



Continuing Professional Development

Portfolio

SCMA promotes childminding as a **quality** childcare service, through its vision and Key priorities for Childminding

“**Quality** childminding building confident children within a family childcare experience”

- Raising the profile of childminding and the work of the Association
- Improving the **quality** of childminding
- Recruiting and retaining **quality** childminders

Continuing professional development is the key to **quality**

Here is your personal copy of the Scottish Childminding Associations

Continuing Professional Development Portfolio.

To help you make full use of the folder and to plan your further learning, we have put together some guidance in question and answer form. Please take a few minutes to read through.

Why attend any training?

Even if you have been childminding for many years there is always something new you can learn, no one can ever say that they have reached a stage in their career where they have learned all there is to be learned.

There are always new developments in childcare, new research, new local and national guidance, and new legislation. As a provider of quality home based childcare, you need to keep yourself up to date with all of these new developments. This ensures you can provide a quality service to the children and families you work with and continue to meet the Standards.

The Scottish Social Services Councils Code of Practice for Social Services Workers states -

“As a social service worker, you must be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills. This includes undertaking relevant training to maintain and improve your knowledge and skills.”

Although childminders are not required to register with the SSSC, you are required to have knowledge of and abide by the SSSC code of practice.

CPD - Continuing Personal and Professional Development

Childminders offer a professional service and professional people need to plan for CPD in the same way that teachers for example attend in service training. Life Long Learning is good practice in both your personal and professional life; it keeps the brain cells ticking over and offers a fresh outlook on your daily work.

It is good practice to refresh or renew some of your training from time to time, for example First Aid, Child Protection, Food Hygiene.

You might already have completed some SCMA training, for example our Induction course or Continuing Professional Development Workshops. However SCMA offer *spiral* training, which means that we revisit the same topics, but look at them in greater depth. This means that you are always building on your knowledge and understanding.

Training can be a great way of networking with other childminders in what can be an isolated job. Meeting with other childminders and sharing ideas and support during training discussion groups can give you and your service a real boost.

Continuing Professional Development – The maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary throughout a professional working life

Ok you've convinced me, but why keep a training record?

Keeping a written record of all the training you have done will:

- Provide evidence to the Care Commission that you have attended training to develop your skills and knowledge and provide the best possible service to the children and families you work with.
- Provide information to parents about the training you have done in a professional way.
- Help you to remember when training needs to be renewed.
- Provide evidence to future employers or colleges of commitment to CPD and prior learning.
- Help you to reflect on what you have already learned through the training you have attended and what you need to plan for your future training needs.
- Help you keep all your training paperwork and certificates in one place and look professional.

Right, so what do I put in it?

- All of your certificates from training already done.
- A record of any other CPD you have done, this need not be attendance at formal training, you could include reading, watching a video, open learning course or home study pack, research, consulting with a colleague who has specialist knowledge, visiting examples of good practice, attending a conference or listening to a speaker at a group meeting.
- A note about what you felt you learned from each training – a reflective account, this will help you decide if you need to do further training on this topic. It will also be evidence of attendance at training when a certificate is not issued.
- Action plan for further training or your CPD action plan
- Any information about forthcoming courses

We have included a supply of personal training record sheets, reflective accounts and a CPD planner for you to use, or you could develop your own.

We hope you find this folder a useful working document. If you have any queries about CPD, please give your local Childminding Development Officer a call or speak to Head of Childminding Practice Development, Elizabeth Murdoch.

Contents

- SCMA Training Framework Briefing sheets
Induction training
Continuing Professional Development Workshops
Scheme of Excellence
- Record of CPD
- Reflective Accounts
- CPD action planner examples and proformas
- CPD for childminding assistants information and example proformas
- Local training information

Record of Continuing Professional Development

This is a record of all courses, workshops, self study packs, reading and any other activity which I have done that has helped me develop my skills and knowledge as a childminder

Date and venue	Type of event	Topics covered	Organised by	Comments

Reflective account – evaluation of training undertaken

Title of course/ details of training	
Date and venue	
Tutored by (if applicable)	
What the training covered	
What I learned from this	
How I plan to put this into practice in my daily work	
Do I need to do any further train- ing on this subject	
Action plan for further training	

Planning for CPD

How do I do a CPD action plan?

