

# CPD Working Group Terms of Reference January 2014 (Updated June 2015)

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## **Statement of Purpose:**

Members of the CPD Working Group represent a broad range of expertise and skills from various sectors of Social Care. The Working Group will support the development and implementation of key CPD structures to support Social Care Workers to engage in CPD. The CPD Working Group will also provide oversight and guidance on CPD Officer Work plan.

## **Membership:**

The CPD Working Group shall comprise of members from a range of Social Care settings, CPD Officer Supervisor and CPD Officer. The working group shall be comprised of a minimum of three SCI/IASCW Executive members.

Other members of working group may be sought from SCI/IASCW membership and need not necessarily be members of National Executive. The working group may co-opt additional members for an identified period of time or for tasks where specific expertise is required.

Membership of the CPD working group is to be reviewed annually, or as required due to a change in post of any particular member.

The CPD working group will nominate an SCI/IASCW Executive member to act as Chairperson of the group for a period of time to be agreed by the Committee

## **Role:**

- (1) Support, monitor & advise on the work plan of the CPD Officer.
- (2) Develop a clear framework to support Social Care Workers to engage in CPD.
- (3) Research and develop IASCW CPD Policy for final approval by IASCW Executive.
- (4) Review, evaluate and determine CPD endorsement for training/courses/workshops submitted by external providers to SCI/IASCW.
- (5) Carry out an audit of between 5-10% of SCI/IASCW members CPD Portfolios annually including review of members' portfolios and determination of issuing SCI/IASCW Certificate of Compliance.
- (6) Identify emerging CPD needs for Social Care Workers and plan responses, as appropriate.

## **Meetings**

- Meetings will be held at minimum once a quarter (to be reviewed as necessary).
- Meetings may be held using telephone conferences etc.
- Apologies & agenda items in advance to CPD Officer and/or Chairperson.
- CPD Officer Report prepared & circulated prior to meeting.

## **Postponement**

- In the event of an SCI/IASCW Executive member not in attendance the meeting is to be rescheduled.
- In the event of the Chair not being available another SCI/IASCW executive member may act as chair.
- CPD Officer should be present or the meeting is to be rescheduled.
- If the quorum is less than 25% of current membership of group the meeting should be rescheduled.

## **Reporting & Communication**

- Chair of working group and/or CPD Officer to feedback agreed points to SCI/IASCW National Executive.
- Minutes, agendas & progress report by CPD Officer to be circulated to CPD Working Group in advance of meetings.

## **DIT/IASCW Reporting Structures**

- DIT/IASCW agreed reporting structures will apply in relation to the post of CPD Officer. The CPD working group will provide skills/expertise to guide and advise the work of CPD Officer but HR issues are the remit of DIT.

## **Sample Agenda**

- Minutes
- Matter arising
- Correspondence
- CPD Officer Report
- AOB