



My Online CPD Log

Contents

Member Sign-up/Login to anzasw.nz	1
Where to Find My Online CPD Log	2
Creating a quick access link to your Online CPD Log	3
The Concept	4
The Dashboard	5
Create The Log – Skills & Knowledge identified for this Year’s CPD.....	6
Adding CPD Activities to “The Log”	7
Navigating the Online CPD Log	8
Dashboard.....	8
The Log Skills & Knowledge identified for this Year’s CPD	9
CPD Activities	11
Printing.....	12

Member Sign-up/Login to anzasw.nz

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.

Where to Find My Online CPD Log

There are several ways to get to 'My Online CPD' Log

1. The most obvious is the '[My Online CPD Log](#)' link on the purple menu bar
2. hover mouse over For Members on the purple menu bar & click on the "My Online CPD Log Landing Page" under Continuing Professional Development Section
3. hover mouse over on the purple menu bar "I want to find" > My Online CPD Log
4. if you are a "pro" and want to go direct, hover mouse over For Members on the purple menu bar & click on the "My Online CPD Log Dashboard" Link however I do recommend reading/viewing the instructions we have on the Landing Page

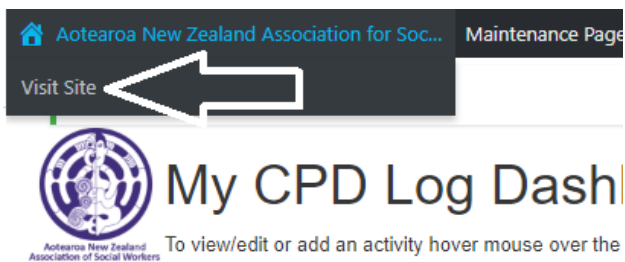
On the Landing Page you can either go straight to your online CPD log by clicking on the button [Take me to My Online CPD Log>>](#) OR

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

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.

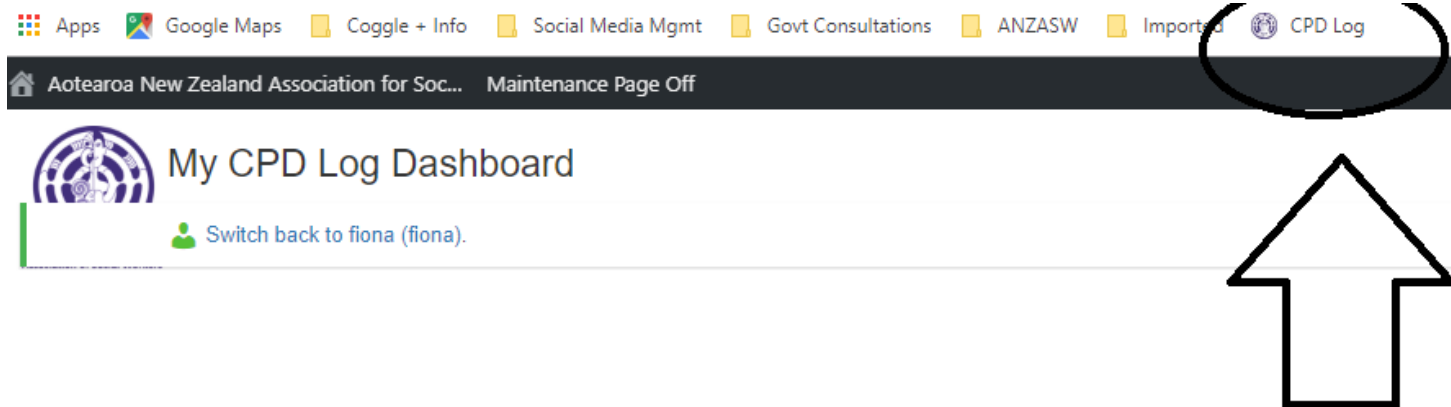
Assuming you have logged in let's go to the Online CPD Log [Take me to My Online CPD Log>>](#)

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



Creating a quick access link to your Online CPD Log

Did you know you could do this on your desktop by logging in, go to the CPD Log Dashboard and bookmark it to your Bookmarks Bar



