



Social Workers
Registration Board

Kāhui Whakamana Tauwhiro

criteria for annual

practising certificates

V1.1 1 July 2008

Criteria for annual practising certificates

The Social Workers Registration Act 2003 requires that practising Registered Social Workers are to hold practising certificates and that no Registered Social Worker may be employed or engaged as a social worker unless he or she holds a current practising certificate.

Section 26 of the Social Workers Registration Act 2003 states that

1. a Registered Social Worker may apply to the Registrar for a practising certificate.
2. an application for a practising certificate must –
 - a) be made on a form provided by the Board for the purpose; and
 - b) be accompanied by the fee set by the Board.
3. the form may require any information the Board thinks appropriate, including a statement specifying whether the applicant is, at the date of the application, employed as a social worker.

Further, under Section 29(2) (a) & (b) the Board may adopt general conditions –

Section 29

1. The Board may adopt conditions subject to which all practising certificates, or the practising certificates of all registered social workers of a particular description, must be issued.
2. Conditions may relate to –
 - a) working under supervision; or
 - b) continuing professional development.
3. Subsection (2) does not limit the generality of subsection (1).

Requirements:

- 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

The documentation to support this is an affirmation by a manager or supervisor (or a senior Registered Social Worker when not employed in an agency setting).

The SWRB expects appraisals to occur as part of an agency performance management system and that this process will contribute to an individual's personal professional development plan.

- Continuing professional development (CPD)

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

Types of CPD can include:

1. **Compulsory** - Activities that support or maintain or develop competence to work with Maori and different ethnic or cultural groups.
2. 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.
3. Professional reading demonstrated through confirmed participation in journal clubs or contributions to journals via book reviews or peer reviewed papers.
4. Research based activities including agency or community based research, formal service evaluation, scoping and developing new programmes.
5. Providing supervision or mentoring, being a field work educator or supervisor for social work students on field work placement.
6. Scholarship: lecturing, speaking about practice or policy development, writing/producing an article book or resource.
7. Professional activities such as: active participation in a professional association, interest group, or advocacy organisations identifiably linked to the field of practice.
8. Active membership of hapu/iwi boards or committees that link to social service or community development activities.
9. Study/practice/structured visits to explore social work issues in another field, or another region or country.
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 of CPD (**for both full and part time employment**) in any three year period; pro rata will be accepted for the 2008/2009 APC period as the new standard is phased in. CPD will be evidenced in at least 3 of the categories on the previous page, one of which must be Item 1 “Activities that support or maintain or develop competence to work with Maori and different ethnic or cultural groups” for a minimum of 20 hours per category.

Record of CPD:

A CPD log is available to download from the SWRB www.swrb.org.nz along with guidelines and a template that may be of assistance for Registered Social Workers to plan and record their CPD.

The CPD log does not need to be submitted at the time of APC renewal; however Registered Social Workers will be required to sign a statutory declaration at the time of their application for renewal, affirming that they have undertaken a range of professional development activities and have evidence for this in their CPD log.

Audit:

The SWRB will conduct an audit of CPD records of Registered Social Workers at the end of the first two years of registration (i.e. in the first instance commencing October 2006) and two yearly thereafter.

A random sample of at least 5% of Registered Social Workers will be asked to submit CPD logs. It is the responsibility of individual social workers to provide justification for their claims of CPD activities, which will need to be briefly described and linked to at least 3 of the categories listed on the previous page. Please note that one must be linked to Item 1.

Registered Social Workers must maintain documentation and submit within one month of a request relating to the random audit.

References:

Australian Association of Social workers (2002)
Continuing Professional Education Policy Planner Logbook (1 July 2002 – 30 June 2004)

New Zealand Teachers Council (2003)
Registration Information
www.teacherscouncil.govt.nz

Nursing Council of New Zealand (2004)
Review of the Guidelines for competence based practising certificates for Nurses consultation document

Continuing Professional Development Log

Name: _____

Address: _____

Registration Number: _____

Date: _____ Commencing: _____

Completed: _____

This log book is a record of Continuing Professional Development (CPD) that is required to be maintained as part of the certificate criteria.



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

Types of CPD can include:

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

Activities that are a regular part of agency or individual practice such as staff meetings, planning and review, or regular meetings with advisory or stakeholder groups, required as part of the social worker's 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 of CPD (for both full and part time employment) in any three year period; pro rata will be accepted as this new standard is phased in for the 2008/2009 APC period.

CPD will be evidenced in at least 3 of the above categories, one of which must be Item 1 "Activities that support or maintain or develop competence to work with Maori and different ethnic or cultural groups" for a minimum of 20 hours per category.

Date	Item No.	Description of Activity	Relevance to practice	Evidence attached	Hours spent	Total Hours
	1	Compulsory - Activities that support or maintain or develop competence to work with Maori and different ethnic or cultural groups.				
	2	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.				
	3	Professional reading demonstrated through confirmed participation in journal clubs or contributions to journals via book reviews or peer reviewed papers.				
	4	Research based activities including agency or community based research, formal service evaluation, scoping and developing new programmes.				
	5	Providing supervision or mentoring, being a field work educator or supervisor for social work students on field work placement.				
	6	Scholarship: lecturing, speaking about practice or policy development, writing/ producing an article book or resource.				

Date	Item No.	Description of Activity	Relevance to practice	Evidence attached	Hours spent	Total Hours
	7	Professional activities such as: active participation in a professional association, interest group, or advocacy organisations identifiably linked to the field of practice.				
	8	Active membership of hapu/iwi boards or committees that link to social service or community development activities.				
	9	Study/practice/structured visits to explore social work issues in another field, or another region or country.				
	10	Participation in peer review processes				

Please retain documentation for audit purposes.