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ASCHP ENDORSED CPD PROGRAMME 2025

Continuous Professional Development (CPD) is compulsory for all professional occupations as condition to retain membership. It serves as an ideal opportunity to keep up to date with recent research and developments in their particular profession. It also ensures that, as a result, the public may enjoy up-to-date professional counselling.

Members have to calculate how many CPD programmes they have to do in order to comply with the minimum stipulated number per registration level, for instance Specialist Wellness Counsellors are obliged to complete 18 points per annum. Regular CPD audits are conducted by the ASCHP in terms of SAQA policies.

The following topics are based on a needs assessment of our members and accordingly cover the content of range of counselling activities - ethics, theory, tools and techniques and counselling praxis – with the purpose to improve professional development. There is something for everyone. The CPD is PowerPoint based which provides for visual illustrations to make it easy to read through the material with insight. Important to note that no long assignments or class attendance are required. Each topic can be completed in less than an hour by simply answering the questions to guide you through the work and to fill in the self-assessment at the end of each course. Practitioners can do all the ASCHP CPD's below, but should you opt to also do some informal CPD's the following two are compulsory for ASCHP members: Ethics - CPD 25.1 and Wellness – CPD 25.2 (a) or 25.2 (b)

CPD Requirements

Ensure and check that you know how many CPD's must be done by you per annum.

CCSA	NHA	ASCHP	Annual CPD Points
		Supportive counsellor	6 (should include 3 compulsory Ethics and 3 compulsory wellness)
Institutional Counsellor	Supportive level	Holistic Counsellor	9 (should include 3 compulsory Ethics and 3 compulsory wellness)
Counsellor	Practitioner level	Wellness Counsellor	15 (should include 3 compulsory Ethics and 3 compulsory wellness)
Specialist Counsellor	Specialist Practitioner	Specialist Wellness Counsellor	18 (should include 3 compulsory Ethics and 3 compulsory wellness)

Option A 1: ASCHP "in-house" CPD's

TOPICS for 2025. PowerPoint programmes completed by doing the attached assignments.

➤ **CPD 25.1 ETHICS:** Workplace Ethics (3 CPD points)

In CPD we consider ethics from the perspective of work skills understood as the specific competencies that counselling workers need to effectively engage with clients, communities, and systems to facilitate change, provide support, and deliver services. This engagement should always comply with the ethical code of the professional body, the moral principles of the counsellor as well as rules for professional conduct .

We discuss the background theory required for ethical reflection in specific moral situations. This serves as guideline for decision making. We also focus on the content of documentation that should be available to negotiate a professional agreement between counsellor and counselee. Upon completion of this CPD the counsellor ought to be competent to meet societal challenges with reference to the multifaceted nature of human behaviour and counselling systems to provide effective and ethical interventions.

You can choose between CPD 25.2 (A) or CPD 25.2 (B). CPD 25.2 (B) is a more advanced CPD.

➤ **CPD 25.2 Wellness (A):** Wellness Principles (3 CPD points)

The idea of wellbeing suits the need for a holistic healthcare strategy and has much to offer as a new paradigm in counselling and coaching.

Wellness is a holistic and comprehensive approach to counselling seeking to foster wholeness and coherence. In this CPD we cover some principles of the wellbeing approach to counselling and ways to implement it practically with reference to the model of Dr. John Travis.

Or

➤ **CPD 25.2 Wellness (B): Wellness Theory (3 CPD points) (Advanced CPD)**

We live in a world of objects such as the cup you are holding in your hand, and the chair you're sitting on. Observation and experience play a major role in how we construct the world; hence, this is known as the common sense perspective of reality. However, the moment we engage in counselling and communication, we come in contact with a more subjective reality – that of feelings, attitudes, relationships, thoughts and beliefs. Thus, we enter the realm of abstract, social, mental and complex consciousness.

Seeing that this is the context in which the counsellor operates, it is imperative to zoom in on the structures and content of this real, but rather evasive dimension of reality. This is what we hope to do in this CPD- to upskill the counsellor to work more effectively and efficiently.

➤ **CPD 25.3 Workplace Wellness (3 CPD points)**

Workplace or corporate wellbeing provides a wonderful space for wellness counsellors to offer their counselling services.

Upon completing the Workplace Well-being course, students will have achieved a comprehensive understanding of the multifaceted nature of well-being within the workplace. They will be equipped with the knowledge to assess and analyse the physical, mental, and emotional health needs of employees across diverse environments. Graduates will possess the skills to design, implement, and evaluate effective well-being programmes that enhance employee health, productivity, and organisational culture. They will understand the importance of leadership, diversity, equity, and inclusion in fostering a positive work environment and be prepared to leverage technology and digital tools to support wellness initiatives.

Additionally, students will have a keen awareness of the ethical and legal considerations surrounding workplace wellness programmes, including privacy, confidentiality, and compliance with relevant laws and regulations. Armed with the ability to address contemporary challenges such as burnout, remote work, and global trends in employee well-being, graduates will be well-positioned to contribute to the development of healthier, more resilient organisations.

