

**Continuing Competence Committee
Terms of Reference**

1. Purpose and Mandate	<p>a) The Competence Committee shall make recommendations to the Council on Continuing Competence requirements, Standards of Practice, and other practice issues.</p> <p>b) The Competence Committee shall review competence portfolios to determine whether Continuing Competence requirements have been met.</p> <p>c) The Competence Committee shall monitor compliance with any conditions imposed on registration or a practice permit by the Competence Committee.</p> <p>d) The Competence Committee may initiate or participate in other projects and activities related to social work competence.</p>
2. Definition	<p>The Competence Committee is a regulatory committee established under the authority of the Health Professions Act (HPA), to address issues related to the competence of social workers registered in Alberta.</p>
3. Goals	<p>To maintain the Competence Program as required under the HPA and make revisions where appropriate.</p> <p>To keep current on Standards of Practice related to the provision of social work services.</p> <p>To communicate effectively with RSWs regarding the Competence Program.</p>
<p>4. Membership</p> <p>a) Recruitment, selection and approval process</p> <p>b) Number of members</p> <p>c) Attendance</p>	<p>Members include: A total of up to ten (10) members: one representative from a University Degree Social Work program, one representative from an approved Diploma Social Work program, at least seven (7) ACSW members appointed by council from a list recommended by the committee and a Council Liaison. The Council Liaison is a council member appointed by council.</p> <p>Members are expected to have regular attendance at meetings. However, if they miss 3 or more consecutive meetings, unless excused by the Chairperson, then they will be removed from the committee.</p>
<p>5. Procedures</p> <p>a) Officers</p> <p>b) Terms of Office</p> <p>c) Accountable to</p> <p>d) Frequency of meetings</p> <p>e) Quorum</p> <p>f) Recording and circulation of minutes</p> <p>g) Written reports</p>	<p>a) The committee has a Chair or Co-Chairs, appointed by council.</p> <p>b) Committee members are appointed for a two year term and may serve for a maximum of three consecutive terms.</p> <p>c) The committee is accountable to council.</p> <p>d) The committee meets no more than eight times per year.</p> <p>e) Quorum is 50% of the appointed members.</p> <p>f) Minutes are recorded at each meeting and circulated to committee members prior to the next meeting.</p> <p>g) Written reports are prepared with regard to proposed programs or policies and are forwarded to council for approval. The committee also completes an annual report.</p> <p>h) Standards of Practice are to be reviewed within two years of last approved date of previous review.</p>
6. Planned date for review of the Terms of Reference	<p>November 20, 2015 – To be reviewed annually.</p>
7. Date revised by Committee	<p>November 21, 2014</p>
8. Date adopted by Council	<p>February 27, 2015</p>
9. Council Liaison	<p>Linda Golding</p>