

Meeting your SSSC CPL Requirements:

Guidance for East Dunbartonshire Council Employees

Who is this guidance for?

This guidance is for all employees of East Dunbartonshire Council who require to be registered with the Scottish Social Services Council (SSSC) as a condition of their employment. This includes:

- Social workers as well as staff in other posts who must be qualified and registered social workers, such as social work team managers
- Most staff working in social care and children and young people services, including Early Years.

What is the purpose of this guidance?

The SSSC introduced a new Code of Practice for Social Services Employees and Employers on 1 May 2024, and changed your registration requirements on 3 June 2024. East Dunbartonshire has agreed to put a number of measures in place to support you and your manager to understand and implement the new registration requirements. This guidance explains what these local support arrangements are. Full and up to date information on registration requirements and your responsibilities as a registered worker is available on the SSSC's website [here](#).

Why is the Council providing this guidance?

Although you are responsible for meeting your professional registration requirements, the SSSC's revised Code of Practice for Employers (2024) clarifies that employers have related responsibilities to:

3.4 Support workers who need to be registered with the SSSC to meet and maintain their conditions for registration and the requirement for continuous professional learning and development

5.2 Inform workers about the Code of Practice for Social Service Workers and work with them to understand their responsibilities to comply with it.

What are the main changes?

The main changes that every registered worker needs to be aware of include:

- you will now be registered in one of four parts of the register
- you must make an annual declaration to maintain your registration
- your Continuous Professional Learning (CPL) requirements have changed substantially

These changes make a significant difference to how you will go about meeting your registration requirements and are summarised in the table below. These changes do not affect the existing agreement that the Council will pay your annual registration fee on your behalf.

Table 1: Main changes to registration for all workers

Previous arrangements	New arrangements from 3 June 2024
Three or five year registration period depending on your role	Continuous registration so long as all requirements are met or worker requests to be removed from register
Payment of annual registration fee	Payment of annual registration fee and making annual declaration
Evidence you have completed a set number of CPL days during your registration period (for example 15 days in three years)	Evidence that you have undertaken CPL activities which have supported you to meet all your Core Learning Elements when you make your annual declaration . Registered Social workers must meet eight Core Learning Elements. Other registered workers must meet seven
Evidence you have completed a set number of CPL days related to child and/or adult protection during your registration period (for example, five days in three years)	Evidence that you have undertaken mandatory learning activities in child AND adult protection, and trauma-informed practice when you make your annual declaration

When do workers transfer to the new CPL requirements?

Registered workers must comply with the new CPL requirements after they make their first annual declaration or re-new their registration. This means that some workers transferred to the new CPL requirements in June 2024 and others will not transfer until May 2025.

Any workers who are registering for the first time, or re-registering after a career break, are subject to the new CPL requirements immediately.

What support arrangements are being put in place?

Staff briefings

Briefing sessions on the 2024 registration changes can be arranged for managers and services on request by contacting the Social Work Practice Learning & Development Team. You can also book on information sessions being run by the SSSC [here](#).

Monthly drop-in sessions

The Practice Learning & Development Team will host monthly drop-ins. These hour-long sessions are open to **all** registered workers who have made their first annual declaration. They will allow you to ask any question you have about how to interpret the Core Learning Elements, how to choose learning activities, what counts as CPL or one of the mandatory learning activities, what counts as evidence, and share any barriers or reflections you have with other workers.

Supervision

To support you to plan, reflect on and track your CPL, you and your manager or supervisor must make sure you include CPL in your supervision and/or Personal Development Review (PDR) agenda. This also applies if your team holds group supervision sessions.

When you reflect and discuss your learning from an incident, a case or training you have attended, you and your supervisor must make sure that this is noted in your supervision minute or record. At least twice a year, you should review your evidence that you have undertaken your mandatory learning activities and met the Core Learning Elements and share this with your supervisor. Ideally you want to do this around six months after your annual declaration, and then again in the weeks before you are due to make your next annual declaration. Otherwise, you may review your CPL with your manager in a PDR meeting.

Team meetings

As with supervision, all teams, including management teams, should incorporate CPL into their team meeting agendas or schedules. Many teams already devote part of their agenda to learning and development, including feedback from training, a worker presenting on their reading or research or an input from another professional. As a team, make sure that the learning input and discussion are included in the note of the meeting so you can use this as evidence of your individual CPL.

Recording evidence of your CPL

We have developed a CPL Log (Appendix 1) which you can use to record learning activities you have undertaken and where the evidence of this learning activity is. For example, it could be in a supervision minute, or a training evaluation form. It is not sufficient to rely on a course attendance certificate. You must keep this evidence in a safe location. The CPL Log also prompts you to identify which Core Learning Element(s) the activity will help you to meet. We have developed separate logs for Social Workers, who have eight core learning elements, and for all other registered workers, who have seven.

Information on how to choose appropriate learning activities which will help you to develop your practice or in your career is summarised in the CPL Logs. Detailed guidance is provided on the SSSC's CPL website [here](#).

Training evaluation

Course evaluation forms prompt you to identify what you learned from the training, and also how you think you will use this learning in practice. When you complete an evaluation form, keep a copy as it will provide you with evidence of your CPL.