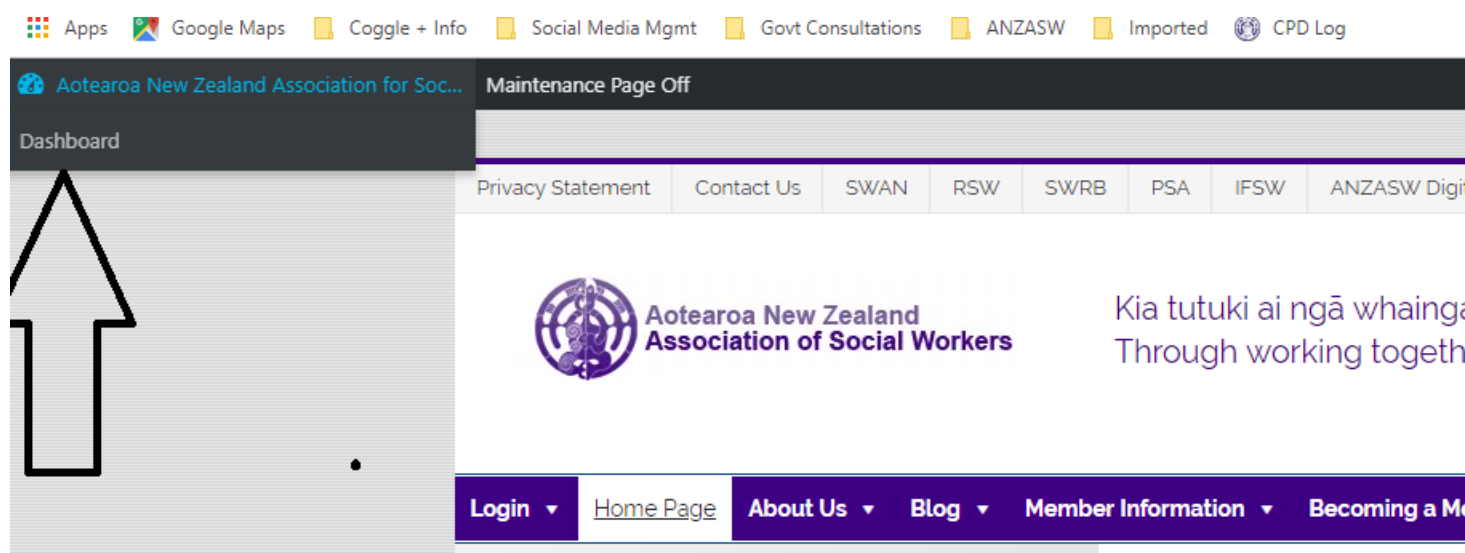
INSTRUCTIONS

1. To view/edit or add an activity hover mouse over the relevant Log No
2. If you are retrospectively entering for example 5 years worth of Loas. enter them in order. from the earliest to the latest.

Also on the mobile if you log in and navigate to your ANZASW CPD Log Dashboard and on the top right hand side of the screen there is a vertical ellipses \vdots click on that and click on the 'Add to Home screen' option and change text to CPD Log – it then adds to your homescreen



ALSO 😊 there is a shortcut to the CPD Log Dashboard by hovering your mouse over the top left-hand side and clicking on the 'Dashboard' link:



The Concept

As per the new SWRB requirements the log year is to be in alignment of the SWRB APC period - 01 July to 30 June each year

The first SWRB audit will be February 2020. They will be auditing the Log Year 01/07/2018 to 30/06/2019 – focus on getting this one up to date.

The Online CPD Log is designed as a 2-step process.

Step 1: The Log Year – Skills & Knowledge Identified for this Year's CPD

The first step is to set up the “Log Year” also known as the “Skills & Knowledge Identified for this Year's CPD” - Look at the Log Year as an umbrella and under that umbrella there will be many CPD Activities.

Step 2: CPD Activities – workshops, books, webinars etc

The next step of the 2-step process is to add the CPD Activities you have undertaken for that Log year. So in other words any Professional Development workshops, training, webinars etc that you have completed between the dates 01/07/2018 and 30/06/2019. Again look at the Log Year as an umbrella and under that umbrella are many CPD Activities



Many CPD Activities completed
within that year

Webinars
Workshops
Reading etc

The Dashboard

The Dashboard displays a summary of your Logs as they are added.



My CPD Log Dashboard

INSTRUCTIONS

1. To view/edit or add an activity hover mouse over the relevant Log No
2. If you are retrospectively entering for example 5 years worth of Logs, enter them in order, from the earliest to the latest.

CPD LOG CONTENT

The Log is expected to demonstrate:

- * A plan of CPD activities connected to the ten core competencies
- * Completion of a minimum of 20 hours
- * Critical reflections on your CPD learning and the relevance of the learning for your practice
- * Utilised at least two types of CPD, at least one of which should involve engagement with others, ie a live webinar or video watched and discussed with others, but not
- * **From June 2019, Evidence that one component of your CPD relates to competence to work with Maori. This might include education and training that is**
- * An annual sign-off from your supervisor. Also have your supervisor to sign off the log you have just closed off (June 2019), as well as any previous logs.

