South African Council for Social Service Professions

Professional Board for Social Work

POLICY ON CONTINUING PROFESSIONAL DEVELOPMENT POLICY (CPD) for social workers and social auxiliary workers

2019

South African Council for Social Service Professions

Policy on continuing professional development policy (CPD) for social workers and social auxiliary workers

First published: *2010*
Revised: *2019*
Principal: *Professional Board for Social Work*
Status: *Approved by Council (Resolution 8/56/2019)*

Suggested citation:
South African Council for Social Service Professions. 2019. *Policy on continuing professional development policy (CPD) for social workers and social auxiliary workers*. Pretoria: SACSSP

© South African Council for Social Service Professions (2019)
All care has been taken to ensure that the information is correct and original sources have been indicated for reference and verification. With an identification of the South African Council for Social Service Professions as source, the document may be freely quoted, reviewed, abstracted, reproduced and translated, in part or in whole, but not for sale nor for use in conjunction with commercial purposes. Original sources should be acknowledged where indicated in the publication.

ENQUIRIES:
The Registrar
South African Council for Social Service Professions
37 Annie Botha Avenue, Riviera, Pretoria 0001, South Africa
Private Bag X12, Gezina, 0031
Tel: +27 12 356 8300
Email: mail@sacssp.co.za / customercare@sacssp.co.za
Website: http://www.sacssp.co.za

ABOUT THE SOUTH AFRICAN COUNCIL FOR SERVICE PROFESSIONS
The South African Council for Social Service Professions (SACSSP) is a statutory body established in terms of section 2 of the Social Service Professions Act 110 of 1978. The SACSSP has two professional boards under its auspices: i.e. the Professional Board for Social Work and the Professional Board for Child and Youth Care Work. The SACSSP, in conjunction with its two professional boards, guides and regulates the professions of social work and child youth care work in aspects pertaining to registration, education and training, professional conduct and ethical behaviour, ensuring continuing professional development, and fostering compliance with professional standards. It is protecting the integrity of the social service professions as well as the interest of the public at large. In order to safeguard the public and indirectly the professions, registration in terms of the Act with the SACSSP is a prerequisite for practising social work and child and youth care work. This includes social workers, social auxiliary workers, student social workers, student social auxiliary workers, child and youth acre workers, auxiliary child and youth care workers, student child and youth care workers, and student auxiliary child and youth care workers.

TABLE OF CONTENT

DEFINITIONS 4
1. INTRODUCTION 6
2. SUPERSEDING OF EXISTING POLICY 6
3. AIM OF THE POLICY 6
4. SCOPE OF THE POLICY 6
5. POLICY OBJECTIVES 6
6. APPLICABILITY 7
7. POLICY STATEMENT 7
8. POLICY PRINCIPLES 7
9. AUDITABLE OUTCOMES 7
10. LIST OF APPLICABLE LEGISLATION AND POLICIES 8
11. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS 8
12. CATEGORIES OF CPD ACTIVITIES AND POINT ALLOCATIONS 8
12.1 Overview of categories 8
12.2 Group activities 9
12.3 Individual activities 12
12.4 Online activities 15
13. ACTIVITIES APPROVED BY OTHER PROFESSIONAL COUNCILS AND OTHER ACTIVITIES 15
14. CPD REQUIREMENTS 15
14.1 Persons registered with SACSSP 15
14.2 Non-practising registered persons 15
14.3 First time registrants 16
14.4 Registered persons practising outside the Republic of South Africa (RSA) 16
14.5 Restorations 16
14.6 Non-compliant practitioners 16
15. ROLE-PLAYERS RESPONSIBILITIES 16
15.1 South African Council for Social Service Professions 16
15.2 Professional Board for Social Work 16
15.3 Assessment panel for CPD activities 17
16. CONTINUING PROFESSIONAL DEVELOPMENT PROCESS 17
16.1 Application 17
16.2 Assessment and approval 18
16.4 Portfolio of evidence (PoE) assessment and moderation process 19
17. CONTINUING PROFESSIONAL DEVELOPMENT STANDARDS 19
18. MONITORING AND QUALITY CONTROL 19
19. RISK MANAGEMENT 19
20. COMPLIANCE 19
21. COMMENCEMENT 19
BIBLIOGRAPHY 19
FORMS 20

LIST OF TABLES

Table 1: Depth of learning 9
Table 2: Duration of learning activity 9
Table 3 Presenter Credibility 10
Table 4: Learning Assessment Method 10
Table 5: Participation Method 10
Table 6: Appropriateness of Content to Professional Development in Social Work 11

