

Continuing Professional Development Scheme Handbook



**ASSOCIATION of
REFLEXOLOGISTS**

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Welcome to the AoR's CPD Handbook. We have tried to make the information as clear and helpful as possible. The scheme has been well received by members and we have learned of an amazing variety of ways in which members have undertaken activities that have benefited their reflexology practice.

Many of you will already be doing sufficient CPD without even realising it - by attending area group meetings, exchanging treatments, or attending activities related to reflexology or other therapies. Even reading relevant books, magazines or web pages counts as valid activities.

Remember that we are here to help you and your practice. If you need support with your CPD or any other aspect of your practice please contact us. Keep an eye on our Reflexions journal for updates on CPD, or check out our web site.

Best wishes



Mark Baker
Training & Education Manager
Association of Reflexologists
5-6 Fore Street
Taunton
TA1 1HX

Tel: 01823 335371
Fax: 01823 336646
Web: www.aor.org.uk
Email: cpd@aor.org.uk

THE ASSOCIATION OF REFLEXOLOGISTS' CPD SCHEME

Section I – Introduction and Key Questions

I.1 Introduction

The AoR developed a new CPD scheme for its full members, which came into effect on 1st January 2007. All full members are required to undergo CPD. The scheme is very user-friendly and the AoR will help you throughout the process by providing guidance and support.

I.2 Background

The AoR spoke to a range of other organisations and with many members whilst designing a draft scheme during 2005. We then carried out an extensive consultation of our draft scheme with members during the spring of 2006. This consultation was aimed at listening to members so that we could be fully aware of the views of reflexology practitioners. The consultation was launched in Reflexions magazine and on our website and then followed up by regional roadshows across the UK. The feedback from members and other organisations and individuals has meant that the scheme meets the needs of the AoR and its members. Features of the scheme include:

- Easy to understand
- Simple to do
- Flexible to meet your individual needs as a practitioner
- Provides recognition for many activities that most members already do
- Can be achieved wherever you live and whatever your resources allow.

From the feedback received since the launch of the scheme it is clear that the scheme has been embraced by most members and is working well.

I.3 What is CPD?

Continuing Professional Development (CPD) is the process whereby reflexologists take responsibility for their own learning and development and apply it to improve their practice in the interests of clients and the development of the profession. The term CPD is used to cover all relevant activity undertaken by reflexologists to maintain, enhance and develop existing knowledge and skills, following the completion of their professional practitioners' qualification.

I.4 Why is the AoR doing CPD?

- Our mission is *Excellence in Reflexology*. We all have a part to play in achieving that excellence. The best practitioners are usually those who reflect on their practice and strive to continuously improve the service they provide to their clients.
- In the near future Reflexology will be subject to voluntary regulation, along with a number of other complementary therapies. This is great news for maintaining standards. All regulated professions need to have a CPD scheme in place.

- Soon all the main reflexology organisations and complementary therapy organisations will have developed a CPD scheme.
- Several other reflexology organisations have begun to set up CPD schemes because they also recognise the need to meet future regulatory requirements.
- It helps to maintain reflexology as a major therapy in what is a widening field of complementary therapies.
- Reflexology is still young as a profession, and further development is needed to ensure that it maintains the respect of the public and health care professionals alike.

1.5 Who is required to undertake the AoR CPD Scheme?

- All full members are required to undertake CPD as a condition of membership.
- This includes full members who live outside the UK.
- Student members are not required to do CPD because CPD is a requirement for qualified practitioners only. If students undertake other CPD events in addition to their practitioner training, the points can be carried forward to their first year of full membership.
- Friend members do not need to undergo CPD because this category of membership is aimed at people with an interest in reflexology rather than reflexology practitioners.

1.6 Why should I do CPD?

Many reflexologists, without consciously realising it, are already actively involved in CPD. The benefits are:

- Gain a deeper or broader knowledge and understanding of your profession.
- Experience and develop new approaches.
- Improve professional relationships with reflexologists and other professionals.
- Gain further professional satisfaction, enthusiasm and confidence.
- By engaging in CPD, reflexologists can assess their own practice, and can, through personal reflection, focus their energy effectively on areas for development.
- Greater esteem for the profession in the eyes of the public with a likely increase in client numbers.
- Greater esteem for the profession in the eyes of other healthcare professionals, leading to increased referrals.
- Improve awareness of developments in the field of reflexology.
- Experienced members can gain much from supporting other members.

1.7 How and when should CPD be undertaken?

Hopefully, all full members continuously reflect on how their practice is going and on the quality of service they provide to clients, which means that much informal CPD is done without even realising it. We are flexible about when and how this should take place.

1.8 Where should CPD be undertaken?

This is flexible depending upon the location of the member's practice and the type of CPD activity being carried out.

- In the place of practice
- On the telephone, in emails or faxes, in communication with one or more colleagues
- By post
- In group settings, small informal meetings, area group meetings or large formal events
- On the internet

- At home
- In educational establishments

1.9 What is meant by ‘Professional Practice’?

Your professional practice includes all of these:

- Your service to clients
- The application of your knowledge and skills in treating clients
- The customer care you provide to clients
- The type of approach that you have to reflexology
- Specialisms in reflexology
- Your practice as a business, or as an employee
- Your reputation
- Your accessibility to potential clients

1.10 Who decides what counts as relevant learning or development?

The only person who knows exactly what activity is relevant to your practice is **you**. This is why we are placing the responsibility for deciding what is relevant upon the individual members.

