

**GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT [CPD]  
FOR SOCIAL WORKERS AND SOCIAL AUXILIARY WORKERS**

**FROM 1 APRIL 2010**

All Social Workers and Social Auxiliary Workers who are registered with the South Council for Social Service Professions [SACSSP] and who wish to remain registered and practise the profession **must participate in CPD and meet the requirements. It is a legal requirement**

**YOU ARE ADVISED TO ALSO READ THE POLICY ON CPD THAT IS INCLUDED IN THIS GUIDELINE DOCUMENT**

**WHAT IS THE PURPOSE OF CPD?**

CPD aims to –

- Build knowledge and skills
- Keep practitioners abreast of developments in their field
- Promote confidence in practitioners' abilities to provide high standard services
- Maintain professional standards
- Promote excellence

**WHAT IS CPD?**

CPD means that social workers and social auxiliary workers must participate in –

- approved CPD activities ; and
- obtain a certain number of points every year.

**WHO DOES IT APPLY TO?**

It applies to all persons who are registered as Social Workers or Social Auxiliary Workers with the SACSSP. This includes:

- Persons who are **practising** Social Work and Social Auxiliary Work must obtain at least **20 CPD points per year**
- **First time practitioners and persons who re-enter the profession** must participate in CPD in the year of registration and obtain **20 CPD points in that year**
- **Registered persons practising outside South Africa** must also obtain 20 CPD points
- Persons whose names have been removed from the SACSSP's Register and whose names have been restored must obtain **20 CPD points in the year that they have been restored**
- CPD **does NOT APPLY to Student Social Workers and Learners in Social Auxiliary Work**. Only once they have completed their studies and are registered as practitioners will they have to comply with CPD.

THESE GUIDELINES ARE DIVIDED INTO 4 SECTIONS:

- Guidelines for Social Workers and Social Auxiliary Workers
- Guidelines for Providers of CPD
- Guidelines for Employers
- CPD Forms and Formats

**SECTION A**  
**GUIDELINES FOR SOCIAL WORKERS AND SOCIAL AUXILIARY WORKERS**

ALL Registered Social Workers and Social Auxiliary Workers who are practising the profession must obtain at least 20 CPD points per year by participating in approved CPD activities.

**WHAT ARE APPROVED CPD ACTIVITIES?**

CPD activities are divided into Group activities and Individual activities.

**PLEASE NOTE: Social Workers and Social Auxiliary Workers must participate in a mix of Group and Individual CPD Activities. Individual activities must NOT be the major portion of the annual 20 points.**

**Group CPD Activities**

Group Activities are organised and structured for at least 3 persons and include the following:

CPD Group Activity	Definition	Range of CPD points
<b>Workshop</b>	Intensive study, work, participatory & sharing discussions that address policy, practice and educational challenges  <u>Duration:</u> 1 day to a maximum of 5 days <u>Proof:</u> Certificate of attendance	2- 5 per day
<b>Small group discussion</b>	Focuses on a relevant topic – policy, legislation, book or journal article reviews; case studies; best practice models; group supervision; in-service training  <u>Duration:</u> 1 hour to a maximum of 2 hours <u>Proof:</u> Certificate of attendance	2 per hour
<b>Information session</b>	Shares information and/or consults stakeholders  <u>Duration:</u> 1 hour to a maximum of 2 hours <u>Proof:</u> Certificate of attendance	1.5 points per hour
<b>Conference/Congress/Symposium</b>	A large gathering local, regional, provincial, national or international with a specific theme and sub-themes  <u>Proof:</u> Certificate of attendance	2- 4 points per day

The Range of CPD points depends on:

- Level of participation - passive or active?
- Level of knowledge - basic or analytical?
- Level of skills development - perception or altering responses?
- Duration - length of time?

