

دائرة تنمية المجتمع  
DEPARTMENT OF COMMUNITY  
DEVELOPMENT



# DCD Standards for Continuing Professional Development (CPD)

Licensing of Social Care Professionals

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First Edition - 2020



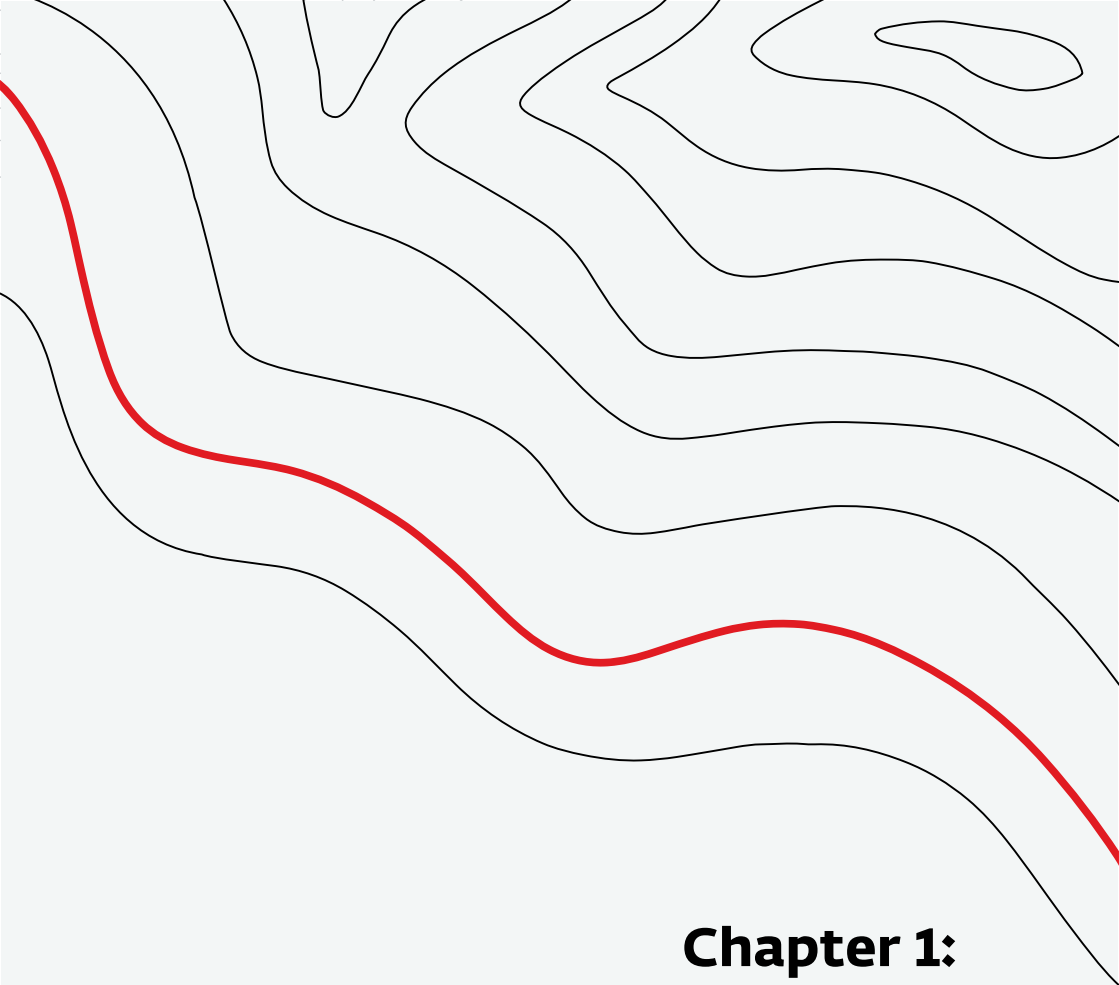


معاً لمستقبل أفضل

Together for better future

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# **Chapter 1:** Definitions

