



Video Instructions Transcript

Kia ora koutou katoa

Today I am demonstrating the “My Online CPD Log”, which ANZASW has been developed in collaboration with the SWRB.

The “My Online CPD Log” will replace the word template you are currently required to use. The advantages are that you can access this anytime, anywhere on any device. All you need to do is set up the Log and add any CPD activities you have done. The rest is done for you - anyway we will get to that.

We start on the ANZASW home page. The first thing you need to do is Login:

<https://anzasw.nz/member-login-page/>

Enter your details and click on the Remember Me checkbox so you don't have to keep entering your login details .

If you can't remember your password [click here to reset](#)

If you can't remember your Username then [click here](#)

Enter the email you originally signed up with and click 'Retrieve Username'.

If you get a error message that means the email is different to the one you originally signed up with - in that case email admin@anzasw.nz

If you have not yet signed up to the website you need to do that first by clicking on this link here: <https://anzasw.nz/registration-page/>

You will need to wait for it to be approved which can only happen in work hours.

Let's assume you have successfully logged in.

Hover mouse over Member Services then click on the “[My Online CPD Log](#)” link

This takes us to what I am going to call the [Landing Page](#).

You can either go straight to your online CPD log by clicking on this link [Take me to My Online CPD Log>>](#) OR

You can read up on some examples of CPD Activities or review the questions to guide your critical reflections; there are also the SWRB Core Competences that you are now required to refer to.

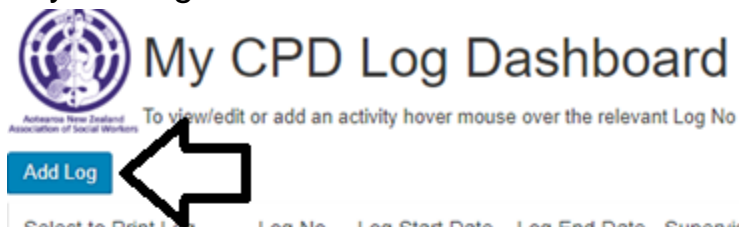
There are also the Video Instructions and Instructions you can read or print - whatever your preference is.

Let's go to the Online CPD Log [Take me to My Online CPD Log>>](#)

You can get back to the ANZASW website you can do so by clicking on the Visit Site link:



For demonstration purposes I have already entered 4 years worth of logs & their associated activities. What we are looking at is the Dashboard. It displays a summary of your Logs



Select to Print Log	Log No	Log Start Date	Log End Date	Supervisor/Manager Name	Supervisor/Manager Email	Total Ho
<input type="checkbox"/>	4	29-02-2020	28-02-2021	Fiona Scott Supervisor	fionas@anzasw.nz	00:00
<input type="checkbox"/>	3	01-03-2019	28-02-2020		fionas@anzasw.nz	20:00
<input type="checkbox"/>	2	01-03-2018	28-02-2019	Fiona Scott Supervisor	fionas@supervisor.nz	00:00
<input type="checkbox"/>	1	01-03-2017	28-02-2018	Fiona Scott Supervisor	fionas@supervisor.nz	30:00

To add a log you click on 'Add Log' button - if there are existing Logs the Log Number & the Log Start & End Date are automatically populated for you.

To view or edit or add an activity hover your mouse over the Log Number column here and click on the link



Let's Look at Log 1

Of particular importance is the Skills & Knowledge that have been discussed with your Supervisor or Manager at the beginning of your log year which get recorded here and are referred to again when you add CPD activities for this Log year.

[scroll down]

Here is the summary of activities that I have completed within this Log Period so between 1st of March 2017 and 28th February 2018. You can see I have done 30 hours and I have related these activities to Core Competences 1 & 4

To view or edit an activity hover your mouse here and click the View/Edit link

Hopefully pretty self explanatory...

The Agreed Learning Activity

The Core Competences that you are linking the CPD Activity to

The Start & End Date

The number of hours or minutes

The skills & knowledge - you have already recorded this in the Log so it will be just a matter of copying and pasting

Your critical reflection - remember there is a guide you can refer to on the Landing Page

So that is the overview. Now I'm going to show you how simple it is actually to use and how much time this is going to save you in the long run.

The first step is to add a Log by clicking on the Add Log button

Note that it knows this is your first log & when you add the next year's log it will automatically populate the Log No and the Start & End Dates

Enter the Log Start and End Date.

