



Continuing Professional Development Offer

To all employees in:

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

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, 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, with Holly Magson, Siân Smith and Nick Thorne from the team focused on these divisions, in particular. The CAH department's two principal social workers – Leigh Zywek (Children) and Kenny Braidwood (Adults) – and principal occupational therapist – Lynne Guest - are also central to supporting employees' CPD.

Going forward, 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**

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

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

The Department for Education, the Department of Health, the College of OT and the Health and Care Professions Council each set clear expectations of social workers and OTs as autonomous professionals in terms of how to approach their continuing professional development (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" (Health and Care Professions Council).

Social workers and OTs 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 to assist them in keeping their CPD up-to-date in a constantly changing work environment.

Starting Off

Social workers

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

- Make the transition from student to social work professional
- Develop and learn from practice
- Develop confidence and eloquence about their professional skills and knowledge
- Assess their progress and achievement against the relevant Knowledge and Skills statements from the DfE and DH as well as the Professional Capabilities Framework at ASYE level.

Occupational therapists

Newly-qualified OTs are also closely supported in their first year of employment following qualification, with a range of mentoring, supervision and learning & development opportunities provided.

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 OTs this is a requirement of professional registration.

Supervision

Reflective supervision to evaluate practice and learning against HCPC standards, the Knowledge and Skills statements and Professional Capabilities Framework, and to identify development needs.

CPD workshops and surgeries

Our principal social workers and principal OT provide regular workshops and surgeries, providing support for social workers, OTs and other staff with planning and recording CPD.

CPD resources

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

See Intranet HR A-Z: Continuing professional development

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.

Information and resources

You can access up-to-date and evidence-based information and research to inform your decision-making and recommendations.

www.adults.ccinform.uk;
www.rip.org.uk;
www.scie.org.uk;
www.skillsforcare.org.uk

Core training frameworks

We provide a wide range of in-house training/e-learning courses focused on the organisation's service priorities.

CPD library

Our library at Kingswood Civic Centre Room F41 includes a good selection of social care books and other resources.

CPD drop-ins and masterclasses

Our principal social workers and principal OT also facilitate CPD discussion groups, and masterclasses from leading academics, on a range of relevant topics.

Role specific university-accredited training

Staff may be supported to complete accredited education and training, e.g.:

- Approved mental health practitioner
- Best interest assessor
- Advanced child care practitioner
- Certificate/Diploma in Management

University-accredited CPD modules

Staff may be supported to undertake accredited training in key areas of current practice to support changes in policy and legislation and service improvement.

Supporting others' learning

Staff are encouraged to support the ongoing development of peers and colleagues, and may also be supported to train and achieve national accreditation as:

- Practice educators for degree students
- Professional development advisors for newly qualified social workers.

Accessing external events

Staff may attend seminars, courses and workshops on key topics relevant to their work, delivered outside the council.