

# Getting the most out of your CCP

Your registration with the College tells the public that you are Professional, Ethical, Qualified and Accountable; your participation in the Continuing Competence Program (CCP) is one indication of this. The *Self-Assessment Tool and Professional Development Plan* provide a valuable opportunity to reflect on your practice, recognize your areas of strength, and identify areas that require further learning.

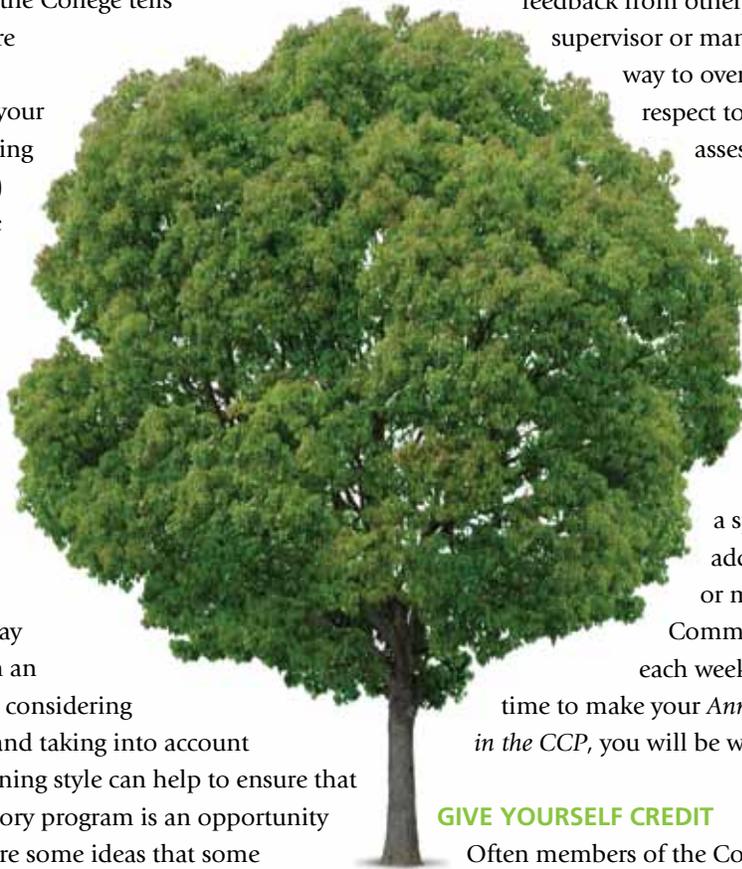
Everyone's schedule is overflowing, and the CCP may seem like one more thing on an endless list. Planning ahead, considering the demands on your time, and taking into account personal preference and learning style can help to ensure that complying with this mandatory program is an opportunity rather than a burden. Here are some ideas that some members have found helpful when completing their CCP:

## DO IT EVEN IF IT'S OPTIONAL

The *CCP Work Sheet* may be optional, but it can be a valuable springboard for the remainder of the program. It might be an idea to include a copy of your job description here. Your job description may reveal many things: financial constraints, restructuring and reorganization can all affect your practice, both positively and negatively. Reflection on these issues may direct you towards new learning that is required to practise effectively, or even to change the direction of your practice.

## DO IT WITH A COLLEAGUE

Some members have chosen to complete part of their CCP with a colleague or with a group. This approach enables them to give and receive feedback, and to generate new learning. While every member of the College is responsible for their own CCP, some members benefit from a more interactive approach. Completing the *Self-Assessment Tool* with some



feedback from others – peers, colleagues, your supervisor or manager – can be an effective way to overcome any blind spots with respect to your practice and your self assessment.

## MAKE A DATE WITH YOURSELF

It is best to complete the *Self-Assessment Tool and Professional Development Plan* early in the year in order to focus your learning throughout the year. Reserving a specific time to update and add to your CCP on a weekly or monthly basis can be helpful.

Committing to a 15 minute review each week will ensure that when it is time to make your *Annual Declaration of Participation in the CCP*, you will be well-prepared.

## GIVE YOURSELF CREDIT

Often members of the College accomplish much more than they are able to recall if they complete their CCP just before the annual renewal period. Even those who work on the CCP throughout the year may minimize or forget about some of their learning. You may want to try transferring items from your agenda to your CCP at the end of every week. These items could include preparation for meetings (a review of relevant documents or legislation, for example), presentations, formal and informal teaching, orientation/supervision of new staff or students, and much more.

## USE TECHNOLOGY

Download a copy of the CCP documents from the website and open an electronic folder for evidence of your learning activities. This makes documenting and tracking your learning experiences easy and efficient. Once you have read an article, visited a website or participated in a webinar, make sure to note this activity in your *Professional Development Plan* and to list it in your learning activities folder. If you have created a PowerPoint presentation, for example, you may

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choose to save a copy of it for future reference; you might even upload a Podcast you found valuable. Many academic websites and government agencies now offer a wider range of online learning opportunities at no cost. If you choose to complete the CCP electronically, make sure to save the documents to your own computer and to back them up!



### REMEMBER...

Whether or not this is your first experience with the CCP, you might still benefit from reviewing the *Instruction Guide* and the CCP webcast, which are available on the College website [www.ocswssw.org](http://www.ocswssw.org). You can also contact the Professional Practice Department for support.

The Continuing Competence Program (CCP) was launched in April 2009. It is one way that the College fulfills its mandate of public protection. The program promotes quality assurance with respect to the practice of social work and social service work, and encourages members to strive for excellence and enhance their practice in an ongoing way.

*For further information or assistance, please visit the College website [www.ocswssw.org](http://www.ocswssw.org), or contact the Professional Practice Department at [ccp@ocswssw.org](mailto:ccp@ocswssw.org).*

“Through my specialized education and continued professional learning, I am **qualified** to provide excellent care to my clients. I am a registered social worker.” – PATRICIA WILLIAMS, RSW

