

DIE SUID-AFRIKAANSE INSTITUUT
VAN LANDBOU-INGENIEURS



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Newsletter Oct 2005: Continuous professional Development Part 3

Dear SAIAE members

Continuous Professional Development (CPD) is on the lips of everyone. This is the third part of a series of four on the forthcoming CPD requirements.

This part 3 will deal with possible exemptions from CPD requirements as well as final details of the requirements, dates and the process of renewal of registration.

Part 4 will highlight the roles of recognised voluntary associations and accredited tertiary institutions in the CPD and the approval of providers of CPD requirements, audit procedures and non compliance.

POSSIBLE EXEMPTIONS FROM CPD REQUIREMENTS

Registered Persons Undertaking Postgraduate Studies

Registered persons who are undertaking full or part time postgraduate studies are not exempt from the CPD requirements. However, following the award of a post graduate qualification, CPD credits may be claimed as indicated in Section 9, Category 3.

Registered Persons Abroad

Registered persons who are practicing abroad should meet the same requirements as those in South Africa and will not be granted deferment. However, documentary proof of compliance with CPD requirements in any particular country, where such requirements apply, will be accepted for CPD purposes in South Africa. In the absence of such proof of compliance with CPD requirements, documentation on activities attended outside South Africa will have to be submitted to ECSA for evaluation and, if approved, the registered person will qualify for the specified CPD credits.

Retired Registered Persons

Retired registered persons, who no longer carry out any part-time consulting or engineering work, are exempted from CPD requirements.

Retired registered persons, who are listed as “retired” on ECSA’s database, and who carry out part-time consulting or engineering work within the limits of the ECSA policy, are not exempt from CPD requirements, but they will be required to accumulate 3 credits per year and the requirement of at least 1 credit in Category 1 will not apply.

In the event of either of the above retired registered persons electing to return to active engineering practice, at least 3 credits for CPD activities should be presented to ECSA in order to change their registration back to active in the category concerned.

If the retired registered person is still active in engineering, doing part-time consulting or engineering work, and who does not comply with the requirements for being listed as “retired” on the ECSA Database, full compliance is required.

Deferment

Registered persons may apply for deferment of CPD and ECSA will review such applications individually. If reasons given are acceptable to ECSA, deferment may be granted. Registered persons experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by ECSA may be exempt. Supporting documentation must be furnished to ECSA.

CPD REQUIREMENTS

After the initial phasing in for the first renewal of registration, CPD will run in 5-year cycles, during which period every registered person will be required to accumulate 25 credits in order to retain registration. In any one year, the registered person will be required to accumulate a minimum of 3 credits. Additional credits earned in any one year may be carried over to the subsequent years of the five year cycle. Details of the different categories of CPD activities are given in Section 9.

With the exception of persons covered by possible exemptions (Section 7) and the registration categories for which this policy applies (Section 6), all registered persons will be required to record their CPD activities annually:

- either manually on form ECPD1 and by posting it to ECSA, Private Bag X691, BRUMA, 2026, or
- electronically to the dedicated website for CPD at www.ecsa.co.za,
not later than 30 (thirty) days after completion of an annual cycle.

The number of credits accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded. Registered persons may access their personal record on the ECSA website or can request a copy from ECSA. In view of the possibility for audit, registered persons should keep verifiable evidence of all their CPD activities for at least five years.

Each registered person will have their own cycle, the start date of which is their original date of full registration, i.e. not as a candidate. This date can be obtained from the ECSA website under “Who is Registered”.

Where a registered person has multiple registrations, the date of their first registration will be their start date. These persons must indicate on the Form ECPD1 or in the appropriate place if they are inputting via the website, their main registration category appropriate to their area of practice for purposes of renewal of registration and audit, if this occurs. This main category of registration may not necessarily be their date of first full registration.

In order to comply with the requirement that all renewals of registration from 2007 onwards will require CPD credits, a phasing in system over five years will be instituted for the initial renewal of registration. The table and note below give details of when the initial renewal and subsequent renewals will be required according to each registered person’s original date of registration.

Year			1969	1970	1971
	1972	1973	1974	1975	1976
	1977	1978	1979	1980	1981
	1982	1983	1984	1985	1986

of first Registration	1987	1988	1989	1990	1991
	1992	1993	1994	1995	1996
	1997	1998	1999	2000	2001
	2002	2003	2004	2005	2006
First Renewal of Registration	2007	2008	2009	2010	2011
Number of credits required for First Renewal of Registration	5	10	15	20	25
Second Renewal of Registration	2012	2013	2014	2015	2016

By way of an example, a registered person who registered for the first time on 15 March 1983, will have to renew his /her registration by 15 March 2008. That person will be required to have 10 credits for the first renewal of registration. That registered person's second renewal will be in 2013, where the normal 25 credits will be required. With the start of the system being 1 January 2006, that person will be required to submit details of his/her CPD activities within 30 days after 14 March 2007 for the first year up to 14 March 2007. The application for renewal will need to be lodged with ECSA 3 months prior to the expiry date of that person's registration on 15 March 2008, which means lodging the application by 15 December 2007.

