



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROCEDURE

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OVERVIEW

The purpose of this Procedure is to serve members of the ICMEESA in the implementation of the statutory requirements of CPD which become effective from 01 January 2006.

The procedure has been prepared with a vision of providing members and service providers of activities for ongoing professional development an understanding and background information into the processes that have been developed to facilitate compliance with the statutory requirements for the renewal of professional registration.

Some background to the processes that were adopted to introduce CPD in accordance with the broad framework set out by the Engineering Profession Act 46 of 2000 and the policy of the Engineering Council of South Africa (ECSA) is contained in this procedure.

The contents and layout of this procedure will serve as a guideline document. This procedure is a working document in progress because, while the concept of CPD may not be new, the structures and processes to govern it for engineers are, and it is envisaged that they may change and be amended from time to time.

DEFINITIONS

- **Activity:** courses, lectures, workshops, seminars, congresses, tutorials and refresher courses that apply for validation and awarding of CPD credits whereby attendees may claim the allocated CPD credits when renewing registration.
- **Categories of Registered persons:** Professional Engineer, Professional Certificated Engineer, Professional Engineering Technologist, Professional Engineering Technician, registered with ECSA.

- **Continuing Professional Development (CPD):** achieved by attending Activities to enhance professional competence and gaining new information and knowledge.
- **CPD Credits:** activities that merit CPD “Credits” according to Section 9 of the ECSA Policy.
- **CPD Activities:** activities that have been validated.
- **ECSA:** the “Engineering Council of South Africa”
- **ICMEESA:** the “Institution of Certificated Mechanical and Electrical Engineers of South Africa”
- **Organizer:** any person or body who has arranged the activity (could also be the Service Provider)
- **Renewal of Registration:** every 5 years registration must be renewed with ECSA. CPD requirements must have been met.
- **Registered Persons:** registered with ECSA who must accumulate CPD credits over a 5 year period in order to renew registration.
- **Reviewers:** suitably qualified persons appointed in the validation process to review/approve the application for an activity to be validated.
- **Sample Audit:** a random selection of registered persons is contacted annually by ECSA to check whether they have complied with the CPD requirements.
- **Service Providers:** any agent, institution or individual who requires that their Activity allow attendees to claim CPD credits.
- **Voluntary Associations (VA):** associations and Institutions such as ICMEESA that have applied for and are registered as a VA by ECSA
- **Validation:** the process of reviewing and approving applications for a CPD Activity by the Voluntary Association in order to award CPD credits.

ECSA POLICY FOR CPD

The full ECSA policy is attached to this procedure as Annexure A for easy reference.

VALIDATION PROCESS

It is important to note that structures set up within ICMEESA have been arranged so that the process of validating an activity is entirely separate from the overall management of CPD. This process will be dealt with by a separate Sub Committee of the Council. This is necessary to facilitate an ongoing independent review of the process where decisions and awarding credits to activities/events is determined. Similarly the ongoing monitoring through the feedback from attendees and ICMEESA representatives who attend validated activities will be done by this separate management stream.

Any activities run internally by ICMEESA are subject to the same process of validation as for any external provider applying for validation. Apart from an identical process of review, the fee structure applicable to internal activities is different to that of external activities.

Similarly, appeals against validation decisions will be managed entirely separately from the validation business process (refer to item 5 in Annexure B).

The full validation process is documented as Annexure B

APPLICATION FOR VALIDATION

This process is covered in the ECSA ECPD 2 document which is reflected as Annexure A to this procedure. It should be noted that the content of this document is for information to the applicant for validation and explains the basic thinking behind the process. Use must be made of the application form in this document, which has been modified for the use of ICMEESA.