Step 1: Write down all the jobs you are expected to do in your current work, the areas you need to be knowledgeable about, the skills you need and the changes that are likely to occur over the next year. As a guide, you could focus on the Care Standards, plus any CPD action points highlighted in your inspection, training needs you have identified from completing a reflective account or areas of your work that you are particularly interested in and would like to develop.

Step 2: Consider your short and longer term ambitions and the timescale to achieve them.

Step 3: Start to consider and prioritise your development needs in the light of the above.

Step 4: List your CPD priorities for the next year

YOU NOW HAVE A CPD ACTION PLAN!

Step 5: Regularly review and update your CPD plan in line with changes in your current work and your future plans.

Step 6: Don't forget to clearly state the period to which your CPD plan relates.



We have included 2 examples of different versions of a CPD plan and blank proformas. You can choose one of these examples to work with or you can use these examples as a start to developing your own.

Example 1 CPD Action Plan

Personal training needs analysis covering period

Area/ Standard (add your own ideas, some examples given below)	Meets Standards	Exceeds standards	Needs developing	Comments/action points
Have knowledge of child protection procedures and be aware of your responsibilities regarding child protection.				
Share and liase with parents on a regular basis				
Provide within daily domestic routines a curriculum which supports childrens all round development				
Ensure and maintain the safety of the children				
Encourage healthy eating and an active life-style				

Example 2 CPD Action Plan

Covering period	Topics	Action plan/Dates of future training	Booked	Attended	Comments
Training to be renewed during this period	First aid to be renewed Jan 06	Partnership offering course Feb 06	Yes 1/12/05		Apply for funding, see last SCMA newsletter
Other training I wish to do during this period	Speech and Language therapy to help with new child starting next term.	No courses found as yet, speak to speech and Language therapy Dept and borrow 'I can' pack from SCMA resource library			
Any long term CPD goals	Find out about Scheme of Excellence supported study	Contact SCMA DO to see if available in my area.			
Inspection report action points	Recommended that I sought training for anaphylactic shock due to Peter's allergy.	Contact first Aid training provider to see if it is included on course. If not contact health visitor to see what is available.			

Continuing Professional Development Action Plan

Covering period	Topics	Action plan/ Dates of future training	Book	Attended	Comments
Training to be renewed during this period					
Other training I wish to do during this period					
Any long term CPD goals					
Inspection report action points					

Training and CPD for Childminding Assistants

If you use an assistant in your childminding service, you also need to consider their training and development needs. From an employer's point of view, you should ensure that your assistant understands and complies with legislative requirements of the Care Standards. Assistants, whether they are paid or voluntarily contribute to the quality of your service and the children's experience. There is clear reference to your responsibilities as manager of the service in the regulations:

SSI 114

o *A provider shall not employ any person in the provision of a care service who doesn't have the qualifications, skills and experience necessary for the work that person is to perform. A provider shall ensure that persons employed in the provision of the care service receive training appropriate to the work they are to perform.*

SSI 113

o *Providers to keep a record of qualifications skills and experience of employees
Providers to keep details of any proposed programme for induction, development and continuing training of employees*

SCMA feel it is good practice for childminding assistants to take responsibility for their own CPD and therefore all of the information in this folder equally applies to any assistant working with you, paid or unpaid. However, as a manager you should also be supporting and advising your assistants with their CPD and training needs, so here are some pointers:

- Keep a record of training, skills, experience and qualification that assistants already have when they start with you
- Be clear about what responsibilities your assistants have and discuss with them the skills and knowledge you both feel are necessary for their role
- Identify and agree any areas for further training or development by joint Discussion

Encourage assistants to take responsibility for their own learning and development by:

- drawing up their own action plan for CPD
- keeping their individual record of training updated
- reviewing the training undertaken by completing a reflective account
- review training and development needs with your assistants regularly

It is a requirement for you to have knowledge of and abide by the Scottish Social Services Council code of Practice for employers of social service workers which states: As a social service employer, you must provide training and development opportunities to enable social service workers to strengthen and develop their skills and knowledge. A copy of the SSSC Code of Practice can be obtained from: Scottish Social Services Council 0845 60 30 891 or email enquiries@sssc.uk.com

Training review childminding assistants

Name of assistant					
Date of review					
Training/CPD undertaken since last review				Any further training needed on this topic	
Training needs identified from this review		essential	desirable	Course identified	booked
Date of next review					

Signed _____ **Manager**

date _____

Signed _____ **Assistant**

date _____