

Your guide to CPD

Continuing professional development



What is CPD?

Continuing professional development (CPD) is a range of activities through which professional therapists maintain and develop their skills to ensure that they work safely and effectively, within their scope of practice.

You can gain CPD points in a variety of ways, as detailed in the table on the opposite page.

FHT Members and FHT Fellows must complete a minimum of 10 CPD points per membership year, through developing in all areas of the therapies they practise. Please note FHT Associates, Affiliates and Student Members are not required to complete CPD.

It's your responsibility to decide what your professional development needs are. Members are encouraged to focus on the quality and outcome of their CPD activities, rather than the time spent on completing these.

CPD audit

The FHT regularly carries out a CPD audit, selecting members at random to send in their portfolio of evidence to us. If you are selected for a CPD audit, you will be notified by post.

Keeping on top of your CPD

Step 1 Please familiarise yourself with our CPD guidance overleaf and keep track of your activities by using the CPD log available at fht.org.uk/CPD

Step 2 Keep a portfolio or folder at home for you to file all of your CPD evidence e.g. training certificates, reflective practice, etc, along with your CPD log.

Tip: Look out for opportunities to gain CPD through FHT hosted courses; our annual training congress and conference; activity templates on our website; activities in International Therapist magazine; and lots more.

Step 3 As you complete CPD activities, file evidence in your portfolio or folder for safe keeping and make sure to note the activity on your log at the back of this guide.

Step 4 Before the end of each membership year you should have completed a minimum of 10 CPD points through developing in all areas of therapies you practise. There is no need to send us your CPD portfolio or folder, unless you are selected at random for a CPD audit.



Jane Johnson and attendees at the 2018 FHT Training Congress

Guidance on CPD point allocation

The table below gives examples of different ways that you can achieve CPD points and the number of points you can gain by completing each activity.

You can find out more information on our CPD webpage fht.org.uk/CPD or by contacting the team by email on cpd@fht.org.uk or calling 023 8062 4350.

Training courses are a great way to keep your skills up to date and gain CPD points
Find a course in your area
fht.org.uk/courses

CPD activity	Evidence to file	CPD points
Further training (seminar/workshop/lecture/in-service training)	Certificate of attendance	1 per hour*
New therapy qualification (under 50 hours study/teaching)	Qualification certificate or other evidence of study	15 per annum
New therapy qualification (over 50 hours study/teaching)	Qualification certificate or other evidence of study	30 per annum
Case studies	Written evidence	5
Reflective practice Reflecting on a treatment/visit/event/article	Written evidence (min 500 words)	5
Research (writing an article/blog/study)	Written evidence	3
International Therapist CPD question	Written evidence (min 300 words)	3
Creating a business plan	The plan	2
Developing a marketing plan (designed by you)	Plan and new brochures, adverts, leaflets	2 for plan 1 per collateral
International Therapist spiral quiz	Copy of completed quiz (maximum 4 per annum)	1
Preparing and delivering a lecture	Copy of lecture notes etc	3
Preparing and delivering a full-day seminar	Written evidence	5
Attending a local group meeting (must be relevant to your therapies)	Certificate of attendance	2
Attending a committee meeting on behalf of the FHT or another professional group	Written evidence	3
Supervising or mentoring (other therapists or being mentored)	Written evidence (maximum 5 per annum)	1 per person

* Maximum of 15 points per further training course