## 1. Definitions

The following words and expressions shall bear the meanings assigned thereto herein respectively, unless the context otherwise requires:

TERM	DEFINITION
THE COUNTRY	The United Arab Emirates
THE EMIRATE	The Emirate of Abu Dhabi
DCD	Department of Community Development
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	The formal, self-led or profession-related learning activities that Social Care Professionals undergo in order to advance their skills, enhance the quality of practice and qualify to renew a License.
CPD ACTIVITY LOG	A document used to document all the Continuing Professional Development activities a Social Care Professional undergoes throughout the License Period. The dated record highlights the activity, the category, the duration of the activity and the date it was completed.
CPD EVIDENCE PORTFOLIO	The collection of evidence used to prove the fact a Social Care Professional has completed each of the learning activities listed on the CPD Dated Record through the license period.
SOCIAL CARE PROFESSION	Social Worker, Counselor, Applied Behavior Analyst (ABA), Psychologist (Non-Clinical), or Psychotherapist in the specializations mentioned in DCD standards for Education and Practical Experience, or all these professions together.
LICENSE PERIOD	Is a time-bound duration starts on the date of license issuance and ends by the license expiry date. During this period, a Social Care Professional and/or Facility are authorized to provide Social Care Services to a Beneficiary.
LICENSE	The permission granted to social care professionals by DCD to practice a social care profession including Provisional License and Professional License.
SOCIAL CARE FACILITY	The private, governmental or third sector entity or institution licensed by DCD to provide social care services in the Emirate including Supported Accommodation Facilities, Day Care and Therapy, Community Service Facilities and Digital and Teleservices.
SOCIAL CARE PROFESSIONAL	Is the licensed individual by DCD to practice a Social Care Profession in the Emirate.
SOCIAL CARE SERVICES	A spectrum of integrated and multi-disciplinary services which provide care, social support, protection and empowerment of individuals and/or families in order to promote social wellbeing and inclusion through an independent, active and well-led life.
SOCIAL SECTOR	An integrated system of social work aiming to care for and develop individuals, families and community of all aspects , and includes private and public entities, whether profitable or not, providing services to the Social Sector which care for family affairs in general and women and children in particular as well as the Affairs of Minors, Orphans, Necessitous, People of Determination, Youth, Elderly and those of Unknown Parentage.

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## **Chapter 2:** Introduction

## 2. Purpose

The Standards for Continuing Professional Development have been developed to:

- Serve as the reference document that clearly describes all aspects relating to the learning activities a Social Care Professional must undergo throughout the license period in order to maintain the status of their License from DCD.
- Provide guidance around:
  - The types of CPD activities that are accepted by DCD.
  - The type of evidence which should be submitted to prove compliance with the CPD standards.
  - The primary criteria for assessing the validity and adherence to CPD requirements through a professional's CPD Activity log submission and the supporting evidence.

## 3. Scope of the Standards

These Professional Standards are to be adopted and complied with by:

- DCD licensed Social Care Professionals.
- Social Care Facilities and Facility Managers due to their involvement in the provision of Social Care Services. The following sections outline the standards which to all professionals must comply when fulfilling their Continuing Professional Development (CPD) requirements.



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## **Chapter 3:** Standards for Continuing Professional Development

#### **4. Respecting DCD's CPD Requirements**

- Undertaking CPD activities throughout the license period and satisfying the explicit CPD requirement.
  - Demonstrating the completion of a minimum of 40 CPD hours as a license renewal requirement by submitting information and evidence upon license renewal attached with the renewal application.
  - Ensuring that formal learning activities constitute 75% of the CPD renewal requirements, translating to 30 hours per license period.

#### **5. Creating, maintaining and regularly updating a CPD Activity log and portfolio of evidence**

- Creating and maintaining a detailed record (CPD Activity log) of all CPD activities completed.
  - Ensuring that the record (CPD Activity log) highlights: title of activity, type of activity, date, and completion period.
  - Submit Portfolio of Evidence with all supporting documents and evidences of completion.
  - Retain the CPD records (CPD Activity log) for a minimum of 4 years.
  - Include a reference to the primary source of any content related to specific academic practice or publication(s).

