

The South African Institute of Electrical Engineers

DOCUMENT SAIEE CPD 01

POLICY DOCUMENT FOR CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

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CPD Guidelines and Documents

1. BACKGROUND

The Engineering Council of South Africa's (ECSA) Policy Document and new CPD Standard sets out the Policy on Continuing Professional Development* which is in accordance with the requirements of the Engineering Professions Act, 2000 (Act 46 of 2000).

The Act makes provision for the use of Continuing Professional Development (CPD) as a mechanism to determine renewal of registration by a registered person. ECSA therefore instituted a system of CPD activities linked to renewal of registration for all registered persons.

The South African Institute of Electrical Engineers (SAIEE) is a Voluntary Association (VA), recognized by ECSA, to whom the verification of Service/Training Providers and the validation of CPD activities have been outsourced. As such the SAIEE is expected to assist its members in identifying CPD activities which meet their needs, arrange and present CPD activities, and validate and monitor courses, seminars, conferences and other CPD activities offered for CPD credits by verified service providers .

*Available on the ECSA website : www.ecsa.co.za

2. POLICY DOCUMENT

The SAIEE's system of CPD activities will be implemented in order to give effect to the outsourced requirements set out in the ECSA Policy on Continuing Professional Development*.

The processes and requirements for the SAIEE's CPD activity system, are as set out in this policy document.

3. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The ECSA Policy Document defines CPD as follows:

“ CPD can be defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's engineering career.

ECSA's definition is widely drawn and not prescriptive so as to remain flexible enough to be relevant to all registered persons at all stages of their careers. The emphasis for meeting CPD requirements is not on the acquisition of credits for the attendance of academic or theoretical courses alone, but has been spread over three categories of activities, which would contribute to meeting the minimum CPD credits needed for renewal of registration. The categories are fully described in Section 9 of the ECSA Policy Document.”

This Policy Document addresses the renewal of knowledge and acquisition of new knowledge as it relates to CPD activities.

4. DELEGATION OF RESPONSIBILITY

The Council of the SAIEE delegates the responsibility for the CPD activity system to its Professional Development Committee to ensure that it complies with the requirements of the ECSA CPD Policy.

The management and day to day running of the system will in turn be assigned to the SAIEE's staff under the guidance of the SAIEE's Operations Manager. The staff will report to the Committee on progress and any relevant issues on a regular basis.

5. SCOPE OF CPD ACTIVITIES

The scope of the SAIEE's CPD activities will cover the following:

- 5.1 Registering of Verified Service/Training Providers who provide validated CPD activities. This is a compulsory requirement for any organization providing events covered by CPD
- 5.2 Validation of developmental activities, such as courses, workshops, conferences, presentations, talks, visits and others related to Electrical Engineering.
- 5.3 Establishing Memoranda of Agreements with recognized voluntary and other associations on either a reciprocal or other basis for the provision of CPD activities.

In order to ensure a consistent approach, CPD activity endorsements, provisional or pre-validations will not be undertaken, unless decided otherwise by the SAIEE Council.

CPD credits will be allocated on the basis of 1 credit for 10 notional hours of CPD activity to a maximum of 4 credits for a single activity.

6. GUIDELINES AND DOCUMENTS

A series of Guidelines and Documents will be produced and maintained as appropriate in order to give effect to the SAIEE's CPD activities.

Annexure A details the associated Guidelines and Documents.

7. VERIFIED SERVICE/TRAINING PROVIDERS

According to the new ECSA CPD Standard, any organization wishing to provide an activity covered by CPD must first be verified by an ECSA recognized Voluntary Association such as the SAIEE. Providers will need to renew their accreditation every 3 years.

The requirements, benefits and penalties for not complying will be detailed in the appropriate guideline.

8. AFFILIATES OF THE SAIEE

As the verification of organizations wishing to provide activities covered by CPD is an ECSA requirement, these organisations are obliged to apply for verification before validation can be conducted.

The requirements, benefits and penalties for not complying will be detailed in the appropriate guideline.

9. SAIEE LOGO

The SAIEE logo will be reserved for the use by Verified Service/Training Providers whose activities have been validated by the SAIEE.

10. FEES

The SAIEE will charge for services rendered for the administration and verification of Service/Training Providers.

The SAIEE will charge for services rendered for the validation and delivery of CPD activities, such as course validations, presentations, attendance and other activities.

A schedule of fees covering these CPD activities, will be produced and maintained.

In a case where validations are undertaken for CPD activities for another Association, a fee of 75% of the validation fee, will be charged provided a Memorandum of Agreement has been entered into with the SAIEE.

Fees will be reviewed annually in August and submitted to the SAIEE Council for approval in conjunction with the SAIEE budget, for the following year.

11. PENALTIES

A penalty will be imposed or legal action taken by the SAIEE against a provider of CPD activities who is guilty of holding CPD events with no Provider Verification in place; providing false information or making false claims concerning validations and the award of CPD credits or for the misuse of the SAIEE logo.

12. APPEALS

All appeals related to CPD activities will be referred to the Professional Development Committee for review.

In the event that the appeal cannot be resolved it will be referred to either the SAIEE CEO or the SAIEE Office Bearers, depending on the nature of the appeal.

ANNEXURE A

CPD GUIDELINES AND DOCUMENTS

ECPD 02 - ECSA APPLICATION FOR APPROVAL OF A CPD ACTIVITY

CPD 03 - ADDENDUM TO THE ECSA APPLICATION ECPD 02

CPD 04 - GUIDELINES FOR PROVIDERS

CPD 05 - ADDENDUM TO GUIDELINES CPD 04 – VALIDATION FEE SCHEDULE

CPD 06 - GUIDELINES FOR REVIEWERS

CPD 07 - GUIDELINES FOR OBSERVERS

CPD 08 - GUIDELINES FOR PREFERRED PROVIDER STATUS

CPD 09 - CPD ACTIVITY FEE SCHEDULE