



CPD Policy

Document Number: TBD

Revision: 1

Effective Date: July 2016

INDEX

INDEX	2
1 PURPOSE	3
2 SCOPE	3
3 ABBREVIATIONS AND DEFINITIONS	3
4 EXTERNAL INFLUENCES AND REFERENCES	3
5 POLICY	3
APPENDIX A – SAAMA CPD APPROVAL PROCESS	4

1 PURPOSE

In its policy on continuing professional development (CPD), the Engineering Council of South Africa (ECSA) states that voluntary associations, such as SAAMA, has a role in assisting its members in obtaining the CPD points necessary for the maintenance of their professional registrations.

This outcome is achieved through the voluntary organisations assessing and approving courses developed by third parties for CPD points.

In this regard, the ECSA policy requires voluntary organisations to ensure the following:

- 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.

The purpose of this policy is to define a process to be followed by SAAMA for the approval of CPD applications.

2 SCOPE

The policy will apply to all applications for CPD accreditation of courses that are evaluated and administered by SAAMA.

3 ABBREVIATIONS AND DEFINITIONS

CPD – Continuing Professional Development

ECSA – Engineering Council of South Africa

SAAMA – Southern African Asset Management Association

4 EXTERNAL INFLUENCES AND REFERENCES

None.

5 POLICY

SAAMA will approve applications for CPD accreditation according to the process captured in Appendix A.

Record of activities related to these approvals will be kept in a spreadsheet and will be made available for auditing upon request.

APPENDIX A – SAAMA CPD APPROVAL PROCESS

SAAMA: Procedure for the administration of CPD applications

Version 1 – June 2016