### Individual CPD Activities

Here the participation is undertaken individually and the practitioner must be able to prove its relevance for CPD. They include the following:

CPD Individual Activity	Definition	Range of CPD points
Self-study: Scientific article/ book	Require reflection of relevance	Scientific article: 1
	<u>Proof:</u> A completed questionnaire in a journal OR the SACSSP's FORM CPD 4	SACSSP Newsletter: 1 Book: 1
Formal learning programme	A whole qualification on a relevant topic: Postgraduate Diploma: Maximum 2 years Masters degree: Maximum 3 years Doctoral degree: Maximum 5 years  <u>Proof:</u> Registration, progress and completion	10 per annum and 10 on completion
Paper presentations	A written paper presented to a group – can also be a poster presentation, WEB-based or video presentation. Includes preparation, presentation and facilitation of a discussion.  <u>Proof:</u> Copy of paper or visual presentation and programme where presented	Conference: Plenary 8
		Breakaway group 6
		Guest lecturer at tertiary institution 6
		Panel session with intro 4
		Panel session without intro 2
		Poster 4
		WEB-based 4
Authorship	Publications in book, scientific or practice journal, training manual or protocol as sole author, co-author, editor or contributor  <u>Proof:</u> Proof of publication or independent peer review/ employer's report	Video production 6
		Book: Sole author 30
		Co-author 15
		Editor 20
		Contributor 10
		Scientific article: Sole author 10
		Co-author 5
		Professional/ practice journal: Sole author 10
		Co-author 5
		Training manuals/ protocols: Sole author 10
		Co-author 5
		Research: 10
		Research

	publication  <u>Proof:</u> Copy of written submission	
<b>Position paper/ legislative or policy analysis</b>	A critical analysis in response to legislative and policy issues  <u>Proof:</u> Copy of written submission	1- 4
<b>Short learning programme</b>	A short course or a skills programme  <u>Proof of successful completion</u>	5- 20 [depends on level, duration and relevance]
<b>External examination</b>	Assessment of postgraduate studies  <u>Proof:</u> From Higher Education Institution	Masters: 4 Doctoral: 6
<b>Peer review</b>	Comments on the professional activities & work of colleagues that is formally requested. Can include commenting on monographs, manuscripts and book reviews  <u>Proof:</u> Copy of request & acknowledgement that review completed	Manuscripts: 2 Research proposals: 2 Monographs: 4 Book reviews: 5
<b>Membership</b>	<i>Professional body:</i> Registered & active member of an international, national, regional or local organisation that protects & promotes Social Work  <u>Proof of current membership</u>	National/ Professional association: 1 Professional Association: 1 Union: 1
<b>Personal Wellness</b>	<i>Personal Wellness programme:</i> Participation in a structured programme that helps the practitioner to cope more effectively with the demands of the profession  <u>Proof of provider, programme &amp; duration</u>	1- 2
<b>Activity accredited by other Professional Councils</b>	MUST be relevant to Social Work. May be for example a Conference, Workshop or Small Discussion.  <u>Proof of attendance &amp; programme</u>	NOTE: The number of CPD points will be allocated in terms of the SACSSP's Policy and NOT the other Councils' policy
<b>Exceptional activity</b>	There may be other activities that can be considered.  <u>Proof:</u> A substantial motivation and proof of attendance/ participation & programme	Points may be allocated on the basis of the extent to which it contributes to CPD

#### WHO APPROVES CPD ACTIVITES AND HOW?

- A CPD Approval Panel appointed by the SACSSP
- Made up of a maximum of 5 experts
- At least one Panel member is a member of the Professional Board for Social Work

### Approval of Group Activities

- The Panel approves Group CPD activities according to the CPD Policy.
- Providers or organisers of CPD Group activities apply to the CPD Approval Panel for approval in the required manner [see Section B: Guidelines for Providers].
- After assessing the application, a CPD number and CPD points are allocated to each Group Activity or the provider is informed that the activity has not been approved giving the reasons.

Applications for approval of CPD Group Activities must be **submitted at least 10 weeks** prior to the activity being offered. No activities will be approved after they have been presented.