CATAGORIES OF ACTIVITIES FOR CPD CREDITS

CPD credits must be obtained in at least two of the three categories listed below, with at least 1 credit per annum from Category 1. The maximum credits, which may be accumulated annually in each category is also indicated.

Category 1: Developmental Activities: 4 credits = 40 hours (10hrs/credit)

Category 2: Work-based Activities:

- Engineering Work: 2 credits = 800 hours (400hrs/credit)
- Mentoring of candidate practitioners: 1 credit = 50 hours (50hrs/credit)

Category 3: Individual Activities:

- Membership of a recognised voluntary association: 1 credit (not linked to hours)
- Other activities: 3 credits = 30 hours (10hrs/credit)

In order for this policy to meet the needs of all registered persons, the requirements for CPD needs to be as flexible as possible. ECSA expects that when registered persons are deciding on the contents and value of their CPD activity, they will ensure a balance in their CPD activities between the following three categories.

Category 1: Developmental Activities :

Attendance of structured educational/developmental meetings will be credited with one credit per 10 hours of attendance. A full day activity will be regarded as being for 10 hours and a half-day activity will be regarded as 5 hours and hence a half a credit. A maximum of 4 credits (40 hours) may be accumulated annually under this category:

- Conferences
- Congresses
- Large group workshops
- Lectures
- Seminars
- Refresher courses
- Colloquiums

Category 2: Work-based Activities:

A different formula is used to calculate credits in this category. Since registered persons also remain current by performing their day-to-day engineering responsibilities, a weighting of one credit for every 400 hours per year for engineering related work (including management) is awarded for this category. A maximum of two credits for 800 hours per year may be earned in respect of this activity.

In addition, the mentoring of candidate persons in the workplace will be recognised as CPD with a maximum of 1 credit for 50 hours of mentoring per year. In-house skills training sessions organised by an employer/engineering company and career guidance for candidates may also be presented under this sub-category.

Category 3: Individual Activities

Membership of an ECSA recognised voluntary association (engineering society/institution or institute) will result in a maximum of 1 credit per annum.

Other activities include and will be credited as follows:

- Part-time lecturing to undergraduate and postgraduate students: one credit for every 10 hours of lecturing.
- Supervision of students undertaking postgraduate studies: 2 credits per year.
- Oral examinations of final year and postgraduate students: 1 credit for every 10 hours of active involvement.
- Evaluation of M dissertations and PhD theses by external examiners: 2 credits per year.
- Publication of research in peer reviewed journals: a single author: 2 credits per publication. Where paper has a number of authors: 1 credit per publication per author.
- Publication of technical articles: 1 credit per article published.
- Papers presented at conferences or congresses / poster presentations: 1 credit each
- Participation in statutory, professional, institutional, technical or non-technical committees or task groups: one credit for every 10 hours of active participation.
- Evaluation of educational programmes at Universities and Universities of Technology (Technikons) for accreditation purposes: 1 credit for every 10 hours of active involvement.
- Evaluation of educational qualifications for ECSA's Qualifications Examination Committee: 1 credit for every 10 hours of active involvement.
- Evaluation of competence and applications for registration for ECSA's Registration Committees and Professional Advisory Committees: 1 credit for every 10 hours of active involvement.
- Relevant additional qualifications (these are exceptional allocations): A completed postgraduate qualification: 5 credits.
- self-study which includes, but is not restricted to studying of journals or electronic or computerised material, one credit for every 10 hours of study. All activities under this item must be verified.

A maximum of 3 credits (30 hours) may be accumulated under this portion of this category, with the exception stated above for postgraduate studies.

PROCESS OF RENEWAL OF REGISTRATION

All registered persons will be required to apply for renewal of registration on the prescribed form at least 3 months prior to the expiry of their registration. This renewal of registration every five years will be an administrative process for those who meet the CPD requirements.

However, those registered persons who are identified administratively as having not met the requirements, will be advised accordingly that their deficient CPD record will be referred to the relative Registration Committee or Professional Advisory Committee for decision. Possible actions that may be taken by ECSA are given in another section (14 of the act).

I hope that this comprehensive series of information will enable all our members to assess what impact the new requirements will have on them as well as prepare them to align themselves in time with the requirements.

Kind SAIAE regards

Louis Lagrange