

PRTL declaration example – social service workers

This example of a post registration training and learning (PRTL) submission shows a range of training and learning activities you can use to reflect on your learning. It demonstrates how you could reflect on the nature of the learning you have achieved and how this has contributed to your professional development and informed your practice. The example illustrates the key elements you should include in each PRTL claim.

You can only claim PRTL for training and learning completed within your registration period. We cannot accept any submissions with dates out with your registration period.

PRTL declaration

I confirm that the information I have provided on this form is accurate. I understand that failure to meet Post Registration Training and Learning requirements, or the provision of false information in relation to meeting these requirements, may be considered by the Scottish Social Services Council as misconduct.

Signature	
Date	

If for any reason you have failed to meet PRTL requirements, you must provide an explanation for this failure, in writing, to the SSSC and submit it with this form.

PRTL details

Ref No	Submission	Due Date	Received Date	PRTL Hours required	PRTL Total Hours	C&A Hours required	C&A Total Hours
PRTL-00002575	1	8 Sep 2018	21 Apr 2016	0.00	105.00	0.00	0.00

PRTL claims for PRTL-00002575

Claim Date	PRTL Hours	From/To (if over 6 hours)
4 Oct 2015	12.00	4 Oct 2015 - 14 Oct 2015
Details	Assessor training (in-house) to work with SVQ Candidates.	
Professional Development and Informed Practice	My organisation is committed to supporting the training and qualification of its staff and as a senior care officer who is already qualified and registered I was asked to undertake the assessor training so that I could assess and support a colleague through an SVQ. The training refreshed my learning about the various things I knew about the SVQ in terms of the standards and processes but it also made me focus on particular skills like planning, making assessment judgements and offering feedback to the candidate. I found that being able to give focused feedback was also very helpful in my	

	supervisory role with colleagues. I also began to do more reading around the knowledge requirements and brought myself up to date with various organisational policies which affect my practice. One example of that was in relation to fire drills where I realised that there were one or two things which we could, and must, do more effectively and so I raised that at a team meeting. I have also had to pay attention to ethical issues around my work/personal boundaries with my colleague and help both the candidate and myself work appropriately together.
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Claim Date	PRTL Hours	From/To (if over 6 hours)
18 Nov 2015	8.00	18 Nov 2015 - 19 Nov 2015
Details	Understanding Loss (In house Training in a mixed group of staff.) and reading Weinstein, J. (2008) Working with Loss, Death and Bereavement: A Guide for Social Workers. London: Sage 6 hours + 2 hours reading	
Professional Development and Informed Practice	This training helped me better understand how some of the issues about loss impact on people at various stages of their lives and how that might be complicated depending on the attachments they have and the levels of resilience they have acquired to help them cope with stresses such as losing health or home or family. The training also emphasised the need to have good listening skills to support someone who is distressed. An example came up with one of our new service users who had been very upset about being with us on an emergency basis. Thinking more consciously about some of the possible factors encouraged me to make time to be with the resident, really listen to their story and try to acknowledge what that felt like for them rather than just offering quick reassurance. I was later able to talk about that at the review for this person and I felt more confident in my opinion. I have also gone on to do some further reading which has elaborated on the training input and helped me revisit and think more about some of the issues such as stages in the process of grief.	

Claim Date	PRTL Hours	From/To (if over 6 hours)
20 Dec 2015	4.00	
Details	Food Hygiene Training	
Professional Development and Informed Practice	This was very useful for me because it made me very conscious of the differences between home and work where I am potentially responsible for the health of so many other people. Since doing the training I have been much clearer about things like checking the temperature of the fridge at work, of sell by dates and of using separate chopping boards depending on what I am cutting up. I have also stressed to other staff that significant illness can be caused by seemingly small things.	

Claim Date	PRTL Hours	From/To (if over 6 hours)
10 Jan 2016	2.00	
Details	Session about the Continuous Learning Framework, (Learning and Development Team)	
Professional Development and Informed Practice	My organisation has been working with the SSSC on some piloting of the Continuous Learning Framework (CLF) and this was one of the sessions for the pilot group. The CLF is a tool to help both the employer and employee identify and develop skills and knowledge needed to deliver good services. I found it quite a lot to take in but I think it will be helpful as I become more familiar with it and I particularly liked the notion of stages: engaged, established, accomplished and exemplary when thinking about my professional capabilities. I have already talked with my SVQ candidate	

