

Introduction

The Professional Capabilities Framework (PCF) was developed by the Social Work Reform Board, to represent standards or levels of professional practice. Throughout your career there is a need to maintain your professional development and learning and to ensure you keep up-to-date with progress and evidence in your field. Haringey supports Social Workers to continue their professional learning and development so that they can demonstrate high standards of service user care, feel valued and supported in their work, and have an opportunity to reflect on, and develop their practice.

There are many ways of maintaining your Continuous Professional Development (CPD). You can use the PCF and supervision to help guide your choices and preferences. You are required to maintain evidence of CPD activities. **The HCPC considers 'continuous' professional development to mean something being logged every 6 – 8 weeks. Their website has useful information about CPD** <http://www.hpc-uk.org/registrants/cpd/standards/>

Example 1: Formal training

The Mental Health Act 2007 requires all approved mental health practitioners (AMHPs) to complete 18 hours of refresher training a year. If an AMHP attended a university refresher course that included an update on legal changes and case law, this could be included as an example of CPD. In their CPD profile, they could explain how this classroom training made them aware of recent developments in the law that affects their work, thereby improving their practice. They could then explain, for example, how that knowledge informed a decision they made during a mental health assessment of a service user.

Example 2: Supervision

Everyday activities such as supervision can count too. For example, a social worker might be having difficulty communicating with an elderly service user and ask their manager for advice. The manager suggests a different approach to engaging the service user, which works. This scenario could be added to the social worker's CPD profile as evidence of how they learned a new way to approach a problem and made progress with that service user as a result.

Example 3: Online chats

Not all learning has to connect directly to the workplace. Let's say a social worker, after watching the BBC's Protecting Our Children documentaries 2013, went onto [Community Care's forum, CareSpace](#), and discussed with others the issue of home visits where service users behave in a threatening way. If those discussions led to the social worker learning about a new approach to handling such situations, they could include it in their CPD profile as an example of professional development.

Example 4: Contributing to the development of the profession

Social workers have a professional responsibility, set out in the PCF, to contribute to the development of the next generation of social workers. You can do this through supervision and support for students on placement, giving feedback on practice, or allowing shadowing opportunities. You might also get involved with higher education to teach or advise on the way their programmes are put together and delivered. Such activities contribute to your own CPD.

How to apply for University modules to support CPD

1. Discuss the module(s) you are interested in with your line manager

- You must have completed your probation period in Haringey to be eligible for funding
- To begin academic study you will need a minimum of 12 months post-qualifying social work experience.
- Haringey expect staff to have completed a consolidation module or equivalent, such as **critical thinking** before applying for any further study. If you have not completed a consolidation module then use this form to apply for one.
- Practitioners who have been on the ASYE programme are expected to complete in the region of six months practice before undertaking further study. Note that several universities have consolidation modules starting in Autumn and Spring.
- You must demonstrate ability to study at post-qualifying level by referencing any previous studying you have undertaken as well as your readiness for further professional PQ study/training.
- You must outline whether you have started and/or completed previous PQ courses.
- You must demonstrate how you propose to manage the workload incurred by completing this programme of study including studying outside of work time.
- You must demonstrate how the module you are applying for will meet your learning needs and the needs of the service.
- You must demonstrate how you propose to transfer your learning into practice.

2. Complete the Haringey on line e-application form:-

https://eforms.secure.haringey.gov.uk/ufs/ufsmain?formid=CPD_EXTERNAL

- Please note that **approval is not automatic**, and all applications will be subject to an internal short listing process.
- Short listing is based on your application; management approval and the needs of the service
- The form will automatically send to your line manager for approval and then on to the approvals panel. Successful applicants will then be required to follow the University application process. Approval is usually only given for one module per academic year.

The approval panel will convene to consider applications on: May 30 2014 and Sept 30 2014

FAQ

1. Which university can I choose to study at?

Haringey traditionally supports study at Middlesex, London Metropolitan, Royal Holloway, UEL, and the Tavistock. However, we will consider applications for other universities. Please check their websites for the courses available this year. There is also a spreadsheet produced by the universities which will give you some baseline information about courses (CPD Survey Jan 2014pdf)

2. I have completed the first year of a masters course, will my funding be automatic for the final year?

No, due to budget restraints, you must apply each year for funding and your application will still be subject to the internal short listing procedure.

