



PRTL Audit

Learning Points

June 2018

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August 2018

In June 2018 a sample of social workers and social care managers were required to submit their PRTL for audit. Please use the following tips and links to useful guidance to help you prepare for your PRTL audit.

Social Work

- Please read the General Guidance for Social Work Registrants - <http://www.niscc.info/prtl/social-worker-prtl>
- If you have accrued a minimum of 100 credits in Professional in Practice in the last three years you may be exempt from audit - please contact Amy Clarke at NISCC to advise (Amy.Clarke@niscc.hscni.net /028 95362974).
- If you have been called for audit you can seek possible exemption if you enroll for Professional in Practice on the NISCC portal and log a minimum of 100 credits including the impact section. (There is information regarding this on the NISCC web site / you can also contact your Training /Workforce Development Team for advice) When you complete this please contact Amy Clarke at NISCC to advise (Amy.Clarke@niscc.hscni.net /028 95362974)
- Please read the examples on the NISCC web site before you start to compile your submission; this will help you establish the standard required.
- Personal Development Plan – this is retrospective and should address the three years up to your renewal point. It should be specific to your work role and be signed by you and your manager. Align learning and development in the Personal Development Plan with reflection in the Personal Statement.
- PRTL Activity - must be a minimum of 90 hours. Should have links to your work role and must be signed by you.
- Personal statement - reflect on your learning and development over the past three years. Draw on a couple of case examples. It is helpful to link themes from the PRTL activity. Highlight outcomes for service users. Strong submissions have links to the Standards of Conduct and Practice for Social Workers, NISCC, November 2015 - <http://www.niscc.info/registration-standards/standards-of-conduct-and-practice>.
- State the word count.
- Proof read before submitting.

Social Care Managers

- Please read the Post Registration and Learning Guidance for Social Care Registrants, NISCC, September 2015 - <http://www.niscc.info/prtl/social-care-worker-prtl> Review the NISCC Post Registration and Learning Requirements-the requirements for social care workers with an additional requirement for managers will help ensure you list appropriate training and will provide a focus for the personal statement.
- If you have obtained a QCF, NVQ qualification in the last three years you do not have to submit for audit. Please contact Amy Clarke at NISCC to confirm. You must have a certificate of achievement.
- Please read the examples on the NISCC web site before you compile your submission.
- Personal Development Plan-this is retrospective and should address the three years up to your renewal point. It should be specific to your work role and be signed by you and your manager.
- PRTL Activity - 90 hours minimum in the past three years. Strong submissions link the activity to improving practice and outcomes for service users. You must sign this form.
- Personal statement - Social Care Managers only. Linking your statement to the Standards of Conduct and Practice for Social Care Workers, NISCC, November, 2015 will ensure a stronger submission. (<http://www.niscc.info/registration-standards/standards-of-conduct-and-practice>). Reflect on your learning and development and outline the outcomes for service users.
- Proof read before submitting.

Writing a reflective personal statement social care managers:

1. Read the Guidance for Social Care Registrants:
http://www.niscc.info/storage/resources/20160704_prtlcontinuouslearning_booklet-2.pdf
Understand the learning and development standards for social care managers (Page 9 of the guidance)
2. Read the Standards for Conduct and Practice for Social Care Workers, November 2016, NISCC:
http://www.niscc.info/storage/resources/web_optimised_91739_niscc_social_care_workers_bo ok_navy_pink.pdf
Try to link in some of the standards in the personal statement along with PRTL activities with Learning and Development discussed.
If you have been registered for some time it is helpful to focus on a key practice development that has necessitated the need to develop new knowledge and skills. Reflect on this in relation to your existing knowledge skills and values.
3. Consider your training and learning undertaken over the past three years. Briefly describe the training undertaken - you may wish to focus on a couple of key themes.
4. Statements such as "I can see now" and "looking back" can start the reflective thinking process.
5. Outline how you have applied the training to your practice, your staffs practice; a couple of short case examples are helpful.
6. What has worked? Why? What has not? Why?
7. Outline how the training has impacted on your practice, staffs practice, outcomes for service users. Give a couple of examples.
8. What do you/your staff need to learn in the future to continue to develop/improve/offer a better service.