So, if a counselling course you plan to do is relevant to how you work with your clients, then it should count. You need to be able to demonstrate to yourself that the activity would be of benefit to your practice.

This may involve mainstream reflexology, a specialist area of reflexology or advanced training in reflexology. Other examples to convey the diversity of relevant activities include:

- Other therapies – Learning or development in any other therapy where you can demonstrate learning relevant to your reflexology practice. Please note that this is not a carte blanche for all therapies to be included within the CPD programme. You must be able to demonstrate how the activity benefited your reflexology practice.
- Counselling – any aspect of learning which helps you to develop the therapeutic relationship side of your practice, including courses in such elements as Neuro Linguistic Programming (NLP), listening skills, counselling, mentoring, life coaching, psychology and other similar areas.
- Business skills – any learning which will enable you to develop the business side of your practice, including marketing, bookkeeping, promotion, business planning and other similar areas.
- Anatomy & physiology (A&P) and condition management – any learning which will enhance your understanding of A&P in relation to your practice including refresher/advanced learning activities and/or research into conditions, systems and other areas directly relevant to your practice.
- Other relevant medical approaches – any learning, including first aid and any other aspect of medical practice or healthcare, which you can demonstrate is relevant to your development as a reflexology practitioner.

I.11 I am a multi-therapist - will development in my other therapies count?

Many of our members are multi-therapists. If the member is able to demonstrate that an activity relating to another therapy is also relevant to their reflexology practice, then it should count. We recognise many skills and knowledge acquired are transferable between therapies or other health care professions.

Many reflexology and other complementary therapy organisations already have CPD schemes. The remaining main organisations will follow suit very soon. AoR members who also belong to other organisations will carry out development activities to meet their CPD obligations for those organisations. Our flexible approach means that development activity in non-reflexology activities may well count as CPD for the AoR.

I.12 I am also a nurse – will my nursing CPD count?

There is a great deal of professional development required of nurses and other healthcare professionals which would be relevant to reflexology practice. However, it is for the individual practitioner to decide what development, undertaken for another profession, contributes to their reflexology practice. CPD activities for other professions could apply to several categories of the AoR's CPD scheme.

I.13 I am a part-time reflexologist – do I need to do CPD?

Yes, most of our full members practise reflexology on a part-time basis. For this reason we have ensured that many of the possible CPD activities can be done quickly and easily. Many activities have little or no cost and can be done locally or even at home. People often think of CPD as solely attending courses and workshops. It's not just attendance at courses and workshops – it's much more than that. It's doing any activity you have determined will genuinely help maintain or improve your practice. In other parts of this document, there is plenty of advice and examples on low cost and relevant activities you can do.

I.14 How do the categories and values of other CPD schemes relate to that of the AoR?

The AoR scheme requires members to accrue an average of 20 points per year over 3 years. Other organisations may have different CPD categories and different point values for their activities. To meet the AoR's CPD requirements, members will need to ensure that they refer to the guidelines for the AoR's CPD scheme and not those of another organisation.

If you carry out CPD activities for your membership of other organisations (e.g. for another therapy) that activity may also count towards your AoR CPD activities, providing it contributes towards the development of your reflexology practice. Likewise, AoR development activities you undertake may well meet the CPD needs of other organisations.

Section 2 - List of valid CPD activities

Category of Activity	Description of Activity	Allocation of Points	Points Limit per year
1.	Attending AoR area group meeting or similar group	1 per hour	20
2.	Practitioner exchange session	1 per hour	15
3.	Informal learning activity	1 per hour	15
4.	Promotion of reflexology in the community	1 per hour	15
5.	Giving or receiving mentoring, buddying or supervision	1 per hour	15
6.	Volunteer reflexology work	1 per hour	15
7.	National or international reflexology conference	20 per day	60
8.	Reflective practice	1 per hour	10
9.	Personal development	1 per hour	20
10.	Reflexology research project	2 per hour	20
11.	Participation on subcommittees or working party	1 per hour	15
12.	First Aid course	1 per hour	15
13.	Contributing to the development of reflexology as a profession	1 per hour	15
14.	Attendance at AoR approved event	2 per hour	40
15.	Attendance at non-AoR approved event	1 per hour	40
16.	Delivery of an AoR approved workshop, course or seminar	2 per hour	20
17.	Delivery of a non- AoR approved workshop, course or seminar	1 per hour	20
18.	Delivery of reflexology practitioner training	1 per hour	20
19.	Travel to attend a CPD activity	1 per 50 miles	10
20.	Publication of case study, article or review	1 per hour	10

In the following section, there is more detailed guidance to help clarify the categories of valid CPD activities. Please refer to this guidance in conjunction with the list, when planning your own CPD and certainly, before undertaking any activity.

Section 3 - Guidance on meeting criteria for CPD activities

This section provides an explanation of each of the CPD categories in the list. The evidence sections for each category indicate the type of evidence members should keep, relating to each CPD activity. This evidence will form the majority of the CPD portfolio. We realise that some activities do not naturally generate documented evidence. In these circumstances, we ask that you provide a brief, written account of the activity, ensuring that you summarise how it will help with your professional practice.

