

**DIE SUID-AFRIKAANSE INSTITUUT
VAN LANDBOU-INGENIEURS**



**THE SOUTH AFRICAN INSTITUTE
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Newsletter Nov 2005: Continuous professional Development Part 4

Dear SAIAE members

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

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.

ROLE OF RECOGNISED VOLUNTARY ASSOCIATIONS AND ACCREDITED TERTIARY EDUCATIONAL INSTITUTIONS

In South Africa the voluntary engineering associations and accredited tertiary educational institutions render an invaluable service in offering a wide range of services that can be used by engineering persons to maintain and improve their competence.

ECSA expects that the recognized voluntary associations should where possible as part of their activities assist their members in identifying CPD activities which meet their needs, present CPD activities as described in Category 1, Section 9. Recognized voluntary associations will also be responsible for the validation and monitoring of courses, seminars and conferences offered for CPD credits by other providers.

APPROVAL OF PROVIDERS OF CPD ACTIVITIES

ECSA has given approval to voluntary associations recognised as such in terms of the Act, as well as accredited tertiary educational institutions to run activities, which will be acknowledged for obtaining CPD credits. ECSA regards these bodies as capable of ensuring that all their courses, seminars or conferences etc would be of adequate standard. These activities are those described in Category 1, Section 9.

All other bodies, such as private companies or state organizations, would need to have the contents of every event they provide for in this Category of CPD approved by the recognised voluntary association for the discipline or category of registration concerned and

for the assignment of the appropriate credits. The organisers of these courses, conferences or seminars etc would therefore have to approach the appropriate recognised voluntary association for vetting of the activity and may be charged a fee for such evaluation and approval.

Registered persons, who intend participating in an activity provided by any other bodies should ensure that the activity is approved so that the credits awarded will be recognised by ECSA.

In approving a Category 1 CPD activity, recognized voluntary associations will ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The participants or group of participants must be specified (e.g. professional engineers, professional technologists, professional certificated engineers, professional technicians, registered technicians or a specified category, e.g. registered lift inspectors) and where appropriate, the discipline should also be specified.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

Private Providers of CPD activities will be required to submit their proposed activity to the recognised voluntary association for that discipline or category of registration, who will arrange for assessment of the content and CPD credit value thereof. Applications for approval of CPD activities must be submitted to the appropriate recognised voluntary association on Form ECPD2, which can be accessed at the ECSA website address: <https://www.ecsa.co.za>.

AUDIT

ECSA will conduct random audits of up to 10% of the CPD records of all registered persons in the different categories of registration annually.

If selected for audit, registered persons will be required to send, within four weeks of initial notification, verification of their CPD activities in the form of a certificate, list of results, record of attendance, receipt of course payment, or a written verification from the recognised voluntary association or accredited tertiary educational institution, which presented the developmental activity. Where the CPD activity was presented by any other provider, proof of approval of the activity from the recognized voluntary association together with proof of attendance must be submitted.

The audit of CPD submissions will be done by members of ECSA's Registration and Professional Advisory Committees to ensure that the principle of peer group evaluation and judgement is maintained.

Registered persons being audited will be advised of the outcome. Those who do not pass the audit, will have their record and verification documentation referred to the relative Registration Committee or Professional Advisory Committee for decision. Possible actions that may be taken by ECSA are given in Section 14.

NON-COMPLIANCE

In the event of a registered person not complying with the requirements of the CPD system, ECSA may impose any one or more of the following conditions:

- Require the registered person to follow an approved remedial programme of continuing professional development within a period prescribed by ECSA.
- Removing the registered person's name from the relevant register.

SAIAE members, I hope that this series on the CPD has been of value.

Kind SAIAE regards

Louis Lagrange