Table 7: Ethics 11
Table 8: Skills development 11
Table 9: Self-directed individual activities 12
Table 10: Field-directed individual activities 12

ACRONYMS

CPD	Continuing Professional Development
CPI	Committee for Preliminary Inquiry
ETD	Education Training and Development
NQF	National Qualifications Framework
PBSW	Professional Board for Social Work
PoE	Portfolio of Evidence
SACSSP	South African Council for Social Service Professionals

DEFINITIONS

In this policy, unless the context indicates otherwise -

"*Act*" means the Social Service Professions Act 110 of 1978 and includes the regulations, schedules and rules;

activity' means an individual or group activity that create opportunities for social service practitioners to gain knowledge, skills and professional attitudes in order to maintain high professional standards.

'assessment' means a structured process for gathering evidence and making judgements about an individual's competence in relation to registered national standards and qualifications.

'a*ssessor*' means a subject matter expert who is competent in conducting the assessment process.

'*attendance register*' means the record of attendees at any CPD activity, reflecting the names and South African Council for Social Service Professions registration numbers of those present and their signatures on start and completion of the activity.

'*continuing professional development (CPD)"* aims at maintaining registration through enhanced knowledge, skills and experience related to professional activities, following the completion of formal training in social work and social auxiliary work.

'*CPD assessment panel*' means a panel of social workers and social auxiliary workers appointed by the Professional Board for Social Work that assesses CPD activities, training providers and portflios of evidence according to the criteria stated in the CPD policy.

'*CPD points*' means the value attached to a learning activity for continuing professional development.

'*ETD committee*' means the Education, Training and Development Committee of the Professional Board for Social Work;

'*ETD division*' means the division within the administration of the South African Council for Social Service Professions responsible for education, training and development matters pertaining to social service practitioners;

'*group activity*' means a group activity that is an organised event, either face to face or via any electronic means, where at least 3 people are grouped or assembled for the purposes of sharing information, building knowledge, developing skills and/or influencing attitudes on a subject of professional interest.

'*individual activity*' means an individual activity that is completed on an individual basis, inclusive of online activities.

'*moderation*' means the process that ensures that assessments conducted by assessors meet the specified outcomes are fair, valid and reliable.

'*moderator*' means a subject matter expert who is competent in conducting the moderation process

'*portfolio of evidence*' (PoE) means the collection of evidence from different categories of activities, packaged together in alignment with the CPD policy requirements.

'*professional board*'' means the Professional Board for Social Work established in terms of section 14AB of the Act.

'*quality assurance*' means the monitoring and evaluation of the various aspects of CPD activities to ensure that standards of quality are being met.

'*recreational activities*' means any endevour that is entertaining, relaxing or refreshing contributing to personal wellness and worklife balance, which includes job satisfaction, quality service, customer satisfaction, employee productivity and employee performance.

'*training provider*' means any person or body providing an approved CPD activity.

1. INTRODUCTION

1.1 In alignment with international practice, the Professional Board of Social Work (PBSW), under the auspices of the South African Council of Social Service Professions (SACSSP) established a system of Continuing Professional Development (CPD) to enhance and ensure the quality of social work services. Through CPD, the knowledge, attitude and skills base of social work practice is enhanced.

1.2 In principle, the Professional Board for Social Work and the South African Council for Social Service Professions is committed to a CPD system that is transparent, flexible, cost-effective, user-friendly and accessible to all practitioners. Continuing professional development enables and encourages social workers and social auxiliary workers to share and train other social workers and social auxiliary workers on new knowledge and expertise. This policy should be read in conjunction with the Social Service Professions Act 110 of 1978.

2. SUPERSEDING OF EXISTING POLICY

This policy supersedes the *Continuing Professional Development Policy* dated 1 April 2010 and authorises its withdrawal.

3. AIM OF THE POLICY

The aim of the policy is to ensure continuing professional development of a high quality.

4. SCOPE OF THE POLICY

The scope of the policy addresses the following:

(a) CPD legislative framework;

(b) roles and responsibilities in respect of CPD;

(c) criteria for CPD activities;

(d) CPD application requirements;

(e) CPD application process; and

(f) portfolios of evidence (PoE).

5. POLICY OBJECTIVES

This policy strives to:

5.1 Ensure that social workers and social auxiliary workers retain and continuously develop their skills and scientific, professional attitude and knowledge by enabling them to:

(a) develop scientific knowledge, skills and competencies;

(b) provide quality services that are relevant and appropriate, especially in the South African context;

(c) improve services rendered to individuals, families, groups, communities and organisations;

(d) facilitate reflective practice;

(e) keep abreast of current trends, research and developments in the profession;

(f) assert their professional view in multi-sectorial and multi-disciplinary contexts;

(g) function effectively as a member of the multi-disciplinary team;

(h) be motivated to continue with practising the profession;

(i) be supported by and network with other professionals;

(j) reduce occupational stress and other related ailments;

(k) create opportunities to develop own business in providing CPD activities; and

(l) conduct themselves ethically at all times.

