Te Poari Kaimātai Hinengaro o Aotearoa
NEW ZEALAND PSYCHOLOGISTS BOARD

Online Continuing Competence Programme (CCP) Guide

Introduction

Since its inception in 2012, the Continuing Competence Programme (CCP) has provided a structured framework for practitioners to define their development goals and related tasks. Over time, the requirements and documentation linked to the CCP have been continuously refined. Each year, around 10% of participants are randomly chosen for an audit of their CCP documentation, which is assessed against established objective criteria. Currently, every practitioner is responsible for keeping a personal file of their documentation and submitting it via email to the Board for review, when required.

Practitioners have expressed a need for an online solution to significantly alleviate the administrative burden associated with the CCP process. In response, NZPB has cost-effectively designed a tailored solution, adapting an existing system used by other Responsible Authorities, with assistance from our IT development partner. Feedback was given by a small focus group, and enhancements made.

This online platform allows practitioners to efficiently and effectively monitor their professional development goals and accomplishments.

Additional information can be found on the NZPB website or in the CCP Guide.

Continuing Competence Programme Disclaimers and Terms of Use

- If a practitioners does not hold a practicing certificate for the current year, they are not required to complete the CCP.
- The information contained in the CCP platform is for the purpose of documenting annual professional development. A practitioners CCP plan is private to them. The plan will only be accessed by the Board if they are selected for audit or with written consent. Practitioners will be informed if they are selected for audit and will be given the opportunity to review their CCP before providing written consent for the Board to access it. No-one else can access this information without their explicit consent.

Practitioners may are encouraged to contact the Board regarding the above if they have any questions.

A Practitioners Annual Plan

The annual plan requires practitioners to complete a self-reflection on each of the nine core competencies at the start of the CCP year (April of each year). It is required that they complete a self-reflection on every competency, but are not required to set learning objectives for each competency. It is recommended that they set 3 – 5 learning objectives in total for each CCP year.

For the competencies that have set learning objectives, practitioners will be required to complete an end of year self-reflective review. They are not be required to complete an end of year self-reflective review for competencies that do not have a learning objective.

Practitioners will discuss their annual plan with their supervisor.

Logging In

Practitioners can access the CCP platform by logging into their Practitioner Portal, and clicking on "CCP" near the top right corner of their webpage.

HOME | CCP | MANAGE ACCOUNT | LOG OFF

Dashboard

The platform dashboard displays the following key information

- **Here's where you're at** - quickfire statistics about the completion rate of the annual plan;
    - self-reflections of competencies written
    - learning objectives written
    - self-reflections on learning objectives written
    - activities completed
    - activities in draft
  - These numbers automatically update as a practitioner completes their annual plan
- **Your CCP Timeline** - this advises the practitioner how many days remain before their annual plan is due. It counts down to 31/03
- **Reference Links** - this contains links to useful information for the practitioner
- **Notices** - this advises a practitioner if they are under audit
- **View CCP Period** - practitioners can view and select the practising year for their annual plan. Using the drop-down arrow, the years can be changed, which will automatically switch the annual plan to that years.
- **Export Period Summary** - this allows practitioners to export their annual plan and activity log summary to either PDF or Excel

Overview Tab

This section of the platform grants the practitioner an overview of their annual plan. They are able to see the each competency, and the status of the objectives for that competency is reflected a green tick or a red cross,

The default view for the new year will be only red crosses for "start of year reflection", as they reflections are completed and saved, the green ticks will appear. If a competency is selected for a learning objective, this will add additional red crosses for that individual competency. As the practitioner completes a written objective and reflection, then these will update to green ticks. If a practitioner unselected a nominated learning objective, then any red crosses or green ticks will disappear after the "start of year reflection".

The goal for this section is to prompt the practitioner towards all green ticks in their overview.

Below as an example of what a practitioners overview could look like.

