



Gofal Cymdeithasol **Cymru**
Social Care **Wales**

How to meet your post-registration training and learning requirements (PRTL)

A guide for social care professionals registered with Social Care Wales



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Other formats:

This document is also available in Welsh. Copies of this document are available in large print or other formats, if required.

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Introduction

The Social Care Wales (Registration) Rules set out the post-registration training and learning (PRTL) requirements that all social care professionals must meet to ensure they continue to be suitable to be registered with us.

This guide is intended to help you understand and fulfil your PRTL requirements, and is for all social care professionals registered with us:

- social workers
- residential child care managers and workers
- adult care home managers
- domiciliary care managers
- domiciliary care workers.

The purpose of PRTL

Section 6 of the *Code of Professional Practice for Social Care* requires you to:

“be accountable for the quality of your work and take responsibility for maintaining and developing knowledge and skills... this includes undertaking relevant learning and development to maintain and improve your knowledge and skills to ensure you are fit to practise...”

So you must maintain your PRTL to meet your obligations to the [Code of Professional Practice](#).

How much PRTL is required?

You need to keep a record of at least 90 hours of training and learning that you complete during each three-year registration period. You must also keep a portfolio of evidence of your learning as you may be asked to present this for audit purposes.

You should treat the requirement of 90 hours as a minimum. Your PRTL record of achievement is a part of the application to renew your registration which happens every three years. Your 90 hours of PRTL needs to take place within the three-year registration period.

What records do I need to keep?

You should keep your PRTL record up-to-date in your **SCWonline** account. Each record must include when the training or learning was completed, its duration and the ways in which your learning has informed your practice. This means that for each record you enter, you need to include how the learning has contributed to your practice.

By regularly adding your PRTL to your **SCWonline** account, your renewal process will be quicker when you come to complete your renewal application. You can add PRTL to **SCWonline** at any time and you do not have to wait until the end of your renewal period.

You should discuss the need to record your PRTL with your employer. Involving your managers throughout your period of registration will make it easier for them to verify your PRTL record when you come to renew your registration.

You should keep a portfolio of evidence to support your PRTL record. The evidence in the portfolio could include, for example, qualification certificates, training attendance certificates, or a brief summary of the outcomes of the learning. We also accept email confirmations and agendas from conferences, forums or events, if you do not have any other documentation.

We may ask you to submit the portfolio as part of your application to renew your registration as we randomly select a percentage of people on the Register for audit, where we will look in detail at their PRTL evidence.

If you don't have an employer, you should still keep a list of your PRTL and a portfolio of evidence to send to us if required.

What activities count as PRTL?

According to our Registration Rules, you can meet your PRTL requirements by:

“study, training, courses, seminars, reading, teaching or other activities which could reasonably be expected to advance the social care worker’s professional development, or contribute to the development of the profession as a whole”.

There are lots of ways you can continue to learn and develop as a social care professional, so we’ve deliberately avoided being too specific about the types of activities that will meet our requirements.

The training and learning you choose should:

- improve your ability to provide high quality services
- benefit your personal/career development needs
- benefit your current employment
- help you keep up-to-date with changes in legislation, policy, research and practice
- include any mandatory training or continuing professional education and learning you have been required to carry out
- make the most of the learning opportunities available to you to form part of your wider professional development.

Here are some examples of the range of learning activities you could include:

- completing a relevant qualification or accredited course
- having your competence assessed
- undertaking a Continuing Professional Education and Learning (CPEL) Award
- attending in-house training, workshops, seminars or conferences, with reflection on your learning
- completing an e-learning module relevant to your practice
- attending a professional forum or networking group, with evidence of your learning (attending without clear evidence of learning is not sufficient)
- shadowing a colleague in a related team, service or profession
- carrying out research or structured reading that’s related to your practice, with evidence of your learning
- giving a presentation or leading a discussion on a new topic you have researched (thereby evidencing your learning)
- completing a secondment in a relevant area of new or related work
- volunteering to work in a new service, with evidence of your learning
- taking on new or different responsibilities, with evidence of your learning.