1. **AoR area group meeting or similar group.**

The AoR's area groups network is an excellent way to meet up with other local practitioners (and students) to share good practice and to support each other. Many area groups provide speakers and workshops. In some areas, there are other similar non-AoR groups for reflexologists. Attendance at any of these meetings and events counts as CPD. Meetings for other therapies can also count. Making a significant contribution to the organisation of an area group and giving a presentation to an area group are also valid activities. The AoR's area groups are already growing in number and size and provide excellent opportunities for local, low cost CPD. See Reflexions for details of area groups.

Evidence

A certificate/record of attendance provided by an area group committee member.

A certificate or statement indicating the contribution made, provided by an area group committee member.

2. **Practitioner exchange session.**

Practitioner exchange sessions can take different forms. At the simplest level, they involve one reflexologist treating another reflexologist. Following the treatment, they can review differences in their approaches to clients, approaches to conditions or different sequences. Further development needs may also be identified. It is recommended that the partner reflexologist undertakes an agreed series of treatments. Practitioner exchange can usually be carried out locally, at the convenience of the practitioners. The partner for this activity does not have to be an AoR member, although they should be a qualified reflexologist or training to be a practitioner. Practitioner exchange can also include where a practitioner joins another practice or works at another clinic for a limited period of time to experience new approaches to practice. This may be a reciprocal arrangement. It includes work-shadowing, job rotation and secondments. It also includes where a practitioner acts as a 'locum' at another practice to cover reflexology treatments for another practitioner.

Evidence

A letter from the reciprocating practitioner/clinic confirming the extent of exchange or locum sessions. A statement in the member's log, evaluating the benefits of the activity to their practice.

3. **Informal learning activity**

This is a broad category which provides credit for researching any information source to provide updating of existing knowledge, new areas of knowledge or developing new approaches. Types of activity include reading relevant journals, books, reports or articles. These may have been accessed via a subscription to a paper/electronic/online journal. However, we recognise that much informal learning takes place through reading books or journals for which a subscription is not applicable. Such publications may have been purchased or borrowed from the library or a colleague. Such

sources of information are equally valid. Some area groups operate a book sharing system. It includes relevant research papers and online research sites. Subscribing to or reading the Reflexions journal qualifies for this. Also included are watching relevant TV programmes, downloading and using information from relevant websites, carrying out online learning or using CD ROMs to obtain relevant information. Using the AoR's discussion forum to obtain information or guidance about approaches to treatment or contributing to the range of discussions is valid CPD activity. Some of the above activities are very flexible and can, for example, be carried out from the home or whilst travelling on the train.

Evidence

Keep a record of the details of the publication, the source of the information, or the address of the website/s. Include any printouts where relevant and the date/s the information was obtained. In your CPD log, you need to indicate how this activity has, or will, benefit your practice.

4. Promotion of reflexology in the community

Many members utilise the AoR's exhibition packs to provide demonstrations or tasters in public places or to community groups. Some members help to staff stands run by area groups or the AoR. Some members write articles for their local newspaper or community magazine to promote reflexology or their own practice. All of the above activities are valid as CPD; however, these are just examples and are not an exhaustive list. Other activities which you can demonstrate fit with this category are also valid.

Evidence

Photographs, letters, copies of articles or booking documents as appropriate. A statement from a colleague involved in the promotion.

5. Giving or receiving mentoring, buddying or supervision.

Mentoring is the provision of guidance or support, usually on a one-to-one basis. Both the provision of mentoring and the receiving of mentoring are included. In this context, mentoring is usually provided by a peer or other relevant professional. This is sometimes known as buddying. For those practitioners who are employed, there may be mentoring, peer review or supervision in place and for which there may be a procedure. The activity may be carried out in a formal or informal way. The support provided may be related to personal or professional development where it has a direct impact upon the work of the practitioner. In this context, counselling, coaching or NLP could also be applicable.

Evidence

Maintain a log of mentoring activities provided or received. Confidential information does not need to be held. You must be able to demonstrate how the activities in this category have relevance to your development as a practitioner.

6. Volunteer reflexology work

This includes unpaid work at hospitals, hospices, in the work place, or for community groups.

Evidence

A letter from the organisation to confirm your contribution. If formal evidence is not available please make a written statement about the activity.

7. National or international reflexology conference.

The AoR currently runs a conference every 3 years or so. These are attended by several hundred members and provide a wealth of experiences through top name speakers, workshops, trade stands, plus networking by members. Conferences hosted by other reflexology organisations in the UK and worldwide are also valid. A conference relating to a different therapy or several therapies

may be valid, but only time spent on activities relevant to your reflexology practice should be counted.

Evidence

A certificate of attendance or confirmation of booking letter for that conference. Also include where possible the programme for the event.

8. Reflective Practice

This acknowledges the important role of reflective practice in personal and professional development. It can include, for example, reflecting upon: the application of your knowledge and skills in treating clients; the customer care you provide to clients; the type of approach you have to reflexology; specialisms in reflexology; your success in your practice as a business, or as an employee; your reputation; your accessibility to potential clients. Reflecting upon your needs may also involve consulting with other specialists, professional services or peers. It also includes the time spent in planning the way forward, e.g. developing a business plan or researching into getting involved in a new specialism. It can include determining your development and learning needs or implementing your development plans

Evidence

There may not be naturally occurring evidence for some aspects of this CPD category. However, brief statements from colleagues, peers or specialists who have helped you would be valuable. If the reflective practice has been largely in isolation, then you will need to make your own statement about your activities, explaining how your practice has, or will, benefit from this.