Wellbeing is a holistic approach that takes into account the total existence of the employee with reference to factors such as family life, social life, relationships, self esteem and personal ambition. The integration of all things that matter to the worker determine and contribute to a sense of wellbeing that is directly proportional to employee fitness and workforce.

The wellness counsellor should be skilled to empower the employee in the workplace in order to find job fulfilment.

➤ **CPD 25.4 Improve your counselling communication skills (6 CPD points)**

It has been said that counselling is the art of listening. This is something we do every day when people talk to us, hence we might feel that we do not need to learn it as a skills. However, there is a vast difference between listening to someone talking in a casual conversation and practicing listening as a counselling skills. The latter action is much more specialized and also makes use of non-verbal communication (Body kinesics) and taking personality types into account.

In this CPD you will be introduced to the pivotal aspects of counselling that will improve your listening skills to make you a more effective counsellor. We will make it as practical as possible, but you, as counsellor, are required to start practicing it. We know you will enjoy it.

We cover:

The function, terms, principles and basic theory of counselling and discuss ways to improve counselling listening skills.

➤ **CPD 25.5 Screening a client** (3 CPD points)

Screening is an important tool for the counsellor to use. It enables a holistic assessment to determine needs and potential weaknesses in mental and physical status. For the sake of wellness practice we follow the holistic strategy of bodymind healthcare.

Some wellness counsellors make use of bio resonance electronic devices to ascertain the wellness status of a client, but in this CPD the focus will be on questionnaires.

The dictionary definition of screening is: The evaluation or investigation of something as part of a methodical survey, to assess suitability for a particular role or purpose.

➤ **CPD 25.6 Counsel with confidence** (3 CPD points)

Counselling is understood as the provision of professional assistance and guidance in resolving personal or psychological problems, viz. "bereavement counselling", "trauma" or "relationship counselling". Irrespective of the type of counselling, certain general guidelines may help the counsellor to run the process more smoothly and effectively. In this CPD we discuss issues like counselling needs, communication, the necessity of counselling, the employment of wellness as counselling motif and the skills/scope it requires along with the qualities that make a good counsellor.

NOTE:

These CPD's are compiled by Liedani for the ASCHP and CCSA as they are aligned to scope of practice.

All these CPD's are available in electronic format that can be printed as illustrated PowerPoint programmes. They are worth 3/6 CPD points each and are completed by doing an assignment based on the content and submitted to be assessed. Order by email from cpd.liedani@synergetica.co.za. Contact person Elsie Teffo. Tel. 012 111 9002

GENERAL INFORMATION

To order, kindly use the attached form (C101)

If you do CPD's elsewhere, then you will need to apply for external CPD points. There are three possible ways of doing CPD training listed beneath as Options A, B and/or C.

Option A.1

Structured learning CPD compliance


– Doing the in-house ASCHP accredited CPD's through Liedani cc which serves as CPD provider.

1. You order and purchase your CPD from the Liedani CC t/a (Synergetica) office at R560 per CPD programme (3 CPD points) or R1 080 per CPD programme (6 CPD) and we e-mail you the PowerPoint programme that you complete at leisure in your home/office.
(cpd.liedani@synergetica.co.za)
2. You complete the short questions on how the CPD contributed to your continuous professional development, fill in the assessment form and sign it.
3. Once you have completed the answer sheet and assessment, you email it to us to be marked. We issue a CPD certificate and register your CPD's against your name for you.

We make 6 CPD programmes available for 2025 worth 18 points in total as listed. The topics cover both counselling and wellness health care within the holistic context in which our counsellors work. The rationale for this is that in these two CPD programmes the Professional Body makes known ethical and legal guidelines and scope of practice specific to the ASCHP, NHA or CCSA. Apart from the two compulsory CPD's you may of course also complete 6 CPD's programmes worth 18 CPD points, or alternatively you may opt to do other informal CPD's as set out below. Other topics are also available from the archive – request list via email.

ORDER FORM C101 EXTRACT

CPD Nr	Category	CPD TOPIC	CPD Points	Fee	Compulsory CPD's	Additional CPD
CPD 25.1	Ethics	Workplace Ethics	3	R560.00	x	
CPD 25.2 (A)	Wellness	Wellness Principles	3	R560.00	x	Only 1 is compulsory. (Encircle your choice)
CPD 25.2 (B)	Wellness	Wellness Theory (Advanced)	3	R560.00	x	
CPD 25.3		Workplace Wellness	3	R560.00		
CPD 25.4		Improve your counselling communication skills	6	R1080.00		
CPD 25.5		Screening a client	3	R560.00		
CPD 25.6		Counsel with confidence	3	R560.00		
Sub Total					R	R
Total					R	

 **Option A.2: VNI Platform**

Your Journey with the ASCHP in 2025

The ASCHP is delighted to inform you of an exciting development within the ASCHP that will streamline the procedure of accessing and submitting your Continuing Professional Development (CPD) records. Starting in December 2023, the ASCHP implemented the EduNomix™ Virtual Learning Environment (VLE) that runs on the Zoho Application TrainerCentral. The EduNomix™ Virtual Learning Environment (VLE) is a Virtual Network International (VNI) Group initiative, as the primary platform for uploading and managing your in-house CPD records. The ASCHP reassures you that this transition is aimed at improving administrative efficiency and providing you with a more convenient and effective means to fulfil your CPD requirements.