5.2 Ensure that the quality of CPD activities is of a high and appropriate standard.

6. APPLICABILITY

The policy is applicable to social workers, social auxiliary workers and CPD training providers.

7. POLICY STATEMENT

The Professional Board for Social Work maintains professional standards that promote excellence in practice through a compulsory system in which all social workers and social auxiliary workers registered with the South African Council for Social Service Professions should comply.

8. POLICY PRINCIPLES

The following principles apply in the implementation of this policy:

(a) *Accountability*: The policy complies with the requirements of all applicable legislation and policies.

(b) *Administrative justice*: Quality assurance processes are executed in an administrative just manner; which require openness, timeous notice, reporting and opportunity to respond or appeal.

(c) *Appropriateness*: The policy is responsive to social, economic, cultural and political conditions within the framework of the social work profession;.

(d) *Collaboration*: There is recognition that quality assurance takes place in collaboration with other role players.

(e) *Democracy and participation*: The value of democracy and participation recognises both rights and responsibilities of training providers, social workers and social auxiliary workers.

(f) *Developmental approach*: CPD processes embrace the developmental approach for training providers, social workers and social auxiliary workers.

(g) *Efficiency and effectiveness*: training provision should be achieved with efficiency and cost-effectiveness.

(h) *Equality*: Training providers, social workers and social auxiliary workers are treated equally and without preference.

(i) *Fairness*: CPD processes are implemented in line with this policy.

(j) *Partnership*: This policy values partnership in the professional development of social service professionals.

(k) *Transparency*: Access to information, and openness regarding administrative and management procedures.

9. AUDITABLE OUTCOMES

The CPD process within the SACSSP shall be measured against the following indicators:

(a) well managed applications and appeals;

(b) assessed applications;

(c) timeous feedback to applicants;

(d) management of received and assessed *Portfolios of Evidence*;

(e) an accurate training provider database; and

(f) satisfied customers.

10. LIST OF APPLICABLE LEGISLATION AND POLICIES

The CPD policy framework is developed from the following legislation:

(a) Social Service Professions Act 110 of 1978;

(b) National Qualifications Framework Act 67 of 2008;

(c) Promotion of Access to Information Act 2 of 2000;

(d) Promotion of Administrative Justice Act 3 of 2000;

(e) Skills Development Act 97 of 1998;

(f) Skills Levies Act 9 of 1999; and

(g) Policy for Social Service Practitioners, Chapter 7 (2017)

11. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

11.1 All registered social workers (excluding students) are required to obtain a *minimum* of twenty (20) CPD points annually, or fourty (40) points over a period of two (2) year cycle.

11.2 All registered social auxiliary workers (excluding students) are required to obtain a *minimum* of ten (10) CPD points annually or twenty (20) points over a period of two (2) year cycle.

11.3 At least one CPD activity in a two year cycle must focus exclusively on the professional code of conduct for social workers and social auxiliary workers.

11.4 A maximum of ten (10) accumulated points may be forwarded to the next year for a maximum period of one year.

11.5 Veteran social workers older than 65 are required to obtain a *minimum* of fifteen (15) CPD points annually, or thirty (30) points over a period of two (2) year cycle.

11.6 CPD points should be accumulated from a combination of activities and cannot be obtained from one single CPD category. This is to encourage professionals to participate in a variety of activities, to ensure different levels of learning, participation and exposure.

11.7 Each CPD activity is approved after assessment and points are allocated against the set criteria. CPD points are awarded to trainees on completion of the CPD activity.

12. CATEGORIES OF CPD ACTIVITIES AND POINT ALLOCATIONS

12.1 Overview of categories

12.1.1 There are three categories of CPD activities - group, individual and online activities:

(a) *CPD group activities* are approved after being assessed by the CPD assessment panel and points awarded according to the set criteria of this policy.

(b) *CPD points for individual activities* are awarded according to the set criteria of this policy after the PoE was requested, submitted and assessed by the CPD assessment panel.

(c) *Online CPD group activities* are approved after being assessed by the CPD assessment panel and points awarded according to the set criteria of this policy.

12.1.2 Social workers and social auxiliary workers are required to keep a *Portfolio of Evidence* (PoE) for all approved group and individual activities attended.