3. Study leave

Study leave is at the discretion of your service. As a guideline this is a maximum of 2 days per 15 academic credits.

4. Do I have to pay back my course fees if I leave?

Yes, if you leave Haringey Council service within two years of completion of your module you will be required to refund all financial assistance which you received during the duration of your course (except salary)

5 When can I submit my application?

You can submit your application at any time and your application will be held on file until the approval panel next convene (May 30 2014 and Sept 30 2014)

How to apply for internally commissioned courses and events that might contribute to your CPD

Haringey commissions a wide variety of courses to support staff. There are courses and events specific to those specialising in

Children : Please log onto www.haringey.gov.uk/learn

Adults: Please log onto www.haringey.gov.uk/learn

AMHP: Please log onto enfield.learningpool.com

Professional Registration with HCPC

As a social worker you are required to maintain professional registration and demonstrate CPD. You must undertake CPD to stay registered with HCPC. Their CPD standards say registrants must:

1. Maintain a continuous, up to date and accurate record of their CPD activities.
2. Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.
3. Seek to ensure that their CPD has contributed to the quality of their practice and service delivery.
4. Seek to ensure that their CPD benefits the service user.
5. Upon request, present a written profile (which must be their own work and supported by evidence) explaining how they met the standards for CPD.
6. **Whenever a profession renews its registration, HCPC randomly audits (checks) the CPD of 2.5 per cent of professionals from that profession.** Those registrants who are chosen for audit must submit a CPD profile to show how their CPD meets the standards.

CPD logs

If you have joined the The College of Social Work (which will only cost you £5 per month) <https://www.tcsw.org.uk/membership/membership-offer/> you will have access to an e-portfolio online tool to plan, record and evidence your CPD and its impact on service users. It also enables you to download your written CPD profile to submit to HCPC if you are audited.

You can maintain a log however you wish, a example template is demonstrated overleaf

CPD FOR SOCIAL WORKERS IN HARINGEY

CPD record			
Name: Sally Social Worker		HCPC Membership Number: 12345	
Key dates	Activity	What did you learn?	How will this impact on your practice?
03/04/2014	Attended one-day training course 'Direct Work with Children'	Practical skills in communicating with children across the age range. Ways to reflect the child's wishes and feelings in my assessments and reports	My practice will be more child-centred and the voice of the child will be evident in all of my work I will feel more confident about talking with children I will always have paper and crayons in my bag
06/03/2014	Attended LSCB course 'Domestic Abuse & Child Protection'	That just because children don't see the abuse doesn't mean they don't know what is happening; learned how they might be affected; questioned my belief that a violent partner can still be a good parent	The child/ren will always be the focus of my work; I will be more professionally curious and not take the assertions of adults at face value I am going to develop my skills and knowledge in this area
04/02/2014	Accessed CCInform article: Guide to working with East European Roma families	Learned about history and customs; learned about taboos of talking about personal issues; raised my awareness of oppression experienced by Roma families; raised my awareness of education issues-attendance and attainment	I will need to think through my approach to talking to Mrs X about her mental health – talk to her without her husband present; will consult with Roma worker for further advice and support
23/01/2014	Discussion in supervision about Family X, an East European Roma family	Realised that I don't know much about the Roma community in terms of child care custom and practice	Will need to develop my understanding of Roma communities – have identified reading materials
12/01/14	An internal audit shows that my recent assessment of Family A does not demonstrate how I ascertained the wishes and feelings of the two children, aged 4 and 5	I understand that I have focussed on the mother's assertion that the children are not affected by the father's violence towards the mother. I was reminded about the need to ensure that children are listened to and reflected in assessments, plans, reports etc I realise that I am anxious about communicating with young children	I will keep my focus on the child/ren – the reason I came into SW I will plan my work to ensure that I spend time with the child/ren and that I record their wishes and feelings I will make sure my assessments, plans etc reflect this I will learn about the impact of DV on children