

CONTINUING COMPETENCE PROGRAM TOOLKIT

2019-2022 UPDATED Program Requirements

Manitoba College of Social Workers

Continuing Competence Program – May 2021

Revised Policy approved by MCSW Continuing Competence Committee on May 20, 2021

TABLE OF CONTENTS

1. Overview	2
2. Continuing Competence Program (CCP) Requirements	2
3. Categories of CCP Activities	3
(a) Formal Activities	3
(b) Informal Activities	4
4. New Members	
(a) Ethics E-Learning	4
(b) Self-Assessment & Learning Plan	5
5. Recording & Reporting Requirements	5
(a) Inputting your CCP Activities	5
(b) Timeline	5
6. Self-Assessments & Learning Plans	6
7. CCP Portfolio	6
8. CCP Audits	6
9. Free Learning Activities	7
10. MCSW/CASW Scholarship information	7
11. CCP Forms & Links	7
Appendix – Legislated Basis for CCP	8

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. Non-practicing members may choose to complete CCP hours and use the hours towards their overall CCP requirements when they return to the Practicing category if the hours are completed within the required reporting cycle.***

2. CONTINUING COMPETENCE PROGRAM REQUIREMENTS (*REVISED)

Practicing Social Workers must complete **75 hours of social work-related CCP activities over a three-year reporting period (April 1, 2019 – March 31, 2022)** 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)

FORMAL ACTIVITIES

Over the three-year reporting period, a combined minimum of 8 hours of formal CCP activities must include:

3. Formal activities related to social work with Indigenous Peoples including:
 - the history, culture and spirituality of Indigenous Peoples
 - Canada's relationship with Indigenous Peoples, and
 - Reconciliation, mutually respectful relationship and cultural safety
4. Formal activities related to the Manitoba College of Social Workers Standards of Practice and Code of Ethics

****NEW - CCP hours in #3 and #4 must equal any combination of 8 hours to be completed at any time over the 3-year reporting period of April 1, 2019 – March 2022. (Exception – see New Members).***

FORMAL OR INFORMAL ACTIVITIES

Over the three-year reporting period, additional formal or informal hours must be completed in the following areas:

5. CCP activities specific to performing the member's type of practice
6. CCP activities related to cultural diversity and the pluralistic nature of Manitoba
7. CCP activities related to knowledge about social and economic justice issues, including systemic barriers and causes of social needs and problems
8. CCP activities related to working with individuals, communities and groups

***NEW - Effective May 18, 2021, specific MCSW pre-approval of workshops in a particular content area is *no longer* required. Members will be required to demonstrate evidence of how their CCP activities fulfill the CCP requirements in the event of an audit.**

3. CATEGORIES OF CCP ACTIVITIES

All activities must be related to social work practice:

(a) FORMAL ACTIVITIES

- participating in certificate programs;
- attending live conferences, seminars, conventions, workshops and lecture related to social work practice (includes online);
- interactive webinars/e-learning (includes interaction with presenter or quizzes/ tests/ practice scenarios for which the member receives feedback)
- attending cross cultural training;
- participating in traditional sharing circles, teachings or ceremonies (***NEW**)
- 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)

4. NEW MEMBERS

(a) ETHICS E-LEARNING

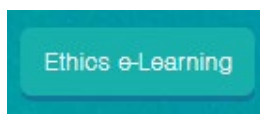
All new Practicing Social Workers are required to complete the MCSW Ethics e-Learning within their first year of registration.

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 formal CCP activities.

Workshop Registration

Register for the MCSW Ethics and Standards e-Learning workshop by [clicking here](#) or using the Ethics e-Learning button on the MCSW home page and following 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. 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. Progress will be saved as members work through the modules.

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

(b) Self-Assessment and Learning Plan

All new Practicing Social Workers are required to complete their Self-Assessment and Learning Plan within 30 days of registration. (See *Self-Assessment and Learning Plan*)

5. RECORDING & REPORTING REQUIREMENTS

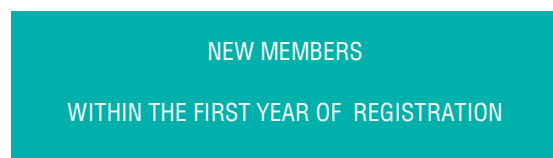
(a) INPUT YOUR CCP ACTIVITIES



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. Refer to the **Continuing Competence Program Requirements Checklist** on the [Recording and Reporting Requirements](#) webpage.

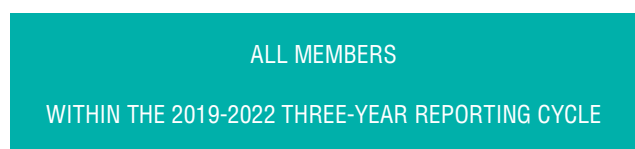
Practicing Social Workers registered for a portion of the scheduled three-year reporting period complete a pro-rated number of the required 75 hours based on registration date in the Practicing category. Members in this situation will have received an email from the College with the pro-rated number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

(b) TIMELINE



WITHIN FIRST 30 DAYS: Complete Self-Assessment and Learning Plan

WITHIN FIRST 12 MONTHS: Complete MCSW Ethics E-Learning



75 hours of CCP activities

At least **40 of the 75 hours** are Formal and these formal hours **include** a combined total of 8hrs of content specific workshops in the subject areas of:

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

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.

New members must submit their Self-Assessments and Learning Plans within 30 days of registration activation. All other members must submit at renewal in February 2022. Members will be unable to renew if their Self-Assessment and Learning Plan has not been submitted as required.

Members are encouraged to update their Learning Plans during the 3-year cycle to reflect changes in their goals.

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.

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.

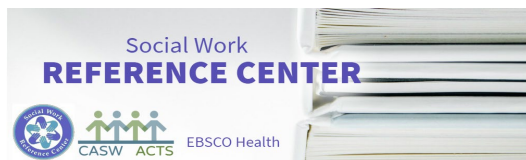
If selected for an audit, a member will be asked to:

- 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 timeline.

9. FREE LEARNING ACTIVITIES

MCSW has a section titled [Free Learning Activities](#) on the Continuing Competence Program webpage. 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 - Continuing Education Section](#).

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.



MCSW advertises and delivers workshops in partnership with CASW and circulates this information through member e-bulletins. Members can access a complete list of webinars offered by CASW in partnership with other provinces and territories on the [CASW website](#).

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

[Self-Assessment Form](#)

[Learning Plan](#)

[PowerPoint overview of the Self-Assessment and Learning Plan](#) (Requirements outlined in the 2019-2022 Updated CCP Toolkit supersede those listed in this Powerpoint)

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 (Revised May 2021)

Continuing competence activities

17(1) A member's continuing competence activities must include the following:

- (a) formal or informal activities specific to performing the member's type of practice;
- (b) formal or informal activities related to cultural diversity and the pluralistic nature of Manitoba;
- (c) formal activities related to:
 - (i) the history, culture and spirituality of Indigenous peoples,
 - (ii) Canada's relationship with Indigenous peoples, and
 - (iii) reconciliation, mutually respectful relationships and cultural safety;
- (d) formal or informal activities related to social and economic justice issues, including systemic barriers and causes of social needs and problems;
- (e) formal or informal activities related to working with individuals, communities and groups;
- (f) formal activities related to the college's standards of practice and code of ethics.

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;
- (m) participating in traditional sharing circles, teachings or ceremonies.

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.

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 college, 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).