### Approval of Individual Activities

- The approval of Individual Activities is also considered by the CPD Approval Panel when the Panel assesses the Portfolios of Evidence that each Social Worker and Social Auxiliary Worker must keep. These are therefore NOT approved BEFORE the activity takes place.

### PORTFOLIOS OF EVIDENCE

**Every Social Worker and Social Auxiliary Worker must keep a Portfolio of Evidence of the CPD activities in which they have participated.**

Every Social Worker and Social Auxiliary Worker is responsible for their OWN CPD. It is YOUR responsibility and NOT anyone else's. However an appeal is lodged to employers to assist employees to obtain the required number of CPD points annually.

### What is important about Portfolios of Evidence?

Your Portfolio of Evidence is a file in which you keep proof of all the CPD activities in which you have participated

- Proof of participation in **CPD Group Activities** includes:
  - certificates of attendance with your name and SACSSP registration number, the CPD approval number and CPD points, date/s attended, signed by the provider
- Proof of participation in **CPD Individual Activities** may include:
  - completed questionnaires
  - registration for degree/diploma, progress report & certificate of completion
  - copy of written paper & programme where presented
  - copy of written submission for research/ analysis
  - proof of publication

- proof of membership
  - proof of successful completion of a short learning programme
  - proof of attendance and programme
  - proof of external examinations
- Your Portfolio of Evidence is *kept from 1 April to 31 March for each year*

**NOTE:** You MUST keep your own Portfolio of Evidence and even if you change employment you must take it with you. **You do NOT submit anything to the SACSSP. AS FROM 1 APRIL 2011** the Council will start requesting registered persons to submit their Portfolios of Evidence. You may not be requested to submit it in the first year but the sampling will be done so that EVERY registered person will submit theirs by 2014.

**DURING EACH YEAR you must summarise all the CPD Activities in which you have participated and keep it in your Portfolio of Evidence on FORM: CPD 3 [attached at the back of this guideline document].**

**ENSURE that you have accumulated at least 20 CPD points per annum and remember that no more than 10 CPD points may be carried forward to the next financial year.**

What if I do not meet the requirements for CPD?

1. If, on examination of a person's Portfolio of Evidence, the CPD Approval Panel finds that the person has NOT obtained 20 CPD points in a year, the Panel will:
  - First investigate the reasons for this
  - Draw up a list of the names of practitioners who have not met the requirements, including the reasons for non-compliance.
  - Submit the list to the Professional Board for Social Work
  
2. The Professional Board for Social Work will ask the practitioner to submit a letter explaining the reasons for non-compliance. The Board may then:
  - Accept the explanation and give the practitioner 6 months to comply and provide evidence that they have complied 2 weeks before the 6 months period has lapsed
  - If the practitioner does not provide the necessary evidence his/her name will be forwarded to the Professional Conduct Division of the SACSSP to deal with the matter according to the relevant Regulations and Rules relating to unprofessional conduct.

**IT IS IMPORTANT TO MEET ALL THE REQUIREMENTS FOR CPD!**

**WHAT IF I GET MORE CPD POINTS THAN I NEED TO?**

If you obtain more than 20 CPD points in a year you may carry forward a maximum of 10 points to the next year. But these 10 points will only be valid for the next year and not for further years.

**TIPS FOR SOCIAL WORKERS AND SOCIAL AUXILLIARY WORKERS**

1. Keep a Portfolio of Evidence with proof of all the CPD activities you have participated in
2. Keep your SACSSP Registration Number at hand as it must be on your Certificates of Attendance
3. Do NOT send anything to the Council – only when you are specifically asked to do so
4. YOU are responsible for ensuring you obtain 20 CPD points each year

*REMEMBER:* CPD is a personal investment. CPD activities must add value to your ability to provide a professional social work service. They are NOT part of your normal work or duties.

