



Ontario College of
Social Workers and
Social Service Workers

Professional
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CONTINUING COMPETENCE PROGRAM

Self-Assessment Tool and Professional Development Plan Documents

RETAIN FOR YOUR RECORDS

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CONTINUING COMPETENCE PROGRAM FOR THE YEAR

Self-Assessment Tool and Professional Development Plan Documents

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The Steps Involved in Completing the Continuing Competence Program (CCP)

STEP 1

- Review *The Code of Ethics and Standards of Practice, Third Edition, 2023* and any other documents posted for review in this CCP year
- Reflect on the standards as they relate to your practice or your readiness for practice
- Complete the checklist to indicate that you have completed the review

STEP 2

- Complete the **Self-Assessment Tool (SAT)** by:
 - Identifying **your strengths**
 - Asking a **peer, colleague, supervisor and/or client for feedback (if applicable)**
 - Considering **your learning needs and interests**
 - Developing **learning goal(s)**

STEP 3

- Transfer your learning goal(s) to the **Professional Development Plan (PDP)**
- Determine the **learning activities/experiences** you will complete to meet your learning goal(s)
- **Complete each learning activity/experience and record it on the PDP**
- **Retain all documentation** (receipts, certificates, slides, etc.) as proof of completion of your learning activities

STEP 4

- Complete the **Declaration of Participation in the CCP** as part of the Annual Renewal of Registration process
- Retain all CCP documents in your **CCP Portfolio¹** for 10 years
- Begin to **think about goals and learning activities** you will undertake as part of the CCP in the year to come
- **Complete these steps each year** in order to comply with the College's CCP requirements

¹Your CCP Portfolio includes the Standards of Practice Checklist, the Self-Assessment Tool (SAT), and the Professional Development Plan (PDP), as well as documentation as proof of completion of your learning activities.

Continuing Competence Program: Step 1—Review *The Code of Ethics and Standards of Practice* and Other Documents

In this step you are required to:

- Review *The Code of Ethics and Standards of Practice, Third Edition, 2023* and any other documents posted for review in this CCP year.
- Reflect on the Standards of Practice as they relate to your practice or your readiness for practice.
- Complete the Standards of Practice Checklist.

As a regulated professional, you are accountable for your practice. You are expected to work from a sound knowledge base, and demonstrate well-developed skills and sound judgment in carrying out your professional responsibilities. It is also expected that you will engage in learning activities to enhance your practice on an ongoing basis throughout your career. Even if you are not currently practising, are on leave or are an inactive registrant, you are still required to participate in the Continuing Competence Program (CCP) each year.

The fundamental responsibility for continuing competence rests with you.

The Code of Ethics and Standards of Practice, Third Edition, 2023 sets out minimum standards of professional practice and conduct for all College registrant. This is in accordance with one of the objects of the College as stated in the *Social Work and Social Service Work Act, 1998* “to establish and enforce professional standards and ethical standards applicable to members of the College.”

The Standards of Practice are meant to be applied to your practice in conjunction with any applicable legislation and with your professional judgment. Reviewing the Standards of Practice will assist you in identifying your strengths as well as areas in which you need or want to learn and develop as a professional. After reviewing *The Code of Ethics and Standards of Practice* and any other required documentation (by clicking on each link below) and completing the checklist, please proceed to Step 2.

[Click on this link](#) to complete your review of *The Code of Ethics and Standards of Practice, Third Edition, 2023*. [Click on this link](#) to review any other required documentation.

Checklist:

Please mark each box with an “x” once you have reviewed the associated section.

- Code of Ethics
- Meaning of Client
- Scope of Practice for the Profession of Social Work
- Scope of Practice for the Profession of Social Service Work

Checklist continues on next page.

