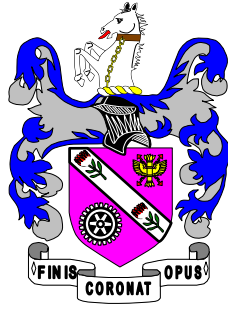


**The Institution of Certificated
Mechanical and Electrical
Engineers, South Africa**



**Die Instituut van Gediplomeerde
Werktuigkundige en Elektrotegniese
Ingenieurs, Suid Afrika**

**Tel No: (011) 487 1683
Fax No: 086 671 8533
E Mail: icmee@pixie.co.za**

**18A Gill Street, Observatory
2198, Johannesburg**

**PO Box 93480
Yeoville, 2143**

Web site address [http:// www.icmeesa.com](http://www.icmeesa.com)

The CPD procedure and quality control to be followed by the ICMEESA Branches

A CPD Sub Committee should be formed to oversee quality control of the process, as well as to conduct internal audits.

The accepted and agreed to CPD procedures for the ICMEESA (Copy available from the secretariat) will meet all the requirements for an ECSA audit and will form the bases for the CPD work for the Institution. The administration requirements to register a course and to hold a recognized function will be administered by the secretariat for the ICMEESA.

It should be pointed out to members that, in line with ECSA rules, they should accrue a minimum of five credits from the three categories. Should more be accrued they could be carried over to the following year. One credit **MUST** be accrued from Category 1, which also carried a maximum of 4 credits. The remaining credits should be accrued from Categories 2 and 3, with a maximum of 3 and 4 credits respectively. Note: that, in all categories, one hour was equal to 0.1 credits.

The basis for the awarding of credits will be standardized so that members attending the same or differing activities irrespective of their Branch allocation will gain similar credits for that activity.

CATEGORIES FOR CPD

ICMEESA has adopted the guideline agreed to by the participating MPA's. The following is a guide and the respective organizing committees at each branch should ensure that the activities do conform:

- **Category 1 (Developmental Activities)**

**Conferences, Congresses, Lectures, Seminars, Refresher courses, Colloquiums
Large group workshops, etc.**

- An ICMEESA seminar should be structured around some 2hr pre work and 8hr for the seminar and carry 1 Credit
- Stand alone technical visits should be aimed at 5hr of content and carry 0.5 Credits

Attendance at Overseas conferences or any other activity in house or any other form that fall into the category indicated above, not accredited by the ICMEESA CPD Sub Committee can also be claimed for CPD credits, although it would be the responsibility of the individual members to retain all required proof in the event of an ECSA audit.

- **Category 2 (Work-based Activates)**

The following criterion, stipulated by ECSA, applies:

- 400 hours of engineering work (6 months in your job as registered, or similar activity of the same level, basely the activity for which you are getting your salary) equated to 1 credit - with a maximum of 2
- 50 hours of mentoring as per the ICMEESA CPD documents - this would carry a maximum of 1 credit
- In-house training sessions/courses organized by an employer/engineering company may be used for CPD credits. They do not need to be registered with ECSA unless the company wishes to make the gaining of CPD points open to the general industry.

Note: it is the individual member's responsibility to record and submit these credits.

- **Category 3 (Individual Activates)**

As well as the listing provided by ECSA (Gazette No28328 of Dec 2005), the following activities were agreed as being relevant to members and could attract CPD credits:

- Membership of a recognized Voluntary Association – 1 credit.
- Regional, General, Combined Association/Institution, Presidential and AGM meetings should be set up to attract 0,2 of a credit. Branches must ensure that the meeting has at least two presentations of 20min and 10min discussion or 3 presentations without serious discussion, only some questions. Each meeting should also have at least 1 hr of industry related information exchange.
 - Technical visits or meetings will attract credits in their own right based on 1hr is 0,1 credits whether attached to a meeting agenda or not.
- Council meetings, and representation on other committees as allocated by council will attract 0,3 of a credit per meeting.
 - Any additional work to be done will need to be recorded individually by the individual and they will need to keep their own records.
- Outside Committees such as MQA, ECSA, etc – as the duration of these meetings were vastly different and it was agreed that it should be the responsibility of individual members to record their attendance at a rate of 1 hr is 0.1 credits
- Other activities are listed on the attached ECSA documentation and will be for the individuals record keeping.