## **SECTION B**

### **GUIDELINES FOR PROVIDERS OF CPD GROUP ACTIVITIES**

#### **PROVIDERS OF CPD group activities include:**

1. Individuals with the necessary expertise who provide training opportunities for practitioners on topics relevant to social work practice
2. Education and training institutions
3. Organisations/bodies that offer training opportunities for practitioners on relevant topics
4. Organisers of conferences/seminars etc. on relevant topics

#### **PROVIDERS OF GROUP CPD ACTIVITIES MUST APPLY FOR APPROVAL**

1. Any provider that wishes to offer an approved Group CPD activity must FIRST apply to the CPD Approval Panel functioning under the auspices of the SACSSP.
2. This must be done WELL BEFORE the activity is to take place – NOT after it has already taken place.
3. All providers must keep record of the activities presented and the names of the people that attended. The Approval Panel may at any given time request that the provider submit attendance registers. Records of activities must only be submitted on request of the SACSSP.

#### A Provider may be:

1. The person / body providing the CPD activity
2. The organisation who has arranged the CPD activity

#### **HOW DO PROVIDERS APPLY?**

1. Providers apply for approval on FORM: CPD 1 [*attached at the back of this guideline document*] and attach the necessary documents and payment.
2. A reference number will be allocated to the provider.
3. Payments must be deposited directly into the SACSSP's Bank Account at ABSA Bank, Account Number 2140 222 731, Branch Code 33 55 45, indicating clearly in the reference block that the payment is for CPD purposes.

FORM: CPD 1 must be completed in full clearly indicating what CPD points the provider is applying for in terms of:

1. Attendance
2. Presentation
3. Facilitation

#### **What Documents to attach to the application form**

- a) Workshops: A copy of the programme clearly indicating times, topics and presenters AND a brief CV of presenters/facilitators with their qualifications and experience
- b) Small group discussions: A brief outline of the date, time, topic and brief CV of presenter/ facilitator
- c) Conferences: A copy of the programme clearly indicating times, topics and presenters
- d) Information sessions: A copy of the programme clearly indicating times, topics and CV of presenters

**Note:** If one type of Group CPD activity is offered as a planned for a year then you submit ONE application and give all the details of dates, topics, presenters and their CVs.

This applies to small group discussions which could be, for example –

- Group supervision
- Journal clubs
- In-service training

1. This will ONLY be considered if it is planned and structured around specific topics. Ad hoc, unstructured group supervision sessions will NOT be accepted.
2. You can NOT mix different types of Group activities in the same application. For example
3. You cannot include activities such as Small Group discussions, information sessions and workshops.

The provider of these activities must issue a certificate to the attendees and indicate clearly which of the sessions were attended and the number of CPD points that the social worker/social auxiliary worker obtained.

#### **Payments**

Every application for approval must be accompanied by a payment as follows:

- R100 for applications where the participants do NOT pay a fee
- R500 for applications of activities where participants pay a fee

Where participants are only requested to pay a small amount to cover only refreshments and handouts, this must be indicated and only R100 needs to be paid.

Please note that the administration fees payable to the SACSSP are subject to change.

#### **Making the CPD Activity known**

Providers must also indicate on CPD Form 1 whether they agree to making the planned CPD activity known so that other practitioners can attend. If this is agreed to, the SACSSP will list it on the website with details.



## Evaluation and Decision by the CPD Approval Panel

- The Panel will evaluate the application and decide whether it is an activity that meets the requirements for CPD
- The Panel will then inform the Provider of its decision on *Form CPD 2*
- A CPD Number will be given to the activity which must appear on the Certificates of Attendance
- The number of CPD points will be given for attendance, facilitation, written paper, etc.
- If the Panel decides NOT to approve the activity, the Provider will be informed and given the reasons.
- If the provider is not satisfied with the outcome or the decision of the Panel, the provider has the right to appeal to the Registrar.

**The approval granted by the Panel is valid for 1 calendar year.** This is particularly relevant where Providers present the same Workshop, for example, on different dates to different practitioners.

### After the CPD activity has taken place a Provider must:

- Provide each participant with a Certificate of Attendance with the CPD Number, their name, SACSSP registration number, the appropriate number of CPD points and sign it.
- Keep the register of attendance which may be requested by the SACSSP [*must be the original*] and which may be inspected by the CPD Approval Panel or Professional Board.

