



**The British Association of Play Therapists**

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# **PROFESSIONAL DEVELOPMENT PORTFOLIO**

# BAPT PROFESSIONAL DEVELOPMENT PORTFOLIO

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**Compiled by BAPT CPD Working Party 2003 - Updated March 2006**

## 1. GUIDANCE NOTES

It is a requirement for BAPT Full membership to continue professional development. This is in line with the government impetus to monitor standards of training, performance and conduct. Evidence of continuing professional development (CPD) will be linked to registration and licence to practice in the near future, under BAPT's application to join the Health Professions Council.

This log is for you to retain for your own use, and further supplementary pages may be downloaded from the website: [www.bapt.info/cpd.htm](http://www.bapt.info/cpd.htm) All CPD hours must be recorded in the portfolio in preparation for membership renewal at which time a random 5% sample will be submitted to the Training & Education sub-committee for monitoring.

Although students are not required to attend to issues of continuing professional development until after qualification, they may use the portfolio log should they wish, for example to keep a record of their clinical supervision. The BAPT will not expect student members to submit their log. The three year period starts from the date of qualification.

### **Continuing Professional Development requirement:**

The current BAPT requirement is 36 hours of CPD per year. During a three-year period of any 3 consecutive years a minimum of 108 hours of CPD must be completed with no less than 18 hours in any one year, to include a minimum of 12 hours supervision per year at regular intervals. Additional hours completed in any one year may be carried over to the next year.

Members need to take cognisance of BAPT's document: "An Ethical Basis for Good Practice in Play Therapy", regarding anti-discriminatory practice and reflect this in their own practice, training and supervision.

### **Parameters of Continuing Professional Development Activities:**

- **Supervision of practice:** a minimum of 12 clinical supervision hours per year at regular intervals (24 hours for newly qualified Play Therapists with less than one year's experience). The minimum 12 hours per year of supervision are required for full and part-time Play Therapists. (See further below for details of supervision ratios and criteria)
- **Training:** Lectures, conferences, courses or workshops directly or indirectly related to Play Therapy (e.g. BAPT, BAAF, NSPCC, The Centre for Child Mental Health). You should be able to demonstrate that the course/workshop has enhanced your professional Play Therapy practice /met your Development Goals. The expectation is a minimum of 10 hours for full time and pro-rata for part-time Play Therapists. From the AGM 2006 a minimum of 10 hours per year training will apply to full and part-time Play Therapists.
- **Play Therapy related activities:** The remaining hours of Continuing Professional Development can be covered by the following:
  - Providing clinical supervision or training to others;
  - Teaching;
  - Writing books, articles or papers about Play Therapy (3 hours per 1000 words);

- A copy of the article or paper to be made available to BAPT;
- Book title, publishers and date of publication required.
- Research or dissertation on Play Therapy;
- Developing Play Therapy through work on professional committees, working parties or regional support groups (Play Therapy) or developing / promoting Play Therapy in an organisation;
- Personal Therapy;
- Maintaining the CPD portfolio (one hour);
- Peer group discussion or attendance at a Play Therapy Support Group;
- Reading, as part of working towards learning objectives e.g. develop further knowledge of sand play by attendance at short course, reading and discussion with peers. Evaluate practice and learning. This would have to be evidenced on the Personal and Professional Goals page of the CPD portfolio (see Appendix)

**Exemptions:** e.g. unemployment, illness, working abroad, teaching full time on a Play Therapy course or in a related field, maternity/paternity leave. BAPT will give individual consideration in the case of exceptional circumstances.

### **Completing the Continuing Professional Development Portfolio:**

- Complete sections 2 and 3 (details of practitioner and supervisor). Complete the details specifying level eg probationary (less than one year's post-qualifying) or experienced practitioner
- Complete section 4: the log of Continuing Professional Development (CPD) hours
- Complete section 5: the detailed record and evidence of CPD (in chronological order please) and signed by the course facilitator. A certificate of attendance from a course, workshop or conference can be included in lieu of the detailed record, but should include details of the hours of direct training, title of event, venue. Complete the learning points – bullet points are acceptable. Personal reflections are optional.
- Complete section 6: the log of Supervision of your Practice (for further details of requirements see below). The log should be signed by the Supervisor annually and at the end of a Supervision contract if less than a year.
- Complete section 7 if needed: the log of Related Activities
- Complete section 8: the Declaration
- Appendix: Personal and professional goals. We hope that the CPD portfolio will also be a useful personal tool to enhance your practice. This page is optional and is included to help you reflect on your training needs, eg anti-discriminatory practice, attachment issues, special needs, assessments, reading of research, trauma

### **Supervision of your practice (CPD portfolio section 6):**

(See also section 6 of The Guide to Play Therapy for comprehensive information on Supervision issues or visit : [www.bapt.info/supervision.htm](http://www.bapt.info/supervision.htm))

The supervision requirement is defined in terms of the professional's face-to-face Play Therapy hours with the child.

