

# CONTINUING COMPETENCE PROGRAM TOOLKIT

**Program Requirements**  
**Learning Plans & Self-Assessments**  
**Tracking & Portfolios**

Manitoba College of Social Workers  
Continuing Competence Program ©2018

## TABLE OF CONTENTS

<b>1. Overview</b>	<b>2</b>
<b>2. Continuing Competence Program (CCP) Requirements</b>	<b>2</b>
<b>3. Content Specific, 8-hour Workshop Requirements</b>	<b>2</b>
(a) Ethics e-Learning – MCSW Code of Ethics & Standards of Practice	3
(b) Guidelines for Content Specific Workshops	3
(c) Tips	5
<b>4. Categories of CCP Activities</b>	<b>6</b>
(a) Formal Activities	6
(b) Informal Activities	6
<b>5. Reporting Requirements</b>	<b>6</b>
(a) Inputting your CCP Activities	6
(b) Timeline	7
<b>6. Self-Assessments &amp; Learning Plans</b>	<b>7</b>
(a) Tips & Examples	8
<b>7. CCP Portfolio</b>	<b>8</b>
<b>8. CCP Audits</b>	<b>8</b>
<b>9. Free Learning Activities</b>	<b>8</b>
<b>10. MCSW/CASW Scholarship information</b>	<b>9</b>
<b>11. CCP Forms &amp; Links</b>	<b>9</b>
<b>Appendix – Legislated Basis for CCP</b>	<b>10</b>

## 1. OVERVIEW

The Continuing Competence Program promotes excellence in social work practice and supports the continual development of professional competence throughout Social Workers' careers.

The Manitoba College of Social Workers (MCSW) is mandated to establish and maintain a Continuing Competence Program in accordance with *The Social Work Profession Act (SWPA)* and its Regulation.

**\* Non-practicing, temporary and student members are not required to participate in CCP.**

## 2. ONGOING CCP REQUIREMENTS

Practicing Social Workers must complete **75 hours of CCP activities over a three-year reporting period** to include the following:

1. A minimum of 40 hours of Formal Activities
2. A portion of the 40 hours of Formal Activities must include *direct learning activities*  
*Direct learning activities* refers to the *receipt of knowledge* (as opposed to sharing knowledge/delivering education or volunteering).
3. Training specific to the registrant's area of social work practice
4. Knowledge of cultural diversity and the pluralistic nature of Manitoba
5. Knowledge of and skills related to indigenous peoples, including their history, culture and spirituality
6. Knowledge about social and economic justice issues, including systemic barriers and causes of social needs and problems
7. Knowledge and skills in working with communities and groups

## 3. CONTENT SPECIFIC, 8-HOUR WORKSHOP REQUIREMENTS

During the first year of registration and every 5 years thereafter, Practicing Social Workers must participate in a **total** of 8 hours of workshops approved by MCSW that include **each** of the following topics:

- MCSW Code of Ethics & Standards of Practice
- Social Work with Indigenous Peoples

For example, a member might complete 5 hours of learning activities on the topic of Social Work with Indigenous Peoples and 3 hours of learning activities on the topic of the MCSW Code of Ethics & Standards of Practice. The 8-hours of workshops may be included as part of the overall 75-hour/3-year requirement.

## **(a) ETHICS E-LEARNING**

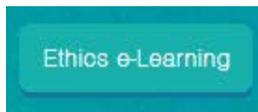
***\* Effective April 1, 2017, all new Practicing Social Workers are required to complete the MCSW Ethics e-Learning within the first year of registration.***

This online workshop includes 12 modules specifically related to the MCSW Code of Ethics & Standards of Practice. Review of both the [MCSW Code of Ethics](#) and [Standards of Practice](#) is required prior to beginning the Ethics e-Learning workshop.

The review and the e-Learning will take approximately 2-4 hours to complete and is eligible for 4 hours of CCP activities.

