**CPD requirements Information – for Helpline Supporters/Supporters/Tutors/Supervisors**

Currently the CPD requirements for Supporters/Tutors/Supervisors are 2 study days. This will be changed from 1st January 2022 to be **12 hours of ongoing learning** in the hope that this makes it easier for people to plan and record. There are also additional requirements each year for Tutors and Supervisors

There are also changes to what can count towards your CPD requirements. Please see the information in the table below

|  |  |  |
| --- | --- | --- |
| **Activity** | **Requirement** | **Measured by** |
| **NBH Webinars** | Attend or watch one or more of the NBH webinars. If the reflection sheet (see Appendix 1) is completed and shared with their supervisor for discussion (by phone/video call/email/message) this can count as a second hour or CPD | Each webinar is 1 hour long  Reflective practice can count for no more than 1 additional hour per webinar. |
| **Conferences and study days**  **e.g. BfN conference, BFI conference, local study days** | The conference/study day should be on a relevant topic e.g. infant feeding, attachment and bonding, infant/parent mental health, public health topics, early years topics, supporting/managing volunteers | Counted by the number of hours attended |
| **BfN training e.g. Module 2 Supporters, Phone/Social media training, Tutor or Supervisor training** | This would count as ongoing learning so anyone completing these courses in a year can use the hours towards their CPD requirement if they wished | Hours attending online tutorials up to a maximum of:  Module 2 – 10 hours  Supervisor training – 16 hours  Tutor training – 14 hours  Phone/social media training – 4 hours |
| **Supervision sessions** | Supervision sessions often include an aspect of ongoing learning in addition to reflective practice. This ongoing learning can be records as CPD. The topic covered should be listed and volunteers should consider if the session provided them with new information to use in their practice or a good refresher of existing skills. If not they should not log it and should try and find other CPD that offers new learning to help them develop their skills | No more than 1 hour per session. Can be used for a maximum of 6 hours towards CPD requirements.  *The reflective part of supervision does not count towards CPD requirements as it is used towards supervision requirements for registration* |
| **Mandatory training** | All volunteers need to complete mandatory training each year. To recognise the time commitment taken by this and the importance of mandatory training to maintaining and developing skills volunteers can use mandatory training to count towards their CPD requirements | Volunteers should log the amount of time they spend completing mandatory training. Mandatory training should be used for **no more than half** of the CPD requirements for any volunteer (no more than **6** hours) |
| **Book review/research paper/webiste review** | Doing a book, website or research paper review and sharing this knowledge can count towards CPD requirements. The reflective sheet (appendix 1) should be completed as part of the review and then used to form the basis of a discussion with the supervisor or the volunteer should share their findings/learning with other volunteers/colleagues as part of a study day, group supervision session or similar | Maximum of 3 hours. Up to 2 hours for the review and 1 hour sharing the learning with their supervisor or others |
| **Other training relevant to their BfN volunteering role e.g. UNICEF BFI training or qualifications, study towards IBCLC qualification, HCP training, counselling training etc** | The subject and level of the training should be recorded on the annual return | Hours spent completing the training |

**Additional requirements for Tutors and Supervisors**

All Tutors and Supervisors **must** attend either **two CPD sessions** or **one CPD session and two standardisation meetings** during the year. Dates of attendance should be documented on their annual return. CPD sessions will now be offered on a quarterly basis with two options for attendance each quarter to make it easier to attend. If any Tutors or Supervisors are worried about being able to attend enough sessions in a year they should speak to Helen Wilton and/or their Supervisor as early as possible in the year to try and find other suitable learning opportunities relevant to their tutoring/supervising role.

Any Tutor who is also working as an Internal Moderator must attend at least **1 standardisation meeting** each year.

**Changes to the 2022 annual return**

There will be a slightly changed 2022 return to reflect this change to CPD requirements. The new form will also have a space for tutors and supervisors to document the dates they attended CPD/Standardisation meetings and to confirm if they have met the additional requirements for their CPD in 2022.

Appendix 1

Reflection sheet for use after attending a webinar or doing a book/research paper review

|  |  |
| --- | --- |
| Topic of webinar, name of book or title of research paper |  |
| Link if research paper |  |

|  |
| --- |
| What were the main learning points for you from watching the webinar or from reading the book/research paper? |
|  |
| Was there anything you found especially interesting or that was new information for you? |
|  |
| Reflect on how the learning from this activity might impact on your practice as a peer supporter. Is there anything you might do differently after watching the webinar/reading the book or research paper? |
|  |
| If you were sharing this learning with others (your supervisor, others within BfN, parents etc.) what key points might you pick out to share and why? |
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