

NZSTA CPD Framework – updated March 2023

The NZSTA Continuing Professional Development Framework has been developed with the aim of ensuring that members maintain and enhance their knowledge and skills. The Framework provides members with minimum standards and a tool to document their professional development activity against the NZSTA values and demonstrate a commitment to bicultural practice.

This framework focuses on reflective practice, whereby practitioners ensure they reflect on their activities to engage in continuous learning.

All registered members must participate in the CPD Framework, excluding new graduates who have the new graduate framework to follow.

A minimum number of units must be gained over the three-year CPD cycle (180 units); this represents 60 units annually.

- The cycle is from 1 January in year one to 31 December of the third year.
- A maximum number of ten units may be carried over into the following year.
- For members joining more than three months into a cycle, units required will be pro-rata.
- Units are not cumulative beyond the end of each three-year CPD cycle.
- It is required that members will have units in each of the four value areas (kotahitanga, whanaungatanga, rangatiratanga, and aroha) over three years.
- Each year, there will be a minimum number of units that members must achieve in adherence to the NZSTA supervision policy and a commitment to bicultural practice.

The minimum number of 60 units per annum must be made up of

- **Supervision** (as per NZSTA supervision policy) - minimum eight units per year. This is for participating in supervision only – providing supervision is recorded as a general CPD activity.
- ***Bicultural practice** - development activities demonstrating a commitment to te Tiriti o Waitangi - minimum ten units per year.
- **General CPD activities** will reflect personal learning goals - making up the balance of 60 units per year.

***Bicultural practice:**

All members are required to show evidence of ongoing development in bicultural practice. It is an expectation that this will be reflected throughout your CPD log. The learning and development will be at the appropriate level for the individual member. Examples of relevant activities may include workplace cultural safety/competency training, te reo Māori or tikanga courses, formal training programmes, targeted support for Māori students, and contributing to protocol or policy development. This list is not exhaustive; individual members will need to consider their own development needs in this area.

To achieve 180 Units over three years, members will have to accumulate the stated annual minimum units in supervision and bicultural practice (total of 18 units) plus additional units in any category. It is required that over three years, members will have units in each of the four value areas (kotahitanga, whanaungatanga, rangatiratanga, and aroha). Members can decide for themselves how this is achieved.

Annually in September, members will receive a report on how their units are tracking against the minimum number. If members still have units to achieve, they will be advised of their obligations to ensure they achieve the prescribed number of units before the end of the year on 31 December.

The CPD cycle may be extended for members on parental leave or on compassionate grounds, such as prolonged significant illness, who request an extension. This allows the member up to two calendar years to meet the annual unit requirement. Exemption or extension is not granted to members going overseas for extended periods.

Annual year-end rollover and audit

At the end of each calendar year, participating members will have their minimum number of units reviewed and signed off as completed before being able to initiate the next calendar year's units.

Every year, 10% of the NZSTA membership will be audited. The period being audited will be the previous full year to 31 December.

Continuing professional development log

The NZSTA continuing professional development log is an online data collection system for members to record their ongoing professional development activities. To view and input your CPD log, please log in to the NZSTA member area using your NZSTA login. Use the notes section if relevant.

If you wish to have a printed or extra saved copy of your CPD log (in addition to the online version), you can save it as a CSV file and print it as required.

Evidence requirements: For all professional development activities, record the date, name, description of the activity, details of member's involvement and duration. Use the notes section if relevant; you can upload any relevant documentation.

You are asked to complete a learning reflection or outcome statement for all activities, which will be considered part of the audit process.

Participating in individual or peer supervision is listed separately within the CPD log to allow a more accurate recording of supervision sessions.

NZSTA VALUES AND REFLECTIONS

We encourage you to consider where your learning activity best fits from a values and a learning perspective. There will be opportunities within the CPD framework for reflection and outcome statements. The examples listed below are not exhaustive and serve only as a guide.

