



ECSA

ENGINEERING COUNCIL OF SOUTH AFRICA



**An Effective Regulator Assuring Engineering
Excellence**

Standard for Continuing Professional Development

ECPD-01-STA

REVISION No. 4: 25 June 2024

ENGINEERING COUNCIL OF SOUTH AFRICA

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DEFINITIONS

Appeal: The review of a decision made regarding audit finding, licensed body recognition or service provider verification that is contested.

Applicant: An institution, institute, organisation, association or society applying for recognition, re- recognition, verification or validation of activities for Category 1a CPD credits.

Competence: The cluster of related abilities, commitments, knowledge, skills and experience necessary to perform engineering work in a specific discipline effectively.

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. CPD also refers to the systematic maintenance, improvement and broadening of knowledge and skills and development of the necessary personal qualities for the execution of professional and engineering duties throughout a person's engineering career. 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.

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

CPD Committee: Committee appointed by ECSA administration to execute the functions.


CPD Licensed Body: Bodies determined and licensed through ECSA to verify CPD Service Providers and validate CPD Activities for Category 1a Activities.

CPD activity 1a: A formal developmental learning activity in terms of the CPD Rules , which is offered by a Verified CPD Service Provider to registered persons for the purpose of renewal of their registration in terms of the EPA.

Higher Educational Institution (private or public): A Higher Educational Institution offering engineering programmes that have been granted recognition by the Council of Higher Education (CHE).

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Interim audit: An audit conducted by ECSA outside the regular cycle.

Recognised Voluntary Association: An association, institute, institution or society recognised by the Council as a Voluntary Association in terms of section 25(3) of the Engineering Profession Act, 46 of 2000.

Registered person: A person registered in terms of section 18(a) and 18(c) of the Engineering Profession Act, 46 of 2000 – that is Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers. The term also applies to persons who are registered in the category of Registered Technicians, including Master Technicians and all Specified Categories.

Regular audit: A required audit of the Licensed Body by ECSA conducted within a 5-year cycle.


Service Provider: An organisation offering learning activities in respect of Category 1a CPD Activities.

The Council: The governing council as established in the Engineering Profession Act, 46 of 2000.

Validation: The quality assurance process to validate a Category 1a CPD Activity in accordance with ECSA requirements.

Verified CPD Service Provider: A higher education institution or an ECSA-recognised Voluntary Association recognised by Council verified in accordance with ECSA requirements.

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ABBREVIATIONS

AIET	Agreement for International Engineering Technicians
CBE	Council for the Built Environment
CHE	Council on Higher Education
CPD	Continuing Professional Development
EPA	Engineering Profession Act, 46 of 2000
ECSA	Engineering Council of South Africa
HEI	Higher Education Institution
IEA	International Engineering Alliance
IETA	International Engineering Technologist Agreement
QMA	Quality Management Assurance
QMS	Quality Management System
VA	Voluntary Association

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1. INTRODUCTION

The Engineering Council of South Africa's (ECSA) Continuing Professional Development (CPD) Standard is in line with the Engineering Profession Act, 46 of 2000 (the Act) and the Rules: *Continuing Professional Development and Renewal of Registration* as seen in the Government Gazette, as amended (the CPD Rules).

This Standard designates ECSA as the sole custodian of CPD, with other role players such as Voluntary Associations (VAs), Higher Education Institutions (HEIs) and CPD Service Providers assuming important functions that are primarily delegated and monitored by ECSA.

2. PURPOSE OF THIS STANDARD


This Standard provides additional clarification regarding implementation of the CPD provisions contained in the Act and the gazetted CPD Rules. The operationalisation of the CPD Rules continues to address issues related to CPD Activities' quality and credibility for the benefit and advancement of the engineering profession in South Africa.

This document outlines the functions and processes for recognising CPD Licensed Bodies. It outlines the processes for appointed Licensed Bodies to verify Service Providers, validate activities, and details the associated review and auditing requirements needed to perform these functions. The document also outlines the appeal process for Licensed Bodies and Service Providers in the case of a rejection or a revocation.

The functions and processes are related to Educational-Developmental activities (Category 1a CPD Activities) in accordance with the conceptual structure of CPD as illustrated in **Section 7**. This document provides clarity on the CPD Rules' implementation. The criteria required by the new ECSA CPD Standard to grant the status of Recognised CPD Licensed Body, Verified CPD Service Provider or validated CPD Activity are listed in the various sections. Interrelations and connections among the different role players in the ECSA CPD framework are illustrated in this Standard.

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3. POLICY STATEMENT

The Council is mandated to regulate engineering practice in South Africa in terms of the Engineering Professions Act, 46 of 2000 (EPA). Section 13(k) of the EPA empowers the Council to determine the CPD requirements and training in consultation with VAs and registered persons.


According to the Council, lifelong learning and CPD compliance is a mechanism for renewing registration. Section 22(1) of the EPA imposes the requirement on registered persons to apply to renew their registration with the Council at least 3 months prior to the initial registration expiry date. Section 22(2) confers the power on the Council to determine the conditions for registration renewal.

The discretion provided for in section 13(k) of the EPA for the Council “to determine, after consultation with the Recognised Voluntary Associations and registered persons, conditions relating to the nature and extent of continuing education and training” influences the Council’s decision to use CPD as a mechanism to determine renewal of registration. The Council’s objective is to maintain a culture of CPD and lifelong learning for the South African engineering profession.

In line with this:

- (a) The Council retains oversight responsibility for establishing the minimum Standard and requirements for the development, evaluation and recording of CPD activities that will form the basis of life-long learning of registered engineering practitioners.
- (b) CPD Licensed Bodies and CPD Service Providers as defined in this Standard commit to ensuring that their CPD activities meet the standards set by Council.
- (c) Employers undertake to ensure that they support individuals in lifelong learning, including pursuing CPD activities.
- (d) Registered persons must undertake to attend the minimum number of validated activities as defined in the CPD Rules.

