

Continuing Professional Development Log



Name:

Address:

Registration Number:

Date: Commencing:

Completed:

This log book is a record of Continuing Professional Development (CPD) required for renewal of social workers' Annual Practicing Certificates.

In addition to fulfilling CPD requirements applicants will be required to submit the following:

- Statement of continuing employment attested by a manager, contractor or supervisor;
- Statement of satisfactory practice attested by manager, contractor or supervisor;
- Statement of regular supervision, commensurate with level and focus of practice and years of experience

CPD is defined as an activity that develops knowledge, skills and competencies for social work practice identifiably linked to the context of the individuals work and / or to their future career development.

Types of CPD can include:

1. Continuing education in social work or in the particular field of practice e.g. mental health, probation, care and protection through: tertiary courses, in-service courses, induction or beginning practitioner programmes, conferences, workshops, seminars.
2. Professional reading demonstrated through confirmed participation in journal clubs or contributions to journals via book reviews or peer reviewed papers.
3. Research based activities including agency or community based research, formal service evaluation, scoping and developing new programmes.
4. Providing supervision or mentoring, being a field work educator or supervisor for social work students on field work placement.
5. Scholarship: lecturing, speaking about practice or policy development, writing/producing an article book or resource.
6. Professional activities such as: active participation in a professional association, interest group, or advocacy organisations identifiably linked to the field of practice.
7. Active membership of hapu/iwi boards or committees that link to social service or community development activities.
8. Study/practice/structured visits to explore social work issues in another field, or another region or country.
9. Activities that support or maintain or develop competence to work with Maori and different ethnic or cultural groups.
10. Participation in peer review processes

Activities that are a regular part of agency or individual practice such as staff meetings, team meetings planning and review or regular meetings with advisory or stakeholder groups, required as part of the social workers job are not considered part of professional development for the purposes of achieving an annual practising certificate

The SWRB expects that registered social workers will participate in a minimum of 150 hours (for full time equivalent employment) of CPD in any three year period. CPD will be evidenced in at least 3 of the above categories for a minimum of 20 hours per category.

Date	Description of Activity	Relevance to practice	Hours spent	Evidence attached

Please retain documentation for audit purposes.

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