

**Institute of Psychotherapy and Social Studies**  
**Continuing Professional Development: Policy Statement (May 2023)**

1. The UKCP's Ethical Guidelines state that "Psychotherapists are required to maintain their ability to perform competently and to take the necessary steps to do so." Like other professional organisations, the UKCP has made verifiable Continuing Professional Development (CPD) a formal requirement for all its registered psychotherapists.
2. IPSS recognises that important forms of CPD e.g. reflective practice and use of supervision and/or consultation may already form part of psychotherapeutic practice. However, more than this is needed if therapists are to keep abreast of developments within the profession and enhance their professional abilities. IPSS therefore requires all of its members to undertake CPD each year. But it does not want to be prescriptive about the form that CPD should take as it believes that individual members are best placed to assess their own needs and decide how these will be met. When they do this IPSS expects them to take into account these general principles:
  - a. An important part of CPD is to protect clients/patients by ensuring that standards of practice are maintained and enhanced.
  - b. Individual psychotherapists are responsible for the aliveness and development of their own practice.
  - c. CPD is more than additional hours of experience; it involves finding ways of maintaining and improving the quality of work undertaken.
  - d. CPD involves reflecting on what has been undertaken and specifying what has been learned or confirmed.
  - e. CPD activities have to be capable of being accounted for and verified.
  - f. CPD can cover not only clinical work but also teaching, research and management skills and areas such as social studies, committee work, personal development etc. providing that it can be shown that these enhance the member's ability to work as a psychotherapist.
  - g. Although in a particular year CPD may be focused on a specific area, over a period of, say, 5 years, it should reflect diverse activities.
  - h. A CPD programme needs to consider the member's workload, financial position, personal commitments etc. IPSS requires that each member undertakes at least 250 hours of CPD over a five-year period with a minimum of 30 hours on average during any one year; this is in addition to their clinical practice. IPSS members are asked to refrain from providing evidence exceeding 130 CPD hours in any given year. A minimum of clinical hours per year is 45 hours.

3. As CPD needs an active commitment by both members and the organisation IPSS will be asking members to complete a copy of the enclosed form at the time that they renew their membership each year. Completed forms will be considered by two members of the CPD Committee.
4. If the CPD undertaken appears to be appropriate the form will be held by the CPD Committee in order that IPSS can, if required to do so, provide general information (i.e., information that does not identify individuals) to the UKCP. However, if the CPD Committee has reservations about the member's CPD, they will ask the member to review the type and amount of CPD being undertaken. If agreement cannot be reached, then the CPD Committee will refer the matter to the Council. Failure to meet the criteria for reaccreditation must be referred to the UKCP membership committee.

IPSS CPD Policy Statement (revised May 2023)