Please note the following key points:

1. **Notifications from EduNomix™:** You may receive notifications from the EduNomix™ Team regarding the new system. We want to assure you that these notifications are legitimate and that EduNomix™ is an authorised Service Provider and Learner Management System (LMS) endorsed by the ASCHP. Please do not be alarmed if you receive such notifications.
2. **Simplified Administration:** The EduNomix™ Platform has been carefully selected to make the administration of your CPD registration and records easier and more user-friendly. You will find it to be an intuitive platform that simplifies the process of tracking, submitting, and managing your CPD activities.
3. **Efficiency and Effectiveness:** With EduNomix™, you will experience a more efficient way of completing your CPD requirements. The system is designed to streamline the documentation procedures and provide you with an effective tool to ensure your professional development aligns with ASCHP & #39's Standards, Procedures, and Guidelines (SPG).

The ASCHP understands that change can be challenging but believes that the EduNomix™ Platform will ultimately enhance your experience as an ASCHP member. Detailed instructions on how to use the EduNomix™ Platform will be provided in due course. Kindly respond as guided through the re-registration procedure into the EduNomix™ VLE.

Thank you for your continued commitment to your own professional development and your membership in the ASCHP. We are confident that this transition will bring favourable benefits to you and our organisation. If you have any questions or concerns, please feel free to Sign Up with our member support team or log an issue with the Support Desk.

Kindly email cpd.liedani@synergetica.co.za for relevant information and the link to visit the EduNomix platform.

✚ Option A.3: The Video Learn platform by TechnoDezi (Pty) Ltd



The ASCHP established an online platform for making CPD's available if you follow the link, you will be able to see the topics. For CPD training you are required to watch the video discussion and complete the multiple-choice questionnaire to qualify for the CPD. The link is:

<https://www.videolearn.co.za/Home/InstructorCourses/254f33d0-2834-4565-b82f-01e119cc970f>

Apart from the formal CPD training as listed there is also an option B for doing CPD's for those that need to complete more CPD's than the compulsory one's.

✚ Option B: Informal CPD programme

Please note that CPD's that are done in an informal way as set out below, need to be registered as external CPD's for recognition by your professional body – either the ASCHP, CCSA or NHA at a cost of R70 per CPD point. Example: This means that if you have completed three hours of informal CPD activities, you will be invoiced $3 \times R70 = R210^{**}$ to have it evaluated and registered against your name.

Informal CPD activities can be done by participating in small informal groups (2-10 participants) organized by yourself or one of our members. These are activities that do not have a clearly measurable outcome and are presented on a once off non-continuous basis. CPD points are allocated according to time, with 1 CPD point per hour to a maximum of 8 CPD points per day. The idea is to form informal groups amongst members where you do not need to pay for attendance. It may take the form of:

1. Breakfast meetings or presentations where relevant topics are discussed.
2. Online group discussions such as Zoom meetings and online CPD presentations.
3. Case study discussions
4. Shadowing or role playing
5. Mentoring and supervision activities
6. Reading a book or watching a relevant movie related to counselling/wellness and submitting a book report (summary of the content) of one page also indicating the number of pages. (=3 CPD's per 100 pages read and reflected on).

✚ Option C: Education, Training, Research and Publications

This is only applicable to members who participate in any learning activities, only if it is formally accredited training programmes (example relevant university programmes). Please inform the office of the details of the programme and proof of your registration to qualify for CPD's. Application for the registration of CPD's based on formal training programmes (recognized professional bodies such as that of social workers of psychologist, or pastoral counsellors) is done on the form obtainable from the office: Recognition of External CPD (form C102). The fee for this amounts to R30 per CPD point per annum.

➤ Registering your CPD's with the ASCHP/CCSA office

In the case of informal meetings, you are expected to submit a synopsis of the proceeding (half page) that indicates the type of activity, duration, was signed by the group leader and dated. This must then be submitted via e-mail to your professional body – the ASCHP, CCSA or NHA - for CPD registration at a registration fee of only R70 per CPD point that is recognized. Application for the registration of informal CPD's is done on the form obtainable from the office: External application (FORM C102) for registration of all CPD points done at any other provider except Liedani CC.

**Please note: This amount was not increased, and thus remains the same throughout.

➤ Ordering your CPD's

Once you have selected the CPD's that you want to do, please email the office to order yours. Contact the CPD administrator: Elsie Teffo at cpd.liedani@synergetica.co.za. Please make use of the accompanying form to order (C101, C102, and / or C103) and the office will assist you to make the material available.

Please note that the CPD policy is also posted on the CCSA and ASCHP websites – you are welcome to consult it. Also see FAQ's if you may have additional questions.

We still do occasionally get CPD assignments without names – please ensure that on your assignment you indicate your full name/s and the CPD number and your membership number. Most CPD assignments do not exceed two typed pages.

The last date to hand all assignments in is **28 November 2025**.

We trust that you will enjoy doing this year's CPD's.

Thank you.



Dr Liezl Herholdt