



AASW

**Australian Association
of Social Workers**

*Continuing Professional Development
for members*

01 July 2018

POL 1015 01 July 2018

Table of Contents

CPD Requirements	4
Continuing Professional Development (CPD)	4
Your professional development	4
Develop a CPD plan	4
Supervision, consultation and or mentoring	4
Hours not points	4
CPD goals	5
Categories	6
Special circumstances	7
Annual audit	8
CPD endorsement for events	8

CPD Requirements

Continuing Professional Development (CPD)

CPD is how AASW members maintain, improve and broaden their skills, knowledge and expertise, and develop the qualities required for professional practice. CPD is an ongoing process throughout a career informed by the changing practice environment, professional domains, new information and community need.

Your professional development

Members are responsible for their professional development. To record a professional development activity towards a CPD goal, members are required to ensure the activity is relevant to them and consistent with the categories defined below. Your record of professional development activities should be kept in your '[My CPD Record](#)' in your Member Account on the AASW website (member log-in required).

Develop a CPD Plan

All members are required to reflect on their professional development needs and annually develop and record their CPD plan. Members should record development/completion of a CPD plan using their 'My CPD Record'. Members can also upload a copy of their CPD plan to their 'My CPD Record' for future planning. For examples of CPD plans please [click here](#).

Supervision, consultation and or mentoring

All members are required to undertake and record a minimum number of hours of supervision (or similar) relevant to their practice. Members are required to meet the supervision standards relevant to their practice, as per the: [AASW Supervision Standards 2014](#)

Whilst direct supervision with a social worker is preferred, it is acknowledged that certain circumstances provide opportunity for, or may necessitate, supervision with other professionals.

Supervision may be accessed by a range of means including (but not limited to);

- Face to face
- Telephone
- Online
- Video/web conferencing

Members are encouraged to use the '[Find a Supervisor](#)' advanced search directory on the AASW website to locate a professional supervisor. Members are also encouraged to register their details for the advanced search directory, if they meet the requirements and are in a position to offer professional supervisory/consultancy services to other professionals.

Hours not points

- Use 'My CPD Record' to record the time taken to complete a CPD activity
- Members are required to calculate their professional development based on time spent

Accredited Member CPD Goal

Who is it for?

All members (excluding current AMHSW and students) can choose to complete this goal.

What is the outcome?

- Award of Accredited Member (MAASW (Acc)) status for the following membership year.
- Eligible to register for the Accredited Social Worker trade mark.

What do I need to do?

A **total of 30 hours** of professional development including;

10 hours of Category 1 'Supervision';

15 hours of Category 2 'Skills & Knowledge' which must include:

- Developing a plan to meet your CPD needs

5 hours of Category 3 'Professional Identity'

Accredited Mental Health Social Worker CPD Goal

Who is it for?

Social workers applying for Accredited Mental Health Social Worker (AMHSW) status and/or current AMHSWs.

What is the outcome?

Achievement of this goal is a prerequisite for applying, maintaining and/or reinstating your AMHSW status.

What do I need to do?

A **total of 50 hours** of CPD including:

- 10 hours of Category 1: Supervision
- 15 hours of Category 2: Skills & Knowledge
 - Develop a CPD plan as mandatory*
- 5 hours of Category 3: Professional Identity
- An additional 20 hours of CPD from Categories 1, 2 or 3

Important note:

Your total 50 CPD hours must also include:

- 20 hours relevant to mental health practice
- 10 hours relevant to Focussed Psychological Strategies (FPS), consistent with Medicare guidelines

These Mental Health and FPS hours can be achieved across any of the categories above.

Accredited Family Violence Social Worker CPD Goal

Who is it for?

Social workers applying for Accredited Family Violence Social Worker (AFVSW) status and/or current AVFSWs.

What is the outcome?

Achievement of this goal is a prerequisite for applying, maintaining and/or reinstating your AVFSW status.

What do I need to do?

A **total of 50 hours** of CPD including:

- 10 hours of Category 1: Supervision
- 15 hours of Category 2: Skills & Knowledge
 - Develop a CPD plan as mandatory*
- 5 hours of Category 3: Professional Identity
- An additional 20 hours of CPD from Categories 1, 2 or 3

Important note:

Your total 50 CPD hours must include **20 hours relevant to family violence**.

