SAICE Validation system for CPD activities

May 2006

Introduction

The imminent introduction of compulsory CPD by ECSA for all registered professionals puts a responsibility on recognised voluntary organisations to "validate" CPD activities. This document is SAICE's response to its responsibility to ECSA to put a system in place to validate training under the ECSA category of "Developmental Activities". The ECSA published Rules for CPD and CPD policy are both available on www.ecsa.co.za. For ease of reference and cross-references, excerpts from both the policy document and CPD rules that relate to category 1 activities and validation of courses have been copied.

SAICE has no intention of centralising CPD and it still has to be implemented by all as it currently works. Through the validation of CPD activities, SAICE is developing an information database of what happens where, which will be listed on the web and magazine and will become a powerful tool for providers and members alike.

ECSA has approved all voluntary associations recognised by ECSA in terms of the Act as well as accredited tertiary institutions to provide CPD activities. SAICE however has an obligation and responsibility to ensure that the activities that are validated by the Institution, are of adequate standard. The SAICE Education & Training panel *implemented a pilot system* for validation of activities. The SAICE Education & Training panel had several meetings and have slightly adjusted the system launched in October 2005 to accommodate some practicalities.

A number of smaller voluntary organisations may not meet the technical criteria for recognition by ECSA. SAICE does recognise that there are organisations who have been providing a *valuable service* in this regard for a number of years. For example, SARF, SAISC, C&CI, WISA and others are respected members of our professional community and SAICE will be treating these organisations in the same way as we handle our branches and divisions in terms of CPD.

Conferences can only be validated if the SAICE panel has had an opportunity to review the proceedings of the conference. The nature of conferences means that the material will in most cases be validated retrospectively. Where presentations are available in advance, validation could be done prior to the event. However, conference proceedings can also be submitted for validation after the event has taken place. All organisations are encouraged to validate conferences since this type of event in many cases constitutes a valuable source of CPD.

CPD Policy Document and CPD Rules:

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"*

Validation of Training (CPD) Courses

Policy document:

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. "

CPD Rules
Part B
10.   Approval of providers of CPD activities

(1)   Voluntary Associations and Accredited Educational Institutions are hereby approved for purposes of offering Category 1 CPD activities, unless otherwise specified by the council, and published, on the council's website.

> *(2)   (a)   Voluntary Associations are hereby approved for purposes of validating and monitoring of Category 1 CPD activities offered by providers who have not been approved in terms of these rules, and may allocate appropriate credits to such activities.*
>
> *(b)   Voluntary Associations may charge an appropriate fee for purposes of recovering costs reasonably incurred for validating such activity.*

Validation Process

All private providers who wish to have their activities validated by SAICE will be required to submit detailed training material to National Office for validation. In addition to and to ensure that SAICE acts in a transparent manner in accordance with the ECSA delegated responsibility, the SAICE Education & Training panel also requests its Technical divisions and branches to submit material presented in these units, for validation.

The ECSA form for the approval of an activity (Form ECPD2) as well as SAICE CPD1 form should be completed and submitted with the relevant material for consideration by the Education & Training panel.

The following process will be followed to **validate a course** (half day or longer):

- provider *(private, association, division, etc)* submits application for course to be validated using forms ECPD2 and SAICE CPD1. **Application to be supported by two full sets of course material and the lecture material to be used.**
- National Office confirms application fee and prepare an invoice based on duration of the course.
- Applicant pays fee to SAICE
- National Office appoints assessors from E&T approved panel *(One subject specialist and one academic specialist).* Where a panel member has a vested interest in the course being validated they may not be appointed as an assessor.
- Assessors evaluate course using Form SAICE CPD2. Where a course has a deficiency, this must be detailed in order for the provider to make the necessary amendments and re-submit
- E&T Panel ratifies assessors' validation and issues validation reference number – e.g. SAICE/05/0001/08.
- National Office issues validation certificate reflecting reference number and expiry date.
- Documents to be submitted no less than four weeks prior to the course in order to have a validation number at the date of the CPD activity
- Provider MUST submit course reviews/evaluation summary to E&T panel each time that the course is run to ensure standards are maintained.

Validation of Lectures and Site Visits

Lectures presented at branch or division meetings, or an afternoon/evening lecture series are also regarded as CPD activities in Category 1 and will be validated in the following manner:

The ECSA CPD system requires all activities to be validated and issued with a validation number. This number will be added to the CPD website for members to select as an activity.

SAICE Branches, Divisions, sister organisations or private providers are required to submit a summary of what will be presented and/or the notes of the lecture together with the curriculum vitae (cv) of the presenter. In case of a site visit, the details of the site presentation and cv of the presenter is required. The SAICE Education & Training panel will issue a validation number for the lecture or site visit in order for members to claim it as CPD. Lectures or site visits without validation numbers will not be of any CPD benefit to the members.
Material should reach the SAICE National Office at least two weeks prior to the presentation of the lecture/site visit in order to issue a validation number in time.

Validation of Conferences

Conferences can be validated in advance or retrospectively. If the conference organising committee has a paper review/referee system in place, validation can be done upon receipt of the detailed programme, abstracts/papers and abbreviated cv's of speakers as is customary to be provided to delegates at conferences.

Validation of Conferences will only be valid for the duration of that specific conference i.e. a validation cannot be carried for a longer period as per validation of courses.

Validation Fees

SAICE branches and divisions as well as sister organisations that SAICE recognise will receive a 50% discount on all fees.

Course Validation Fee:

Half day course	=	R 4000
Full day course	=	R 5500
Two days	=	R 7000
Three days	=	R 8500
Four days	=	R 10000
Five days	=	R 11500

Lecture Validation Fee:
> **NO** fee will be charged for the ***validation of lectures up to two hours*** of the recognised organisations.

Conference Validation Fee:
> R2000 for the first day of the conference
> R500 for every consecutive day

Validation Specialists

The E & T panel is currently establishing a database of specialists to serve on the assessor panel to conduct the validations.

Exceptions and special arrangements:

In special instances where a specific activity will undoubtedly be of service to the members, the Education & Training panel reserves the right to waive the fee altogether by exception on receipt of a formal request.

At this early stage of the process, the validation number may not be available in advance or on advertising material for a specific event, but members will be able to access and update their CPD portfolio after the event. Providers who submit activities for validation will be informed as soon as possible of the status of validation and will inform delegates accordingly.

Contact Detail:

Please submit your application for validation to:

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SAICE Manager Education & Training
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