12.2 Group activities

12.2.1 A group activity is any organised event, either face to face or via any electronic means, where at least three (3) practitioners are grouped or assembled for the purposes of sharing information, building knowledge, developing skills and/or influencing attitudes on a subject of professional interest.

12.2.2 Group activities include conferences, workshops, seminars, short learning programmes, group discussions and information sessions. These activities require approval from the CPD assessment panel prior to the commencement of the activity.

12.2.3 *Types of group activities:*

(a) A conference/congress/symposium/seminar is a gathering of people who meet in a local, regional, provincial, national or international context to discuss a particular issue of concern reflected in a specific theme and sub themes. Minimum duration of 2 hours up to a mximum duration of 5 days.

(b) A workshop refer to a gathering at which a group of people engage in intensive discussions and activities on a particular subject with the purpose of analysing existing knowledge, expanding the knowledge base through new ideas, sharpening of skills and building of competencies. The intention is to address policy, practice and educational challenges. Non-credit bearing short courses of no more than 5 days on a particular topic is also considered as a workshop. Minimum duration of 4 hours up to a mximum duration of 5 days.

(c) A group discussion is a gathering of a minimum of 3 and a maximum of 25 people. Focusing on a relevant topic, which may include policies, legislation, book reviews, journal articles (the titles of which will be noted on the certificate of attendance), case studies and sharing of best practice models. Group discussions may occur face to face or via an internet discussion group.

(d) Group supervision will only be considered for CPD points if it is planned, focused and structured with educational objectives on specific topics (which will be noted on the certificate of attendance) and/or aimed at increased knowledge with clear evidence of participation. Group supervision can include in-service training if it has an educational and developmental focus in a particular field of practice. Minimum duration of 1 hourup to a mximum duration of 4 hours.

(e) An information session is a gathering of 3 or more people where information on a particular topic is presented. The communication tends to be one-way but may allow for questions. Minimum duration of 1 hour up to a mximum duration of 3 hours.

12.2.4 *Criteria for assessment of group activities*

The CPD Assessment panel, after an application was assessed, concludes on an outcome:

(a) *suspended*: when the application is incomplete and more information is required;

(b) *not approved*: when the application does not meet the requirements of a CPD group activity as defined in this policy; or

(c) *approved*: when the application met the requirements of a CPD group activity, as defined in this policy.

12.2.5 When an activity is approved, CPD points are awarded according to the range of points reflected in Tables 1 to 7 for each of the following criteria:

(a) the depth of learning;

(b) presenter credibility;

(c) learner assessment;

(d) participation method;

(e) appropriateness of content to professional development

(f) ethics; and

(g) skills development.

TABLE 1: Depth of learning

Level	Rating
Basic information sharing (Basic information = on same level as under-graduate/basic qualification – knowledge is basically refreshed)	1
Basic information sharing with reflection and questions	2
Intermediate information sharing (Intermediate information = more advanced level with specific reference to practical considerations, improved performance and quality)	3
Intermediate information sharing through discussion	4
Advanced information sharing (Advanced information = specialised, researched and theory-based information presented by experts in the specific field)	4
Advanced information sharing through practical engagements	5
Advanced information sharing through applications and interpretation	6

TABLE 2: Presenter credibility (based on CV)

Levels	Rating
At same level as audience (also multiple presenters) Registered professional with some experience in practice	1
More experienced than audience (also multiple presenters) Registered professional with 5+ years of experience	2
Clear evidence of expertise in the field of the topic presented (also multiple presenters) evidence of practical experience over period of time with specific training in the field or a post-graduate qualification.	3
Demonstrated expertise in the field of the topic presented (also multiple presenters) Specialised training in the field, published articles, conducted research, lectured at local/international platforms, evidence of practical implementation over extensive period of time	4

TABLE 3: Learning assessment method

Levels	Rating
No assessment of learning	0

Basic evaluation form	1
Evaluation form with specific reflection on learning	2
Assessment of increased knowledge and skills through practical application/ assessment/assignments	3

TABLE 4: Participation method

Levels	Rating
Passive listening	1
Listening with limited discussion (<20% of time)	2
Participation through discussion (20 – 30% of time)	3
Active participation, e.g. case studies, discussions, role plays (30 – 50% of time)	4
Active participation, e.g. through role plays & practical exercises (50%+)	5
Active participation, inclusive of assignments (50%+ of time)	6

TABLE 5: Appropriateness of content to professional development in social work (considering the level of experience and knowledge of participants, which should be clearly indicated in the application)

