

Manitoba College  
of Social Workers



## **Continuing Competency Program**



# Purpose

Promotes excellence in social work practice.

Supports the continual development of professional competence throughout a Social Worker's career.

# Content

## **Continuing competence activities must include:**

- training specific to performing the member's type of social work practice
- knowledge of cultural diversity and the pluralistic nature of Manitoba
- knowledge of and skills related to Indigenous peoples, including their history, culture and spirituality
- knowledge about social and economic justice issues, including systemic barriers and causes of social needs and problems
- knowledge and skills in working with communities and groups

# General Requirements

- Continuing Competence hours must be related to social work practice
- Members must complete 75 hours of Continuing Competence activities over a 3 year period
- Distribution of hours may vary from year to year as long as it totals 75 hours at the end of the 3 year period
- The first 3-year reporting period ends in Feb/March 2019
- Hours will be pro-rated for members registered in the Practicing category for a portion of this 3-year period
- 40 of the required 75 hours must be Formal Activities

# Formal Activities

- certificate programs
- conferences, seminars, conventions, workshops and lectures
- interactive webinars/e-learning
- cross cultural training
- workplace in-service training
- participating as a student or lecturer of university or college courses

# Formal Activities

- delivering a presentation as part of a university or college course, conference or seminar
- field instruction for accredited or approved social work programs (max. 10 hours per year)
- researching issues related to the practice of social work and publishing research results in a recognized journal
- volunteering with community social service organizations in a direct service capacity

# Formal Activities

- 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 as a member of a committee or chapter of the Manitoba College of Social Workers
- attending the Annual General Meeting of the Manitoba College of Social Workers

# Direct Learning Activities

A portion of the 40 hours of Formal Activities must be **direct learning activities.**

- Direct learning activities refer to professional development involving the receipt of knowledge as opposed to sharing knowledge/delivering education through field practicums or workshop/classroom delivery
- The portion is not prescribed



# Informal Activities

- Reading journals, books, internet material
- Viewing videos and webcasts (not interactive)
- Community presentations/learning sessions (including this information)
- Organized group discussions
- Preparing self-assessments & learning plans (2 CCP hours max)

# 8-Hour Workshop

During the first year after registration (or the first year that the Continuing Competence Program is in effect) and every five years thereafter, a member must participate in an eight-hour workshop(s) approved by the College that includes information regarding all of the following topics:

- Social Work Code of Ethics & Standards of Practice
- Social Work with Indigenous Peoples
- The number of hours per topic is not prescribed as long as the total of both topics is 8-hours or greater

\*\* The 8-hour workshop is a formal activity credited as a portion of the required 75 hours.

# **Social Work with Indigenous Peoples**

Programs related to “Social Work with Indigenous Peoples” will include content as defined in Regulation 17(1):

Knowledge and skills related to indigenous peoples,  
including their history, culture and spirituality

# 8 Hour Workshop

**Q:** How do I determine whether a workshop on the Social Work Code of Ethics & Standards of Practice or Social Work with Indigenous Peoples is approved?

**A:** A listing of Approved Content Specific Providers and Workshops is available on the College website.

- If the workshop provider **is not** listed as approved, members can complete an application to request approval.
- If the workshop provider **is** listed as approved, members will complete an evaluation form to determine its suitability and retain the form for 5-years in the event of an audit.

# College Approval

**Q:** Do all providers offering social work related CCP training require specific College approval?

**A:** Only providers offering workshops on 8-Hour Content-Specific requirements for the Social Work Code of Ethics & Standards of Practice and Social Work with Indigenous Peoples require specific approval by the College.

College pre-approval is not required for other learning.

# Annual Requirement

Every year, as part of the renewal application process members must:

- declare their compliance with the CCP
- list the Continuing Competence activities they completed during the previous year. For ongoing tracking throughout the year, members can use the CCP log on their online profile\*.

\*Transitioning to a new database. The login feature is currently unavailable. A paper version of the log is available for those who want to track during this time period

# CCP Reporting

- Members must input/update CCP activities in online Member Profile in order to renew their registration

Continuing Competence Program Online Log

Members are required to maintain and up to date log of their Continuing Competence hours. Continuing Competence compliance is tied to registration renewal. Members are required to enter their CCP hours

[Enter your CCP Hours](#)  
[View/Edit your CCP Hours](#)  
[Print your CCP Log](#)

- Members will be unable to proceed with registration renewal if required CCP activities have not been completed and entered

# Learning Plan & Self-Assessment

Every 3 years, practicing members must submit a learning plan that:

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



# Self-Assessment Tool



- Self-Assessment



## SELF-ASSESSMENT FORM

NAME: \_\_\_\_\_ RSW # \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

All social workers commit to abiding by *The Social Work Profession Act*, the Social Work Profession Regulation, the MCSW Bylaw, the MCSW Code of Ethics (Code) and the MCSW Standards of Practice (Standards). This includes adherence to the requirements of the Continuing Competence Program

