

CPD ACTIVITY VALIDATION

Policy and Procedures

Definitions:

Continuing Professional Development (referred to in this standard as CPD): Continuing education and training as contemplated in section 13(k) of the Engineering Profession Act, 46 of 2000. It is the learning and development that takes place after completion of educational studies, through which registered persons maintain and develop competencies to continue to perform their roles efficiently.

CPD Developmental Activities: Category 1 CPD activities offered by accredited ECSA CPD Service Providers to registered persons.

Credit: Credit is defined in notional hours where one credit is equal to 10 hours of learning towards the defined outcomes.

Validation: The quality assurance process to recognise a Category 1 CPD Activity as complying with ECSA requirements for CPD credit claim by registered persons.

Verified CPD Service Provider (also referred to as the Service Provider): A higher education institution (public) or an ECSA-recognised Voluntary Association or any higher private educational institution approved by Council or an ECSA-delegated Licensed Body that has CPD Activities validated to offer appropriate learning in regard to Category 1 CPD Activities.

1. Introduction

- 1.1 Validation recognises Category 1 CPD Activities for a CPD Service Provider for the attainment of the CPD credits required for renewal of registration for professional and specified categories. Validation of CPD Activities constitutes Level 3 of the ECSA CPD standard and is conducted by an ECSA CPD Licensed Body (CEASA in this instance).
- 1.2 A **verified CPD Service Provider** is accountable for all validated CPD Activities delivered with its **unique number**. This unique number must be displayed on all marketing material for the Activity, on its website (if applicable), on confirmation of attendance, on certificates issued to attendees and on any other related documents.
- 1.3 Validation for a specific Developmental Activity must be obtained prior to the hosting of such an Activity. The **unique validation number** for the Activity is not transferable to a third party's activities.

2. Requirements for Validation

The validation of CPD Activities ensures that the minimum requirements for CPD credits are met; these include the following:

2.1 Information provided prior to the CPD learning activity:¹

- Name and number of the accredited Service Provider presenting the Activity
- Topic/title of the Activity

¹ Form **ECPD1.2** must be completed in full and submitted for processing.

- Specific discipline or sub-discipline (and registration category/ies, if applicable) targeted
- Location/venue, duration, mode of delivery
- Commencement and completion times/dates
- Profile/CV of presenter/s ²
- Number of Learning Units allocated
- Indication of how the Activity contributes to participant professional competencies (Activity's objectives, scope and outcomes to be provided)
- Activity pricing and costs
- Details of quality assurance plan and reimbursement procedures.

2.2 During the CPD learning activity:

- Name and number of the accredited Service Provider presenting the Activity
- Topic/title and category of the CPD Activity
- Number of Learning Units for the CPD Activity
- Time allocated to be sufficient and allow for interaction and discussions
- Attendance register with names and ECSA registration numbers (and registration category, if applicable) of attendees from the date of commencement to completion.
- Activity Evaluation Form for participants to evaluate formally the CPD Activity
- Attendance certificate issued to attendees on completion of the Activity.

3. CPD Validation Process and Outcomes

3.1 CPD Service Provider applies to CEASA (Licensed Body) for validation of their CPD Activity.

3.2 CEASA submits CPD Activity information/documentation to its selected reviewers.

3.3 There are three possible outcomes of the review:

- **Full Validation:** Service Provider informed accordingly; database updated and ECSA informed.
- **Restricted Validation:**
 - Service Provider informed of corrective actions required or substantive documents are outstanding, preventing validation of the activity.³
 - Corrective actions to be instituted and outcomes forwarded to CEASA for review
 - If CEASA/ECSA requirements are met, full validation status is granted, database updated and ECSA informed accordingly
- **Rejected Validation:**
 - Service Provider notified of grounds for rejection; database updated and ECSA informed accordingly.

3.4 The validation process should be completed within 30 working days (or within a reasonable time subject to submission of all the required documentation or type of evaluation required). CEASA will inform the prospective CPD Service Provider should the process require additional time.

3.5 The validation status of the CPD Activity is valid for 3 years, provided there are no substantive

² Should the presenter/s be changed due to unforeseen circumstances, the details of the new presenter/s must be submitted to CEASA for review together with the motivation for the change.

³ No CPD number will be issued to the CPD Service Provider until the conditions have been met, nor can CPD Service Provider market the Activity as validated, or apply to another ECSA Licensed Body for that Activity.

changes to the original application.

- 3.6 If any information presented during the application process changes within the validation period, the updated information must be submitted to CEASA for re-validation.
- 3.7 Records must be kept by the CPD Service Provider in accordance with an adequate organisational policy on document and data control. The records must include date of application and indicate approval, pending or rejection; they must also include details of the outcome and, if applicable, the validation number and renewal date.