



ANZASW Professional Development Policy

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INTRODUCTION AND OBLIGATIONS OF ANZASW MEMBERS

It is acknowledged that this policy has been adapted from the policy developed by the Social Workers Registration Board with input from ANZASW.

The ANZASW Code of Ethics (2013) details the expectations of members in relation to continuing professional development.

Section 7: Responsibility for self

“7.2 Members are required to acquire the knowledge and skills that are relevant to their field of work, and to ensure that these are kept up to date. They will maintain a critical response to new knowledge.”

“7.3 Similarly, continuing professional development is a requirement, through activities such as formal or ad hoc continuing education courses, familiarity with the current social work literature, professional forums and debate, in order to maintain their skills, knowledge and competence.”

Rationale:

Continuing Professional Development (CPD) is recognised as of fundamental importance for social workers in that it asserts an underlying ethical premise that all clients¹ have a right to expect that competent and skilled practitioners will provide social work services. Therefore, every practicing social worker has a responsibility to maintain and develop knowledge and skills in relation to personal and professional development and agency goals with a view towards increasing their proficiency in service delivery.

¹ Client has been used to identify any user of the social workers service

Continuing professional development provides the social worker with the opportunity to

- acquire new and necessary information;
- demonstrate a conscious self-directed, reflective and continuous effort toward personal and professional development;
- strengthen qualifications for professional competency and/or registration;
- align learning to individual professional aspirations and agency goals;
- explore new careers in social work

The Association recognises registration is not currently mandatory, and that not all members will be registered. This Continuing Professional Development policy will support all members whether they choose to be registered or not.

Principles underlying ANZASW's Continuing Professional Development (CPD) requirements:

ANZASW, like SWRB, has adopted Madden & Mitchell's (1993)² definition of CPD:

“the maintenance and enhancement of knowledge, expertise and competence of professionals throughout their careers according to a formulated plan with regards to the needs of the professional, the employer, the profession and society” (pg 3).

Because social work positions have a wide variety of titles the position title is not an effective way of determining whether a role is a social work role. Individual job/position descriptions are a more effective way of determining whether the role is a social work role. Where a position description lists a social work qualification as a desired qualification and / or requires social work experience and / or requires engagement in decisions about clients in some way would indicate that the role is a social work position regardless of the title.

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS:

- is a minimum of 20 hours per annum for members, both full time and part-time, who are practicing social workers
- is a self directed cyclical process that requires critical reflection;
- incorporates a range of learning activities to meet individual learning styles
- is aligned with individual professional aspirations and agency goals
- benefits the practitioner as well as the service and people who use the service
- requires a commitment from and is a shared responsibility between the practitioner and the professional supervisor/manager
- is a medium to ensure accountability to clients and the profession
- is appropriate to the level of experience of the practitioner

Requirements for Practicing Members:

ANZASW requires that every practicing member engages in continuing professional development (CPD).

ANZASW has the following minimum expectations of continuing professional development:

- CPD is an annual, planned and purposive activity incorporated within a professional development plan;
- Members maintain a continuous, up-to-date and accurate record of their CPD activities in a CPD log/portfolio;

² Madden, C.A. & Mitchell, V.A. (1993) *Professional Standards and Competence: A survey of Continuing Professional Education for the Professionals*. Bristol: Department of Continuing Education, University of Bristol.

- Members utilise a minimum of two different learning activities when undertaking their annual CPD;
- Members complete a minimum of 20 hours of CPD learning per year focused on developing practice;
- Members reflect on their CPD learning and the relevance of the learning for their practice;
- From 1st January 2015, members complete CPD activities in each year that address identified learning goals and enhances their competence in at least two (2) of the ANZASW Practice standards, covering all ten (10) Practice Standards over five (5) years and reflect on the relevance of the learning to the selected ANZASW Practice Standard/s;
- The Members Supervisor / Manager / Professional Leader provide written and signed-off feedback on overall relevance of the CPD to the role/s and career development and its impact on practice for each CPD activity.