- *Newly qualified Play Therapists* within a probationary period of one year's practicing as a Play Therapist will require a minimum of 24 hours clinical

supervision per year for their clinical Play Therapy practice. This will be calculated from the date of starting work as a Play Therapist or offering Play Therapy within another job title. ***It is the responsibility of the Play Therapist to inform the workplace of the need for minimum supervision hours.***

- *Post-probationary year Play Therapists* will require a minimum of 1 clinical supervision hour at regular intervals, totalling a minimum of 12 hours per year. ***It is the responsibility of the Play Therapist to ensure that their supervision hours are sufficient to meet their own and their clients' needs.***
- *Telephone/webcam usage:* Clinical supervision will always involve face-to-face supervision, except where geographical location significantly precludes this. In such circumstances, telephone or webcam supervision may be accepted. This will be supplemented with face-to-face supervision contact at a ratio of 1:2 supervision sessions.
- *Group supervision:* Group supervision will not include more than 4 supervisees. Group supervision will be calculated by the addition of one half of the required supervision ie 1.5 group supervision hours is equivalent to 1 individual supervision hour, 3 group supervision hours are equivalent to 2 individual supervision hours.
- BAPT recommends that the supervisee must attempt to find a BAPT approved Play Therapy supervisor. Should this not be possible due to geographical distance or unavailability of a Play Therapy supervisor, then a supervisor from a related profession can be chosen. For example: music, art, drama therapists or psychologist with experience of working with children; child psychotherapist or child and adolescent psychiatrist. The professional should have supervisory experience and an understanding of Play Therapy.

Play Therapy Approved Supervisors can be found at:  
[www.bapt.info/findaqualifiedplaytherapist.asp](http://www.bapt.info/findaqualifiedplaytherapist.asp)

### **Monitoring your CPD portfolio:**

A random 5% sample of Full Members will be asked to submit their entire CPD portfolio to the Training and Education sub-committee. These will be assessed and those Play Therapists who have not met the requirements will be given a written assessment and recommendations about bringing their CPD into line with requirements for Full Membership. A second submission will be required a year later and, if this still does not meet requirements, Full Membership of the Association may be withdrawn.

## 2. Details of Practitioner

a) 

Surname			
First Names			
Title (Mrs, Miss, Ms, Mr, Dr)			
Membership No	Level:	Probationary	Experienced

b) 

Address	
Postcode	
Telephone	
Home	Email Home

c) 

Play Therapy Qualifying Institution	
Date of Qualification	

d)  Play Therapist Practitioner       Employed Practitioner  
 Freelance Practitioner

e) 

Address of Employer	

## 3. Details of Supervisor

a) 

Surname	
First Names	
Title (Mrs, Miss, Ms, Mr, Dr)	
Address	
Telephone	Email
Home Work	Home Work

b) Please confirm your supervisor's professional training/qualification/membership of professional association:

ACP Child Psychotherapist <input type="checkbox"/>	HPC Art Therapist <input type="checkbox"/>	HPC Drama Therapist <input type="checkbox"/>	Child Psychiatrist <input type="checkbox"/>
BPS Clinical Psychologist <input type="checkbox"/>	HPC Music Therapist <input type="checkbox"/>	UKCP Family Therapist <input type="checkbox"/>	BAPT Play Therapist <input type="checkbox"/>
Other (Please specify) <input type="checkbox"/>	..... <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... <input type="checkbox"/>		

**4. Log of Continuing Professional Development Hours**

Date of Activity	Number of Hours	Description of Activity

**Date from:**  **Date to:**

**Total Hours completed:**



**6. Log of Supervision of your Practice**

<b>Date</b>	<b>Group or 1:1</b>	<b>Supervisor's Signature</b>	<b>Learning Points (optional)</b>

**7. Log of Related Play Therapy Activities**

<b>Date of activity</b>	<b>Number of hours</b>	<b>Description</b>

**Date from:****Date to:****Total hours completed:**

## 8. Declaration of Completion of Continuing Professional Development Log

I,.....(name of Practitioner)  
declare that I have completed:

Total no. of Supervision Hours

Total no. of Training Hours

Total no. of hours of related Play Therapy activity

In the year:

to

I confirm that the information detailed in this Continuing Professional Development Log is true to the best of my knowledge and does not contain any false or misleading information regarding my experience, qualifications, practice, supervision or attendance.

Your Signature

Your Full Name

Today's Date