The dates in this instance will reflect the SWRB's APC period so 1st July 2018 to 30th June 2019

As mentioned, the next year when you add the next years log it will automatically populate the Log Number and the Start & End Dates. You can either type the dates in the following format: dd-mm-yyyy or

Click in the box and a calendar pops up. You can either navigate by clicking on the arrows or by clicking on the month. So I am going to select July the 1st and then June the 30th

I am going to enter my Supervisor or Managers Name and in brackets I am going to add the fact that she is my Supervisor

I add her email and now we get to the Skills & Knowledge - The concept is that at the beginning of each year you should meet with your supervisor/manager to identify the skills & knowledge required for the development of your social work practice for the year - so enter those here

For easy reading I am going to number them: [copy & paste below]

- 1. Continue to develop Te Reo Māori and my understanding of the Treaty of Waitangi; develop further awareness and understanding of the context of wider issues affecting Māori on admission to hospital*
- 2. Gain more knowledge on practice frameworks to ensure that social work intensive mental health services are more effective at an inpatient and outpatient client level.*
- 3. To understand the difference between suicide and self-harm, identification of risk factors, safety planning and communication (January 2014)*

I am done now so I click Save

Note at top of screen the confirmation message in red - it will also tell you if it hasn't saved & why

We're done here

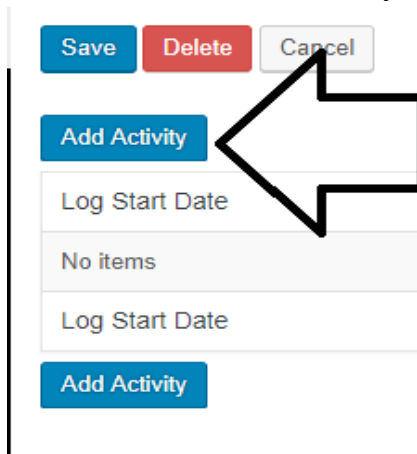
Click Back

Now you can see the Log Summary with your first Log.

Now let's add a CPD activity for this Log Period

As mentioned hover over the Log Number column for the options

I want to Add an activity



I have attended or will attend depends how pro-active you are keeping your Log up to date

1 hour weekly Te Reo Māori sessions over the next 6 months

So, I enter the Activity Name *Attend 1 hour weekly Te Reo Māori sessions*

I check the Competence 1 check box

Now this is over a 6-month period so I enter those dates - remember I can navigate either by the arrows or by clicking on the month [input 01-08-2018 and 28-02-2019]

If you haven't already then save and go back to the Log and copy the relevant skills & knowledge and record here:

1. Continue to develop Te Reo Māori and my understanding of the Treaty of Waitangi;

And record here your critical reflection:

The learning from the Te Reo Māori sessions has helped me grow my confidence in using Te Reo Māori, karakia and waiata.

This learning helps to ensure that I maintain cultural integrity with tangata whenua both at a client and colleague level.

We're done and so we save.

Again note the confirmation message in red. If it hasn't been saved it will tell you the reason.

Click Back and it will take you to the Log

Now we can add another activity this time I will do it an alternative way by clicking on the Add Button here

Read Ani Mikaere's book "Colonising Myths – Māori Realities"

Oct - Nov

Core Comp 1 & 4

Skills & Knowledge

1. Continue to develop Te Reo Māori and my understanding of the Treaty of Waitangi;

Critical Reflection

This book addresses issues such as the ability of Māori to achieve justice when Māori law is marginalised; the need to confront racism in thinking, processes and structures; the impact of interpretations of the Treaty of Waitangi; the difficulty of redressing harm to Māori within the Pākehā legal system; and the importance of reinstating tikanga at the heart of Māori legal thinking and practice. The learnings that I have taken from this have helped me rethink the way in which I can use the history of colonization in my practice in ways that challenge injustices, particularly in relation to Māori access to and treatment within health services

In particular this book made me reflect on the need to continually challenge racist thinking and attitudes within a largely Pakeha dominated health system so that the Treaty principals of Participation, Protection and Partnership remain at the forefront of my SW practice with clients, colleagues and the community in general.

Be sure to click Save and go back - note there are now 2 activities again the 2018-2019 Log and you can see at a glance the total CPD time you have spent and the Core Competences that have been addressed.

Again, by hovering your mouse you can View or Edit these activities

Go back again and now you can see the Dashboard Summary has been also updated

Printing

You can save your log then print it or email it to your supervisor for example for sign off.

Simply check which logs you want printed



My CPD Log Dashboard

Association of Social Workers

To view/edit or add an activity hover mouse over the relevant Log No

Add Log

Select to Print Log

	Log No	Log Start Date	Log End Date
<input type="checkbox"/>	4	29-02-2020	28-02-2021
<input type="checkbox"/>	3	01-03-2019	28-02-2020

Enter your details here - so this is like the CPD Log Coversheet in the word document template you are currently required to use

To print, save, view or email your CPD Log comp

Name:

Work Place:

Work Address

Job Title:

Registration No:

Competence Expiry Date:

Log Years eg 2018-2022:

Your Email Address:

Today's Date:

[Open PDF](#)



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Now you can either send to your supervisor by email for signoff or print it out yourself