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4. APPLICABLE LEGISLATIVE FRAMEWORK

In line with ECSA's mandate as a regulator assuring engineering excellence and the position of the Council as the authority on engineering education and practice in South Africa, the Standard is aligned with national policy and plans for education, development and human resource development which place lifelong learning, including CPD, at the centre of the country's development and transformation agenda. ECSA recognises CPD as a component of lifelong learning and as a system for supporting and regulating the learning of professionals throughout their working lives.


This Standard is aligned with relevant policy and legislation including the National Qualifications Framework Act, 67 of 2008, as amended, which provides for recognition of Professional Bodies and their responsibilities, including collaboration with the Council on Higher Education (CHE).

This Standard is guided by the EPA, Section 22(1), and the CPD Rules, which set out the requirements for renewal or registration and regulation of CPD, with a specific focus on the regulation of CPD 1a activities. Registered persons must accumulate at least five credits per 5-year cycle from Category 1a: Developmental Activities. Category 1a activities can only be claimed by registered persons if they have been validated according to ECSA requirements for validated activities. ECSA will not recognise activities that do not meet these requirements.

Programme Quality Assurance, which is required under the CPD Rules and this CPD Standard, empowers ECSA to conduct audits to appraise Recognised CPD Licensed Bodies, verified CPD Service Providers and/or their validated CPD Activities. The Standard also determines the maximum interval between such audits, which is normally every 3 years or at ECSA's discretion.

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5. NATIONAL AND INTERNATIONAL COMPLIANCE

ECSA, as a professional body, is signatory to several national and international agreements with which it must comply in playing its engineering regulatory function in South Africa. ECSA is a member of the Council for the Built Environment (CBE) in South Africa, and ECSA is mandated to report to this Council.

ECSA is recognised internationally under the auspices of several organisations, including the International Engineering Alliance (IEA) and the Federation of African Engineering Organisations. Some of the related agreements are listed below:

IEA Educational Accords:

- Washington Accord (WA)
- Sydney Accord (SA)
- Dublin Accord (DA).

Lifelong learning is an important consideration in all three accords as illustrated by the relevant attribute from each accord.

- **WA12:** Recognise the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.
- **SA12:** Recognise the need for and have the ability to engage in independent and life-long learning in specialist technologies.
- **DA12:** Recognise the need for and have the ability to engage in independent updating in the context of specialised technical knowledge.


IEA Competency Agreements

- International Professional Engineers Agreement (IPEA)
- International Engineering Technologist Agreement (IETA)
- Agreement for International Engineering Technicians (AIET).

Lifelong learning is among the main differentiating characteristics for the Professional Competency Profiles of the various professional categories defined by the IEA to which ECSA

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is a signatory via the IPEA, the IETA and the AIET. The IEA, requires Council's assessment process and inclusion of the International Professional Competencies Attributes for continued registration of individuals and the maintenance of competence through a system of CPD.

Continental Mutual Recognition Agreements

- Federation of African Engineering Organisation
- Southern Federation of African Engineering Organisation.

6. CONTINUING PROFESSIONAL DEVELOPMENT IN CONTEXT


The engineering competencies involved in the ECSA CPD system are aligned with international best practice and reflect the trend of modern skills required for the world of engineering work. These competencies, referred to as Graduate Attributes, are achieved at the completion of formal engineering education. Thereafter, professional competencies are developed during the exercise of engineering work. Demonstration of these professional competencies is required at the stage of professional registration with ECSA. Furthermore, CPD ensures the maintenance and furthering of engineering competencies. These competencies are aligned with the accords and agreements of the IEA.

Broadly, the engineering competencies involved in the ECSA CPD system are summarised under five categories:

1. Theoretical STEM-based competencies, including mastering and application of science, technology, engineering science and mathematics to societal problems.
2. Professional competencies, including communication, management, team and multidisciplinary working.
3. Value-based competencies, including ethics and the impact of engineering activity.
4. Professional practice competencies, including design and synthesis, investigation, experiments and data analysis, and engineering methods, skills, tools and IT.
5. Community of practice competencies, including lifelong learning and mentorship.

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In complying with ECSA’s CPD requirements, it is every registered person’s responsibility to balance the abovementioned categories. In monitoring compliance with CPD, ECSA specifically pays attention to the requisite balance in this regard.

It should be noted that CPD is not limited to education, practical experience and training; it also extends to CPD Activities such as coaching, mentoring and engineering communities of practice.

While this details the broad context of CPD, this Standard focuses on the regulation of CDP Category 1a activities only.

7. CONCEPTUAL STRUCTURE OF CPD

Figure 1 illustrates the conceptual structure of the CPD in terms of the CPD Rules. It also shows the different levels and criteria that are further illustrated regarding roles and responsibilities.

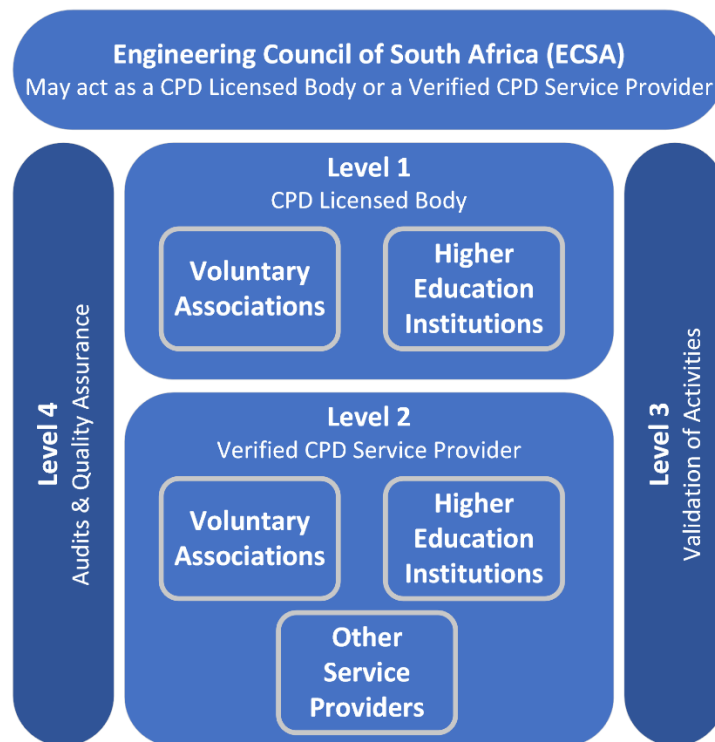



Figure 1: The ECSA CPD Framework showing stakeholders and CPD processes

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As the sole CPD authority, ECSA delegates its CPD functions of verifying CPD Service Providers and validating CPD Activities to Recognised Licensed Bodies for the purpose of offering appropriate learning to registered persons in respect of Category 1a CPD Educational/Developmental Activities.

