



Vitality Living College (VLC) Continuing Professional Development (CPD) & Supervision/Mentoring Requirements

In line with most professional bodies associated with complementary therapies, VLC has set down mandatory requirements for Continuing Professional Development (CPD) which includes supervision/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 supervision/mentoring hours should discuss with their Trainer in the first instance.

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 Supervision/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 Supervision/Mentoring, at which time you may re-apply to be registered as a Practitioner member.

Annual requirements of CPD and Supervision/Mentoring

- 30 hours CPD annually from date of certification.
- 6 hours supervision/mentoring annually from date of certification, either one to one or in group setting via face to face meetings, Skype, online (includes whats app and Facebook), email or phone calls.
- Pre certification, 6 hours supervision/mentoring, either one to one or in group setting via face to face meetings, Skype, on-line (includes whats app and Facebook), email or phone calls.

Developing a Personal Development Plan

Creation of a personal and professional development plan begins by conducting a self-assessment and diagnosis of where you are currently and where you need to develop. If you require help to complete this process, then please get in touch with your trainer/supervisor.

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 supervision/mentoring sessions. (Form attached in Appendix 1).

Continual growth and developing

At the end of every client session or personal peace procedure spend 5 – 10 minutes 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, insights and growth areas. At the end of every 3 months review your diary and then update your learning and development plan.

Definition of Continuing Professional Development (CPD)

CPD is not intended as extra work or an 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 necessary training to refresh their skills.

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 and 6 hours of supervision/mentoring** 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).

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

1. Carrying out ANY personal or professional development that could reasonably be expected to add to a practitioner's competency, including:
 - a. Repeating EFT training as a re-sit or assist team member
 - b. Attending EFT momentum groups, contributing on whats app support group or Facebook EFT community in a manner that adds to the practitioner competency. This can take the form of asking questions or responding to questions or sharing learning's from anything related to enhancing a practitioner's competency
 - c. Attending any professional training (EFT oriented or otherwise) that could reasonably be expected to add to a practitioner's competency
 - d. Writing up your own personal learning and development plan which includes reflections on your EFT case load and Personal Peace Procedures
 - e. Writing up and reflecting on the practitioner's own case studies and/or theory and philosophy of practice
 - f. Staying up to date with developments in EFT, reading relevant books, clinical papers and newsletters
 - g. Regular use of the Personal Peace Procedure and other forms of personal therapy, with or without the help of others
 - h. Participating in discussion groups or teleconferences relating to EFT, including participating on the EFT VLC Facebook community
 - i. Establishing a practice and/or documenting the integration of EFT into an existing practice
 - j. 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.

- k. Role Play Tapping swap session with your EFT buddy (taught at EFT 3)
2. Carrying out ANY activity that furthers the interests of the EFT community and/or VLC, including:
- a. Taking EFT into the community for example by conducting FREE EFT introductions or becoming an EFT Ambassador
 - b. Developing a specific application of EFT for use in one to one sessions (e.g. for sports or business)
 - c. Translating EFT material into another language
 - d. Developing a new EFT product/approach with wide application
 - e. Carrying out and publishing a relevant research project
 - f. Writing and publishing or contributing to a relevant book, e-book or newsletter
 - g. Writing up the achievement of a major life ambition with EFT

Definition of Supervision/Mentoring

Unlike CPD which is gathered through independent sources, supervision/mentoring is regarded as:

- i. A mutually agreed relationship between an EFT Trainer and an Approved Supervisor.
- ii. Good practice to protect clients from harm and bad practice.
- iii. Carried out face to face, except where there are geographical differences. In such instances, contact may be made over Skype, whats app, phone, online, email as agreed.

If in any doubt, please contact your Approved EFT Trainer/Supervisor.

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 Supervision/Mentoring or with a group**, led by a proficient and more experienced practitioner, appointment supervisor or trainer, or a combination thereof.

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

Purpose of Supervision/Mentoring

The purpose of supervision/mentoring 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 client's and referrals
- Identify energy blocks or limitations and advice to clear
- Learn about professional working standards and good business practices

Suggestions for Supervision/Mentoring hours

One to one supervision/mentoring for Practitioners, Trainers & Trainer of Trainers

- Face to face, phone, whats app, Zoom, SKYPE session with your trainer discussing your development plan, case load/workshops, challenging cases or seminar attendees and personal peace progress. These sessions need to be booked in advance and are paid sessions.
- E-mail communication with your trainer that would be classed as supervision/mentoring, for example discussing cases, asking for advice on business matters or exploring any area related to being a practitioner.
- One to one supervision/mentoring sessions are chargeable.

