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**Continuing Professional Development**

This document is for Adult Care and Community Wellbeing only.

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Contents

[**Introduction** 2](#_Toc111032242)

[**Community Care Officer and LD Practitioner CPD Programme** 2](#_Toc111032243)

[**Continuing Professional Development Support and Resources** 3](#_Toc111032244)

# **Introduction**

The importance of Continuing Professional Development (CPD) as a way of evidencing your development has been recognised by all health and social care governing and regulatory bodies and the Care Act (2014). CPD helps you record, review and reflect on your experiences, successes and challenges. It also gives you a way of understanding how you can use these experiences to further develop yourself, your skills and your knowledge through the use of reflective practice.

CPD is an integral part of your ongoing registration with [Social Work England](https://www.socialworkengland.org.uk/), the [Health and Care Professions Council](https://www.hcpc-uk.org/) (HCPC) or the [Nursing and Midwifery Council](https://www.nmc.org.uk/) (NMC) if you are a registered professional. In Lincolnshire, we also believe CPD is an essential part of the development of all social care practitioners, whether you are a Social Worker, Occupational Therapist, Nurse, Community Care Officer or LD Practitioner.

Details of your regulatory body’s CPD requirements can be found at the below links:

* [Social Work England](https://www.socialworkengland.org.uk/cpd/) (Social Workers);
* [HCPC](https://www.hcpc-uk.org/standards/standards-of-continuing-professional-development/) (Occupational Therapists);
* [NMC](http://revalidation.nmc.org.uk/what-you-need-to-do/continuing-professional-development/) (Nurses).

In addition to the resources above, Adult Care also provides portfolios that Social Workers, Occupational Therapists and Nurses can use. These portfolios give guidance on reflective writing, the principles of CPD, templates to support your activities and guidance on your regulatory body’s audit requirements. This is available on [Lincs2Learn](https://lincolnshire.learningpool.com/login/index.php)(login required).

# **Community Care Officer and LD Practitioner CPD Programme**

As part of our wider strategy for Continuing Professional Development, Adult Care has developed a bespoke CPD programme for all Community Care Officers and LD Practitioners. The programme has been developed in consultation with practitioners and managers at all levels. The programme is based on reflective practice and provides a pathway for staff to evidence their development and become more rounded as practitioners. The CPD programme was first launched in 2015 and is a mandatory activity for all Community Care Officers and LD Practitioners.

Ongoing engagement in the Community Care Officer and LD Practitioner CPD Programme is a required activity to evidence progression from a level one practitioner to level two. CPD is also an essential tool used to evidence progress towards achieving appraisal targets and demonstrates a commitment to ongoing development that may support your application for professional qualifications.

Community Care Officers and LD Practitioners are provided with a portfolio to support their CPD activities. These portfolios give guidance on reflective writing, the principles of CPD and templates to support your activities. This is available on [Lincs2Learn](https://lincolnshire.learningpool.com/course/index.php?categoryid=289) (login required).

# **Continuing Professional Development Support and Resources**

As part of Adult Care’s commitment to the professional development of our workforce, staff are allocated 3 days per annum to engage in agreed learning. The content of the days must be agreed by Lead Practitioners, who should be satisfied that the time is being used productively and will be relevant to the employee’s agreed learning objectives which will have been discussed during annual appraisal and regular supervision.

For staff working part time, allocation of the days is:

* 0 to 19 hours is 1.5 days;
* 20 to 28 hours is 2 days;
* 29 to 37 hours is 3 days.

To support staff to develop their knowledge and skills, Adult Care also ensures staff have access to a wide range of learning and development events and resources. Full details of the available resources are available via the [Lincs2Learn website](https://lincolnshire.learningpool.com/totara/dashboard/index.php?id=12) and the [Lincolnshire Safeguarding Adults and Children learning portal](https://safeguardinglincolnshire.vc-enable.co.uk/Login/Login?ReturnUrl=%2f).

Adult Care also ensures staff are able to access the latest research and guidance from sector leading experts. The following links provide staff with additional information to enable learning and development opportunities:

[The Social Care Institute for Excellence](https://www.scie.org.uk/) (SCIE) improves the lives of people who use care services by sharing knowledge about what works. The website provides access to online resources such as information, training and knowledge about what works and what is new.

[Skills for Care](https://www.skillsforcare.org.uk/Home.aspx) is the employer-led workforce development body for adult social care in England. It offers workforce learning and development support and practical resources from entry level through to those in leadership and management roles.

[Research in Practice for Adults](https://www.ripfa.org.uk/) (RiPfA) supports people working in social care and health to improve outcomes for adults, their families and carers, bringing together academic research, practice expertise and the experiences of people accessing services to enable professionals to deliver the highest standard of support.

See the Practice Resources available in the [Local Resource Library](https://lincolnshireadults.proceduresonline.antser.com/resources/local-resource-library) for further information about CCI and RIPFA resources available to support the various chapters within Adult Care Procedures, Practice Guidance and Tools.

See also:

* [Career Progression and ASYE Policy](https://trixcms.antser.com/api/assets/lincolnshireadults/1df7cd97-b9ed-47b0-a387-f506c98d7408/career-progression-and-asye-policy.pdf);
* [Career Progression – Appendix 1 – Practitioner](https://trixcms.antser.com/api/assets/lincolnshireadults/c9dd77d4-2228-44e1-8050-5952c3f44f91/career-progression-appendix-1-practitioner.docx);
* [Career Progression Appendix 2 – Line Manager](https://trixcms.antser.com/api/assets/lincolnshireadults/c3304f44-a540-4219-bbf2-446e55c08933/career-progression-appendix-2-line-manager.docx);
* [Performance and Development Appraisal April 2022 (sharepoint.com)](https://lincolnshirecc.sharepoint.com/sites/HumanResources/SitePages/Appraisals.aspx);
* [Performance and development appraisal policy – Policy overview - Lincolnshire County Council](https://www.lincolnshire.gov.uk/employment-policies/performance-development-appraisal-policy).