8. ECSA'S ROLES AND RESPONSIBILITIES

ECSA is the sole authority determining the CPD requirements in the engineering profession. In this capacity, ECSA defines the process of delegating related CPD functions to organisations (Recognised CPD Licensed Bodies) to verify CPD Service Providers and validate CPD Activities.

In its own capacity, ECSA, as the sole delegator, reserves the right to verify any CPD Service Provider and validate any CPD Activity. It also reserves the right to monitor and audit CPD Licensed Bodies and CPD Service Providers. The roles and functions of the CPD Licensed Bodies and the CPD Service Providers under the respective categories are outlined in the sections below.

9. ECSA CPD LICENSED BODIES


The CPD Licensed Bodies are organisations recognised through ECSA's powers that are delegated to validate CPD Category 1a Activities and/or verify CPD Service Providers.

9.1 Roles and responsibilities

Recognised CPD Licensed Bodies ensure that CPD Activity quality is of an appropriate standard for the target audience. The target audience refers to the ECSA registration category (e.g., Professional Engineer, Professional Engineering Technologist, Professional Engineering Technician, Professional Certificated Engineer and Specified Category registrations) and the discipline (e.g., electrical, civil, mechanical, etc.). In addition, CPD Licensed Bodies ensure the quality of CPD Activities by monitoring and auditing the Verified CPD Service Providers at least once every 3 years.

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ECSCA monitors and audits the CPD Licensed Bodies to ensure that the CPD Activities they offer are of an appropriate standard and quality for the target audience. This implies that a CPD Licensed Body cannot verify itself as a CPD Service Provider. If a CPD Licensed Body wishes to become a Verified CPD Service Provider, verification of the service provision must be performed by ECSCA or by another CPD Licensed Body. If a CPD Service Provider is recognised as a CPD Licensed Body and as a CPD Verified Service Provider by ECSCA, it may then validate its own CPD Activities.

A CPD Licensed Body can only operate under its defined scope of competence (specified category, discipline and area of specialisation), as specified in its approved application to ECSCA. Any change to the scope of the CPD Licensed Body competence constitutes a material change and should be communicated and endorsed by ECSCA.

9.2 Criteria for appointment as a CPD Licensed Body

CPD Licensed Bodies are divided into two groups:


- **Group 1:** ECSCA-recognised Voluntary Associations (VAs)
- **Group 2:** Higher Educational Institutions (HEIs).

The requirements that need to be fulfilled for CPD Licensed Bodies are as follows:

- (a) A completed recognition application form submitted in the format and method prescribed by ECSCA.
- (b) Head Office that is appropriately equipped and accessible to CPD Service Providers.
- (c) Governance structure for CPD management.
- (d) Contactable CPD Administrator and accountable CPD Officer
- (e) Adequate resources to verify CPD Service Providers (if applicable as per the approved terms of recognition).
- (f) Adequate resources to validate CPD Activities.

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- (g) Perform CPD functions within its specified scope of competence.
- (h) Operational website that lists all Verified CPD Service Providers and validated CPD Activities.
- (i) Submission of proposed cost for verifying CPD Service Providers and validating CPD Activities.
- (j) Customer complaint system and process
- (a) Evidence of a comprehensive Quality Management System (QMS) related to the administration of verifying service providers and validating activities. The QMS includes at least the following elements:
- Procedure and systems for verification:
 - Documented process and procedure
 - Database and system containing information on VSPs (approvals, approvals with recommendations and rejections)
 - Procedure and system for generating verification numbers
 - Procedure and systems for validation:
 - Documented process and procedure
 - Database and system containing information on activities (approvals and rejections).
 - Procedure and system for generating validation numbers
 - Resources Plan
 - Audit and Review Plan
 - Appeal system and process
 - Document and data control procedure and systems.
- (b) Compliance with the Rules in terms of requirements for recognition as a VA (for VAs only).
- (c) Accreditation letter of Programmes from CHE or equivalent (for HEIs only).

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9.3 Licensing process

Any HEI or ECSA-recognised VA that wishes to become a CPD Licensed Body must submit an application form in the format and method prescribed by ECSA together with the supporting documents identified in the checklist.

ECSA reviews the application and determines if it meets the relevant criteria. If additional documents are required or are outstanding, ECSA notifies the applicant. If the application is successful, ECSA issues the applicant with a licence associated with a unique licence number. Unless a site visit is required, ECSA finalises the licensing process within 30 days.

The outcome of the application process will be one of the following:

- Recognised
- Recognised with specific conditions, or
- Rejected.


CPD Licensed Bodies are required to display their licence status and unique licence number confirming them as Licensed Bodies at their head offices and/or on their website. The licence is valid for 5 years, after which it must be renewed.

9.4 Renewal of recognition of Licensing Body status

The renewal process entails a review of the requirements to ensure that the CPD Licensed Body still complies with the licensing requirements and conforms to any new requirements that ECSA may have stipulated. It needs to provide the supporting documents listed in the checklist, together with an application form filled out according to the format and method that ECSA specifies. After reviewing the application, ECSA decides if the body still meets the criteria. If additional documents are outstanding ECSA will notify the applicant. If successful, ECSA issues the applicant with a new certificate.

The renewal process can also take place as part of an audit, after which the status of the CPD Licensed Body can be changed. The list of the Recognised CPD Licensed Bodies is available on ECSA's website.