#### **6. Enrolling in a diverse set of CPD activities that reflect the scope of practice**

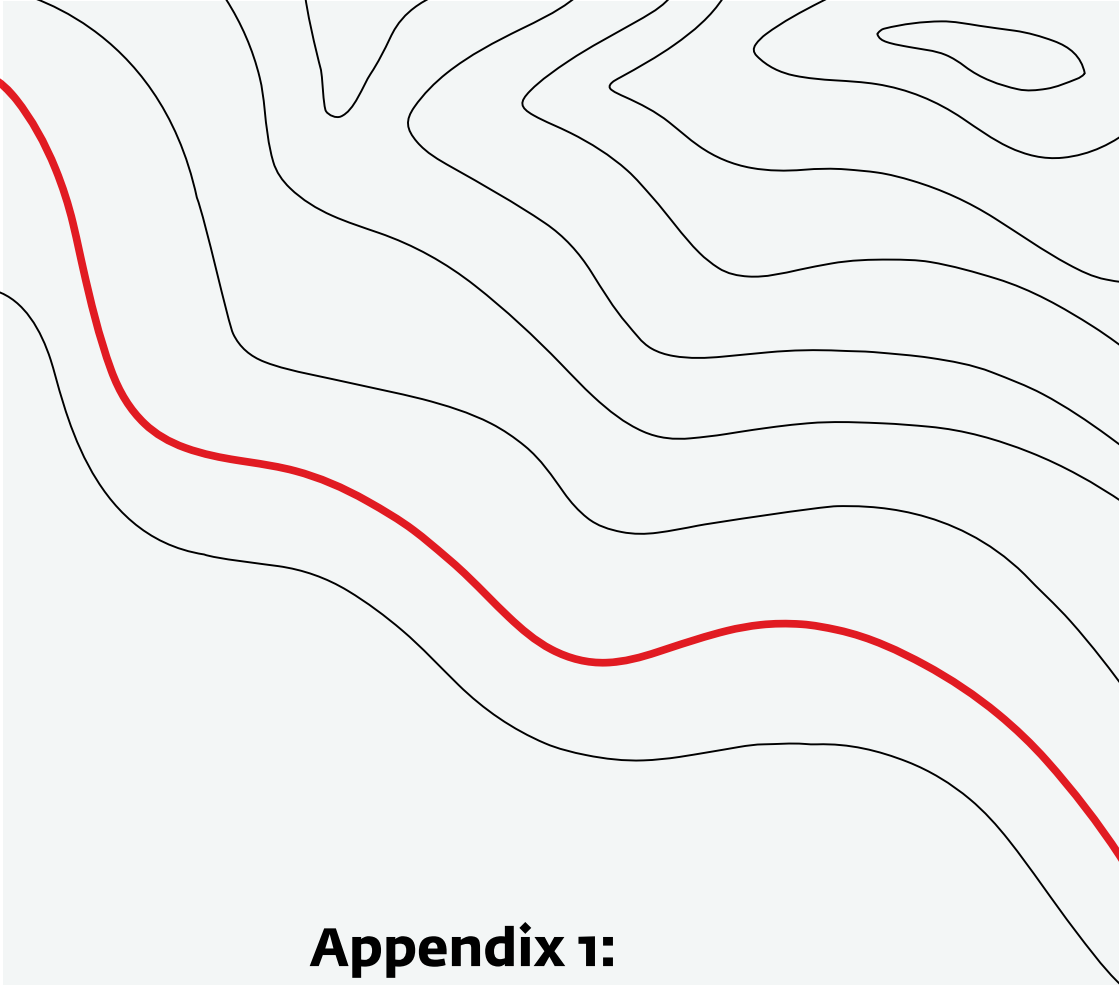
- CPD learning activities should be relevant to the profession role as a licensed social care professional.
- The CPD learning activities undertaken should reflect the range of skills and knowledge required by the profession.