Levels	Rating
Basic social work/social auxiliary work content (On same level as under-graduate/certificate qualification)	1
Basic non-social work/social auxiliary work content with relevance to inter-disciplinary service, without contextualization by a SSP (from other fields of practice, e.g. medicine, psychology, psychiatry)	1
Basic non-social work/social auxiliary work content, with relevance to inter-disciplinary service delivery, with contextualization by a SSP	2
Intermediate non-social work/social auxiliary work content with relevance to inter-disciplinary service delivery, without contextualization from SSP	3
Intermediate social work/social auxiliary work content (Content is on a more advanced level with specific reference to practical considerations, improved performance and quality)	4
Intermediate non-social work/social auxiliary work content with relevance to inter-disciplinary service delivery, with contextualization by a SSP	4
Advanced non-social work/social auxiliary work content with relevance to inter-disciplinary service delivery, without contextualization from SSP	5
Advanced social work/social auxiliary work content (Content is on a specialised field, well researched and theory based)	6
Advanced non-social work/social auxiliary work content with relevance to inter-disciplinary service delivery, with contextualization by a SSP	6

Specialised social work/social auxiliary work contents (Content is on a specialised field with focus on development of specialised skills and expertise in the field)	7

TABLE 6: Ethics (ethical considerations related to the topic- specific in program)

Levels	Rating
None or unclear (No time specifically allocated in the programme to ethical considerations)	0
Limited inputs (less than 10% of time)	1
Ethical consideration applied in practice, included as separate topic on the program (20 – 30% of time)	2
All programme contents focus on ethics	3

TABLE 7: Skills development (practical application)

Levels	Rating
None or unclear	0
Limited skills development (<20% of time)	1
Intermediate skills development activities (20 – 30%) (Level of practical skills application and expected outcome to be clearly indicated)	2
Active skills development activities (50/50) (Level of practical skills application and expected outcome to be clearly indicated)	3

12.2.6 *Point calculations*

12.2.6.1 The total rating per day will be calculated from the allocated ratings as per the tables above.The maximum number of points per learning activity per day is 8. Calculated as follows: 32 divided by 4 = 8. 6+ hours is considered a full day

12.2.6.2 *Calculation of multiple day activities*: The number of points accumulated per day x the number of days (e.g. 8 points x 5 days = 40 points)

12.2.6.3 *Activities less than 6 hours*: Total as calculated under point 1 ÷ 6 x the total number of hours of the activity e.g. 8 points ÷ 6 x 4 hours = 5.3 (that will be rounded of to 5)

12.2.6.4 *Point allocation for presenters:* Presenters will accumulate 50% CPD points for presenting/facilitating or developing learning materials/manuals as stipulated under individual activity~~y~~.

12.3 Individual activities

12.3.1 Individual activities refer to those activities completed on an individual basis, inclusive of online activities. The individual must motivate the relevance of the activity for CPD in a written format. The CPD assessment panel reserves the right not to allocate points.

12.3.2 *Types of individual activities*:

(a) *Self-study of scientific articles and books*: require reflection on the contents either through a questionnaire in the particular journal (if available) or the South African Council for Social Service Professions' guideline (FORM E.2.4).

(b) *Formal learning programme*: includes a whole qualification on any relevant topic related to the working environment with proof of registration, progress and successful completion of a full qualification. For studies towards a master's degree qualification points will be allocated for a maximum of three years and towards a doctoral programme for 5 years. For a post- graduate diploma points will be allocated for a maximum of two years. Additional points will be allocated on the successful completion of a qualification.

(c) *External examination*: assessing postgraduate studies.

(d) *Learning material/manual*: development of learning material/manuals for training purposes and review of existing learning material/manuals, providing written information on the process followed, research done and the final product.

(e) *Short learning programmes*: all short programmes, whether credits are awarded or not inclusive of skills programmes.

(f) *Paper presentations*: include a written paper presented in a plenary or breakaway session, guest lecturer at a higher education institution, introductory presentation in a panel session, poster presentation, web-based presentation or video production.

(g) Preparation, presentation and facilitation of individual and group activities

(h) *Research*: refers to an investigation by one or more persons into a particular field or area of practice to obtain facts that will inform practice and improve service delivery, which culminated in best practice models and/or publications.

(i) *Authorship*: entails publications in books, in scientific or practice journals, authored as a sole author, a co-author, editor or contributor (including training manuals and protocols).

(j) *Peer reviews*: involve commenting on the professional activities and work of colleagues upon formal request, including monographs, manuscripts and book reviews.

(k) *Position paper/legislative and policy analysis*: responding in writing to policies and legislative issues reflecting a critical analysis in order to influence or shape policies and legislation.

(l) *Membership*: includes evidence of being a registered and active member of any international, national, regional or local organisation which protects and promotes the professional interests of the profession and professionals.