9. Personal development.

There is a strong synergy and overlap between personal development and professional development. Any activity leading to your personal development in a way that has direct bearing upon your reflexology practice can be included.

Evidence

A personal statement about the development activity, explaining how it led to changes in your reflexology practice; statements from peers, mentors or people involved; any other relevant documentation.

10. Reflexology research project

It is recommended that you discuss your research activities with the AoR's Research & Development Officer, who can provide support and information. A research pack is available from the AoR to help with planning research. The work may be formal research or informal research where the gathering of information such as a case series relating to treatments on a number of clients with a condition or other factor in common.

Evidence

Documents may include a copy of the research paper or proposal; relevant correspondence with agencies/collaborators/sponsors; a letter from a relevant educational establishment; or a confirmation letter from the AoR's Research & Development Officer.

11. Participation at subcommittees, working parties or meetings

This can apply to AoR activities or those relating to other relevant organisations. AoR activity includes the work of the AoR's voluntary Board of Directors; area group committees, area group leaders' meetings, or other AoR working parties and project teams. For tutors at AoR Accredited Centres, it includes attendance at Accredited Centre meetings. For tutors who are moderators/verifiers or examiners, it includes moderation/verification or examination work and attendance at relevant meetings arranged by the awarding body.

Non-AoR activities can include relevant meetings relating to other reflexology organisations, other therapies or occupational areas relevant to reflexology practice.

Evidence

Copy of an invite letter, minutes, certificate of attendance or other documentation to confirm role and attendance.

12. First Aid courses.

AoR encourages all members to maintain their skills and knowledge in first aid. Certification for attendance at any First Aid course that is a recognised course is valid. The types of courses include 'Appointed Persons', 'Emergency Aid', 'First Aid at Work'.

Evidence

Copy of a relevant First Aid certificate.

13. Contributing to development of reflexology as a profession

This acknowledges the value of work carried out by practitioners who are involved in the development and dissemination of practitioner standards, new approaches to reflexology practice or other key areas of the reflexology profession.

Evidence

Statements from peers or supervisors; articles, reports or other relevant documentation.

14. Attendance at AoR approved events

Approved events are ones where the organiser is registered for CPD delivery with the AoR and the event is approved by The AoR for CPD.

The term "event" includes delivery of any kind of talk, workshop, course, seminar or organised training activity about reflexology, or of relevance to reflexology practice. It can include for example: a workshop delivered to qualified reflexologists; an AoR seminar; a workshop provided to an area group; a reflexology refresher course; an A&P update; training for another therapy where it is relevant to reflexology practice; delivery of medical approaches or first aid. Details are also available on the AoR website.

Approved events will be listed on the AoR website. Although an approved event may be listed in certain editions of Reflexions, please note that Reflexions also contains advertising for events that have not been approved by The AoR. Approved events receive double the points per hour of non-approved events because the provider has confirmed to The AoR, its commitment to certain quality assurance requirements. Where the event is related to a different therapy, the member should be able to demonstrate how that training has benefited their reflexology practice.

Evidence

A certificate of attendance and/or a certificate of achievement for the event.

15. Attendance at non-AoR approved events

Non-AoR approved events are ones where the event has not received formal AoR approval for CPD. We recognise that there are many valuable training events, on a wide range of themes, around the UK and the world, and that many of these will not be AoR approved. This will particularly be the case when the topic of the event is not directly about reflexology, but is for example, about another therapy or a medical approach. Although the providers of a proportion of these events may not wish to seek AoR approval (e.g. if the event relates to another therapy or a non-therapy topic such as medical approaches), these events may provide valid training and development and can count for CPD.

16. Delivery of an AoR approved workshop, course or seminar

This category is aimed at trainers. To qualify, the activity must have been approved by the AoR for delivery by you. You would need to be a registered provider with the AoR and have received confirmation of event approval from the AoR. Approved activities such as these, accrue double points because the AoR is able to have greater assurances about the quality of provision and also because the AoR is in a better position to make more members aware of the activity. This includes delivery of any kind of talk, workshop, course or seminar about reflexology, or of relevance to reflexology practice. It can include for example: a workshop delivered to qualified reflexologists as CPD; a workshop provided to an area group; an introductory or taster course for the public or a community group; a reflexology refresher course; an A&P update; training for another therapy where it is relevant to reflexology practice; delivery of medical approaches or first aid. Details about seeking provider registration and course approval are available in the document '*CPD Event Approval - A Handbook for Training Providers*'. Details will be available on the AoR website. Please note that there are charges for event approval and, therefore, this process may not be appropriate for all types of talk or event.

To determine the number of hours involved in an activity, please include the actual delivery time, together with any time spent on research or on drawing together the information for the presentation, or related learning materials. It does not include general administration time, such as photocopying or dealing with bookings or queries.

Evidence

Examples include: a copy of the brochure or advertising material; relevant correspondence, photographs, a copy of the AoR event approval confirmation.

17. Delivery of a non-AoR approved workshop, course or seminar

This category is aimed at trainers. It covers events or talks where AoR approval has not been sought or received. The types of activity considered relevant are the same as those stated above for AoR approved delivery. However, it can also include delivery of a non-AoR reflexology practitioner's training course. This would apply to a substantial course of at least 100 direct tutor contact hours. In this instance, the preparation and delivery of the entire course does not count. What can be counted are: the aspects of research, development and delivery which have demonstrably improved your knowledge and skills as a reflexology practitioner. It also includes internal and external moderation or verification, where appropriate.