Group mentoring for Practitioner, Trainers & Trainer of Trainers

- Attending face to face, SKYPE, whats app or phone group mentoring sessions with your Trainer. These involve additional charges or are part of your EFT Practitioner Certification Package.
- Participating in online support groups (for example, whats app or Facebook support) which involves receiving support from your trainer or appointed supervisor, learning from other practitioners and sharing your experiences and questions. There is no additional charge for this.

Appendix 1: Personal development plan

Write down what you need to continue doing, do more of, start doing and stop doing.

<p>Continue doing:</p>	<p>Do more of:</p>
<p>Start doing:</p>	<p>Stop doing:</p>

Support needed from Trainer/Supervisor:

Appendix 2: Example of CPD activity

The text below gives examples of some types of activities that you may wish to consider when planning your CPD.

CPD can be gained via:

- a. Group-based learning
- b. Self-directed activities
- c. Personal therapy as part of your journey as an EFT Practitioner

Examples:

GROUP BASED ACTIVITY

- Attending or delivering ANY related professional training that could reasonably be expected to add to a practitioners competency
- Attendance at seminars, webinars, workshops and lectures which enhance your knowledge and skills as an EFT practitioner/trainer.
- Attendance at conferences or meetings which are dedicated to EFT or a discipline that will enhance your skills.
- Being an examiner, tutor or assessor
- Participating in EFT discussion groups webinars or teleconferences
- Attending or delivering ANY professional training (EFT oriented or otherwise)
- Taking EFT into the community through taster sessions, workshops, demonstrations etc.
- Group supervision/mentoring where there are more than 8 in the group.
- Group demonstrations, talks or exhibitions on EFT

SELF DIRECTED ACTIVITIES/STUDIES

- Client case studies. writing up and reflecting on the practitioner's own case studies and/or theory and philosophy of practice
- Personal study which could include following a formal programme of study either taught or possibly distance-learning.
- Reading such as articles in journals, books, newsletters or information online which provide learning you are able to put into practice in your work as a practitioner.
- Research. If you are participating in a piece of research which is enhancing your understanding of your discipline and / or practice.
- Writing articles or books which are published.
- Developing and sending out Newsletters
- Watching EFT You Tube/and other videos, DVD's, listening to CDs
- Making EFT You Tube Videos & DVD's, CDs
- Making EFT podcasts
- Translating EFT material into another language
- Applying EFT or using other forms of personal therapy, with or without the help of others

on a regular basis

- Documenting the integration of EFT into an existing practice
- Feedback/evaluation forms from clients or students which you carry out about your work. This can be something you do individually or any significant involvement you may have with a wider survey or practice
- Developing a specific application of EFT (e.g. for sports or business)

SUPERVISION/MENTORING ACTIVITY FOR CPD

- Attending approved supervision/mentoring where you meet with other practitioners and learn from each other about best practice.
- Receiving guidance from your supervisor which supports your learning and development.
- Receiving supervision/mentoring which supports your professional development over time, against agreed objectives.
- Work shadowing where you are working alongside your approved supervisor to enhance your knowledge and skills about your practice.
- Being observed by your approved supervisor over Skype, via filming etc. to evaluate your practical approach with EFT.
- Skype, zoom or webinar are useful ways of being supervised.

PERSONAL THERAPY

You are **strongly** advised to undertake some form of personal therapy during the first year and preferably thereafter. This is in the best interests of yourself and your clients. This should be recorded on the log/record sheet.



Appendix 3: Continuing Professional Development (CPD) Record

Record 30hrs. Recorded annually from date of certification.

NAME	
EMAIL ADDRESS	
STATUS (Practitioner, Trainer etc)	
DATE CERTIFIED	

Date	Type of CPD (See appendix 2)	No of Hours	How has this helped you as an EFT Practitioner/Trainer?
TOTAL HRS			

Cont...

Date	Type of CPD (See appendix 2)	No of Hours	How has this helped you as an EFT Practitioner/Trainer?
SUB TOTAL (CARRIED OVER) TOTAL HOURS			

(Please keep this record for 5 years for audit purposes)



Appendix 4: Supervision/Mentoring Record

Record 6hrs. Recorded annually from date of certification.

NAME	
EMAIL ADDRESS	
STATUS (Practitioner, Trainer etc)	
DATE CERTIFIED	

Date	Format (e.g Group versus one to one)	How (e.g. Skype, Meeting, On-line, Email)	No of Hours	Outcome of meeting	Name of approved Supervisor or Trainer
TOTAL HRS					

Cont...

Date	Format (e.g Group versus one to one)	How (e.g. Skype, Meeting, On-line, Email)	No of Hours	Outcome of meeting	Name of approved Supervisor or Trainer
TOTAL HRS					

(Please keep this record for 5 years for audit purposes)