(m) *Personal wellness*: a structured programme that is contributing to the individual's ability to cope more effectively with the demands of the profession.

12.3.3 The points are allocated as per the following Tables.

TABLE 9: Self-directed individual activities

Activity types	Sub-Category 1		Sub-Category 2		Sub-Category 3	
Personal wellness	**1**	Informal or casual recreational activities with active participation	**2**	Formal and non-competitive sport with active participation	**3**	Formal and competitive sport with active participation
Self-study	**2**	Reading practice-based articles or newsletters	**3**	Reading scientific articles	**4**	Reading scientific books or volumes

Learning programme participation	**3**	Formal short learning programme up to six months	**5**	Formal certificate or diploma up to one year	**7**	Formal post graduate study

TABLE 10: Field-directed individual activities

Activity types	Sub-Category 1		Sub-Category 2		Sub-Category 3	
Membership	**2**	Membership of a professional society/ association	**3**	Membership of local professional body	**5**	Membership of international professional body
External examination	**3**	Undergraduate per 50 papers	**4**	Master's dissertation	**6**	Doctoral thesis
Learning materials/ manuals	**3**	Review of learning material/ manual (1 - 2 day training)	**4**	Development of training material/ manual (1 – 2 day training)	**5**	Development of training material/ manual (3 – 5 day training)
			4	Review of learning material/manual (3 – 5 day training		
Peer review	**5**	Project proposals	**6**	Manuscripts: articles and monographs	**7**	Book manuscript review
Paper presentation	**7**	Any presentation to a small to medium group (10- 25 members)	**8**	A 35– 45 minute paper presentation at conference break away session	**9**	Plenary paper presentation at a workshop or a conference
	7	Any paper or poster presentation at a seminar, panel or colloquium				
Authorship of article or textbook	**9**	Self-authored article published in a acknowledged non- scientific journal or magazine	**11**	Self or co-authored article published in a scientific (accredited or aknowledged) journal or peer reviewed manual	**13**	Self or co-authored scientific published book
Formal research project or policy analysis (with evidence of	**11**	Development of policy (organisational /district/region)	**15**	Development of provincial policy document	**20**	National Policy document or formal research project

completion)						
	11	Policy analysis				

12.4 Online activities

12.4.1 An online CPD activity is an activity aimed at building knowledge, skills and other required professional competencies. The activity content can contain video recordings, video clips or any other visual material relevant to the activity topic. Different facilitators can be utilised for the online activity.

12.4.2 The online activity should make provision for the following:

(a) Provision for participants to return to any portion of the online activity at any given time.

(b) Progress throughout the activity should have detailed restrictions until all the required tasks are completed e.g. participants should complete one module with specific allocated tasks before accessing the next module

(c) Online activities consisting out of one module should have detailed restrictions until all the required tasks are completed

(d) After each module the facilitator has to complete a test or specific tasks, which should be submitted to the the facilitator to determine whether the participant understands the contents of the module/ skills to be developed. Once it is clear that the contents are understood/ required skills developed, the the facilitator will unlock access to the next module.

(e) Once the full online activity is completed and the the facilitator is satisfied that the participant gained the necessary knowledge/skills a certificate will be issued by the the facilitator.

13. ACTIVITIES APPROVED BY OTHER PROFESSIONAL COUNCILS AND OTHER ACTIVITIES

13.1 Activities approved for CPD purposes by other professional statutory bodies and all other non-CPD accredited activities may also be included in the PoE as individual activities. Proof of attendance, programme/agenda, framework of the content must be included in the *Portfolios of Evidence* together with a written motivation by the practitioner of how attendance contributed to his/her CPD. The PoE assessment panel will consider such activities in terms of their appropriateness for the practitioner registered with the South African Council for Social Service Professions and allocate CPD points if deemed appropriate.

13.2 Group and online activities facilitated by professionals registered with other professional bodies may also apply for CPD points from the South African Council for Social Service Professions. The relevancy of the programme content will be assessed and CPD points will be allocated as per the set South African Council for Social Service Professions' CPD criteria.

14. CPD REQUIREMENTS

14.1 Persons registered with SACSSP

All persons registered, including veterans, must comply with the policy. A *portfolio of evidence* must be submitted only at the request of the Professional Board for Social Work. PoEs will be selected on a random basis from the register of social workers and social auxiliary workers.

14.2 Non-practising registered persons

When non-practising registered persons re-enter practice, they will be obliged to commence with the accumulation of CPD points in the year of re-entry.

