

GLOSSARY - TERMS USED & ABBREVIATIONS

Activity / Activities	courses, conferences, congresses, workshops, lectures, seminars, webinars, refresher courses, colloquiums and e-learning that apply for validation and awarding of CPD credits whereby attendees may claim the allocated CPD credits when renewing registration.		
Activity Objectives and Outcomes	Objectives and outcomes are specific statements that describe what an CPD Activity participant will be able to accomplish after successfully completing a CPD activity. They are always written in a participant-centred, measurable, concise, meaningful, and achievable manner.		
Applicant	An institution, institute, organisation, association, or society, CPD Service Providers who will be applying for CPD verification or validation of CPD activities for Category 1 CPD credits.		
Assessor	In the validation process, reviewers are appointed, preferably one academic and one field expert, to review/approve the application for a validated activity.		
Categories of Registered Persons	<ul style="list-style-type: none"> • Professional Engineer • Professional Engineer Technologist • Professional Certificated Engineer 	<ul style="list-style-type: none"> • Professional Engineer • Technician • Specified Category 	
Category 1 CPD Activities	<ul style="list-style-type: none"> • Courses • Conferences • Congresses • Large group workshops 	<ul style="list-style-type: none"> • Lectures • Seminars • Refresher courses • Colloquiums • E-Learning 	<ul style="list-style-type: none"> • Additional relevant and completed accredited qualifications • Completed postgraduate qualifications
CHE	Council on Higher Education		
Competence	The set of related abilities, commitments, knowledge, skills, and experience required to effectively perform engineering work in a specific discipline.		
Continuing Professional Development (CPD)	<p>Achieved by participating in activities that improve professional competence and provide new information and knowledge.</p> <p>Section 13(k) of the Engineering Profession Act, 46 of 2000, provides for continuing education and training. CPD also refers to the systematic maintenance, improvement, and broadening of knowledge and skills, as well as the development of the necessary personal qualities for the performance of professional and engineering duties over the course of an engineer's career. It is the learning and development that occurs after completing</p>		

educational studies, and it is how registered persons maintain and develop competencies to continue to perform their roles effectively.

Course (Activity) Category	<ul style="list-style-type: none"> • Colloquiums • Lectures • Conferences 	<ul style="list-style-type: none"> • Refresher Courses • Congresses • Seminar 	<ul style="list-style-type: none"> • Large Group • Workshops • E-learning
CPD	Continuing Professional Development		
CPD Activities	Category 1 CPD activities are provided to registered individuals by accredited ECSA CPD Service Providers.		
CPD Credits (Points)	Credits are measured in notional hours, with one credit equalling ten hours of learning toward the specified outcomes.		
CPD Validation Number	Each 'Activity' in category 1 will be assigned a unique CPD validation number. The CPD validation number will begin with the name of the voluntary association validating the 'Activity,' followed by the month and year the validation expires, i.e., CESA-999-02/2023.		
CPD-ECPD2	Application Form CPD Developmental Activity		
CPD-ECPD3	Registration Form CPD Developmental Activity		
CPD-ECPD4	Amendment Form CPD Developmental Activity		
CPD-ECPD7	Application Form CPD Service Provider		
Discipline	<ul style="list-style-type: none"> • Aeronautical • Agricultural • Mechanical • Mechatronics 	<ul style="list-style-type: none"> • Chemical • Metallurgical • Civil • Mining 	<ul style="list-style-type: none"> • Electrical • Industrial • Electronics
ECPD-01-STA	Standard for Continuing Professional Development (Rev No. 3: 13 April 2021)		
ECPD-01-STD	Standard for Continuous Professional Development Validators, Providers and Activities (Rev No. 1: 11 February 2020)		
ECSA	Engineering Council of South Africa.		
ECSA CPD Licence Body	Licence bodies have been licensed through the powers of ECSA and have been delegated to verify CPD Service Providers and validate CPD Activities for CPD Category 1 Activities.		
Fees	The fee is a fixed price charged for verifying and validating of CPD Activities		
Full validation of the CPD Activity	The ECSA Licensed Body agrees that the validation requirements are met with non-substantive issues that necessitate corrective action or additional submissions. In this case, the ECSA Licensed 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.

Higher educational institution	A higher education institution (private or public) that has been recognized by the Council of Higher Education for engineering programs (CHE).
Interim audit	An audit conducted by ECSA and CESA outside of the regular three-year cycle, triggered by material changes in Licensed Body information or license conditions.
Learning Outcomes	The learning outcomes are statements that describe the knowledge or skills the participants of a CPD activity should acquire by the end of the activity.
Nature of Activity	<ul style="list-style-type: none">• Engineering• Project Management• Technical• Legal• Office• Finance• Computer Skills• Interpersonal Skills• General Management
QMS	Quality Management System
Recognised Voluntary Association	An association, institute, institution, or society recognized as a Voluntary Association by the Council in accordance with section 25(3) of the Engineering Profession Act, 46 of 2000.
Refund policy	A refund policy is a document that outlines the procedures for obtaining refunds for goods and services purchased. A refund policy typically specifies the eligibility requirements for refunds, the types of refunds offered, the refund timeframe, and the return process.
Registered Persons	Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians, and Professional Certificated Engineers are those who are registered under sections 18(a) and 18(c) of the Engineering Profession Act, 46 of 2000. The term also refers to people who are members of the Registered Technicians category, which includes Master Technicians and all Specified Categories.
Regular audit	An audit at the end of the three-year cycle.
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. ECSA must receive a list of all rejected activities from the CPD Licensed Body.
Renewal of Registration	Registered person must renew their registration every five years. The requirements for CPD must have been met.
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 validated a CPD validated activity.

Sample Audit	ECSA contacts a random sample of registered individuals each year to determine whether they have met the CPD requirements.
Service Provider:	An organization that provides learning activities in relation to Category 1 CPD Activities.
Sub-Discipline	i.e., Light/ heavy current or electro-mechanical
The Act:	The Engineering Profession Act, 46 of 2000.
The Council	The Council is established under section 2 of the Act for the purposes of this standard, and its members are approved under section 4 of the Act. According to the Act, the Council is the ultimate policy-making authority, which includes the executive committee insofar as the executive committee is authorized to make the same decisions as the Council.
Validation	The quality assurance process for recognizing a Category 1 CPD Activity as meeting ECSA requirements for registered persons to claim CPD credit.
Validation Period	Validation of activities is valid for 3 years from the date of application if the material and presenter remain unchanged. years from date of application.
Verification Number	A unique (verification) number provided to each Service Provider
Verify	
Verified CPD Service Provider	A higher education institution (public), an ECSA-recognized 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 relation to Category 1 CPD Activities. Also known as the Service Providers.
Voluntary Associations (VA)	A Voluntary Association is recognized under Section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and has been recognized by the Council under Section 25(3) of the same Act.