

Validation of CPD of Category 1: Developmental Activities

Policy & Processes / Procedures

Important Notice: A non-verified CPD Service Provider will not be able to apply for validation of its CPD activities until it becomes a 'verified' CPD Service Provider with one of the ECSA CPD Licensed Bodies.

The ECSA and the Licensed Bodies, namely CESA, are authorised to validate Category 1: Developmental Activities for CPD credits, required for the renewal of registration for professional and specified categories.

The Verified CPD Service Provider is liable for all their own validated CPD Activities, presented under their unique registration number, which cannot be transferred to a third party. The unique registration number and validation number must be displayed on all their activity's marketing materials, as well as their website, confirmation of attendance, certificates issued to attendees, the cover page of the training material and any other related documents.

ECSA Category 1 - CPD Developmental Activities are structured/developmental meetings that effectively contribute to maintaining professional knowledge and competence or to acquiring new knowledge.

Category 1 CPD Activities include:

- Courses
- Conferences
- Congresses
- Large group workshops
- Lectures
- Seminars
- Refresher courses
- Colloquiums
- E-Learning
- Additional relevant and completed accredited qualifications
- Completed postgraduate qualifications

CPD credits are awarded based on the number of notional hours spent on the CPD Activity. In essence, 10 hours equals 1 credit. However, ECSA accepts a day activity to be ten notional hours.

Processes & Procedures for Validation of Category 1: CPD Developmental Activities

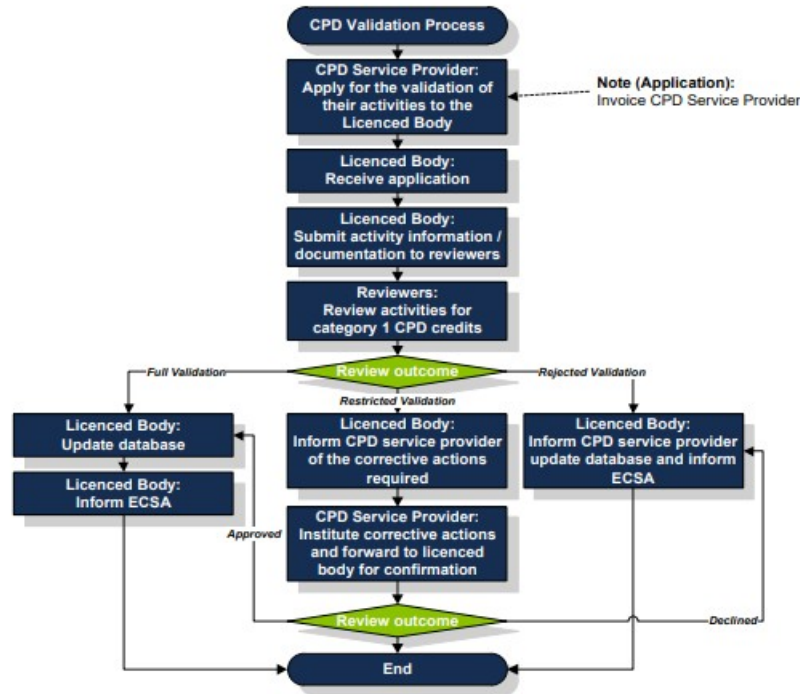
1. CESA needs to ensure that the following requirements are met to achieve the minimum requirements for CPD Validation towards CPD credits:
 - The Service Provider must submit to CESA, the CPD activity's title, duration, location, mode of delivery, scope, learning outcomes, and activity type via the **ECPD2 application form** for processing.
 - Identify the target audience within the engineering registration category and specify the discipline (e.g., Professional Engineer: Mechanical). If there are multiple categories, they must all be indicated.
 - The full training manual, including the PowerPoint presentation(s) and all the handouts, that will be used during the training, must be sent to blessings@cesa.co.za via Dropbox or WeTransfer.
 - The following presenter's information must be submitted with the Service Provider's online application:
 - The presenter(s) title, names, and contact details.
 - The presenter's skills, knowledge, experience, and qualifications must be provided in the form of a CV.
 - A certified copy of his or her identification.
 - The availability of the presenter for the duration of the activity must be confirmed in writing and uploaded as a signed attachment.
 - If the presenter is to be replaced due to unforeseen circumstances, the details of the new presenter, as well as the reason for the replacement, must be submitted for review to CESA and ECSA.
 - The validated CPD Activity must state how it contributes to the ECSA professional competencies. As a result, the activity's objectives and outcomes must be submitted.
 - The CPD Service Provider must demonstrate how the CPD activity's quality is ensured. The entire learning and development process for the activity is included in the CPD activity's quality (eg content, assessments, teaching and learning material, attendance and certification).
 - The CPD Licensed Body must be provided with information on pricing activities and costs.
 - The reimbursement policy and procedures, as well as how the Service Provider will communicate with the participants, must be clearly defined.

Marketing of CPD Activities

The marketing activities are the responsibility of the Verified Service Provider. The use of the ECSA logo must adhere to ECSA requirements.

Application Process

CPD Validation Process



The validation process and duration will be dependent on the specialised assessors (at least one of whom must be registered in either the professional or specified categories required for the level of the activity) to assess the CPD Activity based on the quality and the supporting documentation provided by the CPD Service Provider.

There are three possible outcomes of an application:

- **Full validation of the CPD Activity**

The ECSA Licenced Body agrees that the validation requirements are met with non-substantive issues that necessitate corrective action or additional submissions. In this case, the ECSA Licenced Body accepts full responsibility for any deficiencies that arise as a result of the activity failing to meet ECSA requirements, and it will be held liable for the respective activities.