Evidence

The evidence requirements are the same as those stated above for AoR approved delivery, except that evidence of AoR event approval is not required.

18. Delivery of reflexology practitioner training

This category applies to trainers who deliver reflexology practitioner training for the AoR's recognised practitioner course. This is currently known as the ABC Level 3 Diploma in Reflexology. The delivery of non-AoR practitioner training courses is included in category 17. When using category 18 it does not apply to all the training you provide but activity that enhances your own knowledge and skills. In this instance, the time spent on the delivery of the entire course does not count. What can be counted are the aspects of research, development and delivery which have demonstrably improved your knowledge and skills as a reflexology practitioner. This may include creating, planning or substantially updating lectures, learning materials or other learning activities. It also includes internal and external moderation or verification.

Evidence

A log of development work carried out, signed by a supervisor if applicable. Copies or extracts of new learning materials, lesson plans or relevant documentation.

19. Travel to attend a CPD activity

This category acknowledges that many members live in remote or isolated areas and to attend events may incur both travel costs and time lost. The miles counted should include the return journey. A maximum of 5 points are attainable from travel to any one event. The AoR's CPD scheme aims to encourage members to carry out CPD activities that are easily accessible and relatively local to them. This is why a very broad range of activities, including many non-workshop type activities are listed above

Evidence

A written statement to confirm distances travelled between home and the venue. Details of the event will be noted in accordance with one of the other categories above.

20. Publication of case studies, articles or reviews

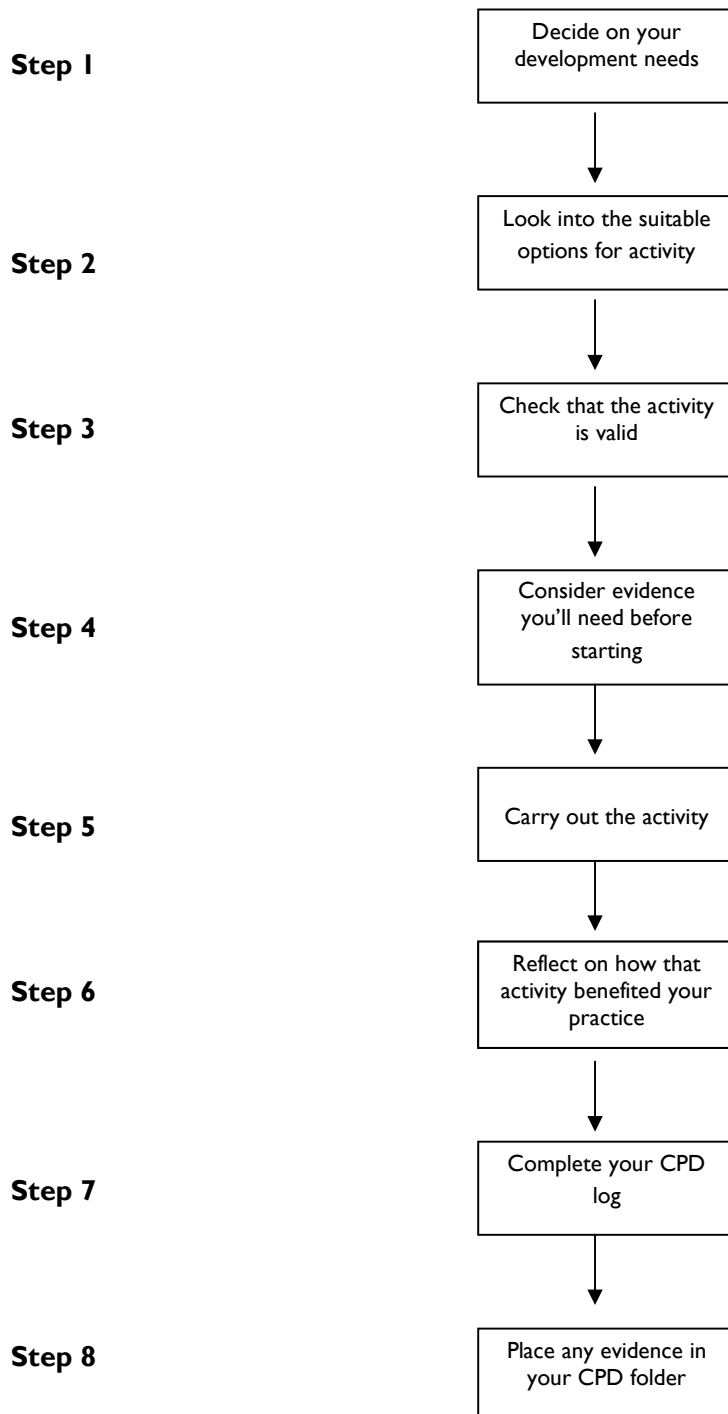
These include articles in Reflexions or other similar journals or magazines. The journal may represent another therapy but the content of the article should have some direct relevance to reflexology. The review may be carried out for the AoR or another organisation. The presentation of a reflexology paper or similar at a conference or seminar is also included.

Evidence

Keep a copy of published pages. Case studies completed as part of the practitioners' qualification are not acceptable because CPD starts after the reflexologist has qualified as a practitioner and has upgraded to become a full member.

