



# Continuing Professional Development (CPD) Report - Guidelines

## Preamble

A key requirement for retaining a professional designation is that you remain current in your field. SAQA requirements are that each professional body must develop and maintain a CPD record to confirm that designees are current.

## CPD assumptions

The ASDSA makes the following assumptions about CPD

1. CPD is the ongoing improvement of specific designation-linked competencies.
2. CPD can occur:
  - 2.1. .... In the workplace
  - 2.2. .... During coaching and mentoring
  - 2.3. .... Outside of the workplace
  - 2.4. .... Through courses, workshops and seminars
  - 2.5. .... In self-directed learning
3. CPD must be cognate with the designee's profession.
4. The designated professional takes responsibility for their required CPD.
5. The designated professional takes responsibility for CPD records as required by the body they belong to.
6. CPD points are typically measured in direct hours; one relevant CPD hour is one CPD point.
7. Verifiable proof of attendance is the minimum requirement for awarding CPD points

## ASDSA undertakings

1. The ASDSA will make it as easy as possible for designees to undertake CPD.
2. The ASDSA will make CPD opportunities available as widely as possible to our designees.
3. The ASDSA will accept CPD points awarded by other professional bodies when they are for activities relevant to our Designations.

## ASDSA CPD guidelines

Remaining current in your fields relates directly to **learning something new** or to activities that show that you have **remained current**.

You will probably find that you have engaged in many activities during the year but not all of them help you learn something new or show that you have remained current. In planning for CPD and reporting on it, only focus on activities that show you have remained current or where you have learned something new.

## Plan your ongoing professional development

We recommend that you create your own plan each year to ensure that you remain current in your field.

Think widely about what activities you can take part in that help you remain current in your field. The table below can provide some guidelines in identifying what you could include in your plan.



Category	Description
Learning Programme: Formally Assessed	Part or full qualification; or Webinar or similar event that includes a formal assessment
Workshop, Seminar, Conference, etc: Not Formally Assessed	Any formal event organised by a recognised body such as a professional body, a SETA, a conference provider
Delivering Workshops, Presentations or Papers	Any event with a formal presentation or paper
Research	Research in a field related to skills development
Writing articles or publications	Article in a field related to skills development
Ground-breaking Professional Work-Based Activities	Contribution at a national or international level to the ASDSA Technical Committee or similar
Self-Directed Learning: Not Formally Assessed	Any self-study program, typically completed remotely; or Reading of relevant literature
Professional Contribution to Individuals or Organisations	Membership of a professional body in a field related to skills development; or Mentoring of individuals; or Participation in a formal committee of a relevant professional body

## Reporting on CPD

You need to achieve 30 CPD points each year to retain your professional designation with the ASDSA. You obtain CPD points by engaging in a range of activities relevant to your designation. You must ensure that you:

1. Get confirmation of these CPD activities.
2. Keep a record of this confirmation
3. Report on these activities to the ASDSA, typically on the anniversary of the date you joined the ASDSA when you renew your membership.

Failure to demonstrate that you have remained current each year, will result in the loss of your designation.

### Two things are essential.

- Your CPD activities must be **verifiable**. In other words, when audited you must be able to prove your attendance/participation.
- Your CPD activities must be in line with the **relevant designation competencies**. In other words, if you are a SD Practitioner, the CPD claimed must relate to the SD Practitioner designation competencies.

We have included these below for ease of reference.

Competencies for each Designation	
<b>SD Technician</b>	
<b>A.</b>	Administer organisational skills development plans and reports using templates and guides
<b>B.</b>	Capture skills development data for planning and reporting.
<b>C.</b>	Coordinate skills development opportunities.



Competencies for each Designation	
D.	Liaise with appointed vendors and contractors based on Workplace Skills Plan.
<b>SD Practitioner</b>	
A.	Develop and maintain organisational skills development and training strategy.
B.	Facilitate implementation of skills development and training strategy.
C.	Develop and maintain organisational quality management system.
D.	Facilitate career development.
E.	Provide business performance consulting and advising for appropriate skills development strategies.
<b>SD Master</b>	
A.	Research and make recommendations on national or international learning or skills development strategies.
B.	Implement an organisational learning and human capital development strategy for a national or international organisation.
C.	Implement a Quality Management System at a national or international level.
D.	Provide strategic input at national or international level dealing with issues related to learning development and/ or Employment Equity and/ or BBBEE and/ or Return on Human Capital Investment.

## Listing your CPD activities

### Guidelines

1. You need to list the CPD activities you are presenting as evidence that you have remained current. Include the following information in your list of CPD activities
  - a. The evidence you have collected of your CPD activities.
  - b. The CPD points you are claiming for each activity.
2. Save each piece of evidence as a separate document so that it can easily be identified.
3. Make sure that you allocate a very clear and unique name for each document that you submit as evidence. It must include a **number** followed by a **unique title**.
4. Choose a name for each document that reflects the content of the document.

#### For example:

- 1-Conversations on 5<sup>th</sup> February 2021
- 2- Conversations on 19<sup>th</sup> February 2021
- 3-Regional committee meeting attended on 17<sup>th</sup> March 2021

5. Specify how many CPD points you are claiming for the activity.

## Submitting your CPD Record

Your CPD Record (this document) must be submitted to the ASDSA each year when you pay your renewal fees. You do NOT submit evidence to confirm your CPD activities each year unless requested to do so.



## **Auditing of CPD Records.**

ASDSA policy is to audit at least 10% of all CPD Records submitted each year. If you are chosen to be audited, you will be required to submit your evidence to the ASDSA to substantiate the CPD points you have claimed. All evidence must be submitted electronically.