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9.5 Review and monitoring

As and when necessary, ECSA reserves the right to:

- inspect the premises of the prospective CPD Licensed Body to verify the information submitted at the application stage
- review the information provided by the prospective CPD Licensed Body at the application and renewal stage
- request additional information, if necessary, that should be submitted within time frames stipulated by ECSA
- audit the prospective CPD Licensed Body and thereafter, share the audit findings and recommendations; a provisional audit report may be shared before a final audit report is issued by ECSA but the final audit report should be submitted not more than 3 months following the audit.


9.6 Allegations of submission of false information or failure to resolve findings

If an applicant is alleged to have submitted false information in the application pre-licensing or an applicant is found to no longer comply with the requirements post-licensing, ECSA notifies the applicant via a written letter outlining the deficiencies (findings) and advising on the time frame in which corrective actions must be implemented or in which the findings should be rectified. These instances of deviations from the ECSA Standard or initial conditions could be identified during scheduled or interim audits, at licensing renewal or through investigated complaints.

If the applicant fails to resolve the identified findings within the stipulated timelines, as determined by ECSA, the recognition as a CPD Licensed Body will be immediately placed on hold and can be revoked. Once the recognition has been revoked, the applicant must notify all relevant stakeholders and remove its recognition as a CPD Licensed Body from all platforms where it is displayed with immediate effect or by the date ECSA stipulates in writing.

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9.7 Changes to Licensed Body information

A CPD Licensed Body must inform ECSA of any material changes that result in differences in the information contained in the original application or renewal process. This must be communicated to ECSA within 21 days of the date of change.

9.8 Amendment to Licensed Body requirements

If at any stage ECSA intends to amend the recognition requirements, it will inform all CPD Licensed Bodies of this proposal. ECSA will provide CPD Licensed Bodies with the proposed amendments and call for comments on them and from any other ECSA identified stakeholders. ECSA will consider the comments, finalise the amendments and inform CPD Licensed Bodies of the changes and the time frame expected for implementing the changes.

10. VERIFIED CPD SERVICE PROVIDERS

Verified CPD service providers must have adequate capacity and capability to provide learning activities of high quality. Verified CPD Service Providers comprise HEIs, ECSA-recognised VAs, and any provider (private or public) that has been verified by a Licensed Body or ECSA to offer appropriate learning in respect of Category 1a CPD Activities. CPD Licensed Bodies cannot verify themselves as CPD Service Providers and need to apply to ECSA. An international organisation can be a Verified CPD service provider if it is affiliated with ECSA (such as the Federation of African Engineering Organisations and the IEA), or has an MoU, agreement or has been verified by a Licensed Body.


10.1 Roles and responsibilities

CPD Service Providers are accountable for delivering validated CPD Activities. A CPD Service Provider is the only authority that can apply to a Recognised Licensed Body for validation of CPD Activities. The status of a Verified CPD Service Provider is not transferable to a third party. Therefore, the CPD Service Provider is accountable for delivering the validated activities.

A Licensed Body that is also a Verified CPD Service Provider may validate its own CPD Activities in accordance with Section 11.

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10.2 Criteria for the appointment of a Verified CPD Service Provider

The following requirements need to be in place before a CPD Service Provider can apply for verification. Prior to the application, the prospective Service Provider must have the following:

Administrative


1. Legitimate company or organisational registration or equivalent.
2. Company profile.
3. Accountability Structure for CPD management.
4. Service Provider's contact details (physical address, contact number, email addresses, etc.)
5. * Recent Tax clearance certificate (good standing with SARS or equivalent).

Core

1. Scope of CPD Developmental Activities (registration category, discipline, area of specialisation and type of activity).
2. Agreements in place (eg for venue, presenters, coordinators) – if services are to be outsourced, supporting documents must be provided with detailed information.
3. *Contingency and control systems in place to address cancellation, rescheduling, or revision to the CPD activity.
4. *Documented refund policy.
5. *CPD Service Providers should demonstrate adherence to the values of diversity, accessibility, inclusivity, equity and transformation. To that end, the costing model should take into account the latter factors to ensure affordability.
6. A quality management system with the stipulated elements related to the administration and offering of CPD Activities as follows:
 - (a) A broad outline of the programme of activities for the forthcoming year.
 - (b) A database containing information on CPD Activities (approved, in process and rejected).

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- (c) Document and data control procedure and systems.
- (d) Procedure and systems for enrolment and registration of participants.
- (e) Procedure and system for monitoring and recording attendance for the duration of the activity.
- (f) Procedure and system used to assess the learners. The assessment method must be communicated to the participants. If there is no assessment of participants, this must be documented.
- (g) Procedure and system for issuing of course/activity certificates (to include an example of the attendance certificate).
- (h) Procedure and system to be used to obtain feedback from the participants to evaluate the CPD activity and presenters.
- (i) A quality assurance process to meet the requirements for validating CPD Activities.

** These are not required for service providers that are not generating an income from offering the CPD activity.*

The CPD Service Provider must ensure that the CPD activity is validated prior to hosting the event.


Reimbursement of registration fees, accommodation and other costs incurred during the validation of the CPD Activity may be requested in terms of this Standard. The Licensed Body has the right to request the CPD costing as part of the verification process.

10.3 Verification process

The prospective Service Provider must submit the application for verification to a CPD Licensed Body in the prescribed format. The application must be accompanied by all the required documents requested by the Licensed Body. The CPD Licensed Body assesses the documentation and arranges for a site visit, if necessary. The CPD Licensed Body then declares one of the following outcomes:

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- Verified (meets requirements)
- Verified with specific conditions
- Rejected (does not meet requirements).

In any of these instances, the applicant receives an outcome letter. Successful applicants receive a certificate with a unique number that must be displayed on all marketing material and on their website. The application outcome must be communicated to the prospective CPD Service Provider and ECSA within a maximum of 30 calendar days unless a site visit is required. If the application is rejected, it is entered into the Licensed Body's database for recordkeeping.

