

Validity Living College (VLC) Continuing Professional Development (CPD) and Mentoring Requirements



In line with most professional bodies associated with complementary therapies, VLC has set down mandatory requirements for Continuing Personal and Professional Development (CPD)

and Mentoring. This is widely considered to be in the best interests of the client and for the professional integrity and standing of our Members of VLC. Any member who has difficulty gaining CPD or mentoring hours should discuss first with their Trainer.

IMPORTANT: Registered Practitioners (which in this document includes Trainers and Trainers of the Trainers) who wish to be registered on VLC will have to commit to and follow VLC Code of Conduct and Ethics in addition to the VLC Guidelines for CPD and Mentoring.

If, for whatever reason you are no longer able or willing to commit to or follow the above code and Guidelines, you are honour bound to inform VLC immediately so you can be removed from the Practitioner register until such time as you are able to make the necessary commitment. You may request to be moved to the Student Members list until you are in a position to comply with VLC Code of Conduct and Ethics and the VLC Guidelines for CPD and Mentoring, at which time you may re-apply to be registered as a Practitioner member

Definition of Continuing Personal and Professional Development (CPD)

CPD is not intended as extra work or expense, but simply the normal effort made by conscientious Practitioners to develop personally and professionally, and keep up to date with the latest developments relating to EFT. In addition, Practitioners are strongly encouraged to work on clearing their own issues, which may otherwise interfere with their efficacy as a Practitioner, and to repeat trainings with other trainers, particularly at Level 3, to develop a wide perspective.

Under these Guidelines, all VLC Practitioners (which includes Levels 2, 3 and Master, as well as Trainers and Trainers of Trainers) are required to commit to and acquire at least **30 hours of CPD per year** in order to maintain their listing on the VLC Practitioner/Trainer register. The hours should ideally be balanced across several CPD categories, and include a reasonable proportion of relevant professional training (either as attendee or as the Trainer delivering the training).

Definition of Mentoring

For the purposes of these Guidelines, Mentoring means discussing cases that you have had difficulty with or may affect you and practicing your techniques with, or guided by, someone who is more proficient as a Practitioner or Trainer.

Practitioners (including Trainers and Trainers of Trainers) who are seeing clients one-to-one or in groups (or training groups) are required to have an absolute minimum of at least six hours one-to-one Mentoring or at least twelve hours Mentoring with a group lead by a proficient and more experienced Practitioner or Trainer, or a combination of the two.

In the case of Practitioners who are also Trainers, it is likely to be even more important that at least some of the Mentoring includes a fellow Trainer, or preferably a Trainer of Trainers, however it is up to the individual Trainer (perhaps taking advice from her/his Trainer of Trainers) to determine what may be best for her/him.

Practitioners who see a number of clients on a regular basis, or who regularly train others, should engage in substantially more hours of Mentoring than the minimum levels listed above, depending on workload.

All CPD and Mentoring hours gained **must be recorded**, together with attendance certificates and/or receipts as appropriate, and retained as evidence for at least 5 years in case this may be asked for by VLC.

The recordsheet can be viewed and downloaded from the same page on the website where you found this document.

Purpose of Mentoring & Supervision

The purpose of supervision and mentoring is to support you to develop and grow as a Practitioner, specifically

- Share client cases and feel reassured of what is going really well
- Develop a personal development plan to identify strengths as well as improvement areas
- Provide a safe and confidential space to share client issues
- Enable another perspective to be shared from a place of experience
- Gain advice and support on the business start up or growth
- Learn how to market and promote your services
- Resolve conflicts or plateaus that can arise during the client sessions
- Develop a plan to attract more clients and referrals
- Identify energy blocks or limitations and advice to clear
- Learn about professional working standards and good business practices

Developing a Personal Development Plan

Begin by identify what you are really good at and could do even better at by writing in the 4 boxes below what you need to:

- Continue doing (What you are doing really well)
- Do more of (What you have become aware of that is working really well and need to do more of it)
- Start doing (Things that you are currently not doing and need to start doing to grow and develop as a Practitioner)

- Stop doing (Things that are unhelpful to your growth as an experienced and proficient Practitioner/ Trainer and stop doing them)

It is good to discuss your development plan with your Trainer or EFT facilitator during your Mentoring sessions. There is a form you can fill in the same place you found this document.

