



**SOUTH AFRICAN
COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

CONTINUING PROFESSIONAL DEVELOPMENT

SELF-STUDY REPORT

on scientific articles and books relevant to the social work profession and/or child and youth care work profession

for registered social workers, social auxiliary workers and child and youth care workers registered in the professional and auxiliary categories of registration

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GENERAL INSTRUCTIONS

- FORM E.2.4 (*Self-study Report*) to be completed by all registered social workers, social auxiliary workers and child and youth care workers registered in the professional and auxiliary categories of registration
- SECTIONS B, C and D must be completed.
- FORM E.2.4 must be completed personally - in print or typed.
- Study FORM E.2.4 carefully before completing it.
- Read the instructions and guidelines with each section and complete all applicable fields fully, clearly and correctly.
- Fields that do not apply to you must be clearly deleted. Draw a line through such field.
- If you have to make any corrections - initial next to the correction made in the *right* margin.
- The **checklist** at the end of FORM E.2.4 must be completed.
- This **Self-study Report** must be submitted with your *Portfolio of Evidence*.

GUIDELINE FOR THE COMPILATION

Please follow these guidelines in the compilation of your *Self-study Report*.

- Complete **ONE** *Self-study Report* per article or book.
- SECTION B: Insert the **SACSSP registration** number linked to your profession only.
- SECTION C: Insert your **first names** and **surname**.

SECTION D: SELF-STUDY SUMMARY

D.1: TITLE OF ARTICLE/BOOK

- Insert the full and **correct** title of the article of book.
- List all **authors** alphabetically.
- Choose the section on the left if this *Self-study Report* is related to an **article** and complete all fields.

OR

- Choose the section on the right if this *Self-study Report* is related to a **book or volumen**d complete all fields.

A. SELF-STUDY FOR CPD

Self-study is a form of self-directed *continuing professional development (CPD)* that involves the reading of practice and scientific articles and/or scientific books or volumes related the social service profession that a person is registered for with the South African Council for Social Service Professions followed by a structured reflection of the content. The latter needs to be recorded through a questionnaire (if a journal provides it) or a self-study report in the form of this **FORM E.2.4**.

A **separate** *Sef-study Report* must be completed for each article and/or book.

B. SACSSP REGISTRATION NUMBER*

Insert the SACSSP registration number linked to your profession only

1	0	-						
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Social worker

5	0	-						
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Social auxiliary worker

7	0	-						
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Child and youth care worker (professional category)

9	0	-						
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Child and youth care worker (auxiliary category)

C. PERSONAL PARTICULARS

First names (*as on ID*)

Surname (*as on ID*)

D. SELF-STUDY SUMMARY

D.1 Title of article or book/volume (*indicate the full title*)

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Author(s) (*indicate the full title*)

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Complete if above is an **ARTICLE**

Complete if above is a **BOOK** or volume

Name of journal

Name of publisher

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Volume/number and year:

Year published

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Page numbers of article (*indicate from page_ to page_*)

Page numbers read (*indicate from page_ to page_*)

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GUIDELINES:

SECTION D: SELF-STUDY SUMMARY

SECTIONS D.2, D.3 and D.4 must be completed.

D. SELF-STUDY REPORT *(continue)*

D.2 Summarise in your own words the main topic/hypothesis of the article

If additional space is needed, please add an additional page clearly marked Section D.3 to this Self-study Report

D.2 Explain the relevance that the article had to your own professional practice

If additional space is needed, please add an additional page clearly marked Section D.3 to this Self-study Report

D.3 Explain what you learnt from the article that you can apply in your professional practice

If additional space is needed, please add an additional page clearly marked Section D.3 to this Self-study Report

FINAL CHECK LIST

Before submitting your application check the following:

- FORM E.2.4 is completed **correctly**.
- This *Self-study Report* is only for one article or book.
- SACSSP registration number in Section B is correct.
- Name(s) and surname inserted in Section C.
- Name of article or book is indicated in full and correctly.
- Names of all authors are listed.
- The correction section is completed in full for either an article or a book on page 1.
- Section D.1 is completed.
- Section D.3 is completed.
- Section D.4 is completed.
- Additional pages (if applicable) used are **clearly marked** and **correspond in sequence** with the headings and sub-headings in FORM E.2.4.
- FORM E.2.4 is signed and dated.

IMPORTANT: An incomplete *Self-study Report* cannot be processed. This may result in not CPD points being allocated.

Signature

Date

FOR OFFICE USE ONLY

TYPE OF SELF-STUDY (mark ONE with X)

Practice-based article or newsletter

Scientific articles

Scientific book or volume

CPD points allocated

Comments *(if any)*