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# Continuing Professional Development Offer

To all employees in:

**Integrated Children's Services  
and Adult Social Care**

[www.southglos.gov.uk](http://www.southglos.gov.uk)

## The continuing professional development offer

**South Gloucestershire Council recognises how important it is to have knowledgeable, skilled, confident and capable staff. The quality and standards of the services we deliver are so heavily influenced by the abilities of the people behind them; especially their capacity to provide efficient, timely, sensitive and skilful support and advice.**

The Children Adults and Health department's services are at the heart of the council's work. The Integrated Children's Services and Adult Social Care divisions in particular provide hugely important services to local residents. That is why the department has continued to invest in the learning and development support available to staff in these teams, as a key element in helping them to provide practice-led services that are focused on outcomes for people.

We have summarised the Continuing Professional Development (CPD) resources and services that staff can access, below – as an "Offer". This is an Offer made not only to "autonomous professionals" like social workers and occupational therapists who have to register with a professional body, but to ALL employees in these divisions. This is because everybody needs to consider their ongoing training and development needs, to stay up-to-date in their job and to be confident to offer high quality services.

The CPD Offer incorporates all sorts of learning-related support, from standard training courses to on-line resources, drop-in sessions and masterclasses. There is something appropriate to all. Individual managers, staff and their teams should use existing processes like Supervision, Personal Development & Performance Review (PDPR) and Team Meetings to plan what it is they need in order to do their jobs well. Team Managers should consider how the CPD Offer can help with aspects of their own team's "staff development plan". Learning and development is usually a partnership between

the organisation and the employee, with each contributing resource and time to achieve what is needed.

The council's HR Workforce Development Team can help arrange and coordinate many of these learning needs. The CAH department's two principal social workers and principal occupational therapist are also central to supporting employees' CPD.

The Health and Care Professions Council (HCPC) requires social workers and occupational therapists to maintain a continuous, up-to-date and accurate record of their CPD activities.

Staff can access and record their training and CPD via the My Account facility on the council's self-service learning management system at [www.learning.southglos.gov.uk](http://www.learning.southglos.gov.uk)

## South Gloucestershire Council: Social workers, OTs and other staff working with children, adults & families continuing professional development offer

South Gloucestershire Children Adults and Health Department supports all staff to maintain and develop the skills and knowledge they need to improve their practice, to benefit service users, carers and families.

The Department for Education, the Department of Health, the Royal College of Occupational Therapists and the HCPC each set clear

expectations of social workers and occupational therapists as autonomous professionals in terms of how to approach their CPD. “CPD is the way professionals continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely, legally and effectively” (HCPC).

Social workers and occupational therapists employed by South Gloucestershire Council are able to access resources and opportunities to help them identify their learning needs for CPD, including through Supervision and PDPR, and to assist them in keeping their CPD up-to-date in a constantly changing work environment.

### Starting Off

#### Social Workers and Occupational Therapists

The South Gloucestershire Council Assessed and Supported Year in Employment (ASYE) programme provides a framework to support all our newly qualified social workers and occupational therapists to:

- Make the transition from student to professional
- Develop and learn from practice
- Develop confidence and eloquence about their professional skills and knowledge
- Assess their progress and achievement against the relevant professional and government frameworks.

#### All staff

All new staff are supported to identify and plan for learning and development needs through induction and supervision.

### Moving Forward

All staff are expected to recognise and take responsibility for identifying their ongoing learning needs and planning their CPD, together with their line manager. For social workers and occupational therapists this is a requirement of professional registration.

#### Supervision

Reflective supervision to evaluate practice and learning against HCPC standards, the government Knowledge and Skills and professional capabilities/standards, and to identify development needs.

#### CPD workshops and surgeries

Our workforce development team, principal social workers and principal occupational therapist provide regular workshops and surgeries. These support social workers, occupational therapists and other staff with planning and recording CPD.

#### CPD resources

We provide resources & tools to help you plan and record your CPD so you can ensure you're keeping up-to-date.

#### SW and OT CPD Resources

## Learning Activities

Together with your line manager you can make choices about the particular focus for CPD activity that is most relevant to your job-role, in the context of the council’s priorities. So CPD activities could include shadowing in another team, doing in-service training, being a ‘theme champion’ in your team for a certain issue, going on secondment, mentoring or coaching less experienced colleagues, reviewing journal articles, or completing training to prepare you to move into a management role in future. You might even include peer discussion and tweets. Supervisors and managers can access Learning Sets too, to help them develop confidence and skills.

<p><b>Information and resources</b></p> <p>You can access up-to-date and evidence-based information and research to inform your decision-making and recommendations.</p> <p><b><a href="http://www.adults.ccinform.uk">www.adults.ccinform.uk</a>;</b>  <b><a href="http://www.rip.org.uk">www.rip.org.uk</a>;</b>  <b><a href="http://www.scie.org.uk">www.scie.org.uk</a>;</b>  <b><a href="http://www.skillsforcare.org.uk">www.skillsforcare.org.uk</a></b></p>	<p><b>Core training frameworks</b></p> <p>We provide a wide range of in-house training programmes and e-learning modules focused on the organisation’s service priorities. We review these frameworks regularly to ensure they remain up to date.</p>	<p><b>CPD library</b></p> <p>South Glos staff can join the UWE library giving access to a wide range of relevant resources UWE library The workforce development team can purchase other relevant text books and resources for practitioners, if needed.</p>
<p><b>CPD drop-ins</b></p> <p>Our principal social workers and occupational therapist together with workforce development facilitate CPD discussion groups. Previous examples include</p> <ul style="list-style-type: none"> <li>• Mate Crime</li> <li>• Hoarding</li> <li>• Signs of Safety</li> </ul> <p>and contributing to government consultations affecting the professions.</p>	<p><b>Role specific university-accredited training</b></p> <p>Staff may be supported to complete accredited education and training, e.g.:</p> <ul style="list-style-type: none"> <li>• Approved mental health practitioner</li> <li>• Best interest assessor</li> <li>• Advanced child care practitioner</li> <li>• Certificate/Diploma in Management.</li> </ul>	<p><b>University-accredited CPD modules</b></p> <p>Staff may be supported to undertake accredited training in key areas of current practice to support changes in policy and legislation, e.g.:</p> <ul style="list-style-type: none"> <li>• Advanced Practice with Adults at Risk</li> <li>• Assessment, risk and decision-making</li> <li>• Children and Families with complex needs</li> <li>• Advanced Practice with Looked after children.</li> </ul>
<p><b>Supporting others’ learning</b></p> <p>Staff are encouraged to support the ongoing development of peers and colleagues, and may also be supported to train and achieve national accreditation as:</p> <ul style="list-style-type: none"> <li>• Practice Educators for degree students</li> <li>• Professional Development Advisors for newly qualified social workers.</li> </ul>	<p><b>Accessing external events</b></p> <p>Staff can use supervision to agree with their manager attendance at suitable external seminars, courses and workshops on key topics relevant to their work.</p>	<p><b>Masterclasses</b></p> <p>Leading academics and experts come to South Glos to deliver masterclasses on a range of topics. Previous examples include:</p> <ul style="list-style-type: none"> <li>• Capacity to change</li> <li>• Responding to adolescent risk</li> <li>• Presenting neglect in court</li> </ul>