



Health Coaches
AUSTRALIA & NEW ZEALAND ASSOCIATION

Continuous Professional Development (CPD)

Guidelines for HCANZA Members

(Updated March 2024)



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 Associate 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 encourage and foster a culture of continuous learning improve overall performance and productivity of HCANZA members.

CPD is mandatory for Accredited Coaches and Associate Members (including NZPC's) to maintain professional status with HCANZA supporting and recommending HCANZA coaches as leaders in their field.

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

Continuous professional development (CPD) offers numerous benefits for Health & Wellness Coaches.

- **Enhanced Expertise and Mastery:** Continuous Professional Development (CPD) empowers professionals to remain at the forefront of their field, armed with the latest insights and superior practices.
- **Elevated Confidence:** CPD nurtures a coach's belief in their prowess and expertise, fostering a positive influence on their performance and heightening job satisfaction.
- **Superior Career Opportunities:** CPD equips coaches with a competitive edge, bolstering their marketability and career advancement prospects. It also enhances their chances of upward mobility within their organisation.
- **Expansive Networking Horizons:** CPD events offer invaluable platforms for coaches to connect with peers, fostering the exchange of ideas and experiences. This camaraderie can significantly contribute to personal growth and professional development.
- **Innovation and Creativity:** CPD encourages the exploration of novel concepts and methodologies, sparking innovation and keeping organizations steps ahead of their competitors.
- **Specialization and Distinction:** Through CPD, coaches can hone unique skills within specific niches, amplifying their credibility and augmenting the value of their offerings.
- **Expectation of Continuous Learning:** Healthcare professionals anticipate a perpetual learning environment from coaches, underscoring the importance of CPD in fostering an atmosphere where growth, adaptability, and ongoing education are paramount. This expectation not only promotes excellence in coaching practices but also ensures that the delivery of services remains in harmony with evolving healthcare standards and patient/client needs.

HCANZA Members CPD requirement

Each year HCANZA members who wish to retain their membership status are required to obtain the following number of hours according to membership level:

- Accredited Coach (Professional member): 20 hours of continuing professional development (CPD).
- Associate Member including NZPC's: 10 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.

**By June 2025 HCANZA will require coaches have a minimum of 4 supervision sessions annually in addition to CPD. Alumni programs that may be attached to an Approved Program Provider are not considered supervision programs as HCANZA requires supervisors to be a fully qualified/credentialed supervisor. Supervisors will be accredited with HCANZA.

Opportunities for Accredited Coach's Points Accumulation

- A maximum of 60% of CPD requirements can be gained in any single area listed above.
 - Accredited coaches = 12 points
 - Associate Members = 6 points
- One CPD point is available for an Accredited Coach or Associate Member if they attend a session of the HCANZA 'Ask the Expert' or 'Open for Business' webinars where CPD points are advertised. Certificates are sent post the event.
At least six (6) CPD points is available through these channels annually.
- 20 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 contributing to your CPD. These hours are recognised where they are taken at tertiary institution such as a university or other recognised tertiary institutions. The 60% rule will still apply.
- Where you are co-qualified (you are a member of a related, registering healthcare professional body), you may apply to have some of your CPD requirements from that association recognised with HCANZA. The 60% rule will still apply.

CPD points allocation

HCANZA has and is increasingly approving programs for CPD that are of a high quality, are cost effective for members and ensure content and credentials of the program providers is the best fit for members. Some of these CPD Approved Programs also offer a discount opportunity to members.

These programs are listed on the website at <https://hcanza.org/find-a-coach/become-a-coach/find-an-approved-program-provider/>

- An Approved CPD Program: will be allocated according to the approved limit = as indicated on the HCANZA website.

TYPE: **CPD COURSES** HOURS: **7**

- Non- approved program: CPD points will be allocated 1 hour of tuition = 0.5 CPD points
- Alumni programs that are delivered by an HCANZA Approved Coaching Program Provider are NOT recognised for CPD purposes.

The above guidelines for CPD points allocation do not inhibit your free choice of program, or from enjoying and completing a non-approved program.

Annual submission and administration of Professional Membership CPD

Upon your annual renewal of membership (your anniversary date) with HCANZA, Accredited Coaches and Associate Members must submit a brief (less than 200 words) written overview of how they have achieved their 20 or 10 CPD hours and sign a declaration that the information they have submitted is true and correct.

The Resource Folder inside your account on the HCANZA website contains links to 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 10% of renewing members will be audited each year and asked to provide such evidence.