## **7. Reflecting lessons learned of the CPD activities on beneficiaries and practice**

- Showing the ability to reflect on how the undertaken CPD activities informed their professional practice to benefit the served beneficiaries.
- Showing the ability to reflect on the learning outcomes of each of the CPD activities and demonstrate how they have improved their practice.

## **8. Full compliance with DCD's audit and request to share or discuss the information regarding CPD's record and portfolio of evidence**

- Complying with any CPD evaluation, requests to provide more information or reviews when prompted to do so by DCD.
- Ensure that all information and evidence relating to the CPD activity undertaken is accurate and authentic.



**Appendix 1:**  
CONTINUING PROFESSIONAL  
DEVELOPMENT GUIDANCE  
NOTE

## 9. Purpose of CPD requirement

The Department of Community Development is dedicated to establishing a continuously improving social care system. A primary factor in improving the quality of social care services is the experience and knowledge of Social Care Professionals. The Continuing Professional Development (CPD) standards were created to ensure social care professionals update their professional knowledge and encourage employers to support their employees with improving their knowledge and practice.

All licensed Social Care Professionals must fulfil a minimum of 40 hours of CPD activities within any given licensing period (2 years) in order to renew their License. In order to comply with DCD's CPD standards, each professional must attain a minimum of 30 hours of "formal learning" within any given licensing cycle. For the remaining 10 hours of CPD, the professional has the flexibility to perform activities from the adopted CPD activities below to benefit their practice and professional knowledge.

- The activities performed during these 40 hours should demonstrate evidence that:
  - Social Care Professionals are able to practice their profession safely and effectively.
  - Social care professionals invest time and energy in improving the quality of their practice.
  - Social care professionals maintain an up to date knowledge of any changes impacting their professional practice.

## 10. The Categories of CPD Activities

- There are three categories of learning activities that can be considered as a CPD activity:
  - **Formal learning** – conducting practice-based research, enrolling in formal courses and classes (face to face or electronically).
  - **Self-led learning** – exploring and reading relevant professional journals, conducting research and reading books or articles.
  - **Profession-related activities** - involvement and participation in associations and professional bodies domestically or internationally.

## 11. Examples of CPD Activities

The table below provides a suggested list of activities for each CPD category:

EXAMPLE CPD LEARNING ACTIVITIES
Formal Learning
Academic & practical field research
Formal classroom programs or modules
Formal online learning programs
Conferences
Seminars
Contributing to renowned journals (drafting articles, etc.)
Other similar activities
Self-Led Learning
Record of books read on topics related to scope of practice
Conducting practice related interviews with professionals and academics in the field
Other similar activities
Profession-Related Learning
Enrolment or participation in inductive activities (mentoring, tutoring, teaching, lecturing, presenting, active member in a professional association/organization) relevant to the scope of practice
Participation as an evaluator or examiner in activities relevant to the scope of practice
Contribution to the organization of events (conferences, seminars, training programs, research programs, etc.) That are relevant to the scope of practice
Other similar activities

## 12. Requirement for the Submission of Supporting Evidence

As defined within the DCD Standards Continuing Professional Development (CPD), all professionals wishing to renew their License must demonstrate the completion of a minimum of 40 CPD hours by submitting information and evidence upon renewal of their license.

## 13. Examples on Supportive Evidence

The table below provides guidance on the types of evidence a Social Care Professional may submit to validate their compliance with the CPD requirements. Other types of evidence may be considered at the discretion of DCD.