	about how that might help in reflective accounts of work and it has already helped me identify some issues for my own supervision about professional autonomy and how I would like to develop that with my managers support.
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Claim Date	PRTL Hours	From/To (if over 6 hours)
13 Jan 2016	40.00	13 Jan 2016 - 19 Aug 2016
Details	Supervisory qualification, SQA Professional Development Award (PDA) in Health and Social Care Supervision to help meet registration requirements, studied in –house over a number of months to obtain 16 SCQF credits at level 7	
Professional Development and Informed Practice	Although I thought I was doing a reasonable job this was very worthwhile in adding to my professional development and giving me tools to inform my practice. Knowledge: I learned about some aspects of being a manager, how to provide support to others and how to work with the team. I also learned more about planning and budgeting. As a result my skills in contributing to the budget work have improved. I also know how to use our PDRS system, and connect that to CLF. It has reinforced my values about confidentiality around staff as well as service user issues and I think made me think more respectfully about issues around money, honesty and responsibility for public resources. Reflecting on the course overall I have certainly gained more confidence and got good feedback from my manager about my contribution to the budget and supervision. For the future I would like to be bit more structured in how I deal with supervision and a bit more proactive in helping team members find the learning opportunities they need.	

Claim Date	PRTL Hours	From/To (if over 6 hours)
15 Feb 2016	12.00	15 Feb 2016 - 2 Apr 2016
Details	Supervision, 90 minutes every 6 weeks. My organisation has a supervision policy and so my manager spends time with me every 6 weeks or so when we talk about my role and tasks and any support or learning issues I might have. We have been trying to introduce the CLF as part of that process.	
Professional Development and Informed Practice	I have found it helpful to look at the section about managing relationships and that has helped me look at my role as a supervisor. Looking at the descriptions I think I can reasonably say that I am established and that I do encourage and motivate others, through my supervision of others for example. We have talked about what I might do to be more accomplished and there is a team task that might give me the chance to stretch myself. Now that I am getting a bit more familiar with the CLF I will also try to focus a bit on that with my supervisees.	

Claim Date	PRTL Hours	From/To (if over 6 hours)
17 Mar 2016	3.00	
Details	1 hour plus 2 hours reading (3 in total) Panorama, programme about abusive treatment in residential care.	
Professional Development and Informed Practice	This was a shocking expose of how some establishments are run and residents appallingly treated which has led to the closure of the place involved. It made me think about how I interact with our residents, how I show my respect but also warmth and compassion. It reminded me of the work I did on values for my SVQ and my responsibility to my current candidate to be clear about values and how to show those values in day to day practice. It provided a good basis on which to talk with my candidate about the SSSC Codes of Practice in particular section 3 which is about promoting independence but in the context of protecting from danger or	

	harm. I realise how easy it might be to abuse the power which comes with my role because our service users are very vulnerable so it is good to stop and think from time to time about what is important about my day to day tasks, like mealtimes or dressing, and why I can't take them for granted.
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Claim Date	PRTL Hours	From/To (if over 6 hours)
10 Apr 2016	12.00	10 Apr 2016 - 11 Apr 2016
Details	Protection of children and adults In house training which covered issues about protection for adults and children United Nations (1998) Human Rights Act. Geneva: UN	
Professional Development and Informed Practice	This was particularly interesting coming after the TV expose and our team thinking about whistleblowing. I feel I have learned quite a bit about the law in relation to protection and also had to think about my own opinion and values about the nature of abuse. An example is that it made me think about the person who has been subject to abuse and what that does to their ability to trust others especially if others are in a position of power. I can relate that to more than one of my service users and it has made me resolve to be more aware and try to be more empathic toward them. I found myself going back to look at the Human Rights Act which underpinned much of my SVQ and that of my candidate and reminding myself of how important fundamental rights are.	

Claim Date	PRTL Hours	From/To (if over 6 hours)
15 Jun 2016	12.00	15 Jun 2016 - 16 Jun 2016
Details	Life story work (workshop and work with service users) and ongoing Koprowska, J. (2008) Communication and Interpersonal Skills in Social Work. Learning Matters: Exeter.	
Professional Development and Informed Practice	I attended this workshop to learn more about the principles of life story work and how it can help service users of different ages and stages. I have found that it is a very good way to work directly with service users but also when possible to involve families or friends and in doing that it has built on the quality of my working relationships my communication skills and my ability to be empathic. I have had to learn to work sensitively and be very alert to things which might cause upset although it also encourages laughter and good memories with service user H. The carer brought in lots of photos that H hadn't seen before or couldn't remember and I took responsibility for planning regular time sometimes with the carer and sometimes without to put together an album. I feel I know H and understand H better as a consequence and that we have a stronger relationship I have also done some further reading to help me reflect and focus more on my skills development.	

To be completed by your line manager

- If you are on the part of the Register for a Newly Qualified Social Worker you must have the following section completed before you submit this form to the SSSC.
- If you are on any other part of the Register it is not mandatory to have this completed.

I confirm that all of the information that the Registrant has provided about completion of their Post Registration Training and Learning is correct to the best of my knowledge and belief.

Signature	
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Date	
Name	
Designation	
Work Address	