14.3 First time registrants

Anyone who registers for the first time in a particular year will be obliged to commence with his/her CPD programme in the year of registration.

14.4 Registered persons practising outside the Republic of South Africa (RSA)

Persons registered with the South African Council for Social Service Professions who are practising abroad are required to comply with CPD requirements of this policy.

14.5 Restorations

Any person whose name has been removed from the Register and who applies for restoration will be obliged to commence with accumulation of CPD points in the year of restoration.

14.6 Non-compliant practitioners

14.6.1 The non-compliant practitioner will be given the opportunity to comply with the policy within a period of six (6) months, and re-submit a *Portfolios of Evidence*. A further failure to comply will result in referral to the Professional Conduct division. The following actions will be taken:

(a) A letter will be sent to the practitioner requesting a reason for the non-compliance and a response will be expected within two weeks.

(b) Should the explanation be acceptable, the practitioner will be given a further six months to comply with the CPD requirements. Evidence of such compliance must be received by the Professional Conduct division within two weeks of the end of the six months period.

(c) Should the practitioner not comply with the requirements of this policy his/her name will be forwarded without delay to the Committee for Preliminary Inquiry (CPI) to deal with the matter according to the *Rules relating to the acts or omissions of a social worker, social auxiliary worker, student social worker* which shall constitute unprofessional or improper conduct and the Regulations regarding the conducting of inquiries into alleged unprofessional conduct.

15. ROLE-PLAYERS RESPONSIBILITIES

15.1 South African Council for Social Service Professions

The SACSSP accepts responsibility for:

(a) providing the necessary resources for the implementation of the CPD policy;

(b) establishing basic infrastructure to ensure an efficient CPD; and

(c) all administrative processes related to the CPD system and assessment process.

15.2 Professional Board for Social Work

The Professional Board for Social Work accepts responsibility for:

(a) participating in and attending all CPD assessment panel meetings;

(b) engaging the sector on all matters relating to the CPD process;

(c) implementing and reviewing the CPD policy through the ETD committee;

(d) determining the criteria for the approval of CPD points;

(e) appointing and supporting the CPD Assessment Panel;

(f) promotion of CPD;

(g) assessment of CPD activities;

(h) monitoring and evaluating of the CPD system;

(i) quality assurance of CPD activities;

(j) establishing and maintaining an internal database of approved CPD activities and training providers;

(k) promoting approved CPD activities and training providers on the SACSSP's website;

(l) appointing the *Portfolio of Evidence* review and moderation panels; and

(m) reviewing and publishing the CPD application fees annually on the SACSSP's website.

15.3 Assessment panel for CPD activities

15.3.1 *Group activities*

(a) A *CPD Assessment Panel* is constituted of a maximum of five (5) and a minimum of three (3) representatives of the profession, at least one of whom shall be a member of the Professional Board for Social Work. The composition of the panel shall reflect diversity.

(b) The *CPD Assessment Panel* will meet regularly on six-weekly basis to assess applications.

(c) A pool of panel members will be recruited by a transparent and open invitation process, selected by the ETD committee and approved by the Professional Board for Social Work. Panel members must be trained in the application of the CPD policy.

(d) Members of the *CPD Assessment Panel* will assess each application and allocate a points as per the criteria of the CPD assessment tool.

15.3.2 *Individual activities*

(a) A pool of subject matter experts will be recruited by a transparent and open invitation process, selected by the ETD committee and approved by the PBSW. Subject matter experts must be trained in the application of the CPD policy.

(b) Individual PoEs will be assessed and moderated by the approved subject matter experts as per the criteria of the CPD assessment tool.

(c) Points will be allocated to activities as per the criteria of the CPD assessment tool.

15.4 Training providers

15.4.1 The providers of CPD activities are responsible for:

(a) submitting their service provider/company profile with their first application and after that only on request;

(b) the quality and appropriate level of the CPD activity;

(c) completion of the CPD activity;

(d) providing certificates to all participants, reflecting the approval number, the number of CPD points, date of the activity, name and registration number of the participants;

(e) ensuring that attendance is monitored and registers are kept for three (3) years following the CPD activity. The original register may be requested for validation or a compliance check; and

(f) evaluating the CPD activity.

16. CONTINUING PROFESSIONAL DEVELOPMENT PROCESS

16.1 Application

16.1.1 Prospective providers must submit applications in the prescribed format (FORM E.2.1) at least six (6) weeks before the planned group activity. CPD accreditation will not be granted if the application was received after the event has taken place. The annual scheduled dates of *CPD Assessment Panel* meetings will be published on the SACSSP's website.