EXAMPLE OF SUPPORTIVE EVIDENCE
Externally Sourced Evidence
Recommendation, reference or appreciation letters
Letters from colleagues and/or supervisors
Confirmation notices
Certificates of enrolment or completion (*highlighting hours completed)
Self-Generated Evidence Materials
Guidance notes & manuals
Assessment and investigative reports
Published articles
Formal contributions to relevant organizations, focus groups, professional bodies
Training and/or supervision contracts
Materials presented to specific target audiences relevant to the scope of practice
Surveys and questionnaires
Interview notes
Case studies written for use by a professional body, educational institution, registered training provider
Guidance and awareness pamphlets, brochures and leaflets

## 14. CPD Activity Log (Appendix 2).

A social care professional must abide by the principles below when completing their CPD Activity Log for each CPD learning activity undertaken during the licensing cycle:

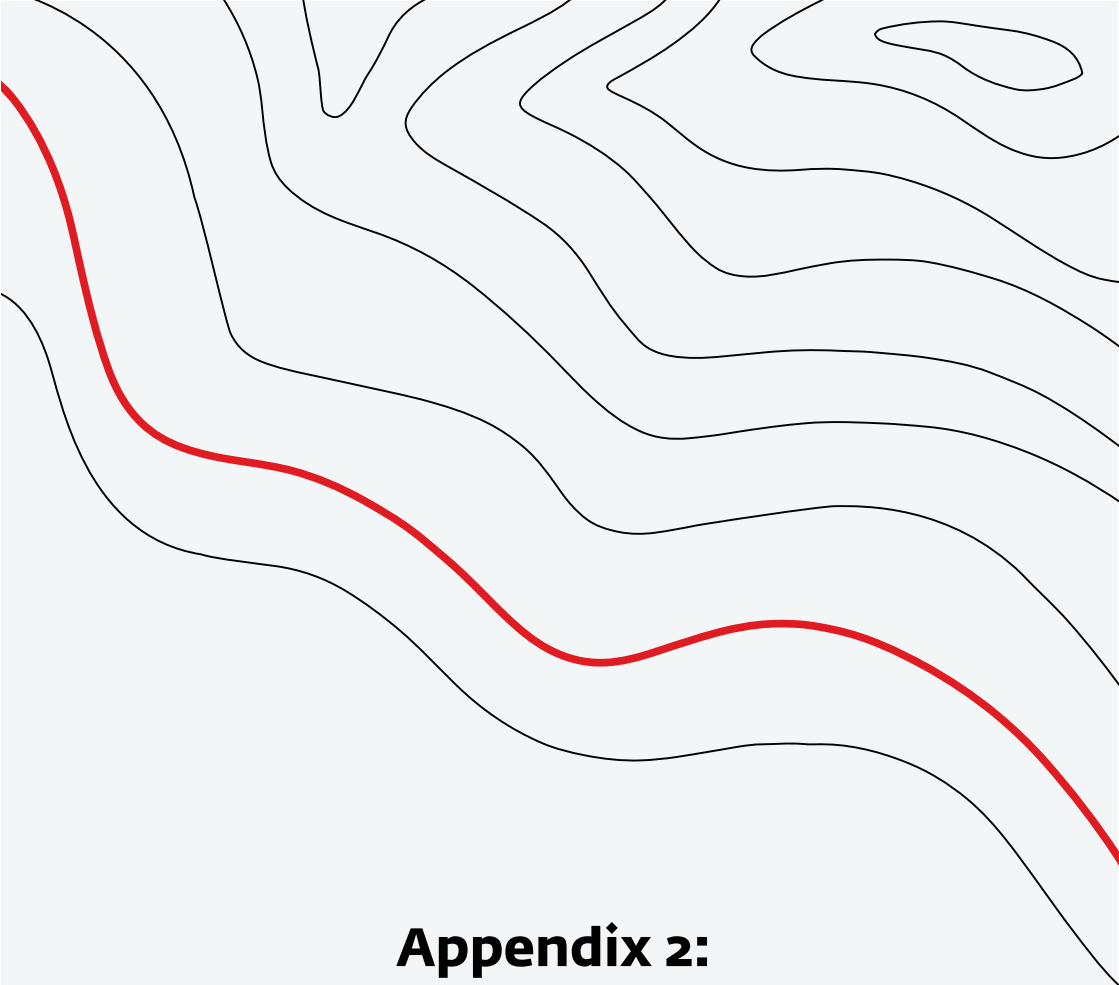
- A brief summary of the Social Care Professional's current role and scope of practice.
- Details of the learning activities completed to enable them to meet the CPD requirements, this should include:
  - Title of the activity.
  - Type of the activity
  - Description of the activity
  - Date the activity was undertaken.
  - Time spent completing the activity (in hours)

