

## **PURPOSE OF UP SKILLING (applies to professional members only)**

- a) To maintain professionalism of its members
- b) To ensure that professional members are practising reflexology
- c) To ensure that professional members are keeping abreast of new information/research/in touch with the modality
- d) To 'grow' reflexology, and RNZ, to ensure its continuity

**UP SKILLING (CEP's – continuing Education Points)**  
**12 hours per annum to be converted to 48 points p.a.**  
**(1 hour = 4 points; or 12hrs x 4 points/hr = 48 points per annum)**

Points are gained from *two* categories

- Ongoing Education
- Promotion of both the RNZ organisation and reflexology as a modality

*It is important to gain points from categories One and Two. Guidelines & definitions are overpage..*

**Weighting applied according to importance and relevance to achieve the purposes of up skilling.**

### **Category One – On going Education**

30 points	Two day conference attendance
20	Relevant study module (* see o/page)
15	One day workshop attendance (*see o/page)
15	Clinical Research per published paper p.a. (*see o/page)
10	Half day workshop
04	Clinical observation (*see o/page) (max.claim 5 sessions with 20 points total claimable p.a.)
04	Swap session of 1 hour, one Prof. reflexologist with another (max. claim 5 sessions with 20 points total p.a.) (*see o/page)
04	Discussion group with fellow reflexologists (max. claim 5 meetings per year or 20 points total claimable p.a.) <i>For Reflexology course providers, refer overpage</i>

### **Category Two - Promotion of RNZ/Reflexology**

30 points	Serve on RNZ Executive for one year as an office bearer
20	Serve on RNZ Executive for one year as non office bearer
15	Serve on local Reflexology Group as an office bearer for 1 yr
10	<i>Interview</i> Radio/TV/magazine
10	AGM attendance of RNZ
05	AGM attendance of Local Group of RNZ
10	Help on reflexology stall at a festival/fair
04	Give voluntary reflexology session e.g. at a rest home/hospice/hospital/other (* see o/page) (max. claim 5 sessions or 20 points p.a.)
04	Talk to group of people about reflexology (max. claim 5 talks with 20 points total claimable p.a.)
04	<i>Write an article</i> for magazine/newspaper (max. claim 5 published articles, 20 points total claimable p.a.)

<p style="text-align: center;"><b>REFLEXOLOGY NEW ZEALAND INC</b> <b>UP SKILLING/CEP'S</b> <b>Annual Continuing Professional Development</b></p>
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### ***Guidelines and Definitions***

1. Member to keep record or log book of points gained as assigned over page, pertaining to relevant on going education/promotion of reflexology. Dates, names, signatures to be obtained where relevant. Record as points, and at the end of year, the points are converted to hours, by dividing by 4.  
*An example if a person gains 60 points for a year, divided by 4 = 15 hrs p.a. – exceeds requirement, upskilling achieved*
2. Discussion group is defined as a planned format and objectives, more than 2 reflexologists, notation made of gathering of time, date place, participants, outline of material discussed.
3. Relevant Study Module – an approved or recognised programme by RNZ. A personal attendance certificate to be obtained upon completion.
4. Clinical Observation – clinical observation of a reflexologist, certified for more than three years, where the session is structured with recorded observations and clinical discussion.
5. Swap sessions - minimum duration 1 hour, one professional reflexologist with another professional reflexologist.
6. Voluntary reflexology session - to demonstrate benefits of reflexology. A record/log book to be kept and signed by the receiver, dated etc
7. Workshop/Study Module - if not specifically on reflexology, prior approval may be sought from RNZ Executive to check if it is suitable to claim up skilling points.
8. Education Provider - A member who wishes to provide education in reflexology (from a weekend workshop to a full training course), must contact RNZ Education Sub Committee or RNZ Executive, to ascertain its suitability, and how many CEP points it qualifies for.
9. Upskilling to apply annually, but flexible to biannual (two yearly) where the professional member has a break from practising due to overseas travel/maternity leave/illness or other. In this instance the total of 12 hours per annum or 48 points per annum would change to a total of 24 hours for two years, or 96 points for two years i.e. a catch up in the second year. This is easily achievable. In such an instance the member is to advise RNZ Executive. Discretionary 'suspense' of upskilling may be granted by RNZ Executive by a motion pertaining to the member due to particular circumstances.
10. Where up skilling is not able to be accomplished, a change in the status of membership will be offered, downgrading from professional to affiliate etc to retain the person as a member.
11. One day refresher first aid course required every two years is a "generic" course – not specific to reflexology, and as such, does not qualify for up skilling points.

**ALL PROFESSIONAL MEMBERS TO KEEP A 'LOG' OR DIARY RECORDING DETAILS OF HOW POINTS OBTAINED. RANDOM CHECKS WILL BE MADE AND THE LOG TO BE SENT TO THE SECRETARY FOR VERIFICATION THEN RETURNED.**