



Health Coaches  
AUSTRALIA & NEW ZEALAND ASSOCIATION

---

# Continuous Professional Development (CPD)

Guidelines for HCANZA Members



# MEMBER GUIDELINES

HCANZA exists to be the platform for the unity of the profession of health and wellness coaches in Australia and New Zealand. Upholding the highest standards of professional training and ongoing education of its members is one way to achieve this.

Underlying the HCANZA philosophy and promotion of continuing professional development for Accredited Coaches and other members, is the belief that high quality CPD programs support HW coaches remain current and competitive in their field, enhance their skills and knowledge, and improve their career prospects. We want to foster a culture of continuous learning improve overall performance and productivity of HCANZA members.

**CPD is mandatory for Accredited Coaches to maintain professional status with HCANZA supporting the recommendations of HCANZA-AC's as leaders in their field.**

# Objectives of HCANZA's Continuous Professional Development Program (CPD)

Continuous professional development (CPD) offers numerous benefits for Accredited Coaches.

---

- **Improved knowledge and skills:** CPD enable professionals to stay up-to-date with the latest developments and best practices in their field.
- **Increased confidence:** CPD can boost a coach's confidence in their abilities and knowledge having a positive impact on job performance and overall job satisfaction
- **Better job prospects:** CPD can assist coaches to stand out in the job market and improve their employability. It may also increase the likelihood of being promoted within organization
- **Networking opportunities:** CPD activities provide coaches with opportunity to network with qualified coaches in your field. This will facilitate the building of relationships, share knowledge, and learn from others' experiences.
- **Increased innovation:** CPD can help individuals to develop new ideas and approaches. This can lead to increased innovation within organizations and can help them to stay ahead of the competition.
- **Increased value through specialisation:** CPD can help Coaches to develop specialist skills within a coaching niche that improve their reputation and increase the value of their services.

# HCANZA

## Professional Member

### CPD requirement

Each year HCANZA members who wish to retain their Accredited Coach membership status are required to obtain 20 hours of continuing professional development (CPD).

---

The CPD hours must be accrued in any two of four nominated professional content areas of:

1. **Health and wellness coaching skills:** theory and practice of evidence-based coaching techniques, tools and exercises within the health and wellness coaching process (e.g., Group coaching, ambivalence, trauma informed coaching, coaching tools or assessment methodologies such as Values in Action, FACT, professional supervision)
1. **Healthy lifestyle content:** evidenced-based content and resources from nationally or industry recognised authorities on whole healthy lifestyle programs. (e.g., management of anxiety and stress, quality of food, meditation and mindfulness, nutrition).
1. **Business acumen:** business development and management including for example business marketing, business coaching, business regulatory knowledge, client attraction and business growth.
1. **Regulatory compliance and public policy:** this area can include policies, tools and practical experience in community held policies such as Equity, Disability, and Inclusion; Indigenous and First Nations Policy and Public Health etc.

## Opportunities for Accredited Coach's Points Accumulation

- A maximum of 12 points (previously called the 60% rule) of CPD requirements can be gained in any single area listed above
- One CPD point is available for an accredited coach if they attend a session of the HCANZA 'Ask the Expert' or 'Open for Business' webinars where CPD points are advertised.
- A maximum total of 6 CPD points is available through these channels annually.
- 15 CPD points are available for in person attendance at the annual HCANZA Conference
- If you are seeking an additional qualification your instructional hours can be formally recognised as contribution to your CPD. These hours are recognised where they are taken at tertiary institution such as a university. The 60% rule applies.

## Transition Period from Acceptable to Approved Courses for CPD

From May 2023 to June 2024 HCANZA will accept your application for recognition of CPD hours from any course you choose on a 1 hour = 1CPD point basis.

From July 1, 2024 we will transition to preferentially identifying appropriate programs that meet our core criteria for identified professional areas of learning and are delivered by reputable educators.

## Changes to CPD points allocation

Approved program: will continue to be allocated 1 hour of tuition = 1 CPD Point

Non- approved program: CPD points will be allocated 1 hour of tuition = 0.5 CPD points

These changes in CPD points allocation do not inhibit your free choice of program, or from enjoying and completing a non-approved program.

# HCANZA

## Associate Member CPD requirement

Currently HCANZA does not require its Associate members to undertake CPD. This is subject to further change as the industry develops.

---

## Annual submission and administration of Professional Membership CPD

Upon the annual renewal of membership with HCANZA, Accredited Coaches must submit a brief (less than 200 words) written overview of how they have achieved their 20 CPD hours and sign a declaration that the information they have submitted is true and correct.

The Accredited Coach Resource folder on the HCANZA website contains several forms to help you prepare the documentation you need to submit for annual CPD achievement.

HCANZA does not require certificates of attendance or other formal evidence of the CPD, however approximately 20% of renewing members will be audited each year and asked to provide such evidence.