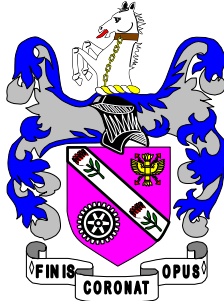


**The Institution of Certificated
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Annexure C

**GUIDELINE FOR REVIEWERS IN THE VALIDATION PROCESS OF CONTINUING PROFESSIONAL
DEVELOPMENT ACTIVITIES**

INDEX

1. Background
2. Purpose
3. Scope
4. Requirements for endorsement
5. Cost for Validation
6. Categories of Activity
7. Criteria for review
8. Endorsement
9. Benefits
10. Submissions

ANNEXURE

VALIDATION CRITERIA CHECK LIST

1. BACKGROUND

As from 1st January 2006 the ECSA Policy on CPD has been put into effect, which requires all registered persons to undergo Continuous Professional Development (CPD) in which they will attend approved activities and accumulate a specified number of credits. Failure to achieve the target number of credits could result in the withdrawal of registration.

ECSA has given approval to recognized Voluntary Associations (VA's) and accredited tertiary educational institutions to run their own activities. VA's have in addition been empowered to validate the activities of CPD Providers. These activities facilitate registered persons to achieve continuous professional development and obtain CPD credits.

2. PURPOSE

The purpose of this guideline is to give guidance on the validation process of CPD Activities by ICMEESA as a Voluntary Association to approved Service Providers. It also provides guidance to the ICMEESA branches that will award the CPD credits. Note that the emphasis is on validation of the CPD Activity and not the service provider.

Should the branches of ICMEESA put forward a workshop, seminar or conference, they would need to follow the following guidelines for their own activity.

3. SCOPE

This guideline covers the procedure to be followed by ICMEESA when reviewing an application that has been received.

There is a separate guideline for Applicants see ICMEESA CPD Procedure Annex B document.

CPD activities can generally be categorized as follows:

- Focussed on a specific target group of engineers, technologists, technicians or artisans with the objective of keeping them up to date at a professional level in a particular field of technology.
- Focussed on a less technical broader interest group, where the activity is associated with the technical activity. For example Project Management, Presentation skills, Financial Management, Legal Matters (Occupational Health & Safety), Managerial Activities and Communications etc.

In general the CPD activity must enhance the competence and professionalism of the attendee.

4. REQUIREMENTS FOR CPD ACTIVITY VALIDATION

CPD service providers wishing to have a CPD activity validated should submit their application to the Continued Professional Development Sub Committee of ICMEESA. The application shall contain the following:

- A motivational letter
- Completed ICMEESA form ICPD 02 (as adapted from ECSA Form ECPD 2).

- Full copy of the presentation in .pdf (adobe) format and/or a copy of Power Point presentation with sufficient speakers notes to cover the salient points of the slide content.
- presenter's resume (curriculum vitae)
- course notes
- course attendees evaluation sheets
- course completion certificates
- previous presentations covering when and where presented
- list of attendees at previous presentations and their comments
- cost of course attendance.

Note: 1Form ECPD 2 is submitted to the VA by the Activity Provider for each activity. A record of approved activities will be kept by ECSA and the VA.

5. COST OF CPD ACTIVITY VALIDATION

See ICMEESA CPD Procedure Annex B for a detailed cost structure.

6. CATEGORIES OF CPD ACTIVITIES

The ECSA Policy Document lists three categories of activities for earning CPD credits:

- Category 1: Developmental Activities
- Category 2: Work-Based Activities
- Category 3: Individual Activities

The CPD activities dealt with in this guideline come under Category 1: Developmental Activities and cover the following:

Courses, Lectures, Workshops, Seminars, Tutorials, Colloquiums, Refresher Courses, Conferences, and Congresses.

A minimum of 1 Credit (10 hours) and a Maximum of 4 Credits (40 hours) may be obtained per annum in Category 1.

For example attendance at structured educational/developmental meetings will be credited with 1 credit per 10 hours of attendance. A full day activity will be regarded as 10 hours and a half-day as 5 hours, that is, half a credit.

7. CRITERIA FOR VALIDATION OF CPD ACTIVITIES

Once the documents covering the service provider and activity have been received, (See section 4 above), the Sub Committee will appoint a minimum of two suitable qualified independent reviewers, knowledgeable in the particular subject, to validate the CPD activity material. Their respective recommendations will be considered by the Sub Committee and the course service provider will be advised of the outcome and allocated credits accordingly.