Continually growth and developing

At the end of every client session or personal peace procedure spend 5 – 10 minutes on reflecting on

- What I did really well
- What I could do even better?
- What I would include in my next session?
- What did I learn about myself, about the process and about EFT

It is worth keeping a Personal Development Diary on your learning's, insights and growth areas. At the end of every 3 months review your diary and then update your learning and development plan.

Suggestions for CPD hours

One to one Mentoring for Practitioners, Trainers & Trainer of Trainers

- Face to face, phone or SKYPE session with your trainer discussing your development plan, case load/workshops, challenging cases or seminar attendees and personal peace progress.
- Mentoring session with a nominated EFT Facilitator (a more proficient and experienced Practitioner who also conducts mini workshops and seminars and is an EFT Ambassador and also hosts EFT Momentum Groups) or your Trainer or the Trainer of Trainers discussing your development plan, case load/workshops, challenging cases or seminar attendees and personal peace progress.
- Role Play Tapping swap session with your EFT buddy (taught at EFT 3)

Group mentoring for Practitioner, Trainers & Trainer of Trainers

- Repeating EFT 1 & 2 & EFT 3 Trainings as part of the Assist team and participating during the daily morning mentoring sessions with the Trainer would qualify 2 hours of Group Mentoring hours or 1 hour of Face to face Mentoring hours
- Attending face to face, SKYPE or phone group mentoring sessions, reunions or Momentum groups. A Group Mentoring session is always with a Trainer or a nominated EFT Facilitator (a proficient and experienced EFT Practitioner who also conducts mini workshops and seminars and is an EFT Ambassador and also hosts EFT Momentum groups)

General examples of CPD & Mentoring include (but are not limited to) the hours spent on:

- Carrying out ANY personal or professional development that could reasonably be expected to add to a practitioner's competency, including:
 1. Attending or delivering ANY professional training (EFT oriented or otherwise) that could reasonably be expected to add to a practitioner's competency
 2. Repeating EFT training and/or preparing for further professional accreditation
 3. Writing up your own personal learning and development plan which includes reflections on your EFT case load and Personal Peace procedures
 4. Writing up and reflecting on the Practitioner's own case studies and/or theory and philosophy of practice
 5. Staying up to date with developments in EFT, reading relevant books, clinical papers and newsletters
 6. Regular use of the Personal Peace Procedure and other forms of personal therapy, with or without the help of others
 7. Participating in discussion groups or teleconferences relating to EFT, including Participating on the EFT VLC Facebook Community
 8. Establishing a practice and/or documenting the integration of EFT into an existing practice
- Carrying out ANY activity that furthers the interests of the EFT community and/or VLC, including:
 1. Taking EFT into the community for example by conducting FREE EFT introductions or becoming an EFT Ambassador
 2. Developing a specific application of EFT (e.g. for sports or business)
 3. Translating EFT material into another language
 4. Developing a new EFT product/approach with wide application
 5. Carrying out and publishing a relevant research project
 6. Writing and publishing or contributing to a relevant book, e-book or newsletter
 7. Writing up the achievement of a major life ambition with EFT
- As an EFT Facilitator or Trainer you are also able to gain Mentoring/ CPD hours by
 1. Moderating EFT tapping or discussion groups or teleconferences

2. Hosting EFT Momentum and Mentoring groups
3. Delivering mini EFT workshops and Seminars as agreed with your Trainer and writing up your learning and development plan as a result
4. Creating a development plan from hosting any of the above and discussing with your Trainer or Peer Group

The latest list of Nominated Trainer of Trainers, Trainers & EFT Facilitators can be found on <http://vitalitylivingcollege.info/about-us/our-team/>