For full details of the CPD requirements and to keep up to date please regularly check on the SWRB website Professional Development page:

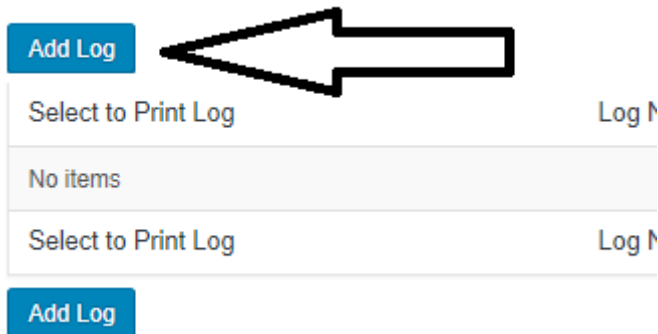
<https://swrb.govt.nz/for-social-workers/continuing-professional-development/>

Add Log

Select to Print Log	Log No	Log Start Date	Log End Date	Supervisor/Manager Name	Supervisor/Manager Email	Total Hours
<input type="checkbox"/>	3	01-07-2019	30-06-2020	Glenn Murtagh	glenn.murtagh@pactgroup.co.nz	09:15
<input type="checkbox"/>	2	15-01-2019	30-06-2019	Glenn Murtagh	glenn.murtagh@pactgroup.co.nz	09:00
<input type="checkbox"/>	1	15-01-2018	14-01-2019	Glenn Murtagh	glenn.murtagh@pactgroup.co.nz	24:15
Select to Print Log	Log No	Log Start Date	Log End Date	Supervisor/Manager Name	Supervisor/Manager Email	Total Hours

Create The Log – Skills & Knowledge identified for this Year’s CPD

To add a log you click on ‘Add Log’ button and in this instance we enter the Log year Start & End Dates as 01/07/2018 to 30/06/2019



According to the SWRB you are expected to meet with your supervisor or manager and plan your CPD goals for the year.

This represents the CPD intention but does not prevent the member from undertaking unplanned and opportunistic CPD activities relevant to their role or career development.

It is here where you record the outcome of this meeting as per the screenshot below.



Skills & Knowledge Identified for this Year's CPD

[< Back](#)

("The Log Year")

IMPORTANT

1. The Log Start & Log End Date is for a ONE year period and MUST be entered in the correct format as per the example AND as per the latest update from the SWRB MUST be from 01 July to 30 June of each year
2. You must SAVE the Log before clicking on the BACK button
3. You can proceed to add activities for this Log period by clicking on the Add Activity button that appears once the (new)

IF YOU HAVE ANY QUERIES PLEASE EMAIL fionas@anzasw.nz

Log No

Log Start Date
(dd-mm-yyyy eg 01-07-2019)

Log End Date
(dd-mm-yyyy eg 30-06-2020)

Supervisor/Manager Name
(stipulate whether supervisor or manager)

Supervisor/Manager Email

Skills & knowledge identified as being needed for development of your social work practice for the year

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

2. Gain more knowledge on practice frameworks to ensure that social work in

3. To understand the difference between suicide and selfharm, identification o

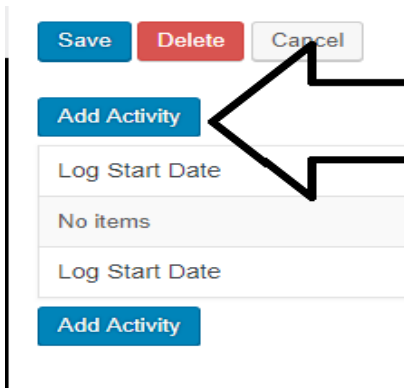


When you are done click on the SAVE button

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

Adding CPD Activities to "The Log"

Once the Log is saved you can now add an activity, click on Add Activity button at the bottom of the page



Hopefully pretty self explanatory...

The CPD Activity Name: is the name of the course, workshop, webinar, the book you read etc

The Core Competences: check those that you are linking the CPD Activity to

The Start & End Date: this is the date of the activity NOT the Log Year dates

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

Be sure to click Save and go back

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

Navigating the Online CPD Log

Dashboard – Existing Log:

1. hover your mouse over the log number you can View/Edit The Log or Add an activity
2. Add a new Log for the following year
3. Check to Print the Log

The Dashboard

2 ← Add Log

← **3**

Add Log

Log No	Log Start Date	Log End Date	Supervisor/Manager Name
1 View/Edit Add Activity	01-07-2018	30-06-2019	Fiona Scott
Log No	Log Start Date	Log End Date	Supervisor/Manager Name

