

CONTINUOUS PROFESSIONAL DEVELOPMENT AND HEALTH AND CARE PROFESSIONS COUNCIL PROFILES

FACILITATOR:
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Responsibilities

- Of the social worker – HCPC requirement is that the social worker needs to take responsibility for their CPD regardless of where they work and to value a wider range of learning as described on <http://www.hcpc-uk.org/registrants/cpd/evidence/>
- Of the social worker's manager/employer – Supervision, Training and development, Career structure and PCF development

Background

- Social Workers registration and regulation became responsibility of HCPC from 1st December 2012
- HCPC is the regulatory body for other health professionals such as Psychologists and Occupational Therapists
- All professionals have to meet the standards set by HCPC

Background continued

- After 2 years of registration social workers will need to be able to demonstrate how they meet the HCPC standards for renewal of their registration
- A percentage of registrant social workers will be selected to present a portfolio of evidence to HCPC. The evidence will be a CPD profile demonstrating how the HCPC standards have been met.

HCPC CPD standards

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; and
- **5.** Upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the standards for CPD.

PCF and HCPC Standards of Proficiency

- College of SW has mapped the relationship between Professional Capabilities Framework statements at end of last placement/qualifying level to the HCPC Standards of Proficiency.
- Information available on TCSW website and HCPC website

CPD audit process – link to registration (from HCPC)

- At each registration renewal, registrants **self-declare** that they continue to meet HCPC's standards of CPD
- Sample audits of 2.5% of registrants are taken at random
- Each selected registrant must submit a CPD profile
- Profile must provide details of their CPD for the previous two-year registration period
- To stay registered, you must prove you meet HCPC's CPD standards

CPD Logs

- NQSWs – how is CPD being recorded? Do employers require a specific template to be used?
- Does it include range of learning activity?
- BASW template: Found at: www.basw.co.uk
- CPD log should record date, detail of learning activity and brief reflective statement of what was learned and how it would improve practice and benefit service users.

HCPC website

- www.hcpc-uk.org/registrants
- Templates for CPD log and profile
- CPD profile examples
- CPD Presentation explaining CPD, the five standards and the audit process
- Responsibilities of Registrants
- Written clarification of standards
- CPD evidence examples
- CPD activity examples

CPD Profiles planned/accepted at April 2013

Type of service	Stage in career
Children and Young People	Early career Mid-career: <u>Social work practitioner - youth justice</u> Senior Manager
Adults	Early career Mid-career Senior: <u>Experienced forensic social worker</u> <u>Senior practitioner disability services</u> Manager
Independent Social Worker	
Other	

CPD Profile Structure

- List of CPD activities (for last two years)
- Summary of recent work (for last two years) - 500 words
- Statement of how standards have been met - 1500 words
- Supporting evidence – only for the example activities you write about in detail

- NB: Templates and examples are available on HCPC website

What are learning activities?

- HCPC guidance see: <http://www.hcpc-uk.org/registrants/cpd/evidence/>
- **Work based learning:** *learn by doing, supervision, project work, in-service training, discussions with colleagues, shadowing.....*
- **Professional Activity:** *lecturing, expert witness, research, presentations, mentoring, being promoted*
- **Formal/educational:** *courses, FE, writing articles, accredited courses, conferences.....*
- **Self directed learning:** *reading, reviewing books, internet/TV, keeping file of your progress*
- **Other activities:** *Public service, voluntary work*

What types of evidence are there?

- Things you may have produced – e.g. *Leaflets, policy document, business plans.....*
- Materials demonstrating reflection and evaluation of learning and practice – e.g. *Appraisal, supervision notes, evaluation of courses.....*
- Materials acquired from others – e.g. *Certificates, letters from clients.....*
- See HCPC website for full lists of Learning Activities and types of evidence

What the assessors look for in your supporting statement

- Have you completed a mixture of learning activities?
- Has your CPD activity contributed to the quality of your practice and service delivery?
- Has your CPD activity benefitted your service users?

Developing your profile

- Choose 3-5 examples of different types of activities you have completed to discuss in detail
 - **Work-based learning** e.g. in-service training, audit of patients
 - **Professional activity** e.g. mentoring, professional body membership
 - **Formal/educational** e.g. attendance at conferences, courses
 - **Self-directed learning** e.g. reading journals, internet research
 - **Other** e.g. voluntary work, public service
- Give concrete examples of how you have applied your learning in your practice
- Tell the assessors what aspects of your learning benefit your service users

Demonstrating standards 3 and 4

- **Activity contributed to the quality of your practice and service delivery:** *specific skill/knowledge, reflective practice exercise, updating training,*
- **Activity benefitted the service user:** *you were more confident and providing better care, you have changed your practice which has benefitted the service user, feedback obtained from service user, service user's desired outcomes achieved*

Portfolio for CPD log and evidence for profile?

- Hard copy – likely for some evidence such as certificates and letters and may still be main choice of some professionals and specialist portfolios such as AMHP, Practice Educator
- Electronic copy – good for CPD record, CPD profile and collection of some evidence
- Combination of both? - May be only way of meeting needs of HCPC, Employer and specialist requirements for roles such as AMHP
- Some employers might provide format

Assessment of the profile

- Your profile will be assessed by HCPC CPD assessors
- The assessors are “HCPC partners” – senior members of the professions regulated by HCPC
- They work in pairs on CPD assessment days run at the HCPC
- At least one (usually both) will be a member of your profession

Audit process

- Notification sent out at same time as renewal notices
- 3 months to submit profile – reminded after 2 months
- If incomplete 28 days to resubmit completed profile
- Assessors may request ‘further information’ – 28 days to reply
- Assessors may give ‘further time’ – 3 months to address shortfalls
- If registrant does not meet standards registration not renewed
- Decision subject to registration appeals procedures

Audit outcomes

Accepted	CPD profile met the CPD standards
Deferred	Registrant requested to defer (put off) their audit due to unavoidable circumstances
Deregistered voluntary	Registrant requests removal from the Register
Deregistered lapsed	Registrant removed from the Register as a result of non-payment or completed renewal form not returned to HCPC
Removed	Registrant removed from Register as a result of not meeting the CPD standards

Lets hear your
questions and ideas!

Let us know if you would like to get
involved.