Section 4 – Details of how the CPD scheme works

I. A Step by Step Guide



2. Accruing CPD Points

Following wide consultation, the scheme has been designed to be as clear and simple as possible to ensure that all full members understand what they need to do and are able to implement it very easily. It is also very flexible to meet individuals' needs, which may change with time.

- All valid activities will earn points according to the table in Section 2 entitled 'List of valid CPD activities'. From this list you can work out how many points you can earn from any particular activity.
- An explanation of the types of relevant activity in each category and the evidence requirements, are included in Section 3 entitled 'Guidance on meeting criteria for CPD activities'.
- From 2007, members need to carry out CPD to accrue an **average** of 20 CPD points per year.
- The scheme is considered on a 3-year basis, so the requirement is to accrue 60 points over a period of 3 years.
- The AoR is flexible about when you earn those points during the 3-year period to fit in with your personal circumstances. This means that if you accrue 40 CPD points in the first year then you only need to accrue a further 20 points over the following 2 years.
- By contrast members can choose to accrue less than 20 points or even no points in a year. If members did not accrue any points in the first year, they would need to accrue the required 60 points in the following 2 years. This allows people time to build CPD into their working lives and to allow time out from CPD. This could help members to address ill health, maternity, business or family commitments, or geographical constraints.
- We advise members to try and aim for an average of at least 20 points, where possible, to keep the process manageable, without too much pressure in subsequent years.
- The accrual of points will be monitored by the AoR on a 3 year rolling basis. This means that in any 3-year period, the member must have accrued 60 points. For example, in the 3-year period of 2007-2009, 60 CPD points will need to have been accrued, but also the periods 2008-2010, 2009-2011 etc.
- On the 31st December 2009 the AoR will look at the points accrued by members for the period 2007-2009. On 31st December 2010 the AoR will look at points earned for the period 2008-2010. On 31st December 2011 the AoR will look at points earned for the period 2009-2011. This is how the rolling 3-year period works. This rolling approach to CPD is illustrated in the table below.

A typical example of how a member's 3-year profile may look over a period of years

Year	Annual Points Accrued	Points accrued over each 3-year rolling period					
		2007-2009	2008-2010	2009-2011	2010-2012	2011-2013	2012-2014
2007	13	13+18+30 =61	18+30+14 =62	30+14+19 =63	14+19+32 =65	19+32+9 =60	32+9+20 =61
2008	18						
2009	30						
2010	14						
2011	19						
2012	32						
2013	9						
2014	20						

- Note that the member's annual points have varied widely from year to year.

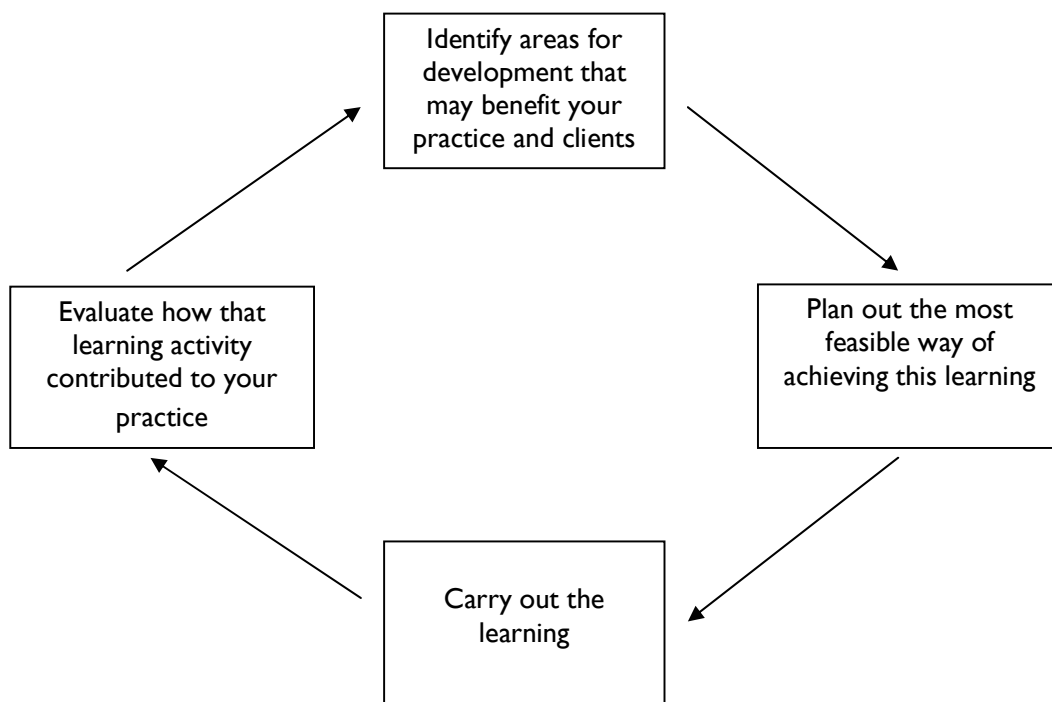
- The years when lower numbers of points are accrued, could reflect periods when other commitments, e.g. pregnancy or illness, may have limited time available for CPD.
- The years when higher numbers of points were accrued could reflect years when the member attended one of the AoR's conferences, or when more time was available for CPD.
- Note that although the annual points varied widely, the member was able to ensure that in any 3-year period the required 60 points were met.