### **Workshop Registration**

To register for the MCSW Ethics and Standards e-Learning workshop, members can [click here](#) or use the Ethics e-Learning button on the MCSW home page and follow these steps:



1. Create a new account  
An e-Learning account is different from a member's online MCSW member profile. Members must create a new username and password.
2. Confirm account by email  
An account confirmation email will be sent to the registered email address from [noreply@viewsource.ca](mailto:noreply@viewsource.ca). Check junk or spam folders if not found in inbox. Contact the College at 204-888-9477 if needed.
3. Once the e-Learning account is confirmed, registrants can login
4. Read through the e-Learning outline and submit workshop fee (\$25.00)
5. Begin the e-Learning workshop

Once registered, members can login from the MCSW website anywhere the internet is available and complete the e-Learning modules as time permits. E-Learning progress will be saved as members work through the modules.

A Certificate of Completion will be emailed to members following completion of all modules of the Ethics e-Learning. Members should add the Certificate to their CCP Portfolio and retain for 5 years in the event of an audit.

### **(b) Guidelines for Content Specific Workshops**

To assist members to fulfill the requirements of the Continuing Competence Program, the College has developed a list of Approved Continuing Competence Providers who may offer workshops in

the Content-Specific areas. The list also includes Approved Workshops offered by various organizations.

[Approved Workshops/Providers List](#)

## **QUESTIONS TO ASK WHEN CONSIDERING CONTENT-SPECIFIC WORKSHOP OPTIONS:**

### **Is The Workshop/Learning Activity/Event “On Topic”?**

Is workshop(s) offered by an **MCSW Approved Continuing Competence Provider** in one of the two Content-Specific topics?

- Social Work Code of Ethics & Standards of Practice
- Social Work with Indigenous Peoples

## **AND**

### **Is The Workshop/Learning Activity/Event Interactive?**

Workshops are defined as continuing competence activities that *include an interactive component*. Examples include in-person workshops, live webinars that include interaction with presenters (audio or written), on-line training that includes input from participant (i.e. quizzes, tests, practice scenarios) and events with interaction with facilitators. Webcast hours are not eligible for submission in this category.

### **If “On Topic” And Interactive**

If the workshop is an “on topic” and interactive learning activity provided by an Approved Workshop Provider, members must complete a Content Specific Workshop Evaluation Form and retain it in their CCP portfolio.

[Content Specific Workshop Evaluation Form](#)

### **Are you aware of workshops not listed?**

Social Workers are encouraged to contact MCSW to request approval of workshops related to Social Work Code of Ethics & Standards of Practice and/or Social Work with Indigenous Peoples.

[Workshop Approval Request Form – Practicing Social Workers](#)

**Program providers** not yet on the Approved Continuing Competence Providers list who are interested in delivering in-person or on-line workshops with respect to the *MCSW Code of Ethics &*

*Standards of Practice* or *Social Work with Indigenous Peoples*, are encouraged to review the [Approved Content-Specific Providers Policy](#) and complete an [application](#).

**(c) TIPS**

- i. Is your employer listed as an Approved Workshop Provider (Category A on the Approved Workshops/Providers List)?

If yes, determine whether your employer is offering any interactive content-specific workshops.

- ii. Is there an accredited University or College near you?

If yes, check related websites to determine whether the University or College is offering relevant interactive content-specific workshops. If you are a student enrolled in an accredited or approved College or University program and you are taking courses that include learning about the MCSW Code of Ethics & Standards of Practice and/or Social Work with Indigenous Peoples, the lecture hours provided on these topics are eligible.

- iii. Are any of the listed provincial or national organizations holding relevant interactive learning activities/events?

Check the Approved Workshop/Providers list for information. Note that lectures and tours at museums are eligible.

- iv. How do I learn about upcoming free MCSW and/or CASW webinars?  
MCSW advertises webinars delivered in partnership with CASW on the MCSW website and circulates this information through member e-bulletins. You can also access a complete list of webinars offered by CASW in partnership with other provinces and territories on the [CASW website](#).

- v. Are there other online interactive learning options related to Social Work with Indigenous Peoples?

The Indigenous Cultural Safety Collaborative Learning Series is free (listed under Health Authorities and Affiliated Agencies on the Providers list) and you can register to receive notifications of upcoming webinars. Indigenous Awareness Canada also offers online training options.