Description of Practicing Social Work:

Practicing social work does not only involve direct interaction with clients in the context of a 'front line' role, but also includes:

- i. managing, supervising or mentoring other social workers
- ii. teaching social work practice or theory
- iii. other roles that utilise an individual's social work knowledge, skills, values and ethics, where the individual has some level of engagement in decisions about clients (clients may include individuals, families, groups, communities, whanau, hapu or iwi).

AUDIT

SWRB had a process for the audit of ANZASW assessments for Registered Social Workers from 2014 until 2016. SWRB no longer requires further audits as they are confident that the ANZASW process meets their requirements.

CPD REQUIREMENTS FOR ANZASW MEMBERS:

Members in Part-time Roles:

All practicing Members are required to meet ANZASW's minimum expectations for the continuing professional development. ANZASW believes that a practitioner working 20 hours a week requires a similar amount of continuing professional development to maintain and enhance their knowledge, expertise and competence throughout their careers as a practitioner working full time. It is expected that social workers in full time employment will complete in excess of the minimum requirement.

Full Members:

Full members are required to complete a minimum of twenty hours continuing professional development per annum. Excess CPD completed in previous years cannot be carried forward to cover a shortfall in CPD completed in subsequent years. Refer to **Requirements for Practicing Members**

Provisional Members:

Provisional Members have 12 months from the date of approval for Provisional Membership to complete their initial competency assessment. It is therefore expected that Provisional Members will submit a CPD Log for:

- the period between the approval of Provisional Membership and the submission of their initial competency portfolio
- that Logs will evidence CPD completed between the membership approval date and the date the competency portfolio is submitted:
 - when this period is 12 months it is expected that a minimum of 20 hours CPD per annum would be evidenced
 - pro-rata hours would be expected if the period is less than 12 months

Applicants with Graduate Certificates of Competency:

Holders of a 2 year Graduate Certificate of Competency must complete a full competency assessment prior to the expiry of their Graduate Certificate of Competency. These members must submit a Professional Development Log covering this period

Holders of Graduate Certificates of Competency who have become Provisionally Registered with SWRB must submit CPD Logs covering the period it has taken them to complete the 2,000 supervised practice hours required for transition to the Full Register, normally expected to be 2 years. CPD Logs must evidence a minimum of 20 hours CPD per annum.

The SWRB CPD Guide Notes (Jan 2014) specifies that *“all CPD logs submitted by applicants moving from Graduate to Full Competence will be audited”* by SWRB.

Applicants with an Overseas Certificate of Competency:

Holders of a 2 year Overseas Certificate of Competency must complete a full competency assessment prior to the expiry of their Overseas Certificate of Competency. These members must submit a Professional Development Log evidencing completing 20 hours CPD per annum including which includes CPD activities that address the competencies:

- To practice social work with Māori (SWR Act 2003 Section 7(c) (i));
- To practice social work with different ethnic and cultural groups in Aotearoa New Zealand (SWR Act 2003 Section 7(c) (i)).

All CPD Logs submitted with initial competency assessment portfolios by holders of an Overseas Certificate of Competency will be audited by the Social Workers Registration Board.

Maintaining CPD during periods of non-practising:

Five-yearly Competence Recertification following or during a period (s) of non-practising.

Registered Social Workers returning to work after a period of absence are required to have current competence and an Annual Practising Certificate prior to commencing work. The SWRB is unable to issue Interim Practising Certificates in such circumstances.

Members who have had a period of non-practising the following will apply to update your competency certification:

1. Competence expired for more than two years:

If competence has expired for more than two years members are required to do a full competence assessment i.e. Self-Reflection on all ten standards/competencies AND a Social Work Practice Example.

The Self-Reflection should be no less than half a page per standard/competency and include:

- at least two substantial paragraphs of self-reflection per standard/competence, inclusive of a brief practice example; and in addition
- a Social Work Practice Example.