10.4 Renewal of verification status of Verified CPD Service Provider

The renewal process entails a review of the requirements to ensure that the Verified CPD Service Provider still complies with the licensing requirements and conforms to any new requirements that ECSA may have stipulated. It needs to provide the supporting documents listed in the checklist together with an application form filled out according to the format and method that the CPD Licenced Body specifies. After reviewing the application, the CPD Licensed Body decides if the CPD Service Provider still meets the criteria. If additional documents are outstanding, the CPD Licensed Body notifies the applicant. If successful, the CPD Licensed Body issues the applicant with a new certificate.


The renewal process can also take place as part of an audit, after which the status of the CPD Licensed Body can be changed. The list of the Verified CPD Service Providers must be made available on the approving Licensed Body website.

10.5 Review and monitoring

A Verified CPD Service Provider must be audited and reviewed by a Licensed Body or ECSA within a 3-year period in accordance with the criteria specified in this Standard. The Licensed Body reserves the right to conduct more than one review during this period.

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10.6 Submission of false information or failure to resolve deficiencies

If it is confirmed that a Verified CPD Service Provider has submitted false information during the application process or a Verified CPD Service Provider is found to no longer comply with the requirements, the CPD Licensed Body may remove the CPD Service Provider's verification with immediate effect in writing or via a written letter outlining the deficiencies and advising on the time frame in which corrective actions must be implemented. The CPD Licensed Body must inform ECSA in case of removal of a Verified CPD Service Provider.

If the Verified CPD Service Provider fails to resolve the identified deficiencies within the stipulated timelines, as determined by the CPD Licensed Body, the CPD verified status is revoked/terminated. The date of termination is indicated in writing by the CPD Licensed Body and henceforth, the CPD Service Provider can no longer provide CPD Services.

10.7 Changes to Verified CPD Service Provider information

The Verified CPD Service Provider must inform the CPD Licensed Body of any change within the organisation that affects the information provided in the original application and that would thus affect the status according to the Standard. This must be communicated within 21 days from the date of change.

10.8 Amendment of verification requirements of CPD Service Providers


If at any stage, ECSA decides to amend the requirements for CPD Service Providers, it will inform all Verified CPD Service Providers of this decision, make available the proposed amendments and call for comments on the amendments from stakeholders. ECSA will consider the comments, finalise the amendments and inform the Verified CPD Service Providers of the changes. In addition, ECSA will provide an appropriate time frame in which to implement the changes.

11. VALIDATION OF CPD ACTIVITIES

Validation of CPD Activities constitutes Level 3 of the ECSA CPD Standard as indicated in Figure 1. This function is carried out by the CPD Licensed Body as described in **Section 9**.

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Only Category 1a CPD Activities can be considered for validation by a verified CPD Service Provider. These validated activities are for the attainment of the CPD credits required for renewal of registration for professional and specified categories as described in the CPD Rules.

This document applies to Category 1a CPD Activities only as reflected in the CPD Rules. ECSA Category 1a CPD Activities are structured developmental/educational activities that can be delivered online, face to face or in a hybrid format. Activity types can include conferences, congresses, workshops, lectures, seminars, courses, colloquiums and webinars. The award of credits is based on notional hours of the CPD Activity.

In essence, 10 notional hours are equivalent to 1 credit.

Verified CPD Service Providers are accountable for delivering validated CPD Activities. Each validated activity must have a unique validation number. This unique validation number must be displayed on all marketing material for the activity, on the website, on confirmation of attendance, on certificates issued to attendees and on any other related documents. The unique validation number of the validated CPD Activities for that specific validated activity is not transferable to a third party's activities. An activity must be validated prior to hosting the activity.

11.1 Requirements for validation of CPD Activities


The validation of CPD Activities ensures that CPD Activities meet the minimum requirements for CPD credits, which include the following:

Administrative

1. A fully completed application form must be submitted to the CPD Licensed Body in the format and method prescribed by the CPD Licensed Body.
2. Full details of the CPD activity must be provided: title, duration, location, mode of delivery, scope, learning outcomes and type of the activity.
3. The engineering registration category and discipline for the target audience must be indicated (e.g., Professional Engineer: Mechanical). If there are multiple categories, these categories must be indicated.
4. Details of the presenter must include the title, name, surname and contact details.

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5. The presenter's expertise must be provided in the form of an abridged CV or biography to indicate experience and educational achievements.
6. A copy of the presenter's ID, ECSA registration number or any other form of official identification is also required. If a registration number is provided as identification, the Licensed Body must verify this. In line with the Protection of Personal Information Act, 4 of 2013 (POPIA), the information can be collected and must be kept in compliance with the act.
7. Availability for the period of the activity must be confirmed by the presenter as a signed agreement, a confirmation email or a contract of employment. Should the presenter be changed due to unforeseen circumstances, the details of the new presenter must be submitted to the CPD Licensed body for review together with the reason for the change.
8. The participants must be made aware of the reimbursement procedures (in accordance with the reimbursement policy referred to above).

Core


1. The CPD Service Provider must demonstrate how the quality of the CPD activity is ensured. The quality of the CPD activity includes the entire learning and development process for the activity (e.g., course content, assessments, instructional and learning material, attendance and certification).
2. A process for aggregating notional hours to ECSA credits for the activity.
3. Course Materials (includes course content and assessment tools) .
4. All validated CPD Activities must be mapped against ECSA's professional competencies as part of the process of developing the learning outcomes. The activity's objectives and outcomes must be submitted.
5. Details of pricing activities and costs must be provided to the CPD Licensed Body.

11.2 Marketing of CPD Activities

Verified CPD Service Providers are responsible for marketing CPD activities. ECSA will provide a specialised badge to be used by CPD Licensed Bodies and Verified CPD Service Providers.

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Marketing materials should indicate unique validation number of the activity and, ideally, the name of the CPD Licensed Body.


If a CPD Licensed Body or CPD Service Provider loses its licence or verification status, it must remove all ECSA CPD-related marketing and certification from its documents and other advertising platforms, effective immediately.

11.3 Application process

Each CPD Licensed Body should develop an application process for validation of an activity described in its QMS. The process should include all the elements illustrated in the generic process in Figure 2.