The Log Skills & Knowledge identified for this Year's CPD

1. The Back Button – goes back one screen
2. The Save, Delete or Cancel buttons
3. Add activity Button



Skills & Knowledge Identified for this Year's CPD ("The Log Year")

< Back

1

IMPORTANT

1. The Log Start & Log End Date is for a ONE year period and MUST be entered in the correct format as per the example or selected AND as per the latest update from the SWRB MUST be from 01 July to 30 June of each year
2. You must SAVE the Log before clicking on the BACK button
3. You can proceed to add activities for this Log period by clicking on the Add Activity button that appears once the (new) Log is saved

IF YOU HAVE ANY QUERIES PLEASE EMAIL fionas@anzasw.nz

This number is automatically created

Log No

1

Log Start Date
(dd-mm-yyyy eg 01-07-2019)

01-07-2018

This is the year aligned with your APC Certificate

Log End Date
(dd-mm-yyyy eg 30-06-2020)

30-06-2019

Supervisor/Manager Name
(stipulate whether supervisor or manager)

Fiona Scott

According to the SWRB you are expected to meet with your supervisor or manager and plan your CPD goals for the year.

Supervisor/Manager Email

fitznfi@yahoo.co.nz

Skills & knowledge identified as being needed for development of your social work practice for the year

2

1. Continue to develop Te Reo Māori and
2. Gain more knowledge on practice fram
3. To understand the difference between

This represents the CPD intention but does not prevent the member from undertaking unplanned and opportunistic CPD activities relevant to their role or career development

Save

Delete

Cancel

Add Activity

3

Start Date

End Date


And once activities are added there is a table summarising the activities that have been added to date at the bottom of the log form

1. Add Activity
2. hover your mouse over the Start Date column you can View/Edit the existing activity

Competency 4.

The Log - Skills & Knowledge indentified... Form

Save Delete Cancel

Add Activity  1

Start Date	End Date	Activity Name	Competency	Duration
15-01-2018 View/Edit 2	14-01-2019	To attend SACAT training and	1,4	24:15
Start Date	End Date	Activity Name	Competency	Duration

Add Activity

1. The Back Button – goes back one screen
2. The Save, Delete or Cancel buttons

CPD Activity

1

IMPORTANT

1. The Activity Start & End Date **MUST BE WITHIN** the relevant Log year (**15-01-2018 & 14-01-2019**) and must be within the Log Year timeframe.

2. You must **SAVE** the Activity before clicking on the **BACK** button to add more activities.

IF YOU HAVE ANY QUERIES PLEASE EMAIL fionas@anzasw.nz

CPD Activity Name This is the name of the activity eg Webinar: Workplace Bullying

Core Competence

Hover on the ? and the details of that Core Competence pops-up

- 1. Competence to practise social work with Māori ?
- 2. Competence to practise social work with different ethnic and cultural groups
- 3. Competence to work respectfully and inclusively with diversity ;
- 4. Competence to promote the principles of human rights and social justice
- 5. Competence to engage in practice which promotes social change
- 6. Competence to understand and articulate social work theories, research and practice
- 7. Competence to apply critical thinking to inform and communicate professional judgement
- 8. Competence to promote empowerment of people and communities
- 9. Competence to practice within legal and ethical boundaries of the profession
- 10. Represents the social work profession with integrity and professionalism

ACTIVITY Start Date (dd-mm-yyyy eg 23-03-2019) These are the dates that the activity occurred.

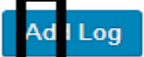

ACTIVITY End Date (dd-mm-yyyy eg 23-03-2019) The activity must be within the Log Year timeframe

Duration This is the time it took

Printing

Once your log is saved you can then print it or email it to your supervisor for example for sign off.

Simply check which logs you want printed

Select to Print Log	Log No	Log Start Date	Log End Date
<input type="checkbox"/>	3	01-07-2019	30-06-2020
<input type="checkbox"/>	2	15-01-2019	30-06-2019
<input type="checkbox"/>	1	15-01-2018	14-01-2019

Select to Print Log Log No Log Start Date Log End Date

Enter your details as below - 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 co

NB: The detail below are passed to the coversheet of the C

Name:

Work Place:

Work Address

Job Title:

Registration No:
(N/A if none)

Your Email Address:

Today's Date:

You can print, save, view or email your CPD Log by completing the Coversheet on the My CPD Log Dashboard & click 'Open PDF'

If you are using your **mobile phone** when you open the PDF you have options to Send file, Download or Print.

If you are using a **desktop** then you can save the pdf and then do what you want with it. You can even send it off to your Supervisor who can then save and open and insert their signature and send it back to you.