2. Period of Absence during the five-year recertification period (and competence has been expired for less than 2 years)

If members cannot complete a full five years CPD because of absence from the workplace, paid or voluntary, they should complete the CPD logs they can, and in addition do a Self-Reflection on all ten standards/competencies.

This Self-Reflection should be no less than half a page per standard/competency and include:

- at least two paragraphs of self-reflection per standard/competence inclusive of a brief practice example.

3. Period of Absence during the five-year recertification (Recertification due, competency still current).

Complete the CPD logs as much as the member is able as per the appropriate format. The member will need to complete a self-reflection on the standards/competencies not covered.

This Self-Reflection should be no less than half a page per standard/competency and include:

- at least two paragraphs of self-reflection per standard/competence inclusive of a brief practice example.

In all cases where there has been a period of absence members should contact Shelley Crawford, Competency Co-ordinator to clarify the requirements for their circumstances as learning opportunities taken during the period of absence could be relevant to the CPD log.

EXAMPLES OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITY:

The list of examples of CPD below contains a number of activities that can be undertaken during periods of when the member is not practicing social work.

- Activities that support or maintain or develop competence to work with Māori and different ethnic or cultural groups. (ANZASW Practice Standards 2 and 3)
- Participation in ANZASW activities eg
 - competency and re-certification panels,
 - complaint resolution panels,
 - Working Groups for example developing position statements; reviewing policy, Practice Standards etc,
- Formal study eg Post Grad Diplomas. On site or distance learning are options
- Conferences
- Workshops
- Courses
- Seminars
- Webinars – eg attend ANZASW webinars; Google “free online social work webinars”
- Research - including agency or community based research
- Study / practice / structured visits to explore social work issues in another field, region or country
- Acting up for a short period
- Project work
- Policy development
- Scoping & developing a new programme
- Service evaluation / audit
- Supervising student placements
- Providing or receiving reflective practice sessions, but excluding supervision received / delivered within the meaning of the ANZASW or SWRB supervision policy.
- Participation in peer review processes but excluding supervision received / delivered within the meaning of the ANZASW or SWRB supervision policy.
- Planning & delivering a lecture / course / seminar / webinar / workshop
- Writing articles / books
- Reviewing books / articles – contact the Aotearoa New Zealand Social Work Book Review Editor for more information
- Participating in Journal Clubs
- Self-structured study, using resources like websites, library books and journals

- Reading and reflecting on books / journals / articles eg Aotearoa New Zealand Social Work
- Updating knowledge through the internet, eg accessing material from other Social Work Association websites – find social work associations via <http://ifsw.org/membership/worldview/> or visit the IRISS Learning Exchange <http://lx.iriss.org.uk/>
- Active participation in advocacy organizations identifiably linked to the field of practice.
- Active membership of hapu/iwi boards or committees that link to social service or community development activities.
- Voluntary work

ACTIVITIES THAT ARE NOT REGARDED AS PROFESSIONAL DEVELOPMENT:

- Supervision received or delivered to meet the supervision requirements of the ANZASW and or the SWRB supervision policy;
- Attendance at Team Meetings;
- Organisational training, for example First Aid, Health & Safety, use of computer systems/technology , use of data based etc ;
- Activities which are included in a job description will not usually be considered as CPD as they are a normal component of routine practice

Two CPD Log Formats – Effective from 1 January 2015

<i>The skill and knowledge identified as being needed for development of professional SW practise.</i>	
<i>Agreed learning activity</i>	
<i>Date of activity</i>	
<i>Time in hours</i>	
<i>Critical Reflections on learning and development of professional practice</i>	
<i>Reflection on the relevance of the learning to the ANZASW Practice Standard/s</i>	
<i>Supervisor /manager / professional leader feedback and signoff</i>	

The skill and knowledge identified as being needed for development of professional SW practise.	Agreed learning activity	Date of activity	Time in hours	Critical Reflections on learning and development of professional practice	Reflection on the relevance of the learning to the selected ANZASW Practice Standard/s	Supervisor /manager / professional leader provides critically reflective feedback and signoff
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