



The Care Professional Academy

Terminology

Throughout this guide:

- **Care Professional** refers to a person of any level working within Care.
- **Individual who uses services** - refers to anyone who uses social care services either privately or through a statutory body.
- **'the standards'** refers to Continuing Professional Development (CPD) standards.
- **'we'** or **'us'** refers to the Care Professional Academy (the Academy).
- **'you'** or **'your'** refers to a care professional who joins the Care Professional Academy as an Affiliate.

All Affiliates **MUST** meet our standards for continuing professional development. We will work with Affiliates to support you in meeting our standards.

CPD and Affiliation

Continuing Professional Development (CPD) describes a learning activity that you undertake to enhance your skills and help you to develop in your area of work.

Affiliates of the Care Professional Academy will be expected to engage with learning, such as training workshops, conferences and events, some distance learning and e-learning programs may be considered as part of your CPD however face-to-face training will gain you more points within The Academy structure.



Meeting the Care Professional Academy CPD Standards

You must engage in regular CPD and keep a record of what you do by logging your training details on your own CPD portal. Simply upload your certificates from any device and these will then be validated* by the Academy and available on your portal and as part of your Training Passport.

CPD standard

Our standards for CPD are designed to prove that you continue to learn and develop so that you can work to the best practice standards and are for the benefit of you and people who use the services you work in.

CPD is linked to your Affiliation with the Care Professional Academy, so you need to meet our CPD standards year-on-year to remain as an Affiliate.

As an Academy Affiliate, you should work by these standards:

- Maintain a continuous, up-to-date and accurate record of your CPD activities by regularly using your online Academy portal.
- Seek to ensure that your CPD has contributed to the quality of your practice and service delivery and benefits the individuals that use your service.
- Recognise, value and apply all lifelong learning opportunities.
- Provide the Academy Staff and your employer with honest and up-to-date information about your learning & development.

*Validation - all certificates are validated for the purpose of the Academy, not related to providers recruitment processes.



The number of points will be based on an internal algorithm and will look at the following:

- Is the learning approved by the Academy?
- The reason for this is that we want to monitor the quality of training given to care staff. If the training is not approved, it will still accrue some points, but not as many as approved training.
- If you would like to find out about training being 'approved' please email contact@careprofessional.co.uk
- Is the learning linked to an external awarding body for which you receive a full (or part of a) qualification?
- What level is the learning?
- How many hours have been spent directly on the training course?
- Is the training face-to-face, distance learning, or e-learning?



The role of employers

The Care Professional Academy works with individual social care professionals and social care providers and does not have any role in regulating providers/employers.

This means, these CPD standards are a personal responsibility that all affiliates have to meet to stay affiliated to us.

We do work with employers to urge them to ask their staff to sign up to the Care Professional Academy as we feel it is a mark of a quality provider who encourages life-long learning and supports staff in their professional standards of development.

We will regularly communicate with employers to make sure they are aware of the Academy and what it means for them and support them with using the Provider Portal for their own governance and compliance. To track and monitor their staffs CPD, support budget planning, learning & development company wide and provide evidence when required by local authorities and CQC.

Your affiliate portal will be linked to your employer via your Employment Record should your employer sign up for the Provider Portal.

If a care provider doesn't wish to sign up for Provider Portal, the care provider can still support their staff to join.



CPD

Your CPD is linked to your affiliation, to maintain your affiliation with the Academy you will need to be working with Social Care and keep learning!

Be aware of your refresher courses that are due. You will of course be notified via your Academy portal and so will your employer if they have signed up for the Provider Portal. Ensure when you receive your notification you have your course booked ASAP.

In addition to keeping your refresher CPD courses up to date all CPD contributes and enhances your Tier level with the Academy, as long as it is relevant to your role as a Care Professional.

There is no membership or subscription for affiliates to join the Academy just simply keep learning and developing yourself.



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