



Quick Guidance to PRTL for Social Care Registrants

Continuous Learning & Development Standards

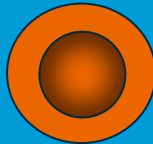
Post Registration Training and Learning

PRTL is the learning and development which supports you to maintain and improve your knowledge and skills throughout your career. It helps you to:

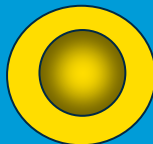
- Improve the service you provide
- Develop and improve your job skills, knowledge and behaviour
- Keep up to date with developing practice, legislation and policy

Check out
www.niscc.info
for more information

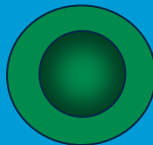
What does PRTL mean to you?



As a **SOCIAL CARE WORKER** you
will have *5 years* to meet your PRTL
requirements



As a **SENIOR CARE WORKER**
you will have *5 years* to meet your
PRTL requirements

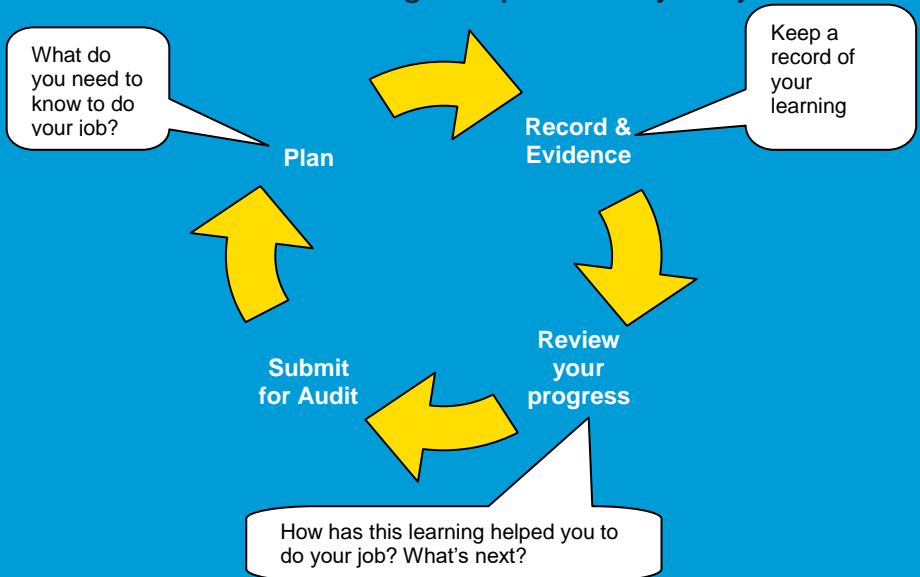


As a **SOCIAL CARE MANAGER**
you will have *3 years* to meet your
PRTL requirements

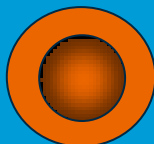
The Four stages of PRTL

- Planning
 - Keeping a record of your learning
 - Review your progress
 - Compiling your PRTL submission

Throughout your registration period you should continue to discuss your learning and development needs with your manager. Consider what you need to do in order to improve and develop your skills and knowledge required for your job.

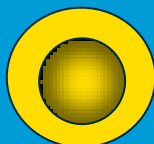


The Continuous Learning and Development Standards



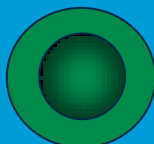
SOCIAL CARE WORKER

Principles of care, Communication,
Health & Safety, Safeguarding, Social
Care Skills



SENIOR CARE WORKER

Principles of care, Communication,
Health & Safety, Safeguarding, Social
Care Skills
+ Supervision & Appraisal



SOCIAL CARE MANAGER

Principles of care, Communication,
Health & Safety, Safeguarding, Social
Care Skills
+ Leadership & Management

Plan

Your manager will with your agreement draw up a Personal Development Plan.

Your plan should include:

- What are your learning needs?
- What will you do to meet those needs?
 - When will you do it?
 - How will you do it?
- How will you benefit from the learning and development?

For more information
www.niscc.info
and visit the PRTL section

Record & Evidence

Keep a record of your learning and development activities, including how you think they have improved the way you do your work and the service you provide, in other words 'evidence' how they have helped you do your job.

The simplest way to do this is to create an online account with the Northern Ireland Social Care Council and update the PRTL section as you go.

Guidance on how to do this is can be found in the PRTL section of the Northern Ireland Social Care Council website:

www.niscc.info

How to evidence your learning and development:

Keep:

- Certificates of training, seminars or conferences attended
 - Copies of articles you have read
- Minutes of meetings – e.g. was there a discussion on how to work in a particular way with someone?
- A record of your work shadowing activity

These can help you count the hours you have spent on your professional development.



Keep your records up to date – each time you go to a training day, read an article, or work shadow – write it down and include how it has helped you in your job.

How to...

Review your plan

Once you have completed your plan, started your learning and development path, and begun collecting the evidence, you and your manager will regularly review and update your plan.

Why review?

If your job role changes, or you begin caring for/supporting someone new, you may need to review and amend your learning and development plan.

There are many reasons why you might need to review and amend your learning and development plan.

- Discuss your plan with your line manager once a year
 - Has your role changed?
- Is the plan still meeting your learning and development needs?
 - Amend and update your plan if required



Ask your manager for a yearly review of your learning and development plan.

How to...

Submit your PRTL

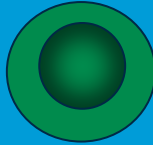
When it's time to renew your registration you will have to confirm that you have completed the 90 hours of PRTL required.

Twice a year the Northern Ireland Social Care Council will select a sample of social care registrants for audit. This is to check that social care staffs are meeting their registration requirements.

If selected for audit, you will be told in advance and you will have 90 days to send us your PRTL submission.

What to do if selected for audit

- You should reflect on your learning and development over the period of your registration and explain how this has made a difference to your practice
- It is important to detail training and professional development completed in your current role
- Explain the connection on how training improves your practice and how this has made a difference to the outcomes for service users, carers and the service.



SOCIAL CARE MANAGERS

You are required to submit a personal statement that reflects on your learning and the professional development impact achieved for you and the people you support.

If you are selected for Audit and have completed a relevant qualification in the registration period you may be considered exempt from providing the Northern Ireland Social Care Council with a PRTL submission for that audit.

You will be required to supply certificates of the relevant qualification you hold and the Northern Ireland Social Care Council will consider that evidence.



TIP

See PRTL Guidance for Social Care Registrants for more information
www.niscc.info

Learn

Plan what you need to do to learn, maintain, improve and develop your skills and knowledge

Explore

Think about what you have learned and how this has helped you support/care for service users/carers. What have you done differently or better?

Agree

Review with your line manager and agree your next learning goals

Record

Keep a record of all your learning and development and keep evidence of how it's helped you improve the service you provide.

Next

What are your next steps?

L.E.A.R.N.

For more information contact:

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Telephone: 028 9536 2600

www.niscc.info