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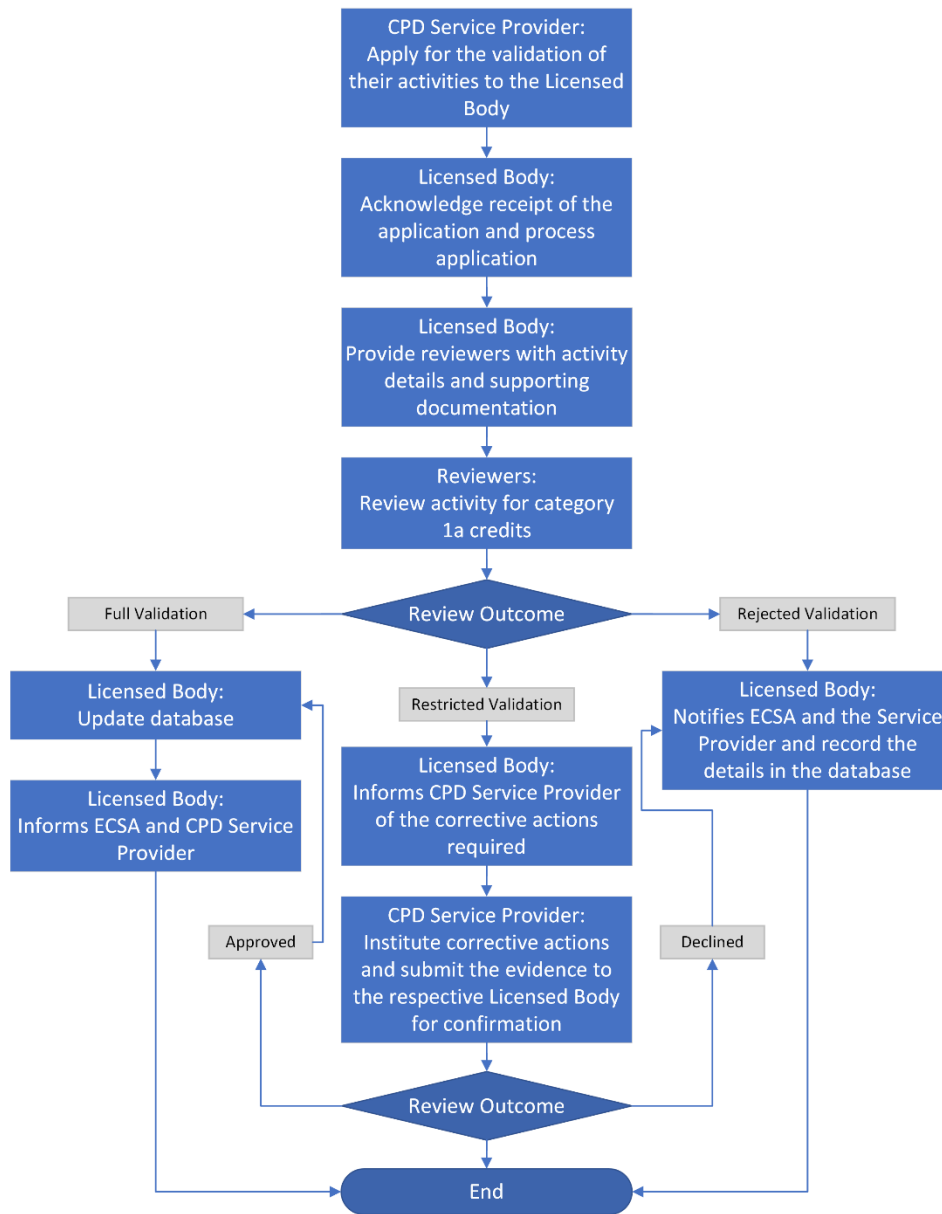



Figure 2: Generic process for validating a CPD Activity

This process relies on the CPD Licensed Bodies that employ specialised reviewers (at least one must be registered in either the professional or the specified categories required for the level of

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the activity) to conduct an assessment of the CPD Activity that is based on the quality of the requirements provided by the CPD Service Provider.

The three possible validation application outcomes are as follows:

Full validation

The CPD Licensed Body agrees that the validation requirements have been met with non-substantive issues that require corrective action or additional submissions. In this case, the CPD Licensed Body accepts all accountability for deficiencies created if the activity does not meet the ECSA requirements and it will be held liable for the respective activities.

Restricted Validation

Corrective changes need to be applied or substantive documents are outstanding, preventing validation of the activity. No CPD number will be issued to the CPD Service Provider until the conditions have been met. The CPD provider cannot market this activity as validated.

Rejected Validation

The CPD Licensed Body must provide grounds for the rejection.


If the CPD Activity application is rejected by a CPD Licensed Body, the CPD Service Provider cannot apply to another Licensed Body. The CPD Licensed Body must provide ECSA with the details of the rejected activity.

11.4 Validation period

The complete validation process is conducted within 30 working days or within a reasonable time subject to submission of all the required documentation or type of evaluation required. The ECSA CPD Licensed Body informs the prospective CPD Service Provider should the process require additional time. The validation status of the CPD Activity is valid for 3 years, provided there are no substantive changes to the original application. Details of the validated CPD Activities are stored in the CPD Licensed Body databases. If a CPD Licensed Body or CPD Service Provider loses its licensing or verification status, all details of validated CPD

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Activities must be submitted to ECSA for decision-making. ECSA will make a determination on the continuation of these activities.

11.5 Review and monitoring

The validation and review period for a CPD Activity is 3 years. If any of the aspects (e.g., course contents, presentations etc.) presented during the application process change within the validation period, these changes must be submitted to the relevant CPD Licensed Body for re-validation.

11.6 Recordkeeping

Electronic records must be kept by both CPD Licensed Bodies and ECSA CPD Service Providers in terms of an adequate organisational policy on document and data control for a minimum period of 6 years. The records must include attendance records, date of application and indicate full, restricted or rejected. It must also include details of the outcome and the validation number and renewal date (if applicable).