## 15. CPD Evidence Portfolio

A Social Care Professional must also provide evidence of each CPD learning activity undertaken within their CPD Activity Log by providing evidence in a CPD Evidence Portfolio. The CPD Evidence Portfolio should be attached alongside the CPD Activity Log and should include images, copies or documents as described in the 'Examples of Supportive Evidence', these must be:

- Legible and easy to comprehend
- Clearly labelled
- Related to the activity undertaken
- Validate the activity undertaken





**Appendix 2:**  
CPD Activity Log Template

## سجل أنشطة التعليم المستمر

### CPD Activity Log Template

#### المعلومات الشخصية للمهني Professional Details

الاسم بالكامل Full Name	رقم رخصة المهني بالدائرة DCD Professional License Number
مدة الترخيص License Period	المنبشة أو جهة العمل Facility/ Workplace
العدد الإجمالي للساعات التعليم المهني المستمر Total number of CPD submitted hours	تاريخ انتهاء الرخصة License Expiry Date

#### تفاصيل الرخصة Professional License Details

نوع الرخصة Type of License	<input type="checkbox"/> رخصة مهنية Professional License	<input type="checkbox"/> رخصة مؤقتة Provisional License	
المهنة Profession	<input type="checkbox"/> الأخصائي الاجتماعي Social Worker	<input type="checkbox"/> المرشد Counselor	<input type="checkbox"/> الأخصائي النفسي (الغير سريري) Psychologist (Non-clinical)
	<input type="checkbox"/> المعالج النفسي Psychotherapist	<input type="checkbox"/> محلل السلوك التطبيقي Applied Behaviour Analyst (ABA)	<input type="checkbox"/> مساعد محلل السلوك التطبيقي Assistant Behaviour Analyst
	<input type="checkbox"/> محلل السلوك التطبيقي - مستوى الدكتوراة Applied Behaviour Analyst - Doctoral		
التخصص إن وجد Specialization (if any)			

#### ملخص الدور الوظيفي Professional Summary

ملخص عن الدور الوظيفي ونطاق الممارسة  
Role summary and scope of practice

#### سجل أنشطة التعليم المستمر CPD Log

عنوان النشاط Title of Activity	تاريخ إتمام النشاط Date the activity was undertaken	زمن استغرقه النشاط بالساعات Total Number of hours	وصف النشاط Description of the activity	نوع النشاط Type of Activity	تم إرفاق دليل لكل نشاط Supporting evidence/ each entry
					<input type="checkbox"/> نعم / yes <input type="checkbox"/> لا / No
					<input type="checkbox"/> نعم / yes <input type="checkbox"/> لا / No
					<input type="checkbox"/> نعم / yes <input type="checkbox"/> لا / No

#### تعهد التعليم المهني المستمر SECTION 4 – PROFESSIONAL CPD DECLARATION


الإقرار والتعهد Acknowledgement & Self Declaration	<p><input type="checkbox"/> أقر بأنني أكملت متطلبات التعليم المهني المستمر تبعاً لمتطلبات الدائرة I confirm that I have completed my Continuing Professional Development requirements as required within the Professional Standards for Continuing Professional Development</p> <p><input type="checkbox"/> أقر بأن جميع المعلومات المقدمة في الطلب والرفقات صحيحة I confirm that the information provided in this application and all accompanying documents are correct and accurate</p>		
توقيع المهني Signature of Professional	الاسم Name	التوقيع Signature	التاريخ Date

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United Arab Emirates

Emirate of Abu Dhabi

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