## 4. CATEGORIES OF CCP ACTIVITIES

***\*Formal and Informal CCP activities do not require pre-approval by the College. (Only the Content Specific (8 Hour) activities require pre-approval.)***

### (a) FORMAL ACTIVITIES

- participating in certificate programs;
- attending conferences, seminars, conventions, workshops and lectures;
- interactive webinars/e-learning;
- attending cross cultural training;
- attending workplace in-service training;
- participating as a student or lecturer of university or college courses;
- delivering a university or college presentation as part of a course, conference or seminar;
- acting as a field instructor for the University of Manitoba, l'Université de St. Boniface or Booth University College social work programs (maximum CCP 10 hours per year);
- researching issues related to the practice of social work and publishing research results;
- volunteering with community social service organizations in a direct service capacity;
- volunteering as a board or committee member for a community agency related to social work or attending meetings of a board or a committee related to social work;
- participating in a committee or chapter of the Manitoba College of Social Workers;
- attending the Annual General Meeting of the Manitoba College of Social Workers

### (b) INFORMAL ACTIVITIES

- reading journals, books or internet material;
- viewing videos and webcasts;
- attending community presentations and learning sessions;
- participating in organized group discussions;
- completing a self-assessment and preparing a learning plan for the Manitoba College of Social Worker Continuing Competence Program (maximum CCP 2 hours per year)

## 5. RECORDING & REPORTING REQUIREMENTS

### (a) INPUT YOUR CCP ACTIVITIES



Practicing Social Workers must input/update their CCP activities on their Member Login profile in order to renew their registration. Members will be unable to renew if required CCP activities have not been entered.

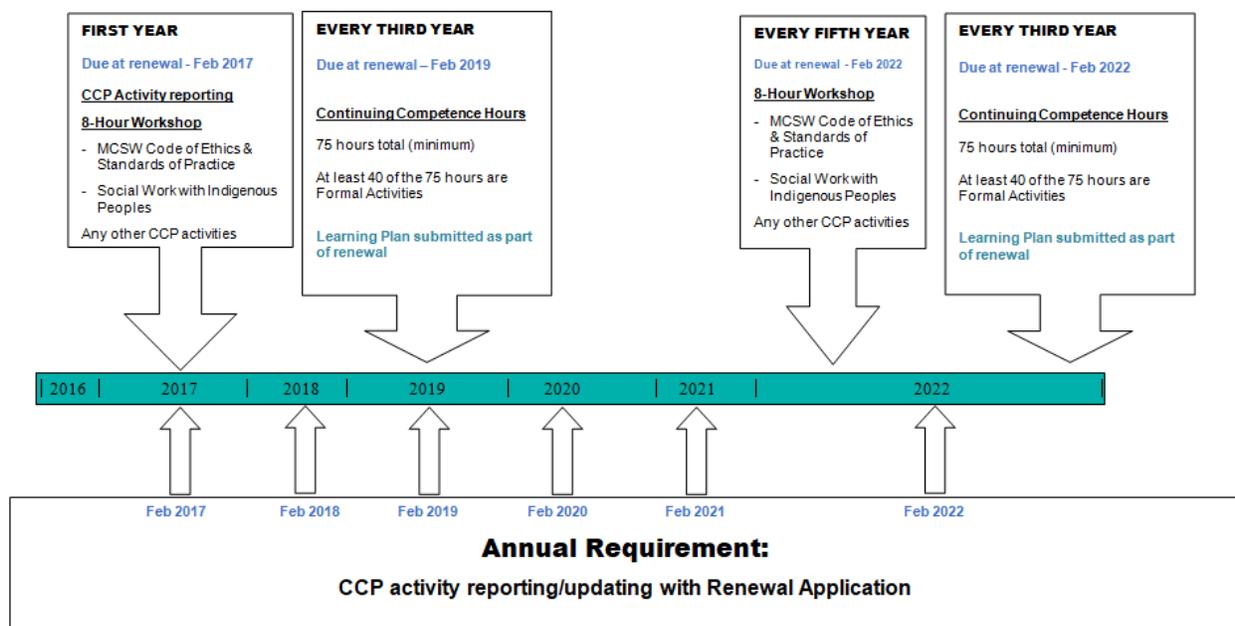
Practicing Social Workers registered for a portion of the scheduled three-year reporting period complete a pro-rated number of the required 75 hours based on registration date in the Practicing category. Members in this situation will have received an email from the College with the pro-rated number of hours required.