12. AUDITING AND REVIEW PROCESS


ECSA develops and operates a quality assurance system that leads to the recognition of various organisations as CPD Licensed Bodies and/or Verified CPD Service Providers. The criteria, policies and procedures that define the licensing, verification and validation are defined in **this document**.

These processes assure the public, employers, funders and other stakeholders that the validated activities fulfil their key purpose of providing the attendees with the ability to advance their engineering knowledge and remain proficient in their area of competence.

12.1 Auditing duties of ECSA appointed CPD Committee

ECSA administration must appoint a committee responsible for decision-making with regard to CPD auditing. The CPD Committee will grant recognition, verification and validation for a defined period. In addition, the CPD Committee may authorise provisional recognition,

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verification and/or validation after consideration of the full report from the auditing team and may recommend additional audits at its discretion. The Committee also has the delegated authority to withhold recognition, verification and/or validation from the relevant bodies or to withdraw recognition, verification and/or validation from existing bodies.

12.2 Recognition of ECSA CPD Licensed Bodies, verification of CPD Service Providers and validation of CPD Activities

Recognition of CPD Licensed Bodies, verification of CPD Service Providers and validation of CPD Activities are mandatory under the *Rules: Continuing Professional Development and Renewal of Registration* and required under this document. ECSA respects the autonomy of CPD Service Providers to design CPD Activities to satisfy the prescribed standards, develop teaching and learning processes to achieve the required quality standards and deploy adequate resources to meet these goals.

12.3 Auditing modality

The auditing process may be undertaken by face-to-face, virtual or hybrid methods. The ECSA CPD Committee decides on the appropriate auditing method considering several factors, including the availability of documentation, the type of auditing process, the cost and the permissible logistics required.


12.4 Auditing requirements

The auditing requirements are outlined in checklist (Audit Process Checklist) available on www.ecsa.co.za. The entity is notified at least 3 months before the regular audit. In the case of an audit triggered by a material change or a complaint, an interim audit will focus on the issue raised. The interim audit will take place as soon as possible.

The onus rests on the ECSA CPD Licensed Body to provide evidence that the auditing criteria are being satisfied. The ECSA CPD Licensed Body must therefore complete and forward all required documentation and supporting evidence, make available specified material, including accessible links to hybrid and online CPD Activities and systems, prior to the auditing and respond to requests for supplementary information before and during the auditing process.

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Documentation in accordance with the requirements defined in the CPD Rules and the CPD Standard must be submitted to ECSA within the prescribed time before the audit. Evidence or information supplied after finalisation of the audit will not be considered by the auditing team or the CPD Committee.

Should relevant information not be provided, the team may report a lack of evidence to comply with the CPD Standard. As such, the CPD Licensed Body may be considered non-compliant, which could result in termination of the licence. Table 1 outlines the auditing requirements. All relevant information or records must be kept for 6 years for this purpose.

Table 1: Auditing requirements for Licensed Bodies (verification and validation)

Key requirements	Other requirements	Sample percentage	Frequency
Section 9	Records of verified, verified with specific recommendations and rejected CPD Service Providers.	N/A	Once per recognition cycle
Section 11	Records of validated, validated with specific recommendations and rejected CPD Activities.	5%*	Once
Section 11	Records of requirements for validated activities as stipulated in section 11.	5%*	Once

**The auditing team reserves the right to determine the adequacy of the sample size in relation to the entire population size.*


12.5 The auditing team

The following individuals are involved in the auditing process:

- **Auditing team leader:** the person appointed to lead a multi-team with the effective management of the auditing functions.
- **Auditing team member/s:** a Professional Registered person or persons appointed to conduct the audit.
- **Administrative staff:** the person or persons who assist the audit team with administrative tasks in the process.
- **Observers.**

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Identified persons may serve as auditing team leaders, auditing team members or observers provided they have no relationship with the provider concerned to the extent that their judgement may be unduly influenced by the relationship (e.g., staff, members of the provider's advisory committees, etc.).

The team consists of a least one professional engineer. The other members must be in good standing with ECSA and are drawn from various stakeholders including Academia, VAs and the ECSA Committees. The members should be involved or have experience with CPD.

The audit team must have at least two members.

12.5.1 Auditing team leader

An individual on the list of auditors with experience as an audit team leader may be identified by ECSA and be designated as an auditing team leader, providing the individual satisfies the following criteria:

- Registered with ECSA in a Professional Category and is in good standing.
- Has successfully renewed registration with ECSA for at least one cycle.
- Has experience of ISO 9001 or any other auditing experience.
- Has completed the mandatory training on the CPD Rules and Standard and the method of auditing.
- Has been an audit team member on at least four CPD audits.


12.5.2 Auditing team members

An individual on the list of auditors may be identified by the ECSA Regulatory Functions Division in consultation with the CPD Committee and be designated as an auditing team member, provided that the individual satisfies the following criteria:

- Registered with ECSA in the Professional Category, Specified Category and is in good standing.
- Has completed the mandatory training on the CPD Rules and Standard and the method of auditing.

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- The Regulatory Functions Division must ensure a representative composition in terms of diversity, experience, discipline and competency.

12.6 Responsibility for reporting

The auditing team leader is responsible for the quality of the report. The report must clearly distinguish between matters that affect the auditing decisions and matters identified for improvement. The reports must provide sufficient detail for the CPD Committee to make auditing decisions. The reports are sent to the ECSA CPD Licensed Body and must clearly indicate matters that require remediation or relate to improvement. The auditing report must comply with the CPD auditing report template.

12.7 Appeal process

12.7.1 CPD Licensed Body and Service Provider Decisions

In this CPD Standard, the appeal refers to the review of a decision made regarding the recognition of a CPD Licensed Body or the verification of a CPD Service Provider that is contested. CPD Licensed bodies must have a detailed appeal process, including the required documentation and the timelines, as part of their QMS process.

The affected CPD party could refer the disputed issue, accompanied by motivation and additional supporting evidence, back to the original licensed body for consideration. If the affected party is still dissatisfied with the outcome of the review, the matter, together with the supporting documentation, can be submitted to ECSA for arbitration.


