

Example 1 - recording direct entries, MyLearning and OpenBadges on record of achievement declaration form

NEWLY QUALIFIED SOCIAL WORKERS CONTINUOUS PROFESSIONAL LEARNING RECORD OF ACHIEVEMENT DECLARATION FORM

Every registered social worker must undertake continuous professional learning (CPL) throughout their registration with the SSSC to advance their professional development and contribute to the development of the profession.

As a newly qualified social worker you are required to undertake 24 days (144 hours) of training and learning during your first 12 months of registration or 18 months if working part time. Five days (30 hours) should focus on the protection of children **and** adults from harm.

Please note

- a maximum of 6 hours will be counted for 1 day's training
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- record training and learning relating to the protection of children and adults from harm, separately at the end of this form
- if you have used MyLearning and/or OpenBadges please record on form and include accessible links as per guidance on the [NQSW website](#)
- the form needs to be reviewed and signed by your line manager
- once completed and signed submit the form by uploading through your online MySSSC account by clicking on the 'My documents' tile. Alternatively, you can email the form to registration@sssc.uk.com

Name	NQSW SAMPLE
Address	ANYWHERE

Registration number	123123123
CPL period from	12/02/21
CPL period to	11/02/22

Date from	Date to	Duration in hours (1 day = 6 hours) Hours	Details of training and learning activity (including where appropriate name of training provider or learning activity)	Please reflect on how this learning helped consolidate your social work knowledge, skills, and values.
12/02/21	28/02/21	6	Induction covering to key legislation, policies and procedures, intranet, team meeting schedule, supervision and team members, support for NQSWs. Mixture of discussion with supervisor, self-directed reading, and organisational requirements	The two-week induction helped me begin to orientate into my team and wider organisation. It has reminded me of legislation covered as part of my course and introduced me to the legislation, policies, and procedures specific to the role I will be undertaking. This feels quite daunting at present as I have a lot to learn to fulfil my statutory duties, professional responsibilities, and personal accountability. I now know where to find the information on the intranet and will have this as a reference point. I was nervous about starting a job which involved virtual/ hybrid working. My supervisor helpfully provided a schedule of when I would be in the office and made sure that I was located alongside at least one other team member, he also checked in daily and arranged for weekly supervision. A colleague is also showing me how to use the system, look at examples of recordings and reports. My colleague said the ethos of the team was to always go over reports with families prior to reviews of hearings to make sure they understood the content and the reason behind a recommendation or decision. We discussed how this could be more challenging to achieve when connecting remotely but the team had lots of learning to share. I reflected on what learning I can draw on from my own experiences and from the wider team.

12/02/21	11/02/22	96	Various – detailed in MyLearning log	Detailed in MyLearning Log – link/ attachment below
18/03/21	06/6/21	10	SSKS Knowledge and evidence 4 OpenBadges	Detail in OpenBadge submission – link below
01/07/21	18/09/21	5	SSSC Making better decisions – social worker 3 Open Badges	Detail in OpenBadge submission – link below
25/10/21	11/02/22	14	SSSC 23 things Leadership – 14 badges complete	Detail in OpenBadge submission – link below
15/01/22	10/02/22	25	Practice Experience - Life Skills Group - I co-facilitated a group for eight young people supported by the Throughcare and Aftercare Team. The young people helped to plan the group experience with their issues and concerns being central to the content and process. There were specialist contributions for housing, health, and welfare rights. The approach encouraged participation and was a useful forum for considering practical issues such as budgeting, social responsibilities and discussing mental health and well-being, positive coping strategies and combating isolation.	<p>This was my first experience of facilitating a series of face-to-face sessions. By being open to hearing what was important to the young people, how they wanted to engage in the groupwork and supporting them to engage at their own pace it felt like they really participated in all aspects of the group. It was vital to underpin the group work practice with professional values and to ensure that the young people experienced us as reliable, honest, dependable workers, who responded to them with respect and valued their individuality. I learned a lot from being a co-facilitator. I was aware of my colleague being more experienced than me. This led me to initially begin less willing to put ideas forward or take the lead. My colleague noticed this and provided reassurance that this felt new for her too as there had been such a gap in face-to-face group delivery and would appreciate more active involvement. I hadn't really thought of this before and reflected on some assumptions I have made about my role within and contribution to the team as a NQSW.</p> <p>This learning experience has been helpful in consolidating and further developing my communication and group work skills. The opportunity to observe my co-facilitators skills and the debriefing sessions helped to develop my own skills and feel more confident. I have gained new skills in relation to effective planning, collaborating productively with other colleagues and evaluating the outcomes of practice.</p>