- Principle I: Relationship with Clients
- Principle II: Competence and Integrity
- Principle III: Responsibility to Clients
- Principle IV: The Social Work and Social Service Work Record
- Principle V: Confidentiality
- Principle VI: Fees
- Principle VII: Advertising
- Principle VIII: Sexual Misconduct
- Other required documentation (e.g. eBulletin on the Duty to Report, Practice Notes or Practice Guidelines found in the “Resources” section of the College website)

Step 2—Complete the Self-Assessment Tool (SAT)

In this step you are required to complete the Self-Assessment Tool (SAT) by:

- **Identifying your strengths.**
- **Asking for peer, colleague, supervisor and/or client for feedback (if applicable).**
- **Considering your learning needs and interests.**
- **Developing learning goal(s).**

Reviewing the Code of Ethics and Standards of Practice has assisted you in assessing your understanding of the minimum standards that guide your practice. Step 2 is intended to help you to reflect on your practice, identify your strengths, consider your learning needs and interests, and decide where you wish to focus your learning in the year ahead. If you are not currently practising, Step 2 will help you to focus on areas where you wish to enhance your knowledge and skills to assist you in being ready for your return to practice.

Feedback from others (peers, colleagues, supervisors and/or clients, if applicable) is another helpful way to identify your strengths and opportunities for learning and growth, and determine where you wish to focus your learning.

Complete the SAT in the form on page 8 using the example on page 7 as a guide to assist you in developing your learning goals.

Note that the example provided is not intended to prescribe how goals should be met. A registrant will identify the learning activities which are appropriate to her/himself.



Step 2—Complete the Self-Assessment Tool (SAT)

Strengths (What am I doing well?)	Peer Feedback (What would others say about my practice, if applicable?)	Learning Needs and Interests (Where can I benefit from further learning/professional development)	Relevant Standard(s) (Standards, practice skills, knowledge I need for my practice or to be ready for practice)	Learning Goal
<ul style="list-style-type: none"> Able to easily engage with clients and explain my role in the hospital setting. 	<ul style="list-style-type: none"> Very organized Great with clients Very resourceful Could benefit from deeper understanding of privacy legislation 	<ul style="list-style-type: none"> I struggle with understanding when I can share client information and with whom. Age related? Mental health? Parents? Youth? Especially in health care. I could benefit from further learning related to: <ul style="list-style-type: none"> Confidentiality Consent Privacy Legislation 	(tick as many as apply) <ul style="list-style-type: none"> <input type="checkbox"/> Code of Ethics <input type="checkbox"/> Meaning of Client <input type="checkbox"/> Scope of Practice for SW <input type="checkbox"/> Scope of Practice for SSW <input type="checkbox"/> Principle I <input type="checkbox"/> Principle II <input type="checkbox"/> Principle III <input type="checkbox"/> Principle IV <input checked="" type="checkbox"/> Principle V <input type="checkbox"/> Principle VI <input type="checkbox"/> Principle VII <input type="checkbox"/> Principle VIII 	1. To increase my understanding of confidentiality, especially in a healthcare setting
<p>CONSIDERATIONS: Based on their self-assessment, registrants determine how many learning goals they should set each year. All registrants will identify challenges and/or opportunities for further learning; these demonstrate the ongoing need to learn and develop as a professional. Learning goals should focus on addressing learning needs and interests.</p>				
<p>DATE: (Month, Year) _____ Retain for your records.</p>				



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Step 2—Complete the Self-Assessment Tool (SAT)

Strengths (What am I doing well?)	Peer Feedback (What would others say about my practice, if applicable?)	Learning Needs and Interests (Where can I benefit from further learning/professional development)	Relevant Standard(s) (Standards, practice skills, knowledge I need for my practice or to be ready for practice)	Learning Goal
			(tick as many as apply) <input type="checkbox"/> Code of Ethics <input type="checkbox"/> Meaning of Client <input type="checkbox"/> Scope of Practice for SW <input type="checkbox"/> Scope of Practice for SSW <input type="checkbox"/> Principle I <input type="checkbox"/> Principle II <input type="checkbox"/> Principle III <input type="checkbox"/> Principle IV <input type="checkbox"/> Principle V <input type="checkbox"/> Principle VI <input type="checkbox"/> Principle VII <input type="checkbox"/> Principle VIII	

DATE: _____

Retain for your records.

Step 3—Complete the Professional Development Plan (PDP)

In this step you are required to:

- **Transfer your learning goal(s) to the Professional Development Plan (PDP).**
- **Determine the learning activities/experiences you will complete to meet your learning goal(s).**
- **Complete each learning activity/experience and record that you have done so on the PDP.**
- **Retain all documentation (receipts, certificates, slides, etc.) as proof of completion of your learning activities.**

Now that you have identified your learning goals in Step 2, you will need to transfer them to the PDP.