**\* Eligible CCP activities completed on or after April 1, 2015 (if Practicing Social Worker was registered at the time of the CCP activity) may be included in the first reporting period ending in March 2019.**

**(b) TIMELINE**

The following sample represents timelines for a member who has been a Practicing Social Worker since April 1, 2016 and will remain in the Practicing category until February 2022. All members who registered after April 2, 2016 will be prorated onto this CCP Timeline.

**CCP Timeline**



**6. SELF-ASSESSMENTS & LEARNING PLANS**

Competence is maintained and acquired through reflective practice, lifelong learning and integration of learning into practice. Practicing Social Workers must complete a self-assessment of their learning needs and goals. Based upon that assessment, they must develop a learning plan

with objectives to be self-evaluated and updated annually as part of the registration renewal process.

A completed Self-Assessment and Learning Plan must be submitted in order to renew registration. February is the next deadline for submission. Members will be unable to renew if their Self-Assessment and Learning Plan has not been submitted as part of their renewal process.

Hard copies of the [Self-Assessment](#) and [Learning Plan](#) must be retained in the member's CCP Portfolio.

### **(a) TIPS & EXAMPLES**

[PowerPoint overview of the Self-Assessment and Learning Plan](#)

## **7. CCP PORTFOLIO**

All Practicing Social Workers are required to retain documentation of their CCP activities.

Certificates, letters of completion, emailed registration confirmations, notes taken, copies of Power Points, etc. must be retained by Practicing Social Workers for a minimum of five years. This is referred to as a CCP Portfolio.

Practicing Social Workers are encouraged to input their CCP activities into their Member Login profile as they complete the activities. Members are also encouraged to keep their CCP portfolios organized, accurate and up-to-date.

## **8. CCP AUDITS**

Members are required to provide documented evidence of completion of CCP activities at the request of the College. All records and documents relating to CCP activities must be retained for a minimum of five years, to be provided promptly in the event of an audit.

If selected for an audit, a member will be asked to:

- Update CCP activities on the Member profile (if not already up-to-date)
- Submit CCP Portfolio (which contains supporting documentation of CCP activities) within a defined, short timeline.

## **9. FREE LEARNING ACTIVITIES**

MCSW membership provides membership with the Canadian Association of Social Workers (CASW). CASW has responded to member requests for free training and research literature opportunities. For more information, explore the [CASW website](#).

Create a login to access many free learning opportunities including webinars and on-line resources. For informal learning activities, the Social Work Reference Center which includes EBSCO Health has hundreds of articles relevant to Social Workers.



## 10. MCSW/CASW SCHOLARSHIP INFORMATION

MCSW, in partnership CASW and BMS, offers scholarships to assist Social Workers to attend educational events which align with the mission and purpose of CASW/MCSW and uphold the values of the CASW/MCSW Code of Ethics. Applicants are eligible for a maximum scholarship amount of \$750.00. The following application deadlines apply:

- January 15 for educational events taking place after January 15 and within one year of February 15
- June 15 for educational events taking place after June 15 and within one year of July 15

[Scholarship Policy and Application Form](#)

## 11. CCP FORMS & LINKS

[Approved Content Specific Provider and Workshop List](#)

[Content Specific Workshop Evaluation Form](#)

[Workshop Approval Request Form – Practicing Social Workers](#)

[CCP Timeline](#)

[PowerPoint overview of the Self-Assessment and Learning Plan](#)

[Self-Assessment Form](#)

[Learning Plan](#)

[Scholarship Policy and Application Form](#)

## **APPENDIX – GUIDING LEGISLATION**

The Continuing Competence Program is a requirement of [The Social Work Profession Act](#) and the [Social Work Profession Act Regulation](#)

### ***The Social Work Profession Act***

#### **Continuing competence program**

**25** The board must establish a continuing competence program to oversee the practice of social work. The program may provide for, but is not limited to,

- (a) reviewing the professional competence of members;
- (b) requiring members to participate in programs for ensuring competence; and
- (c) conducting practice reviews in accordance with this Act.