If the appeal process stipulated in this Standard is exhausted and fails, the contesting party can use the ECSA appeal process in line with the EPA.

12.7.2 Audit decision

The review of an audit decision follows a similar process as the one explained above in that the issue in question is referred back to ECSA for renewed consideration or follows the appeal process highlighted in the EPA.

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13. CPD COMPLAINT HANDLING PROCEDURE

The CPD customer complaint handling procedure is indicated in Figure 3. Licensed Bodies and Verified Service Providers should keep a record of all complaints and appeals and management thereof in a complaints or quality improvement register.

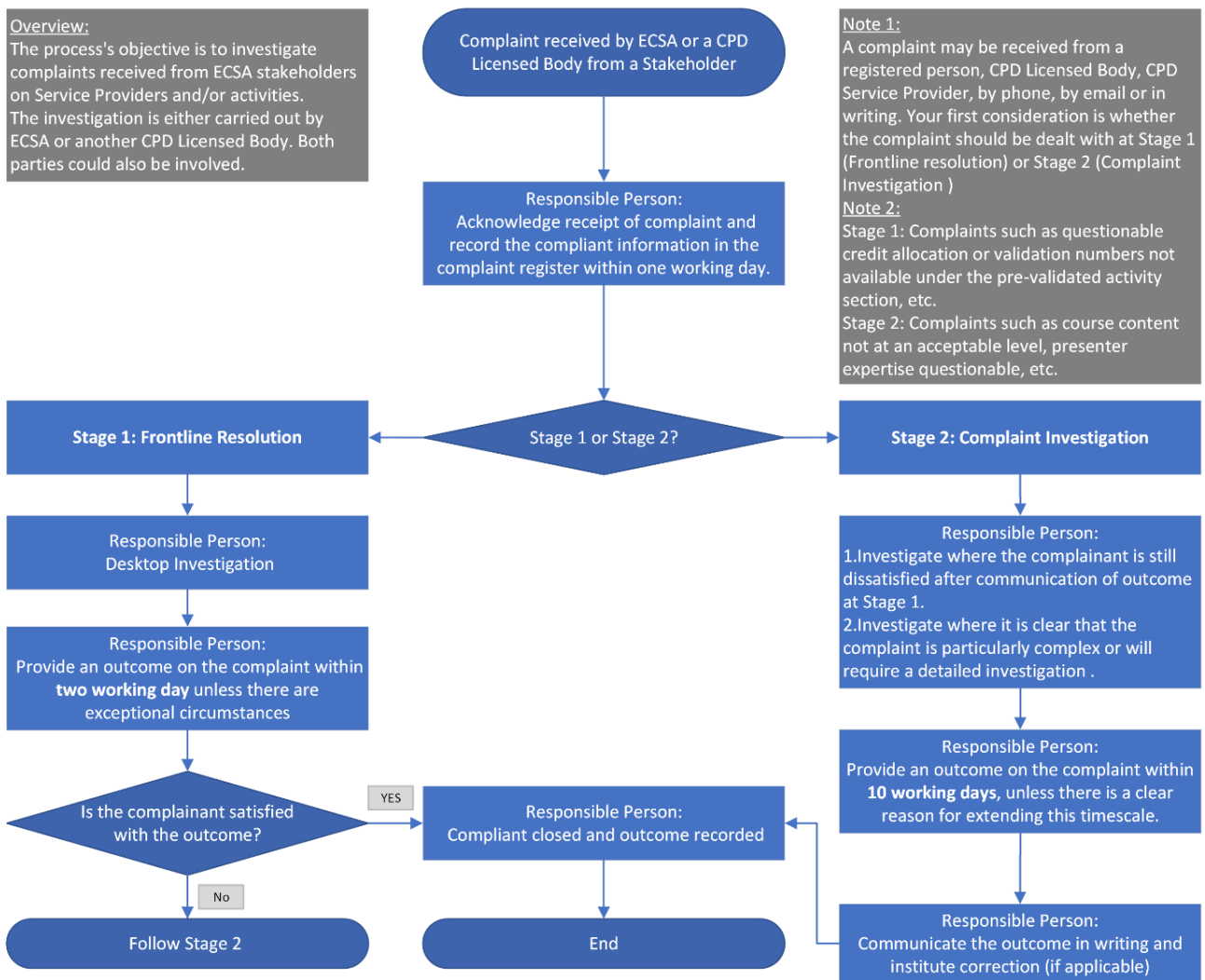



Figure 3: Customer complaint handling procedure

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REVISION HISTORY

Revision no.	Revision date	Revision details	Approved by
Rev. 0 Draft 1	7 Sept 2018	Working Group first draft	Working Group
Rev. 0 Draft 2	25 Sept 2018	First draft with Education Manager inputs	Regulatory Functions
Rev. 0 Draft 3	5 Oct 2018	Second draft with RPS Exec. inputs	RPS Executive – EL Nxumab
Rev. 1	23 Oct 2018	Approval	PDSGC
Rev. 2	11 Feb 2020	Removal of Appendices D & E Editing of “Accredited CPD Service Provider” definition	RPS Executive – EL Nxumab
Rev. 3 Draft 1	31 March 2021	Final Draft Reviewed	RPS BU, CPD BU and Working Group
Rev. 3 Draft 2	31 March 2021	Reviewed by Executive	RPS Executive
Rev. 3	13 April 2021	Approval	RPSC
Rev.4 Draft 1	09 January 2024	Working Group first draft	Working Group
Rev.4 Draft 2	04 April 2024	Final Draft Reviewed	RI BU, CPD BU and Working Group
Rev. 4	17 April 2024	Noting	RPSC
Rev. 4	03 June 2024	Recommendation for approval by RPSC	CRC
Rev.4	25 June 2024	Approval	RPSC

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The Standard for:

Standard for Continuing Professional Development

Revision 4, dated **25 June 2024** and consisting of **35** pages, has been reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Regulatory Services and International Relations.


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29 July 2024

Business Unit Manager

Date


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28 August 2024

Executive: **RPS**

Date

This definitive version of the policy is available on our website.

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