These hours can be achieved across any of the categories above.

Categories

This policy sets out the AASW's annual CPD requirements into three categories. Members are required to record CPD hours under the most appropriate category for the activity they have engaged in, based on the category descriptions below.

Category 1: Supervision

Description: The AASW Supervision Standards 2014 define professional supervision in social work as "... a forum for reflection and learning...." Supervision is important to ensure high standards of professional practice. Category 1 requires that members undertake supervision (or similar) relevant to one's practice.

Activities which may be recorded in this category:

- Supervision
- Professional mentoring
- Professional coaching
- Professional consultation (such as contacting the AASW Ethics and Practice Standards Consultation Service)

Category 2: Skills and Knowledge

Description: Regular and ongoing skill and knowledge development is vital for maintaining contemporary social work practice. The AASW encourages all members to participate in active, participatory learning but recognises that each member has different learning needs which are unique and therefore activity types may vary widely.

Activities which may be recorded in this category:

- Academic study
- Conferences
- Develop a CPD plan
- Online training
- Practice group discussions
- Presentations
- Reading publications
- Reflecting on the professional and ethical standards documents
- Research
- Self-directed learning
- Seminars
- Skills training package
- Study tours
- Symposiums
- Workshops

Category 3: Professional Identity

Description:

“Social work is a practice based profession and an academic discipline that promotes social change and development, social cohesion, and the empowerment and liberation of people. Principles of social justice, human rights, collective responsibility and respect for diversities are central to social work. Underpinned by theories of social work, social sciences, humanities, and indigenous knowledge, social work engages people and structures to address life challenges and enhance wellbeing... The above definition may be amplified at national and or regional levels” (Definition of Social Work, IFSW, 2014)

Maintaining and developing the professional identity of social work, be it one’s own or a colleague’s, is an important part of professional development as a social worker.

Activities which may be recorded in this category:

- Attending an AASW event (such as the AGM)
- Contributing to the learning of other social workers
- Contributing to policy and research
- Contributing to publications
- Contributing to public dialogue and advocacy
- Membership of AASW Group, Committee or Board
- Participating in World Social Work Day activities
- Participation in a practice group
- Presenting at a conference, seminar or similar
- Presenting and or promoting the social work perspective
- Professional networking
- Providing supervision, mentoring or support to social workers
- Publishing journal articles, chapters or a complete book
- Volunteering (must be relevant to social work)

Special circumstances

All members are required to attempt their relevant CPD goal. Should a member experience difficulty achieving a goal due to professional or personal circumstances, they may be eligible for reduced requirements in exceptional circumstances. Professional or personal exceptional circumstances include, but are not limited to: prolonged illness, family obligations and circumstances, financial or other hardship, and career transition. Please note that the full FPS content requirements for AMHSWs must be met regardless of circumstances.

Special circumstances enquiries should be directed to cpd@asw.asn.au

Annual audit

A random sample of participating members will be selected to participate in an audit of their 'My CPD Record'. The focus of the audit will be to encourage members to ensure they are completing professional development relevant to their needs. Any participant who has any issues with their 'My CPD Record' will be provided the opportunity to amend their record and will be provided with information about professional development opportunities.

CPD endorsement for events

The AASW accepts applications for endorsement of professional development activities from external training providers. Applications for AASW CPD endorsement must provide detail of the learning objectives, content, evaluation requirement and presenter qualifications. Activities and providers awarded endorsement are advertised on the AASW events calendar and are recommended to members as being suitable and relevant in contributing to the professional development of AASW members.

Activities and providers with AASW CPD endorsement are permitted to display the following logo.



For further information regarding CPD endorsement please see the [Providers section](#) of the website.



AASW

**Australian Association
of Social Workers**

T 03 9320 1003
F 03 9328 5670
E cpd@asw.asn.au

National Office

Level 7, 14-20 Blackwood Street, North Melbourne VIC 3051

Postal Address

PO Box 2008, Royal Melbourne Hospital, VIC 3050

Incorporated in the ACT

ACN 008 576 010 / ABN 93 008 576 010