The criteria against which each provider and CPD Activity will be evaluated will generally be as follows:

- a. **Institute/Company**
 - type of organisation
 - acknowledged standing

- b. Presenter/s**
 - acknowledged expertise
 - appropriate experience
- c. Objective of Programme - Evaluate in terms of:**
 - what the course claims to be
 - for whom the course is intended
 - outcome statement
- d. Scope**
 - technical nature
 - relationship to electrical, mechanical and civil engineering
 - relevant legal nature
- e. Contents**
 - clearly defined scope
 - technically correct
 - appropriate standard
 - level of theory matching intended audience
 - quality of material e.g. clarity of examples and diagrams
 - comprehensive
 - verifiable reference
 - relevance
 - material should be mainly generic but product promotion can be used to emphasise generic aspects.
- f. Arrangements**
 - relevant documentation/notes
 - appropriate presentation material
 - clarity of notices
- g. Cost for Attending Activity**
 - equitable cost

In validating / approving a Category 1 CPD activity, ICMEESA will ensure that the following aspects are covered:

(Extract from ECSA Policy Document)

- 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.

8. VALIDATION

The two Reviewers will be required to review the material provided in accordance with the criteria given and prepare confidential comments and recommendations for the Sub Committee to evaluate.

The Service Provider will be advised whether the CPD Activity has been approved or not, together with comments on any additional information or issues to be addressed. Shortcomings and areas where the Activity can be improved will be highlighted, but no recommendations or supplementary course material will be provided.

The validity period of the activity will be decided in the light of the perceived rate of change of the subject. The service provider must undertake to advise the Sub Committee of any significant changes that occur. Such changes would also have to be validated. The period of validity is 3 years or less in special circumstances.

The attendees are required to evaluate the course and its material on a prescribed form each time it is presented. All evaluation forms will be sent to the Institution, as an ongoing quality check of relevance, quality and effectiveness of the activity.

Course service providers are required to avoid making reference to commercial products in their course material and rather take a more generic approach. This does not mean that commercial products cannot be used in order to emphasize aspects.

When an activity is validated, the service provider will be given a “**stamp of validation**” in the form of a code which can be used on the course documentation and in advertising the course. Each validated activity would be allocated a special number placed on a central register. Any revisions required will be allocated a new number.

Service Providers who have their Activities validated for 3 years and during this time make minor changes, additions and enhancements to the content or structure of the Activity without changing the objective must submit the revised programme to ICMEESA before being implemented. A review of the changes will be done by the appointed Reviewers at no charge and if no concerns are raised will confirm that the validation remains in force to the original validation date. This process is to ensure the Activity records at ICMEESA are updated but will not extend the period of validation.

9. BENEFITS

The benefits for a service provider of a CPD activity that is approved by ICMEESA will be an acknowledgement to its members that the provider and programme satisfies the Institution's criteria and that CPD credits can be earned.

A list of approved service providers and programmes with associated detail will be recorded by ICMEESA and forwarded to ECSA and the Publisher of the Institution's journal.

Once validation has been received for an activity, any of the Registered Professional categories may use the credit allocated for the activity.

Annexure A

GUIDELINE FOR THE VALIDATION OF CPD ACTIVITIES

VALIDATION CRITERIA CHECK LIST

ACTIVITY No

CATEGORY	ACCEPTABLE		
	Yes	No	Don't know
1. INSTITUTION/COMPANY			
▪ acknowledged standing			
▪ independent accreditation			
2. PRESENTER/S			
▪ acknowledged expertise			
▪ appropriate experience			
3. OBJECTIVE			
▪ what the course claims to be			
▪ for whom the course is intended (target audience)			
• outcome of course (competencies)			
4. SCOPE			
▪ technical nature			
▪ relationship to electrical, mechanical and civil engineering			
• relevant legal nature			
5. CONTENTS			
▪ clearly defined scope			
▪ technically correct			
• appropriate standard			
• level of theory matching intended audience			
• quality of programme material, i.e. clarity of examples and diagrams			
• comprehensive			
• verifiable references			
• relevant			
• excessive promotion of products			
6. ARRANGEMENTS			
▪ relevant course documentation/notes			
▪ appropriate presentation material			
• clarity of notices			
7. COSTS			
• equitable costs			

8. CONCLUSIONS

9 Will the Activity enhance the knowledge/skill and competence/ability of the attendee?

10 COURSES, TUTORIAL OR WORKSHOP

- Providers Name _____
- Title of course, tutorial or workshop _____
- Comments

11 RECOMMENDATIONS (Approved / NOT Approved)

The ICMEESA and its contracted reviewers undertake to preserve the confidentiality of the Activity and will not divulge the whole or any part of the contents without written permission from the originator or Service Provider to any third party except ECSA. Furthermore all the material and documentation supplied with this application shall be returned to the ICMEESA and copyrights will be respected.

11. REVIEWER 1

- Name _____
- Title _____
- Company _____
- **Signature** _____
- Date _____

REVIEWER 2

- Name _____
- Title _____
- Company _____
- **Signature** _____
- Date _____