### ***The Social Work Profession Act Regulation***

#### **Continuing competence committee**

**16(1)** The board must establish a continuing competence committee in accordance with the by-laws.

#### **Role of committee**

**16(2)** In accordance with policies established by the board, the continuing competence committee must

- (a) administer the continuing competence program, including determining continuing competency requirements for members and reviewing documentation about those requirements provided by members;
- (b) identify measures that promote continuing competence and quality improvement in the provision of social work services; and
- (c) perform any other activities related to continuing competence as requested by the board.

#### **Elements of the program**

**16(3)** The board may establish the number of hours of continuing competence activities that a member must complete in a specified time period, and may determine how many of those hours must be formal activities under subsection 17(2) and how many may be informal activities under subsection 17(3).

#### **Program does not apply to non-practising, temporary or students members**

**16(4)** The continuing competence program does not apply to non-practising members, temporary members or to individuals registered on the student register.

#### **Continuing competence activities**

**17(1)** A member's continuing competence activities must include training specific to performing the member's type of practice, and must include the following:

- (a) knowledge of cultural diversity and the pluralistic nature of Manitoba;
- (b) knowledge of and skills related to indigenous peoples, including their history, culture and spirituality;
- (c) knowledge about social and economic justice issues, including systemic barriers and causes of social needs and problems;

(d) knowledge and skills in working with communities and groups.

### **Formal activities**

**17(2)** For purposes of the program, a registered member may undertake the following formal activities:

- (a) participating in certificate programs related to social work practice;
- (b) attending conferences, seminars, conventions, workshops and lectures related to professional practice;
- (c) participating as a student or lecturer of university or college courses related to professional practice;
- (d) delivering a presentation as part of a university or college course, conference or seminar;
- (e) attending workplace in-service training;
- (f) researching issues relating to the practice of social work and publishing research results;
- (g) volunteering with community social service organizations in a direct service capacity;
- (h) volunteering as a board or committee member for a community agency or attend meetings of a board or a committee;
- (i) attending cross cultural training;
- (j) participating as a member of a committee or chapter of the college;
- (k) attending the annual general meeting of the college;
- (l) participating in other formal activities that are approved by the committee and the board.

### **Informal activities**

**17(3)** For purposes of the program, a registered member may undertake the following informal activities:

- (a) reading journals, books or internet material that is relevant to the field of social work;
- (b) viewing videos and webcasts that are relevant to the profession;
- (c) attending community presentations and learning sessions;
- (d) participating in organized group discussions;
- (e) preparing a learning plan;
- (f) participating in other informal activities that are approved by the committee and the board.

### **Workshop re standards of practice, ethics, etc.**

**17(4)** During the first year after registration and every five years thereafter, a member must participate in an eight-hour workshop approved by the board that includes information respecting the college's standards of practice, code of ethics, and social work with indigenous peoples.

### **Three-year learning plan**

**18(1)** Every three years, a member required to complete the continuing competence program must complete and submit a learning plan to the committee, in a form satisfactory to the committee and as required by the board, that

- (a) includes a self-assessment;
- (b) identifies goals for knowledge and skills development; and
- (c) describes learning activities to achieve the identified goals.

### **Annual requirement**

**18(2)** Every year, a member must complete and submit the following, in a form that is satisfactory to the committee:

- (a) a signed statement noting compliance with the program;
- (b) a list of continuing competence activities undertaken during the previous year.

**Records to be maintained**

**18(3)** A member must retain all records relating to continuing competence activities for not less than five years.

**Practice audit**

**19** For the purpose of the continuing competency program, the committee may recommend to the board that a member be required to undergo a practice audit under section 63 of the Act if

- (a) the member fails to complete the required number of hours of continuing competency activities;
- (b) the member fails to submit a learning plan under subsection 18(1); or
- (c) the member fails to retain records as required by subsection 18(3).

**Coming into force**

**23(1)** Sections 16 to 19 (continuing competence requirements) come into force one year after the day *The Social Work Profession Act* comes into force.