



Continuing Professional Development Policy

The importance of CPD

Continuing Professional Development (CPD) is the term used to describe the learning activities professionals engage in to maintain, develop and enhance their abilities and understanding. CPD helps members keep their knowledge and skills up-to-date, and ensures that the appropriate standard of their qualifications is maintained. Furthermore, it contributes to their professional sense of direction as a herbal practitioner. Undertaking CPD helps build their confidence and credibility, allows them to showcase their achievements and equips them with tools to cope positively with change. By identifying and responding to learning needs and areas of practice that would benefit from further development, members are also contributing to standards across the profession.

CPD in the Institute

Our CPD scheme aims to reflect the wide range of experience of our members, the differing ways that they practice, and their individual preferences. When approaching CPD, your choice of development activities should be relevant to your work as a herbalist, both now and in the future.

What counts as CPD?

The Institute defines CPD as "Any learning experience that can be used for the maintenance, improvement and broadening of knowledge and skills to ensure that any member is able to practise effectively, safely and legally within their evolving scope of practice. It may include both personal and professional development."

A balanced portfolio of CPD activities should include a selection of activities in at least 3 of the categories below, with examples of what could sit in each category also listed:



Work based learning:

- Working with the Institute, either on Council, a committee or a project
- Community forum participation
- Mentoring
- Local group meetings
- Peer supervision

Professional activity

- Doing the annual reflective update itself
- Delivery of evening classes, workshops, herb walks

Formal/Educational

- Mentor training
- Attending seminars and conferences
- Advanced training courses relating to herbal medicine
- Advanced training courses in related areas such as foraging, horticulture, business skills, first aid, nutrition
- Attending CAM shows, conferences, etc

Self-directed

- Structured self-led learning – reading and research
- Writing for publications – books, magazine articles, blogs
- Radio / podcast / video / appearances
- Participation in community groups, eg forest schools, community gardens etc

This list is not exhaustive!

If you are ever unsure of whether an activity could be CPD, then please just ask for further guidance.

How much CPD is required?

Members are required to evidence completion of **21 hours per year.**

- Up to 7 of these hours could be achieved via self-led learning,



- but at least 14 hours per year must come from properly evidenced sources (such as an event with a certificate of attendance, or where evidence of the output of the activity can be included)

Recording your CPD:

We ask Members to record their CPD in three parts

1. The actual list of activities
2. An overall reflection on last year's learning*
3. An action plan for this next year (which will also help us plan our own CPD offering)

* If you take this option up, you will be immediately granted 2 hours towards your CPD hours for the year the review covers.

We also ask you to complete a tickbox to say that you have read 'Essential updates' covering the year your CPD submission covers. A link is provided to a summary of any relevant updates to UK legislation; any recent updates to the NIMH Code of Ethics or Memorandum of Association; and any other essential new information.

You can record your CPD throughout the year, or in one go at the end of the year. If you choose this option it may be helpful to mark CPD in your own diary or in a separate record to help you to recall.

Auditing CPD

CPD is audited by calendar year.

A reminder to complete your CPD record for the year will go out to Members in November, followed by another in December and in January.

In February, a sample of records will be audited to assess the number of hours completed, and the adherence to this scheme.

Where an audited Member is found not to have recorded the hours set out in this scheme this will be flagged to them, and anyone who is consistently behind their hours over a three year period may be liable to be transferred to an Associate membership for failing to meet the conditions of membership. This would mean that



they are no longer eligible for our Block Insurance scheme, or to use the letters MNIMH.