Overview (2025/26)

Competency	Start of Year Reflection	Nominated for Learning Objective	Learning Objective Written	Learning Objective Reflection
Discipline, Knowledge, Scholarship and Research	✅	✅	✅	✅
Diversity, Culture and the Treaty of Waitangi	✅	✅	❌	❌
Professional, Legal and Ethical Practice	✅			
Framing, Measuring and Planning	❌			
Intervention and Service Implementation	❌			
Professional and Community Relations, Consultation and Collaboration	❌			
Communication	❌			
Reflective Practice	❌			
Provision of Supervision	❌			

Note: In the above example, the practitioner has completed 3/9 start of year reflections, nominating 2 as a learning objective. They have completed the activities for the first objective, but not the second.

Annual Plan Tab

This tab is where the practitioner enters the written content of their annual plan. The 9 competencies are stacked below in a condensed accordion style format. They are expandable or collapsible by clicking near the name of the competency. To begin writing a reflective review, the practitioner simply needs to click the name of the chosen competency to expand the text boxes associated, along with relevant information for that competency. Each competency section contains at the top, a brief description of the competency, with a hyperlink to the current version of "Core Competencies for the Practice of Psychology in Aotearoa New Zealand". The link will open at the exact relevant page for ease of use.

The self reflective review of the competency can be typed into the primary textbox. It can be saved in draft form by clicking the blue "save" button near the description of the competency, or at the bottom of the segment.

A declaration that the written review has been discussed in supervision can be ticked to verify this fact.

If the practitioner wished to add a learning objective to a competency, they can check the box. This will then cause additional textboxes to add in this objective, and a self-reflective review at the end of the year. Again, they can declare the objective and reflection have been discussed in supervision.

Any related learning activities undertaken for a particular competency will be viewable there. These are entered through the Activity Log tab.

The Annual Plan can be exported to a PDF. The purpose of this is for a practitioner to share with their supervisor, or save a hard-copy.

Note: This online platform operates on a high trust model. A practitioner could simply put a single character of text in the text box for a green tick to appear on the overview. They can not discuss a competency or its associated reflections in supervision, and tick that they have. Should a practitioner take this approach and be audited, then the consequences will be dealt with when this is discovered during the audit.

Activity Log Tab

This tab is where practitioners can enter professional development tasks associated with a learning objective or competency. Whilst practitioners are only marked on their written content, this feature is deployed to give practitioners more options to record information for their annual plan.

An activity can be added by clicking the blue "+ add new activity" button, which will navigate to a new page. The practitioner is then able to enter the following information;

- Select the **Competency -** this section is a drop down menu where the associated competency can be selected. Only one competency can be selected
- **Activity Name -** a free-text box for the practitioner to title their activity
- **Commencement Date** - clicking here allows a calendar selection tool to appear to select the commencement date
- **Completion Date** - clicking here allows a calendar selection tool to appear to select the completion date
- **Description of Activity -** a free-text box for the practitioner to write a description about the activity
- **Outcomes and Reflections** - a free text box for the practitioner to write any outcomes or reflections from the activity
- **Optional Attachments -** an entirely optional feature for attachments associated with the activity to be added. Examples of this could be an email verifying attendance, or a PDF or slideshow of course material

The activity can be saved to a draft form by clicking the blue "save draft" button, or submitted using the green "submit" button.

Once an activity is saved to draft, it will appear under the "Draft / In Progress" heading back on the Activity Log tab. From here it can be edited or deleted by clicking the associated icons.

Completed activities will appear under the "Submitted / Completed" heading, and in relevant competency section in the practitioners Annual Plan. A summary of the activity can be seen by clicking the "eye" icon under the "View" column. If the activity needs to be edited or deleted, after clicking on the "eye", they can click on the blue "send to drafts" button and then action it from the "Draft / In Progress" heading.

Audit Tab

This tab is where practitioners can view their audit status and results. This tab will be developed and enhanced throughout the year as the data populates and enhancements are deployed.