*An example of a certificate of attendance is attached for your convenience.*

### What if the programme of the CPD activity changes?

In the case of a series of activities, such as a Journal Club, in-service training, group supervision or workshop, it may happen that a date, presenter or topic may change. This can occur especially when a year programme is submitted.

In such cases, the CPD Approval Panel must be informed of all the changes with all the relevant details as soon as possible.

### TIPS FOR PROVIDERS OF CPD ACTIVITIES

1. Apply for approval WELL BEFORE the planned CPD activity takes place. The minimum application time is 10 weeks
2. Make sure you complete *CPD Form 1* in full AND attach all the necessary information
3. Attach the relevant proof of payment – the deposit slip into the SACSSP's ABSA Bank Account
4. After the receipt of a reference number, this reference number must be quoted on all communication to the SACSSP.
5. Ensure that participants have their SACSSP Registration numbers
6. Monitor attendance through Registers that include the participant's name as registered with the SACSSP and the dates they attended
7. Issue Certificates of Attendance with the relevant information
8. Keep the original registers of attendance for possible inspection.

**PROVIDERS REMEMBER:** The CPD Approval Panel under the auspices of the PBSW, may, at any time, appoint a suitable person to attend your approved CPD Group Activity and report back to the Panel.

## SECTION C GUIDELINES FOR EMPLOYERS OF SOCIAL WORKERS AND SOCIAL AUXILIARY WORKERS

As an employer you are not solely responsible for the CPD of your practitioners as they are individually responsible for this. BUT an empowered personnel corps is in your interests and empowers you as an organisation to provide an effective service. Therefore, employers should continue to invest in the continuing professional development of their social work and social auxiliary work workforce at all levels.

Employers are expected to:

1. Provide opportunities for their practitioners to develop their knowledge and skills
2. Allow practitioners to attend CPD activities
3. Ensure that practitioners keep Portfolios of Evidence
4. Plan with practitioners how their needs for CPD can be met
5. Monitor CPD involvement
6. Ensure that CPD forms part of their skills development programme within the organisation and thus their work place skills plan (WSP)
7. Link the CPD programme within the organisation with the Performance Management System and personal development plan of their social workers and social auxiliary workers.

### **CPD does NOT have to be expensive**

There are many opportunities that can be created to ensure that personnel obtain CPD points whilst adding value to their development and expertise.

Some examples are:

1. Develop a structured in-service training programme for the year with specific dates and topics. Presenters may be internal or external
2. Form a Journal Club with at least 3 members who present articles they have read from professional journals and hold a discussion with those present. Draw up a programme at the beginning of the year, indicating dates, journal articles and names of presenters
3. Structure group supervision so that specific topics are dealt with and cases presented by those attending
4. Invite practitioners from other organisations to join in CPD activities or negotiate a collaborative partnership with others

**REMEMBER:** The idea is to structure and focus the professional development of your social work personnel around the demands of the client system your organisation is serving. This includes all practitioners whether they be involved in direct service delivery, supervision or management. The result will be empowered personnel which is an investment for the organisation.

Social workers who have registered specialities in social work with the SACSSP should also endeavour to obtain CPD points within their areas of specialisation to ensure that they keep abreast with the latest developments within those areas of specialisation.

**SECTION D**  
**FORMS AND FORMATS**

There are 4 Forms for CPD, namely:

- Form CPD 1 - the Application for a CPD Group Activity that a Provider completes
- Form CPD 2 – the Evaluation of an Application for a CPD Group Activity that the CPD Approval Panel completes
- Form CPD 3 – CPD Portfolio that each practitioner must complete and keep in their Portfolio of Evidence
- Form CPD 4 – Self-Study Questionnaire

Formats:

To assist Providers in applying for CPD Group Activities the following is also attached:

- An example of an Attendance Register for a CPD Group Activity