



# **CONTINUOUS COMPETENCY DEVELOPMENT PLAN**



**The Continuous Competency Development Plan** was created to bring ACCT requirements for professional development, supervision and self-care in line with the industry standards in Canada. The Continuous Competency Development Plan also helps ACCT counsellors focus on deliberate practice, an important factor in increasing the excellence of ACCT counsellors.

The plan came into effect on April 1, 2018, and members will begin reporting yearly CCDP hours at their yearly renewal date starting April 1, 2019.

**The Continuous Competency Development Plan aligns with ACCT values, specifically:**

- “ACCT believes in advancing the practice of competency-based counselling”;
- “We believe the combination of knowledge, experience, skill and compassion are keys to the counselling process.”
- “We believe that the competency-based model recognizes real-life experience and enriches the standard of counselling.”
- “We believe in life-long learning and professional development.”

**And the following ACCT Standards of Practice:**

Counsellors maintain high standards of professional competency and integrity.

- 4.1 Professional Development: Counsellors pursue knowledge of new developments and maintain their competence in counselling through education, training, or supervised experience.
- 4.2 Knowledge of Standards: Counsellors maintain adequate knowledge of and adhere to applicable laws, ethics, and professional standards.
- 4.3 Seek Assistance: Counsellors seek appropriate professional assistance for their personal problems or conflicts that may impair work performance or clinical judgment.

### ACCT MEMBER COMPETENCY PLAN

*To maintain or improve competency is directly related to the individual practitioner having a professional GOAL and ANNUAL PLAN. The activities that the individual engages in during the year are chosen to support the individual to reach their professional goal. We suggest that ACCT counsellors choose their competency development and improvement activities from the following list:*

1. Supervision:
  - a. Formally receiving supervision from a qualified counselling supervisor (one-to-one, dyads or groups)
  - b. Receiving supervision as part of continuing education practicum requirements
  
2. Professional Development:
  - a. Seminars, Courses or Training related to counselling/psychotherapy
  - b. Self-Directed Learning
  - c. Mentoring and Peer Consultation:
    - i. Providing Peer Consultation
    - ii. Being the recipient of Peer Consultation
    - iii. Providing Peer Mentoring
    - iv. Being the recipient of Peer Mentoring
  - d. Learning Through Contribution
    - i. Writing for professional purposes
    - ii. Supervising
    - iii. Volunteering; for example, serving on Committees or Boards
    - iv. Service; example pro bono work
    - v. Teaching/Instructing
    - vi. Being a Subject Matter Expert in Counselling/Psycho Therapy
    - vii. Serving on a Counselling/Psycho Therapy Educational Advisory Committee
  
3. Self-Care: The additional hours may be made up with self-care in the following areas.
  - a. Counselling:
    - i. Receiving counselling therapy (one-to-one, family or group)
    - ii. Attending workshops that have therapeutic components
  - b. Self-care practices
    - i. Yoga, Tai Chi or similar physical practices
    - ii. Meditative Practices
    - iii. Spiritual practice – including all religious, all shamanic, all Wiccan and all indigenous practices
    - iv. Additional practices that are not named, may meet the criteria, check with ACCT, indicate what the self-care activity is, and how it has benefited you in reaching your professional goal.
  - c. Seminars, Course or Training related to self-care practices

ACCT MEMBER COMPETENCY PLAN: Members may choose

ANNUAL SUBMISSION	GOAL and PLAN	YEARLY PLAN REQUIREMENT	IF AUDITED MATERIAL REQUIRED
	<p>All members to complete an Annual Competency Development Report at renewal.</p> <p>Each member completes an Annual Self-Assessment and Continuous Competency Plan (Appendix 1 &amp; 2), to be retained for your records.</p>	<p>30 hours of Competency Development</p> <p>Member to choose their own goal setting process.</p>	<p>ACCT will audit 4 random members a year to ensure that the activities completed in the year match the goal. <b>If audited members will be required to share their Annual Competency Plan with the auditor.</b></p>
AREA	ALLOWED	REQUIREMENT	IF AUDITED MATERIAL REQUIRED
SUPERVISION	<p><b>Receiving Supervision</b> - as part of continuing education practicum requirements or formally receiving supervision from a qualified counselling supervisor (one-to-one, dyads or groups)</p> <p>NOTE: RTCC/ACC/RTC/ACs still need to be under <b>on-going</b> supervision even if they only receive 8 hours of direct supervision per annum.</p> <p>NOTE: MTCs and RCSs may satisfy supervision hours via reciprocal supervision.</p>	<p><b>AT LEAST 8 hours – of the 30 required</b></p>	<p>Transcript, certificates, letters of verification from supervisor.</p>
PROFESSIONAL DEVELOPMENT	<p><b>Seminars, Courses or Training</b> related to counselling/psychotherapy</p> <p><b>Self-Directed Learning</b></p> <p><b>Mentoring, Peer Consultation</b></p> <p>i. Providing Peer Consultation ii. Being the recipient of peer consultation iii. Providing Peer Mentoring iv. Being the recipient of peer mentoring</p> <p><b>Learning Through Contribution</b></p> <p>i. Writing/video making for professional purposes ii. Supervising counselling/psychotherapy iii. Volunteering; for example, serving on Committees or Boards related to counselling/psychotherapy iv. Service; example pro bono counselling work v. Teaching/Instructing in Counselling/Psycho Therapy vi. Being a Subject Matter Expert in Counselling/Psycho Therapy viii. Serving on a Counselling/Psycho Therapy Educational Advisory Committee</p>	<p><b>AT LEAST 8 hours – of the 30 required</b></p> <p><b>NO MORE than 10 PD hours can be satisfied through Self-Directed Learning</b></p>	<p>Certificates, letters of attendance.</p> <p>For self-directed learning: a written summary of what had been learned through self-directed learning</p> <p>For learning through contributing: Letter of attendance, offer of employment, employment or supervision, contract (redaction of private information allowed), proof/copy of written articles/videos</p>