16.1.2 Requirements for completion of the application:

(a) complete one application form per type of CPD activity e.g. information session or workshop;

(b) name of the applicant and his or her signature must appear on the application;

(c) the CPD application checklist needs to be completed as to assist the applicant in ensuring that all the relevant documents are submitted as incomplete CPD applications will not be administratively processed;

(d) the programme/agenda should clearly indicate specific skills development and participatory activities;

(e) the duration of the activity should be clearly stipulated in the programme/agenda;

(f) an attendance register and evaluation form must be included;

(g) the programme for each activity should include time that is devoted specifically to ethical aspects/considerations in terms of the topic (in line with the *Policy Guidelines for Course of Conduct, Code of Ethics and Rules for Social Workers* and the *Rules relating to the acts or omissions of a social worker, social auxiliary worker, student social worker*).

(h) applicants are required to pay a set fee for the processing of each CPD activity; and

(i) proof of payment of the prescribed fee must be included in the application.

16.2 Assessment and approval

(a) Acknowledgement of receipt of the application will be through *sms* or *email*.

(b) Each application will be verified by the ETD division.

(c) The application will be assessed within 6 weeks of receiving against the prescribed criteria and allocated points based on consensus.

(d) The outcome of the assessment will be captured on the database of approved activities.

(e) The verified result will be communicated to the applicant in writing or electronically within two (2) weeks of the approval.

(f) The reasons for applications that are not approved and suspended will be communicated to the applicant in writing or electronically within two (2) weeks of the *CPD Assessment Panel* meeting; and

(g) A CPD activity may be accredited for a period of one (1) or two (2) years.

16.3 The CPD appeal process

(a) Appeals should be submitted in writing to the ETD division (FORM E.2.5).

(b) The CPD appeal form must be completed.

(c) Acknowledgement of the appeal will be through *sms* or *email*.

(d) Appeals must reach the ETD division within twenty one (21) working days of the applicant receiving their CPD activity assessment results.

(e) Appeals should be reviewed within 40 working days after the appeal has been received.

(f) The appeal will be reviewed by an independent *CPD Assessment Panel* that has not adjudicated the initial application.

(g) Written feedback must be provided to the appellant within 5 working days after the sitting of the *CPD Appeal Panel*.

(h) The decision of the *CPD Appeal Panel* is final.

(i) The Professional Board for Social Work and Council will be notified during their official meetings regarding the outcomes.

16.4 Portfolio of evidence (PoE) assessment and moderation process

(a) A random sample will be drawn from the social work and social auxiliary work databases (Registers).

(b) The selected practitioners will be requested in writing to submit their PoEs (FORM E.2.3) within two months.

(c) The PoEs will be assessed by appointed *CPD Assessment Panel* members within three (3) months.

(d) PoEs will be moderated by CPD panel members not involved in the assessment process within one month.

(e) The PoEs will be returned to practitioners with a written report detailing the outcome of the process, within two months.

(f) Non-compliant PoEs will be dealt with as stated in section 5 of this policy.

17. CONTINUING PROFESSIONAL DEVELOPMENT STANDARDS

17.1 The "*Policy Guidelines for Course of Conduct, Code of Ethics and Rules for Social Workers*" states that social workers and social auxiliary workers should maintain competency in the areas of service provision through continuing social work education, development, consultation and in accordance with current standards of scientific and social work knowledge.

17.2 See the *Norms and Standards relating to the Continuing Professional Development of social auxiliary workers, learner social auxiliary workers, social workers and student social workers.*

18. MONITORING AND QUALITY CONTROL

Monitoring and quality control will be conducted in compliance with the prescripts of the Social Service Professions Act 110 of 1978.

19. RISK MANAGEMENT

Risk management will be conducted as per the SACSSP's Risk policies.

20. COMPLIANCE

20.1 All registered social workers and social auxiliary workers are obliged to adhere to the CPD policy as per the prescripts of the Social Service Professions Act 110 of 1978.

20.2 Non-compliance will be dealt with in accordance to sections 21 and 22 of the Social Service Professions Act 110 of 1978..

21. COMMENCEMENT

The provisions of this policy shall commence upon approval through a resolution of the South African Council for Social Service Professions.

BIBLIOGRAPHY

Social Service Professions Act 110 of 1978 (Published in Government Gazette, (6102) Pretoria: Government Printer).

FORMS

The following forms accompany this policy and is available from Council or www.sacssp.co.za

FORM E.2.1: CPD: Application: Training provider/ programme

FORM E.2.3: CPD: Portfolio of evidence

FORM E.2.4: CPD: Self-study report

FORM E.2.5: CPD: Appeal by provider

South African Council for Social Service Professions

Updated: 27 August 2019