- **Restricted Validation.**

Corrective actions must be taken, or substantive documents must be completed before the activity can be validated. Until the conditions are met, no CPD number will be issued to the CPD Service Provider. This activity cannot be marketed as a CPD validated activity.

- **Rejected Validation.**

The rejection must be justified by the CPD Licensed Body. If a CPD Licensed Body rejects a CPD Activity application, ***the CPD Service Provider cannot apply to another Licensed Body. CESA will inform ECSA of all rejected activities.***

Validation Period

The validation process should be completed within 30 working days or within a reasonable time, subject to the submission of all required documentation or the type of evaluation required. If the process requires more time, CESA will notify the prospective CPD Service Provider.

Validation is only provisional until the first feedback from the Activity participants is reviewed. If the feedback is positive, the validation will be valid for three years.

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 will be stored in CESA's database.

If a CPD Licensed Body or CPD Service Provider's licensing or verification status is revoked, all validated CPD Activities will be transferred to ECSA for management.

Review and Monitoring

A CPD Activity has a three-year validation and review period. If any of the aspects presented during the application process changes during the validation period, new aspects must be submitted for re-validation to CESA.

Recordkeeping

1. CESA and the CPD Service Providers must keep records in accordance with an adequate organisational policy on document and data control.
2. The records must include the date of application and indicate whether the application was approved, pending, or rejected.
3. It must also include the outcome, as well as the validation number and renewal date, if applicable.
4. After each CPD Activity, the Service Provider must, within 30 days, email the signed attendance registers, as well as a one-page collective summary of the results of the evaluation forms to CESA via Blessings@cesa.co.za.

If any delegate experiences the CPD Activity in a negative light, the Service Provider must submit a corrective action report to the CESA Education and Training Committee

CESA reserves the right to suspend the validation number in writing, if the above information is not submitted, within 30 days from the CPD Activity.

[CLICK HERE](#) to complete the on-line [CPD Validation application form \(ECPD2/7\)](#).

Appeal

Process

The Engineering Profession Act (No. 46 of 2000) establishes appeal procedures for individuals who are dissatisfied with registration and disciplinary decisions. The Act makes no explicit provision for appeals against the appointment of Service Providers, the validation of CPD Activities, or the verification of CPD Licensed Body decisions. As a result, natural justice requires that there be an appeal mechanism for adverse verification and validation decisions that is available to providers of CPD-related services.

The appeal procedure follows the guidelines outlined in the ECSA's policies on appeals against registration and disciplinary decisions. The process is governed by Section 40(2) of the Engineering Profession Act of 2000, which allows the Council to delegate authority to its committees but does not permit the authority to hear an appeal to be delegated. The ECSA's Standard for Continuing Professional Development (ECPD-01-STA) document outlines how a CPD Service Provider can file an appeal against a Licensed Body decision.

This appeal procedure applies only after the Chief Executive Officer has communicated to the complainant the decisions regarding the verification of the CPD Service Provider and the validation of the CPD Activity (CEO). The procedure does not allow for appeals before the verification and validation processes are completed.

Appeals for CPD Service Providers and CPD Activities

The CPD Service Provider files an appeal with the ECSA or a Licensed Body. If an appeal is filed with the ECSA, the procedure outlined in Section 8.4 in the ECPD-01-STD (11 Feb 2020) is followed.

Appeal Procedure / Appeal Process

If a Service Provider disagrees with the decision of the authorised CPD Licensed Body regarding the verification or validation of its CPD Activity or Activities, the complainant may file an appeal with the Council. The appeal must be filed in writing with the CEO within 30 days of the date the CPD Licensed Body notified the complainant of the decision. A specific procedure must be followed when filing an appeal.

1. The appeal must be in writing and must include the grounds for appeal, as well as the essential information to support these grounds for appeal.
2. If the reasons are deemed sufficient, the CEO may grant an extension of time to file an appeal.
3. The CEO must submit the appeal, along with all lodged documentation, to the CPD Education Department or the CPD Licensed Body within 14 days of receipt of the request. The CPD Education Department or the CPD Licensed Body must examine the grounds for the appeal and provide its comments to the CEO within 21 days of receipt of the request. The CPD Education Department or the CPD Licensed Body must decide how its comments will be written.

4. The CEO must appoint an Appeal's Committee comprised of no more than four members of a Council-approved panel of individuals. These individuals must be appropriately qualified to hear the appealed case. No member of the appointed Appeal's Committee may be a member of the original decision-making committee or a member of the team that visited the provider.
5. The chairperson must be chosen by the CEO from among the members of the Appeals Committee.
6. Following receipt of the Committee's comments, the CEO must promptly submit the appeal in question, along with all supporting documentation and such comments, to the Appeals Committee for consideration. At the same time, and in consultation with the members of the Appeals Committee, the CEO must set a date and location for hearing the appeal.
7. The Appeals Committee must invite the appellant for presentation of the case and may call on a representative of the Committee to present the views of the Committee.
8. The Appeals Committee must consider all evidence presented and make a decision by majority vote. This decision is in the form of a recommendation. If the votes are tied, the chairperson has the casting vote.
9. The CEO must promptly submit the Appeals Committee's recommendation to the Council for consideration at its next scheduled meeting. If such a meeting is not scheduled within 60 days of the receipt of the appeal, the CEO must convene a special meeting of the Council as soon as possible in consultation with the President of the Council.
10. The Council may either confirm, modify, or revoke the Appeal Committee's recommendation, or it may make its own decision. Within 21 working days, the CEO must notify the complainant of its decision and provide adequate reasons for it.
11. Any Council member who served on the committee that made the decision under appeal may not vote on the appeal in Council.
12. The notification must inform the complainant that he or she may appeal the decision to the CBE under Section 21 of the Council for the Built Environment Act, 2000.