

# **Association of B-BBEE Professionals**

## **CPD POLICY**

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## **1. Introduction**

### **1.1 What is CPD?**

Continuing Professional Development (CPD) refers to learning activities that improve, maintain and broaden knowledge and skill and develop personal qualities necessary to enable members and associates to perform competently within their professional environments. It specifically includes the development and maintenance of competence in BEE Industry.

### **1.2 Why is it necessary?**

The knowledge and skills needed to function effectively in the business world continue to change and expand at a rapid rate. ABP Members face increased knowledge and skills expectations. Continued development of professional competence and lifelong learning are critical if members are to meet these expectations.

Amongst its aims, ABP includes "setting the standards for ethical behaviour, professional development and the achievement of excellence in the profession. ABP believes that a CPD programme plays an important role in ensuring that members fulfil their professional activities and responsibilities and in the maintenance of professional standards, ethics and knowledge.

In the event of a charge of unprofessional conduct, a member who can demonstrate compliance with the CPD requirements would be in a stronger position than a person who was unable to do so.

## **2. CPD Framework**

### **2.1 Objective**

The objective of CPD is to assist members to develop and maintain professional competence in order to provide accurate verifications of high quality in the public interest.

### **2.2 Compulsory Professional Development**

CPD is compulsory and is applicable to all members, but not on the same basis. Registered members are required to record their CPD activities annually. It is the members' ethical and professional responsibility to accurately record their points.

### **2.3 Measurement of CPD activity**

#### **2.3.1 Approach**

Measurement of completion of CPD shall be done as an input-based approach which attempts to measure by establishing a minimum amount of learning hours that is considered appropriate to develop and maintain professional competence.

#### **2.3.2 Hours/Points**

Members registered as BEE Professionals are required to complete at least 15 verifiable and 15 non verifiable hours per annum.

Registered members will have four weeks from initial notification to submit and send verification of their CPD activities if selected for the audit. It is therefore imperative that members keep record of their attendance to CPD events such as a certificate, signed registration form, receipt of course payment, etc., in the event they are chosen for audit purposes.

#### **2.3.3 Qualifying Programmes**

ABP shall accredit various CPD activities but will not prescribe which ones members must complete, other than to provide maximum number of hours which can be claimed for certain activities. Members are free to choose from the range of relevant CPD activities based on their identified learning and development needs and ABP will rely on the professional judgment of members in this regard.



Members will choose and record their CPD activity using the CPD table below:

CATEGORY	ACTIVITY/ EVENT	ABP EVENT POINT ALLOCATION	EXTERNAL EVENT POINT ALLOCATION	MAXIMUM NUMBER OF POINTS PER YEAR	Verifiable/Non-verifiable
<b>A</b>	MDP, Masters, PHD, Post Grad. Diploma			20	Verifiable
<b>B</b>	Accredited events or activities	15	10	20	Verifiable
<b>C</b>	Attending workshops & short courses	Half day- 4 Full day – 8	Half day- 2 Full day – 6	15	Verifiable
<b>D</b>	Facilitating breakfast presentations, seminars and updates	5	3	10	Verifiable
<b>E</b>	Serving on ABP Committees	<u>120</u>	5	<u>1025</u>	<del>Non</del> -Verifiable
<b>F</b>	Conferences, AGM, members meetings, summits	10	5	10	<del>Non</del> -Verifiable
<b>G</b>	Writing BEE related articles	8	4	10	<del>Non</del> -Verifiable
<b>H</b>	Reviewing BEE related educational material, summarising sector codes for	10	5	15	<del>Non</del> -Verifiable

	the industry, packaging learning				
<b>I</b>	Attending breakfast presentations, seminars and updates	4	2	8	Verifiable
<b>J</b>	Personal Development Course- assessment	4	2	4	Verifiable
<b>K</b>	Work Experience- new learning ie new sector codes	4	2	4	<del>Non</del> -Verifiable

#### **2.4 Accreditation of events and reading material:**

ABP will have a list of accredited providers and it is in fact a revenue-generating arm, ie each provider pays an annual amount to advertise accredited training to ABP website.

#### **2.5 Reporting period**

The first reporting cycle for all existing members will commence on 1 May 2015 and for new members one calendar year after joining ABP. If the points will be prorated for the year.

#### **2.6 Responsibility for reporting and record-keeping**

Members bear the primary responsibility for documenting compliance with CPD requirements. They have an obligation to develop and maintain their professional competence and are required to update their CPD points on the ABP system and keep their own records and be in a position to justify their CPD compliance if necessary.

For all codes other than A&B, members have to advise how the activity has resulted in enhanced BEE knowledge and improved services to current and future clients so that ABP can evaluate the validity of the activity. Documentation confirming attendance should not be sent to ABP unless requested. Each member must retain documentation for at least one year after the end of the reporting period. ABP may request these documents at any time up to one year from the end of a reporting period. Documentation may be a grade report or transcript for activities involving an examination. A written confirmation of attendance (i.e., Certificate of Attendance, Certificate of Completion, etc.) from the organization and should include: member's name, name of program, name of CPD provider, date of program, location, number of CPD hrs and signature of provider representative.

## **2.7 Monitoring of CPD activity**

ABP will always maintain a system that allow members to review their CPD activity for the year and provide a consolidated total advising them how many more hours they require so that they can easily keep track of their activity. The system is also able to generate an annual report which alerts them to which members have not complied with the minimum CPD requirements.

Please note that ABP reserve the right to audit the CPD activity of any member at any time of the year. Members are required to attach their CPD log when reapplying for membership/renewing membership.

## **2.8 Sanctions**

ABP is committed to ensuring that Members commit to and strive through personal initiative to maintain professional competence through CPD, and keep abreast of emerging issues, world trends, etc. in the BBBEE space. Members who do not comply with CPD reporting requirements will be given 60 days to report additional hours. Members who fail to comply within the 60 days will have their membership suspended and disciplinary action may follow. The same sanction will apply to any member who is found to have fraudulently reported their CPD hours.

## **2.9 Exemptions**

Members may apply for exemption from the CPD requirements based on retirement or due to extenuating circumstances such as medical, disability leave, career breaks or other similar reasons.

These requests should be reviewed on a case-by-case basis. Written requests along with supporting documentation must be made to ABP.