We encourage you to also look and reflect on informal and formal learning opportunities in and out of the workplace that enhance your skills and development as an SLT.

<p><u>RANGATIRATANGA</u> <i>“Share our expertise in the field of communication and swallowing”</i> <i>“Supporting lifelong learning”</i></p>	<p><u>WHANAUNGATANGA</u> <i>“Be person and whanau centred with a focus on connection and relationships”</i></p>
<p><u>KOTAHITANGA</u> <i>“Work in partnership with integrity, respect and humility”</i> <i>“Supporting the profession of speech-language therapy”</i></p>	<p><u>AROHA</u> <i>“Empower others and provide an equitable and excellent service to all”</i></p>

Examples of professional development activities and how they might fit into each value:

Activity = **Providing supervision**

The primary learning outcome or focus of this activity is either:

RANGATIRATANGA: you shared your knowledge and clinical experiences

WHANAUNGATANGA: you spent time building a trusting relationship with your supervisee and listened to their needs.

KOTAHITANGA: you supported the development of a colleague to build skills and knowledge

AROHA: you empowered an SLT to grow and learn to enable them to provide an excellent service to others.

Activity = **You attended a patient stroke support group as a representative of SLT**

The primary learning outcome or focus of this activity is either:

RANGATIRATANGA: You shared your knowledge about total communication strategies

WHANAUNGATANGA: You used your time to make connections with the whole person and spent time building connections.

KOTAHITANGA: You worked in partnership with Stroke NZ and promoted the *profession* of SLT by talking about your role.

AROHA: You shared your knowledge and empowered whanau and carers to communicate meaningfully with the patient.

UNIT ALLOCATION CRITERIA

Criterion 1: Each learning reflection statement will form part of the unit allocation.

Criterion 2: A maximum of 10 units can be allocated to a single CPD-type category.

For example, “participation in SIGs/journals or study groups”, where two units are available per hour of activity. A member may participate in three SIG meetings (six units) and two journal club meetings (four units). This would achieve the ten units in this CPD-type category.

Exceptions: Self-directed learning activities and formal education/conferences carry a maximum of 20 units.

Criterion 3: The CPD online system has been automated. For some learning categories, you are asked to insert the number of units; this may be fully automated for others. You may have entered several activities under one category and gained ten units. If you add additional activity under the same category, the units for the last additional activity will revert to 0, even when you insert a number of units. This is the system working as it should.

Criterion 4: Members are encouraged to record all activities even if they have reached the maximum units in a particular category. Maintaining a complete record will automatically transfer ten units to the following year if the units are eligible. It keeps a full history of your professional development activities in one place.

Criterion 5: These unit allocations are guidelines. They are based on the *anticipated* depth of learning and skill development.

Criterion 6: Units are predominantly allocated per activity, not per hour (or part thereof), to ensure a focus on professional development is qualitative rather than quantitative.

Criterion 7: Ten units are available to the named supervisor (or co-supervisor) for student placements from NZSTA-accredited programmes. These units are available per placement and can be pro-rata.

Please refer to the table on the next page for a complete list of the unit allocation.

Learning Category	Units Up to...	Learning Category	Units Up to...
Formal education activity or conference	6 units per full day	Participation in NZSTA area meetings	2 units per mtg
Self-directed learning activities (reading, online discussions, webinars, podcasts)	2 units per hour	Voluntary role within NZSTA	10 units
Participation in SIGs/Journal/Study group	2 units	Contribution to Communication Matters	2 units
Role as a representative of SLT in relevant non-SLT organisations, boards or volunteer programme	5 units	Participating in supervision as a supervisee	2 units per session
Presenting or generating material for others' PD	5 units	Providing supervision as a supervisor	1 unit per session
Lead or active participation in formal / structured research	10 units	Providing placement for accredited NZ programmes or equivalent (see criterion 6)	10 units
Quality improvement or audit project	5 units		