3. Why have a 3 year rolling scheme?

- To provide flexibility for members.
- Many members are self-employed and have limited time or limited resources.
- Some members live in isolated/remote areas creating constraints on their activities.
- Longer term CPD activities may cross over more than one year.
- Each member will have differing opportunities or constraints for CPD in some years.
- The AoR needs to be assured that there is sufficient continuity to the members' development activities.

4. Making the most of your learning and development

The best CPD practice usually involves a cycle of identifying needs, planning appropriate development activities, doing the learning and finally reflecting upon the benefits of that learning.



In Appendix I, we have provided you with further guidance on this valuable process. We recommend that you use this process of reflective learning and development as good practice. You are not, however, required to keep any records of that process. The evidence requirements are very simple and are explained below.

5. What records do I need to keep?

- The CPD scheme is largely a self-administering system for members.
- The AoR requires members to maintain a simple CPD portfolio, at home. The portfolio is a file which comprises CPD log sheets, plus any other written evidence.
- Each year, when you renew your membership, you need to declare to us how many points you have accrued. There is an onus of trust by the AoR upon members.
- To help members understand and complete the evidence requirements, there is an example in Appendix 3.
- All you have to do is complete and sign the declaration on your membership renewal form, which is sent to you several weeks before the expiry date of your membership. This will need to be done each year when you renew your membership.
- There are some checks in place, which include the AoR carrying out sample auditing. This is explained below.
- You do not need to send us the portfolio unless we specifically ask for it as part of a sample audit.

6. How to maintain your CPD Log sheets

- Record the date(s) of your activity.
- Record the title and brief details of activity.
- State the duration of the activity in hours or days, as appropriate.
- Record which CPD category the activity falls into (see the table in section 2).
- Work out the points accrued from the activity.

7. Providing supportive evidence for your portfolio

- For each activity, you will need to gather together evidence, where it is available, to corroborate what you have done.
- Evidence can include certificates, print-outs, attendance records, letters, photographs or signed statements. Statements can be signed by a colleague, tutor, supervisor, or anyone who has witnessed your participation in a development activity.
- The typical types of evidence for each category of CPD activity are explained in section 3.
- It is recognised that some activities may not naturally generate evidence. However, this should not deter someone from counting the activity as valid CPD. In these cases, the activity should be described in writing by the member and the reasons for absence of evidence stated.

8. Declaration of compliance

Each year you will be asked to complete and sign the CPD declaration on your membership renewal form and return this to the AoR. This section must be completed to enable us to process your membership renewal. We are encouraging members to renew their membership online. If you renew online you will also need to confirm the points that you have accrued.

9. What happens if I do not or are unable to comply with the requirements?

By taking note of the views of the reflexology profession, including members, during the consultation phase, and by consulting with other similar organisations about their experiences of CPD, we have developed a scheme that is simple, flexible and relevant to your professional work. This means that all members should be able to meet requirements.

If you have significant extenuating circumstances, these can be taken into account. Please see 10 below.

To ensure that it is successful and fulfils its purpose, the AoR will monitor members' progress with the requirements of the CPD scheme. There is a responsibility on the part of members to ensure that any CPD carried out is relevant to their reflexology practice. However, the choice of activities will rest upon their professional judgment. It is also important to accrue the required number of points.

The scheme has been designed to enable reflexologists to exercise their own judgment and make choices about their own learning needs and interests. There will be a number of controls to ensure that the scheme is not abused.

If a member does not meet the requirements of the scheme, the AoR will work with them to provide further support and guidance to help them to meet the requirements. If a member continues to make no further progress, this may result in the removal of their status as MAR.

Failure by a member to return their membership renewal form with the CPD declaration completed and signed, may result in the removal of their status as MAR, unless they can provide timely evidence of mitigating circumstances (see below). False or fraudulent claims may also result in the above steps. The AoR will regularly audit a sample of members. These members will be required to provide a copy of their portfolio and the portfolio will be checked for authenticity and sufficiency.

10. Extenuating circumstances

The AoR can, at its discretion and under special circumstances, defer or waive the CPD requirements for a member. If your own situation precludes you from completing your CPD requirement, you must first contact the AoR at the earliest opportunity to inform us of this. Each case will be considered on an individual basis. Flexibility has been built into the scheme to enable members to take into account some constraints or extenuating circumstances.

11. Appeals

A member has the right to appeal to the AoR against a decision made about their CPD activities. To appeal, the member should write to the Training & Education Department. The appeal decision will be made by a small panel led by a senior member of staff or a board member.

APPENDIX I

How to Make the Most of Your CPD Activity

The statements below are for guidance only and are to encourage good practice in CPD.

An effective CPD process involves four simple stages:

Stage 1	Identify Needs
Stage 2	Plan
Stage 3	Learn
Stage 4	Evaluate

Stage 1 – Identify Needs

Members are responsible for reflecting upon and identifying their own learning needs and interests. Members are the best judge of what the needs of their clients are and how these needs are changing. They also know what their own learning needs and professional interests are. By reflecting upon their own performance, their professional practice, their aspirations and their clients' needs, members can determine the areas for learning or personal development.

