




- 1: Put ✓ if the course is on the accredited list. For courses not on the accredited list, please provide information of course details and document proof.
- 2: Please state the item code by referring to the *Scheme of Awarding CPD Points* (See Appendix 1).
3. For Level 3 applicants only. Please indicate specialty/ supervision by deleting as appropriate and putting ✓ if the CPD activity is specialty/ supervision related.
4. Please submit your certificate(s) of attendance/ document(s) proving your attendance, together with this form, to [academy@hkswa.org.hk](mailto:academy@hkswa.org.hk) one month before the expiry date of your credential.
5. Special Condition: If you cannot fulfill 24 CPD points requirement for annual renewal, please state reason(s) together with action plan to fulfill the required CPD points.

## Scheme of Awarding CPD Points

Appendix 1

Item Code	Mode of CPD activities	Description of weighing	CPD Points to be awarded	Remarks
Education, Training & Practice				
1	Recognised/ accredited social work or social work profession related courses (including online courses)	1 hour of attendance	1	Courses leading to social work registration are excluded
2	Attending recognised/ accredited social work or social work profession related conference, seminars, workshops, etc.	1 hour of attendance	1	-
3	Invited/ guest lecture	1 hour of presentation	2	Remunerated jobs are excluded
4	Conference, seminars or other academic presentation	1 presentation conducted	2	Remunerated jobs are excluded
5	Study Visit	1 session of professional related study visit	1	A maximum of 4 CPD points will be recognized in a one-year cycle
6	Clinical practice, professional supervision, professional consultancy service	1 hour of service	2	Remunerated jobs are excluded

7	Social welfare and related committee(s), professional organizations	1 session of service provided	1	A maximum of 4 CPD points will be recognized in a one- year cycle
Publication				
8a	Refereed article/ book chapter in social work or related discipline	principal author	8	-
8b		co-author	4	
9a	Non-refereed article/ book chapter/ non-print publications (e.g. video, VCD, web-edition, etc.) in social work or related discipline	principal author	4	
9b		co-author	4	