- Everyone will assess themselves in : SAFE, COMPETENT, ETHICAL & CURRENT PRACTICE
- If applicable, you will assess yourself in: RESEARCH IN SOCIAL WORK and PRIVATE PRACTICE, RURAL AND NORTHERN SOCIAL WORK PRACTICE

	I excel in this area	Sufficient for my current practice	An area I would like to develop further	Not relevant to my current practice

Please refer to the [MCSW Code of Ethics](#) and [Standards of Practice](#) as you consider the following:



<b>✓ the box according to your present self-assessment. The indicators provided should be interpreted as broadly as possible to fit your role and setting.</b>	<b>I excel in this area</b>	<b>Sufficient for my practice</b>	<b>Develop further</b>	<b>Not relevant to my practice</b>
I demonstrate my respect for the unique worth, inherent dignity, personal beliefs and identity of others.				
I demonstrate my understanding of the connection between individual challenges, public issues and structural disadvantage.				
I ensure my clients understand, to the best of their ability, that they have a right to make choices based on voluntary informed consent; this includes clients who are children.				

# Finding the CCP Resources

1. Go to the MCSW website, click on the “Continuing Competence” tab



2. Click on “Download the CCP Toolkit”

Continuing Competence

## 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.**

[Download the CCP Toolkit](#)

[Download the CCP Tracking Form](#)

[Download the CCP Overview PowerPoint](#)

3. Go to page 8 “Self-Assessments & Learning Plans”

**6. Self-Assessments & Learning Plans .....7**  
(a) Tips & Examples .....8

4. Hard copies of the [Self-Assessment](#) and [Learning Plan](#) are available as a tool only. Members must submit assessments and learning plans electronically as part of the renewal process. Paper copies of the form are not accepted.

# What is the Learning Plan?

- Looking back at your responses in the Self Assessment tool think about what areas are important in your current and future practice.
- Use these reflections to identify 1 to 3 goals for your Learning Plan.



Learning Goals (Professional & Personal)	HOW	RESOURCES (Resource Aids)	HOW Observables, hard proof	WHEN timelines
<p>To increase my knowledge of the newcomers and immigrant populations entering into Manitoba, the issues they may be facing, and how this may impact my current practice.</p>	<ul style="list-style-type: none"> <li>• Research Manitoba Immigration &amp; Opportunities</li> <li>• Attend workshop on diversity and culture related to refugees and newcomers</li> <li>• Visit/research Immigration, Refugees &amp; Citizenship Canada</li> <li>• Visit Mosaic Resource Centre</li> <li>• Visit West Central Women's Resource Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Department of Immigration, Refugees &amp; Citizenship</li> <li>• Manitoba Immigration &amp; Opportunities</li> <li>• Resource Centres</li> </ul>	<p>Notes &amp; reflections will be kept on key ideas from research and workshops</p> <p>Supervision notes will be kept of any discussions with my Supervisor on the topic</p> <p>Feedback from clients and co-workers will be kept about any feedback on my knowledge</p> <p>Will keep track of materials reviewed</p> <p>will be able to demonstrate improved knowledge during discussions, in meetings, with clients, with other agencies</p> <p>will have a better knowledge of community resources</p>	<p>April 1 2018</p> <p>December 2018</p> <p>April 2018</p> <p>September 2018</p> <p>September 2018</p>

**WHAT**

**WHO/WHERE  
will you go/ask  
for help?**

# CCP Timeline

**FIRST YEAR**  
Due at renewal - Feb 2017  
CCP Activity reporting  
8-Hour Workshop  
- MCSW Code of Ethics & Standards of Practice  
- Social Work with Indigenous Peoples  
Any other CCP activities

**EVERY THIRD YEAR**  
Due at renewal - Feb 2019  
Continuing Competence Hours  
75 hours total (minimum)  
At least 40 of the 75 hours are Formal Activities  
Learning Plan submitted as part of renewal

**EVERY FIFTH YEAR**  
Due at renewal - Feb 2022  
8-Hour Workshop  
- MCSW Code of Ethics & Standards of Practice  
- Social Work with Indigenous Peoples  
Any other CCP activities

**EVERY THIRD YEAR**  
Due at renewal - Feb 2022  
Continuing Competence Hours  
75 hours total (minimum)  
At least 40 of the 75 hours are Formal Activities  
Learning Plan submitted as part of renewal

2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022

Feb 2017

Feb 2018

Feb 2019

Feb 2020

Feb 2021

Feb 2022

## Annual Requirement:

CCP activity reporting/updating with Renewal Application

# CCP Portfolio

- Members must retain all records relating to Continuing Competence activities for a minimum of five (5) years
- Certificates, letters of completion, registration confirmation, notes, copies of PowerPoints
- Documentation does not need to be submitted but may be requested in the event of an audit



# CCP Toolkit

A Toolkit has been developed to provide members with information and tips related to the CCP requirements.

- [CCP Toolkit](#)

# Free and Low Cost Training



<https://www.casw-acts.ca/en/webinars>

## Continuing Education

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Continuing  
Education

Webinars

MHCC Webinars

Professional Development

Social Work Reference Center

TRAIN Learning Network

# Remember the Scholarships!

## 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](#)



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