Will the arrangements stay in place after the transition period?

The agreed arrangements are designed to support workers and managers during the transition period from the previous registration requirements to the new model. A reference group of workers and managers will give feedback on their experience of implementing the new CPL requirements, the effectiveness of the support measures, and which arrangements should be amended or retained after the transition period is over. Members of the reference group made their first annual declaration between June and August 2024 and are drawn from across Adult, Children & Justice Services.

Who can I contact for more information?

You can contact any member of the **Practice Learning & Development Team** for more information.

Ellen Laird, NQSW Coordinator
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Jack Kelly, Practice Teacher/Placement Coordinator
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Appendix 1a

Continuous Professional Learning (CPL) Log for Social Workers

This log template is for use by all workers who are registered with the SSSC in the Social Workers part of the register – this includes frontline social workers, seniors, managers and professional leads. You should start using it after you make your first annual declaration under the amended registration requirements introduced in June 2024. You should choose learning across all eight core learning elements each year to meet your CPL requirements.

This **must** include the mandatory activities on trauma awareness, adult support and protection and child protection, which are linked to specific core learning elements. CPL can be chosen from any pathways that you and your supervisor agree is appropriate and can be a mix of different pathways. CPL is **not limited** to the resources listed for each pathway on [SSSC's CPL website](#) and can be any [learning activity](#) that meets the core learning elements. This includes learning gained from local training courses and post-qualifying awards, as well as practice-based learning.

When you complete your next annual declaration for SSSC, you will be asked certain questions relating to your CPL, and your CPL record may be selected for sampling.

It is your responsibility to record and clarify how a learning activity meets your CPL requirements. As you undertake CPL through the year, you should log it on this template. You can use the template to list the activities you have undertaken under each core learning element (remembering that many activities will meet more than one core learning element) and identify or link to where the evidence for each activity is located. This could be supervision minutes, reflective logs, course exercises or assignments saved in a word document, My Learning app (if you use this), etc. Once you have completed a mandatory learning activity or met your CPL requirements under one Core Learning Element, mark the date you completed the activity or element on the CPL Log.

You will share your CPL template in supervision at points during the year so your supervisor can support you to identify appropriate learning activities, make sure that you are on track to meet your CPL, and support you if you experience any barriers or difficulties. It will also enable your supervisor to quickly endorse your CPL if you are challenged to provide proof you have met the requirements when you make your annual declaration.

Core Learning Element	Date Met
1. Ethics, values and rights-based practice	
2. Communication, engagement and relationship-based professional practice	
Mandatory Activity: Trauma Skilled Practice	
3. Critical thinking, professional judgement and decision making	
4. Promoting wellbeing, support and protection	
Mandatory Activity: Child Protection	
Mandatory Activity: Adult Support & Protection	
5. Working with complexity in unpredictable and ambiguous contexts	

6. Use of knowledge, research and evidence in practice	
7. Self-awareness and reflexivity	
8. Professional leadership	

Appendix 1b

Continuous Professional Learning (CPL) Log for Registered Workers in the Adult Social Care and Children and Young People and Early Years Workforces

This log template is for use by all workers who are registered with the SSSC in the Adult Social Care and Children and Young People and Early Years parts of the register. You should start using it after you make your first annual declaration under the amended registration requirements introduced in June 2024.

You should choose learning across all seven core learning elements each year to meet your CPL requirements.

This **must** include the mandatory activities on trauma awareness, adult support and protection and child protection, which are linked to specific core learning elements. CPL can be chosen from any pathways that you and your supervisor agree is appropriate and can be a mix of different pathways. CPL is **not limited** to the resources listed for each pathway on [SSSC's CPL website](#) and can be any [learning activity](#) that meets the core learning elements. This includes learning gained from local training courses and courses leading to qualifications, as well as practice-based learning.

When you complete your next annual declaration for SSSC, you will be asked certain questions relating to your CPL, and your CPL record may be selected for sampling.

It is your responsibility to record and clarify how a learning activity meets your CPL requirements. As you undertake CPL through the year, you should log it on this template. You can use the template to list the activities you have undertaken under each core learning element (remembering that many activities will meet more than one core learning element) and identify or link to where the evidence for each activity is located. This could be supervision minutes, reflective logs, course exercises or assignments saved in a word document, My Learning app (if you use this), etc. Once you have completed a mandatory learning activity or met your CPL requirements under one Core Learning Element, mark the date you completed the activity or element on the CPL Log.

You will share your CPL template in supervision at points during the year so your supervisor can support you to identify appropriate learning activities, make sure that you are on track to meet your CPL, and support you if you experience any barriers or difficulties. It will also enable your supervisor to quickly endorse your CPL if you are challenged to provide proof you have met the requirements when you make your annual declaration.

Core Learning Element	Date Met
1. Rights-based and ethical practice	
2. Communication and Relationships	
Mandatory Activity: Trauma Informed Practice	
3. Wellbeing and Support	
4. Protection	
Mandatory Activity: Child Protection	
Mandatory Activity: Adult Support & Protection	

5. Knowledge for My Role	
6. Reflective Practice	
7. Leadership and Quality Assurance	