A guide to continual professional development (CPD) for staff working in adult social care





1. Who is this guide for

This guide is for all staff that work in adult social care in Wokingham Borough Council.

2. The purpose of this guide

The aim of this guide is to provide some useful information on what CPD is, and the support available, as well as links to useful resources.

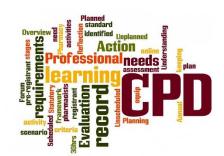
It aims to support you in identifying ways to develop your skills, knowledge, competence and confidence, as well as your career development.

3. Definition of CPD

CPD can include a broad range of activities and should not just be classroom-based training or e learning.

Examples include:

- Supervision
- Delivering a presentation
- Research
- Courses
- Learning reflection
- Mentoring/shadowing
- Reading articles/ journals
- Reflective supervision
- Listening to podcasts



This is not an exhaustive list, and your CPD should reflect your personal and professional development needs, as well as any mandatory CPD required as part of your role.

4. CPD standards for the regulated workforce

There are specific CPD requirements for certain types of roles in social care, that are regulated. These include Social Workers and Occupational Therapists.

a) Social Workers are regulated by Social Work England, and as part of annual registration are required to record and reflect on a minimum of two pieces of CPD per year, one of which they must reflect on with a peer.

The CPD standards are as follows:

- 4.1 Incorporate feedback from a range of sources, including from people with lived experience of my social work practice.
- 4.2 Use supervision and feedback to critically reflect on, and identify my learning needs, including how I use research and evidence to inform my practice.
- 4.3 Keep my practice up to date and record how I use research, theories, and frameworks to inform my practice and my professional judgement.
- 4.4 Demonstrate good subject knowledge on key aspects of social work practice and develop knowledge of current issues in society and social policies impacting on social work.
- 4.5 Contribute to an open and creative learning culture in the workplace to discuss, reflect on and share best practice.
- 4.6 Reflect on my learning activities and evidence what impact continuing professional development has on the quality of my practice.
- 4.7 Record my learning and reflection on a regular basis and in accordance with Social Work England's guidance on continuing professional development.
- 4.8 Reflect on my own values and challenge the impact they have on my practice.

Further guidance on the CPD standards can be found on the Social Work England website



 Occupational Therapists (OT) are regulated by the Health and Care Professions Council (HCPC)

OT's are required to renew registration every two years. The following <u>CPD standards apply</u> to OT's

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

HCPC select 2.5% of all OT's to audit their CPD, and will contact those selected at random to produce a CPD profile.

More information on the standards and useful guidance, can be found on the <u>HCPC</u> website



Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

For other roles in social care, there are courses available to support you with CPD

There are qualifications that we can access funding for which you should discuss with your line manager



WDF funded quals 2022-23 (skillsforcare.org.uk)

5. Support with maintaining CPD.

There is a wide range of useful learning resources on MyLearning which can support you with your CPD.

If you are unsure as to what CPD you can undertake and what is available, please discuss in the first instance with your line manager.

6. My learning mandatory

To see the mandatory training please click <u>HERE</u> or the image below:



7. Accessing other my learning courses

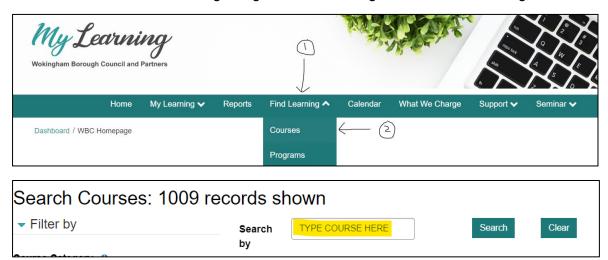
To access the MY Learning portal, click HERE or the images below:

Welcome to Wokingham Borough Council's Learning & Resources site

We offer a wide range of courses in many subject areas, here are a few: (click the images to take you to the pages identified)



You can also search for learning using the 'Find learning; function and selecting courses



For any support or information relating to courses or course searches contact adult.servicesLD@wokingham.gov.uk for book enquiries after course close and cancelations of attendances please contact HRenquiries@wokingham.gov.uk

8. Useful links and resources

Corporate learning development policy

WBC HR hub

Adult Social care Policies and Procedures

Home - Skills for Care

Social Care Institute for Excellence (SCIE)

Latest adults learning | Research in Practice

Making research count

Community care Inform adults

WBC Adult Services Policies, Procedures and Strategies (trixonline.co.uk)