You should aim for a range and balance of different learning activities. It would not be acceptable, for example, for all your PRTL to be made up of structured reading (reading should account for no more than 10 per cent of your total PRTL). Remember to record how each activity has contributed to your practice. Regular activities, such as supervision or team meetings, would not normally count as PRTL.



What is my employer's responsibility?

While you are personally responsible for making sure you meet your PRTL requirements, your employer has a responsibility to actively support you.

This includes:

- supporting a learning culture in the workplace where you have opportunities to access, discuss, reflect on and share best practice
- making sure there are induction, training and learning opportunities that support you
- providing supervision and appraisal
- giving you constructive feedback on your performance and development.

We expect that the PRTL you undertake is suitable for your registered role, and the aims and objectives of your employer and service. It is important that you and your employer discuss and plan how you will meet your requirements.

Guidance for self-employed people

As with all social care professionals, you will need to satisfy us that you have met the PRTL requirements when you renew your registration (or if you are included in the PRTL audit at renewal).

The training and learning activities you carry out should enhance your areas of expertise and support your work, just as it should for those who have an employer.

When you add PRTL through SCWonline, and if you are selected for audit, you can either have your PRTL activities verified by a suitable person or submit a non-returnable portfolio of evidence to our Registration Team. If you are unsure who could verify your PRTL, please see our [Verifying and endorsing guidance](#) on our website or contact the Registration Team.

Guidance for newly-qualified social workers

Every social worker who qualified after 1 April 2016 who is in a role that requires them to carry out social work tasks is required to complete the Consolidation Programme in their first three-year period of registration with us as a social worker. Renewing your registration will, in part, depend on this.

The Consolidation Programme is the first part of the Continuing Professional Education and Learning (CPEL) framework. It builds on your transition into employment and is important to help you establish a culture of career-long learning and development as a social worker. You can use undertaking the Consolidation Programme as evidence of your PRTL.

Guidance for agency workers

If you are working for an agency, you must be aware that PRTL is a requirement to renew your registration.

Your employment agency and the commissioner of the service or employer where you work share responsibility for making sure you are fit and competent to practise. You must be provided with opportunities to meet your training and learning requirements. Responsibility for carrying out supervision and support should be clearly set out and this will normally be provided by your line manager or the supervisory manager where you are working.

Part-time workers

The PRTL requirements are the same for every registered person, regardless of how many hours you work (that is 90 hours over the three-year registration period). If you are a part-time worker, you should be given the same opportunities and support by your employers to meet your PRTL requirements as other workers.

Registered persons not currently in practice

You may be concerned about not meeting your PRTL requirements because of breaks from work, such as career breaks, maternity leave, illness or unemployment.

However, your learning can come from a variety of sources (see '[What activities count as PRTL?](#)' on page 4).

Many people who are returning to work after long absences complete learning or induction activities to help them back to work. These are all potential PRTL activities.

If you are concerned about meeting your PRTL requirements, you should [contact our Registration Team](#) as soon as possible for advice.

Please note: To remain on the Register all registered persons must confirm, and if required, provide evidence that they intend to practise social care in Wales during their registration period and complete their renewal application alongside submitting their PRTL.

Important points to remember

- PRTL is your responsibility as a person registered with us
- PRTL does not need to be a difficult and time-consuming task
- PRTL should be the outcome of the learning and development you achieved that is recognised by you and your employer
- PRTL gives people who receive care and support, colleagues and other employers confidence that you are competent to remain on the Register
- PRTL is a flexible process to acknowledge your achievement and help raise standards
- PRTL can be added at any time in your **SCWonline** account.

Additional resources

[Continuing Professional Development Toolkit for Social Care, Early Years and Child Care managers and Workers](#)

[Registration Essentials](#)

[Practice guidance for registered workers](#)

[The Learning Zone](#)

[The Welsh Government website – health and social care pages](#)

[Code of Professional Practice](#)