Stage 2 – Plan

Members should plan the appropriate CPD activity to meet their identified needs. By referring to the list of valid CPD activities, (see Section 2) they can consider the types of activities that might best meet their needs. Some activities may be short one-offs, whilst others may be longer-term activities. Where members have identified that they need to attend activities such as courses, conferences or workshops, they should build into their financial planning, the need to cover costs of activities or of lost income. Remember that many CPD activities are free, take up very little time and can be equally as valuable as more formal training etc. A range of different types of CPD activity may well be of greatest value, rather than repeating the same type of activity. Select feasible activities to suit you and your circumstances.

Stage 3 – Learn

Enjoy your learning or development and make the very best of it. It could open up new avenues of business, new contacts or new approaches to professional practice.

Stage 4 – Evaluate

This CPD scheme is not just about meeting the AoR's needs – we really hope that you'll gain great benefits from it. Often the best professionals in any field are those reflective practitioners who seek to continuously improve. Review and reflect upon the value of those activities that you have undertaken. Consider how good a use of your time and/or money those activities were. Consider how you might approach future activity to build on what you have learnt or to address different needs. Most importantly, consider how the development you have undertaken may improve the service you provide to clients.

APPENDIX 2 - Example of completed CPD log sheets over a 3 year period

Sheet No: 1

CPD Year: 2007

Name: Carys Williams

Membership No: 12345

Date/s of Activity	Title of Activity	How this benefited my practice	CPD Category	Duration/ Numbers	Points Accrued
27/3/07	Attended Cardiff area group Meeting	Topics covered included meridians, and energy. This has helped to clarify my understanding of this approach to reflexology and has improved how I interpret my findings and how I plan my treatments.	1	3 hours	3
25/7/07	Attended Cardiff area group Meeting		1	3 hours	3
6/7/07	Attended one day of the AoR Conference	I attended workshops on maternity reflexology and advanced reflexology. These involved hands-on work and were very interesting and inspiring. I have incorporated a lot of what I learned into my practice and have taken on further maternity/fertility clients with confidence. The exhibition was also valuable for me in determining new products to use and further training to consider for next year.	7	1 day	20
6/7/07	Travel to AoR Conference		20	100 Miles	2
17/9/07	Practitioner exchange session with M. Jones.	M was trained at a different school from me and uses a different sequence. I'm going to incorporate some of her sequence into mine. She also uses meridians and has helped me to incorporate the skills I learned at the workshop in Birmingham. I've also been able to pass on to M some of the skills I use in nursing, which she finds helpful. We've booked 8 sessions over the next 3 months and will focus on other areas, as well as providing each other with a much needed treatment.	2	2 hours	2
15/9/07	Practitioner exchange session with M. Jones.	We continued to compare our approaches, techniques and sequences, which has led to modifications and improvements in the way that both of us now carry out treatments,	2	2 hours	2
16/10/07	Practitioner exchange session with M. Jones.	As above	2	2 hours	2
Total CPD points accrued for the year					34

APPENDIX 2 Continued

Sheet No: 2

CPD Year: 2008

Name: Carys Williams

Membership No: 12345

Date/s of Activity	Title of Activity	How this benefited my practice	CPD Category	Duration/ Numbers	Points Accrued
15/1/08	Did exhibition and reflexology demonstration in the local shopping centre	Having to explain what reflexology is all about to so many members of the public has helped me to develop a more confident and informative description to the public. I've also raised awareness of reflexology in the locality and have attracted several new clients to my business.	4	6 hours x 2 days	12
5/3/08	Searched at the AoR's Knowledge Hub in the members area of its web site	Searched for information about reflexology of pregnant clients. Found loads of information. I also posted a message and received some great advice from experienced reflexologists.	2	2 hours	2
10/5/06	First Aid Course	I attended an approved Emergency First Aid course to maintain my certification. It was valuable to keep refreshed in this area as I have only used first aid once over the last 3 years and have lost a lot of my skills and knowledge.	15	7	7
6/9/08 and 8/9/08	Internet research.	By researching for further information about endometriosis I now have a much improved understanding of what clients suffering with this go through and the typical medical approaches.	3	2 hours	2
20/10/08	Met with peers to plan how to attract more clients	An aromatherapist friend attended a workshop on attracting more clients. 4 of us met up to share ideas and devise a promotional plan. This has led to me devoting a further day per week to reflexology practice due to increased client nos.	9	2 hours	2
Total CPD points accrued for the year					25

APPENDIX 2 Continued

Sheet No: 3

CPD Year: 2009

Name: Carys Williams

Membership No: 12345

Date/s of Activity	Title of Activity	How this benefited my practice	CPD Category	Duration/ Numbers	Points Accrued
10/2/09	Attended Cardiff area group Meeting	<i>Some useful networking has helped to build up support. I've also been given a contact for a hospice requiring regular reflexology treatments. I have made contact and start sessions next week. This will help me to build up further experience in reflexology for palliative care. I obtained a book on hand reflexology via the area group's book sharing system.</i>	1	3 hours	3
	Read part of book on hand reflexology by Michael & Louise Keet	<i>This provided an important refresher for me, and also provided me with further detailed knowledge of the application of hand reflexology. I have already put this into practice with good results.</i>	3	2 hours	2
6/8/09	Reflexology and Maternity Workshop (AoR approved) XZY School of Reflexology, Birmingham	<i>I now feel much more confident about taking on pregnant clients and in the future, once I have more experience and training, may wish to develop this as a specialism</i>	16	3 hours	6
	Travel from Wales to Workshop in Birmingham as above		20	100 Miles	2
Total CPD points accrued for the year					13