession)
- Publishing articles in refereed journals
- Attending and Participating in Conferences
- Supervision
- Peer reviews
- Community service
- Professional growth

The minimum CPD points will be fifty (50) per year to facilitate transition, registration and renewal of practicing certificates.

**CPD points Guide Chart.**

<b>CDP CATEGORY</b>		<b>POINTS AWARDED</b>	<b>MINIMUM</b>	<b>COMMENTS</b>
<b>1</b>	a. Lecturing/ presentation	5	One hour	Points will be awarded to the presenter. The education and liaison committee are supposed to confirm the authenticity of the lecture Lectures should be in line with counselling education
	b. Attending a lecture (students/interns)	2	Day	
<b>2</b>	Seminar a. Half-day	Attending- 2 Presenting- 5	Half-day	Seminar should be in line with continuous counselling education.  Conference should be in line with continuous counselling education
	b. Full day	Attending- 5 Presenting- 10	Day	
	c. Conference/Annual Congress	Attending- 10 Presenting- 15	Day	
<b>3</b>	a. Publishing article in a Refereed Journal.	10	Abstracts of 200-250 words	Single author gets 10 points. Co-authors share points.
	b. Review of journal article or research proposal	5	Abstracts of 200-250 words	
<b>4</b>	Professional group meetings	Attending- 2	2 hours	Zimbabwe Association of Family Therapists and Professional Counsellors (ZAFTPC).
		Presenting- 4		
<b>5</b>	Achieving an extra relevant qualification	5	Certificate/ Diploma	The qualification should be relevant to the counselling profession
		10	Degree	
<b>6</b>	Direct mentoring or supervision of interns	5	2 students per semester	The mentoring should be linked to the counselling profession
<b>7</b>	Community Service	10	Activity	Linked to area of specialisation subject to verification
<b>8</b>	Personal psychotherapy for professional growth	2	Session	Minimum 10 sessions (compulsory)
<b>9</b>	Professionally related training activities that are specific to each discipline (e.g.CBT/Trauma/Gerontology/Palliative Training, etc.)	5	At least two days training	Minimum of two days

[illegible]