



**ZIMBABWE ASSOCIATION OF FAMILY THERAPISTS AND PROFESSIONAL  
COUNSELLORS (ZAFTPC)**

**In collaboration with**

**ALLIED HEALTH PRACTITIONERS COUNCIL OF ZIMBABWE (AHPCZ)**

**CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

**TRACKING BOOKLET**

**COUNSELLORS**

**Counsellors and Family Therapists**

**REQUIRED POINTS**

**Yearly:** 2023

**50**

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EMPLOYER MINISTRY OF EDUCATION

EMPLOYER  
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Box 541 KAROI

SIGNATURE: GA

DATE 31/03/23

## **INSTRUCTION ON HOW TO USE THIS BOOKLET**

The holder of this booklet should ensure that all the continuous professional development (CPD) hours are recorded and signed immediately after each activity.

- This CPD booklet should be used for continuous professional development activities that are relevant to the counselling profession only;
- The CPD booklet will be presented to ZAFTPC Education and Liaison Committee for recommendation for renewal of the practicing certificate; and ☐ It is an offence to falsify information in this booklet.

## **PREAMBLE**

Continuing Professional Development (CPD) is the means by which members of the profession (therein known as counsellors) broaden the expertise required in their professional lives. This serves to ensure that both academic and practical qualifications do not become obsolete and redundant, thus allowing them to continuously upgrade. This booklet shall be legal property of Zimbabwe Association of Family Therapists and Professional Counsellors (ZAFTPC) in collaboration with the Allied Health Professions Council of Zimbabwe (AHPCZ). Below are possible activities to enhance professional development.

- Lecturing/Attending Lectures
- Training Workshops
- Additional qualification (relevant to the profession)
- Publishing articles in refereed journals
- Attending and Participating in Conferences
- Supervision
- Peer reviews
- Community service
- Professional growth

The minimum CPD points will be fifty (50) per year to facilitate transition, registration and renewal of practicing certificates.

**CPD points Guide Chart.**

CDP CATEGORY		POINTS AWARDED	MINIMUM	COMMENTS
1	a. Lecturing/ presentation	5	One hour	Points will be awarded to the presenter. The education and liaison committee are supposed to confirm the authenticity of the lecture Lectures should be in line with counselling education
	b. Attending a lecture (students/interns)	2	Day	
2	Seminar a. Half-day	Attending- 2 Presenting- 5	Half-day	Seminar should be in line with continuous counselling education.  Conference should be in line with continuous counselling education
	b. Full day	Attending- 5 Presenting- 10	Day	
	c. Conference/Annual Congress	Attending- 10 Presenting- 15	Day	
3	a. Publishing article in a Refereed Journal.	10	Abstracts of 200-250 words	Single author gets 10 points. Co-authors share points.
	b. Review of journal article or research proposal	5	Abstracts of 200-250 words	
4	Professional group meetings	Attending- 2	2 hours	Zimbabwe Association of Family Therapists and Professional Counsellors (ZAFTPC).
		Presenting- 4		
5	Achieving an extra relevant qualification	5	Certificate/ Diploma	The qualification should be relevant to the counselling profession
		10	Degree	
6	Direct mentoring or supervision of interns	5	2 students per semester	The mentoring should be linked to the counselling profession
7	Community Service	10	Activity	Linked to area of specialisation subject to verification
8	Personal psychotherapy for professional growth	2	Session	Minimum 10 sessions (compulsory)
9	Professionally related training activities that are specific to each discipline (e.g.CBT/Trauma/Gerontology/Palliative Training, etc.)	5	At least two days training	Minimum of two days



DATE	C P D POINTS	DESCRIPTION	Stamp & Signature
7-19 1/22	5	Presentation: Form Teacher Session on Basic Counselling 3 day	THE DEPUTY HEAD KAROI HIGH SCHOOL 30 MAR 2022 B.M. BOX 541 KAROI
15-29 1/22	2	Induction of all new students in the school.	THE DEPUTY HEAD KAROI HIGH SCHOOL 30 MAR 2022 B.M. BOX 541 KAROI
1-18 1/03/22	5	Reproductive health issues 5 day workshop by Zimbabwe Red Cross Society.	THE DEPUTY HEAD KAROI HIGH SCHOOL 30 MAR 2022 B.M. BOX 541 KAROI
2/06/22	2	Half day seminar on drug and substance abuse by Pat'sime edutainment	<del>Stamp</del>
5-17 26/22	5	Presented on hygiene and menstruation on form 1-6 - Proper hygiene during menstruation	THE DEPUTY HEAD KAROI HIGH SCHOOL 30 MAR 2022 B.M. BOX 541 KAROI
07-8/07 2022	5	Presentation on Geriatrics care on NURSE AID course	THE DEPUTY HEAD KAROI HIGH SCHOOL 30 MAR 2022 B.M. BOX 541 KAROI
06/10/23	2	School based sexuality and Reproductive health issues Forms 1-6.	THE DEPUTY HEAD KAROI HIGH SCHOOL 30 MAR 2022 B.M. BOX 541 KAROI
12/09/22	2	Supervision of Internship students at Karoi Hospital	MIN. OF HEALTH AND CHILD CARE KAROI DISTRICT HOSPITAL ACCOUNTS OUT-PATIENT DEPT 30 MAR 2022 B.M. BOX 541 KAROI
	2	Presentation on School related G.B.V by Camfed Huringwe	MIN. OF HEALTH AND CHILD CARE KAROI DISTRICT HOSPITAL ACCOUNTS OUT-PATIENT DEPT 30 MAR 2022 B.M. BOX 541 KAROI
8/10/23	5	Review of research proposal (abstract)	MIN. OF HEALTH AND CHILD CARE KAROI DISTRICT HOSPITAL ACCOUNTS OUT-PATIENT DEPT 30 MAR 2022 B.M. BOX 541 KAROI
24/11/22	2	Lecturing 8 hrs Guidance & Counselling to ZOU students	ADMINISTRATOR ZIMBABWE OPEN UNIVERSITY NATIONAL AND WEST REGION 23 OCT 2022 KAROI DISTRICT BOX 222 24050 26106
29/11/22	2	Lecturing 8 hrs Guidance & Counselling ZOU students	ADMINISTRATOR ZIMBABWE OPEN UNIVERSITY NATIONAL AND WEST REGION 23 OCT 2022 KAROI DISTRICT BOX 222 24050 26106

DATE	CPD POINTS	DESCRIPTION	
6/11/22- 10/11/22	2	Guidance & Counselling workshop by Ministry of Education Hunungwe District	<div data-bbox="1173 212 1556 459" data-label="Text"> <p>THE DEPUTY HEAD KAROI HIGH SCHOOL 30 NOV 2022 BOX 541 KAROI</p> </div>
	5	Community Service BSCC Counselling skills to Trainee Nurse Aicl. 3 weeks	Brumba
	2	Presentation: Women for E & empowerment on G.B.V. Related issues Ministry of Gender & Women Affairs	Be
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