Add lines as required

TRAINING AND LEARNING IN RELATION TO THE PROTECTION OF CHILDREN AND ADULTS FROM HARM

Date from	Date to	Duration in hours (1 day = 6 hours) Hours	Details of training and learning activity (including where appropriate name of training provider or learning activity)	Please reflect on how the learning has assisted you to contribute to the protection of children and adults from harm
26/02/21	26/02/21	6	Child Protection Training Level 1 - This training aimed to familiarise new practitioners with the child protection policy and procedures. It also focused on how to recognise and respond to child protection issues.	This training built on the knowledge gained from university related to the theories of child abuse and the experience I had gained from having a child care placement. It provided me with a working knowledge of child protection procedures, assessment, referrals, and interventions. It has helped me to differentiate between types of abuse and the impact of this for children. Key messages from research and inquiries were a good reminder of the inputs within university. The case study was particularly helpful in being able to apply the concepts, legislation and assessment frameworks to situations and decide on an appropriate course of action. The training also refreshed my knowledge of handling disclosures or incidents. In my role I am likely to work with high levels of vulnerability and risk, the introductory training has provided a foundation from which to build out from. I was able to make links with other new practitioners working on other teams which will be helpful going forward.
15/03/21	14/01/22	35	Various – detailed in MyLearning log	Detailed in MyLearning Log – link/ attachment below

15/07/21	17/07/21	10	<p>Adult Protection - Level 1 - This training provided information for new practitioners from a range of disciplines about collaborative working, legislation and identifying and responding to adult protection issues.</p> <p>Followed up with self-directed study, refreshing my knowledge of agency policy and procedure.</p>	<p>I had very limited prior knowledge of adult protection and this training was useful in developing my awareness of the types of abuse, vulnerability and risk in relation to vulnerable adults. There was a lot of new information to take in as 3 major pieces of legislation were considered - Adult Support and Protection (Scotland) Act 2007. Adults with Incapacity Act (2000) and Mental Health (Care and Treatment) (Scotland) Act 2003. Working with case studies demonstrated the complexity of the legislation and issues of rights and protection. I was able to reflect on the principles underpinning the legislation, the duties and powers within the legislation and the different orders. I was also able to compare this with child protection and the importance of ensuring individuals are informed of their rights and have proper access to advocates. I followed this training up by re-reading our policies and procedures. This learning was very helpful as I was able to explain the process to a parent and pass on concerns to colleagues in adult services about a vulnerable person possibly at risk of financial abuse.</p>
07/09/21	07/09/21	4	SSSC Domestic abuse awareness OpenBadge	Detail in OpenBadge submission – link below

Add lines as required

<p>I recorded all or part of my CPL using MyLearning app and have uploaded the log to MySSSC or inserted a link here</p> <p>https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.badges.sssc.uk.com%2Fwp-content%2Fuploads%2F2022%2F03%2Fuser_logs_e-w-</p>	Yes
<p>I have completed some OpenBadges as part of my CPL and have inserted an accessible link here</p> <p>https://www.badges.sssc.uk.com/portfolio/aa123/</p>	Yes

Total hours of general training and learning

Hours: 156

Total hours of training and learning relating to the protection of children and adults from harm

Hours: 55

Declaration

I confirm the information I have provided on this form is accurate. I understand that failure to meet the stated learning requirements, or the provision of false information in relation to meeting these requirements, may be considered as impairment of fitness to practise by the Scottish Social Services Council.

Signature _____ *Nqsw Sample* _____ Date _____ 15/03/22 _____

If for any reason you have not achieved the stated requirements, you must provide an explanation for this, in writing, to the SSSC and submit it with this form.

To be completed by your line manager

I confirm that all the information provided by the Registrant is correct to the best of my knowledge and belief.

Signature _____ *A Supervisor* _____ Date _____ 17/03/22 _____

Name _____ *A Supervisor* _____ Designation *Team Leader* _____

Work address _____

Example 2. Completing record of achievement declaration form when all learning had been recorded on MyLearning

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Add lines as required

TRAINING AND LEARNING IN RELATION TO THE PROTECTION OF CHILDREN AND ADULTS FROM HARM

Date from	Date to	Duration in hours (1 day = 6 hours) Hours	Details of training and learning activity (including where appropriate name of training provider or learning activity)	Please reflect on how the learning has assisted you to contribute to the protection of children and adults from harm
14/02/21	10/02/22	35	Various – detailed in MyLearning log	Detailed in MyLearning Log – link/ attachment below

Add lines as required

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I have completed some OpenBadges as part of my CPL and have inserted an accessible link here	No

Total hours of general training and learning

Hours: 157

Total hours of training and learning relating to the protection of children and adults from harm

Hours: 35

Declaration

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To be completed by your line manager

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Signature _____ *A Supervisor* _____ Date _____ 17/03/22 _____

Name _____ *A Supervisor* _____ Designation *Team Leader* _____