Your completed Self-Assessment Tool (SAT) and your PDP, along with proof of completion of your learning activities and other materials should be retained in your CCP Portfolio. Please note that the College may require that you provide your CCP Portfolio to the College.

The example for Step 3 is continued on page 10, to demonstrate how the PDP can be completed based on a learning goal identified in the SAT.

Example: After reviewing *The Code of Ethics and Standards of Practice, Third Edition, 2023* a registrant has determined that he wishes to better understand confidentiality and privacy, if or when it may be acceptable to share information without client consent, and how to apply rules around consent and confidentiality in the hospital setting in which he works. This goal may include increasing his familiarity with the relevant standards of practice, legislation, workplace policies and other College resources.

Note that the example provided is not intended to prescribe how goals should be met. A registrant will identify the learning activities which are appropriate to her/himself.

Step 3—Complete the Professional Development Plan (PDP)

Learning Goal	Learning Activities/Experiences	Evidence of Completion of Learning Activities/Experiences	Application to Practice (How will this learning impact my practice/readiness to practise?)
<p>1. To increase my understanding of confidentiality and privacy as they relate to client care in a hospital setting.</p>	<ul style="list-style-type: none"> Review Principle V: Confidentiality in The Code of Ethics and Standards of Practice Review College resources on confidentiality, consent and privacy, including the PHIPA Toolkit, Practice Guidelines and Practice Notes on this theme. Review relevant resources on the Information and Privacy Commissioner of Ontario (IPCO) website. 	<ul style="list-style-type: none"> Reading from the College website as follows: ocswssw.org/professional-practice/code-of-ethics/ (reviewed Sept 10, 2016) ocswssw.org/wp-content/uploads/2015/01/PG-Concent-Confidentiality-Children-Youth.pdf ocswssw.org/wp-content/uploads/2015/05/PN-Confidentiality-and-Conflict-of-Interest.pdf ipc.on.ca/english/Home-Page/ ocswssw.org/wp-content/uploads/2015/01/PN-Confidentiality-and-Disclosure.pdf ocswssw.org/wp-content/uploads/2015/01/PN-Meeting-Professional-Obligations.pdf ocswssw.org/wp-content/uploads/2015/01/PHIPA-Toolkit.pdf Confirmation of Registration, PowerPoint (if available), Certificate of attendance 	<ul style="list-style-type: none"> Increased ability to address/respond to confidentiality and privacy issues as they arise in my practice

DATE: (Month, Year) _____

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Step 3—Complete the Professional Development Plan (PDP)

Learning Goal	Learning Activities/Experiences	Evidence of Completion of Learning Activities/Experiences	Application to Practice (How will this learning impact my practice/readiness to practise?)

DATE: _____

Retain for your records.

Step 4—Complete the Declaration of Participation in the CCP

In this step you are required to:

- **Complete the Declaration of Participation in the CCP as part of the Annual Renewal of Registration process.**
- **Retain all CCP documentation in your CCP Portfolio for 10 years.**
- **Begin to think about goals and learning activities you will undertake as part of the CCP in the year to come.**
- **Complete these steps each year in order to comply with the College's CCP requirements.**

You will be required to submit to the College an annual declaration in the form prepared by the College, verifying that you are participating in the CCP.

You are required to retain **all** your CCP documentation in your CCP Portfolio for a minimum of 10 years. Registrants must, at any time required by the College, provide evidence satisfactory to the College that they have completed the CCP. Your portfolio may also provide a useful record for you to track your professional development over time.

The documentation that you are required to keep each year, in your CCP Portfolio, includes:

- Standards of Practice Checklist
- Self-Assessment Tool (SAT)
- Professional Development Plan (PDP)
- Documentation as proof of completion of your learning activities. This could include: receipts, certificates, slides, or a list of books or articles you have read. Keeping an electronic folder of evidence may provide greater flexibility, however a paper folder is also acceptable. Generally, information provided by a member in connection with the CCP will only be used by the Professional Practice Department of the College, however, in certain circumstances, information may be shared with other departments of the College.



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