**CONTINUOUS COMPETENCY DEVELOPMENT PLAN**

AREA	ALLOWED	REQUIREMENT	IF AUDITED MATERIAL REQUIRED
<b>SELF-CARE</b>	<p><b>Counselling:</b></p> <ul style="list-style-type: none"> <li>i. Receiving counselling therapy (one-to-one, family or group)</li> <li>ii. Attending workshops that have therapeutic components</li> </ul> <p><b>Self-care Practices:</b> Competency Plan</p> <ul style="list-style-type: none"> <li>i. Yoga, Tai Chi or similar practices</li> <li>ii. Meditative Practices</li> <li>iii. Spiritual practice – including all religious, all shamanic, all Wiccan and all indigenous practices</li> <li>iv. Other self-care practices, (check with ACCT if unsure whether they meet the criteria)</li> </ul> <p><b>Seminars, Courses or Training</b> related to self-care practices</p>	<p><b>NO MORE than 8 hours – of the 30 required.</b></p>	<p>Receipts, certificates, letters of attendance, verification from a 3<sup>rd</sup> party.</p>

### COMPLETING YOUR ANNUAL SELF-ASSESSMENT (APPENDIX 1) AND COMPETENCY DEVELOPMENT PLANS (APPENDIX 2)

Prior to completing your Annual Self-Assessment and Continuous Competency Development Plans you are required to review the [ACCT Standards of Practice](#) and [Code of Ethics](#) and reflect on them as they relate to your practice. ACCT is encouraging deliberate practice as a way for counsellors to maintain or work toward excellence in their profession.

#### Why do we need a self-assessment and peer feedback?

Self-assessment is used to identify the areas of the Standards of Practice that are strengths and those that could be improved. Once these areas are identified, your professional development activities for the year can be planned accordingly.

Peer feedback can help you be more objective and identify areas in your practice where you can improve. A peer can also help you identify strengths in your practice that you may not be able to identify yourself.

#### Why do we need to set goals and follow a continuous competency plan?

- Allows you to reflect on your professional practices
- Helps you identify:
  - current and future needs
  - a specific to-do list
  - resources required
  - progress by creating a structured plan and timeline
  - your professional growth goals and helps you achieve them
- It is a tangible tool to track progress towards your goals over the course of the year

**\*\*\*\*NB: Once completed you retain your Self-Assessment Plan and Continuous Competency Development Plan for your records and review throughout the year. If you are audited by ACCT you will be required to share your Continuous Competency Development Plan with the auditor.**

### CREATING YOUR ANNUAL GOALS & COMPETENCY DEVELOPMENT PLAN:

- Reflect on your self-assessment and peer feedback, ask yourself:
  - What do I need to learn?
  - What do I want to learn?
  - What goals do I have for my professional development?
- Then using SMART goals (or another goal setting strategy), plan:
  - How will I achieve my learning needs and goals?
  - What is the best way to document my plan?
  - How will I measure my success?
- Regularly evaluate your progress and ask yourself:
  - Am I reviewing my plan regularly to check my progress?
  - Do I need to change my goals?
  - Is there something I need to add?



ANNUAL SELF-ASSESSMENT PLAN— retain for your records			
Name: Ima Counsellor		ACCT Designation: RTC	Time Period: 02/18 – 02/19 (Renewal month: eg: 03/18 to 03/19)
Strengths (What am I doing well)	Peer Feedback (What would others say about my practice, if applicable)	Learning Needs and Interests (Where can I benefit from further learning/professional development)	Learning Goal
<p>I am able to easily engage with my clients.</p> <p>I feel I am marketing my practice well.</p>	<p>Very organized</p> <p>Great with clients</p> <p>Very resourceful</p> <p>Very compassionate. Because she cares so much, at times she takes on client's burdens as her own.</p>	<p>Learning how to manage my own anxiety and stress as it relates to my clients struggles.</p> <p>I could benefit from further learning related to couples counselling.</p>	<p>To increase my skills and knowledge in couples counselling techniques and approaches.</p> <p>Manage my anxiety more effectively in the counsellor-client setting.</p>



ANNUAL GOALS & COMPETENCY DEVELOPMENT PLAN – retain for your records				
Name: Ima Counsellor		ACCT Designation: RTC		Time Period: 02/18 – 02/19 (Renewal month: eg: 03/18 to 03/19)
Goal/s	How will I attain my goal?	How will this goal impact my practice/readiness to practice?	Evidence of completion	Area/Hours Supervision/Professional Development/Self-care
To increase my skills and knowledge in couples counselling techniques and approaches.	Complete a learning webinar on couples counselling techniques.	Increased ability to effectively provide couples counselling and expand my client base.	Certificate of completion.	Professional Development 8 hours.
Manage my anxiety more effectively in the counsellor-client setting.	Take part in experiential learning (personal development workshop) to better understand and address my MO to take on other’s burdens.	Increased understanding and awareness of what’s driving my need to take on others burdens will allow me to better manage my anxiety and be in a better position to effectively help my clients manage their own anxiety.	Certificate of completion.	Professional Development 12 hours
	Sign up for a morning yoga class	Starting my day grounded, relaxed and invigorated will help me handle stressful situations better	Registration document for 10 x 45-minute classes at YYOGA	Self Care 7.5 hours

Appendix 2

**\*Evaluate your plan and progress regularly - revise your goals as needed.\***