

APOL14: CONTINUED PROFESSIONAL DEVELOPMENT

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1. Introduction

The Association of B-BBEE Professionals (ABP) is dedicated to ensuring that its members, particularly those holding the "Economic Empowerment Professional" (EEP) designation, remain knowledgeable, skilled, and competent in their profession. Continuous Professional Development (CPD) is a crucial component in maintaining the high standards expected of B-BBEE professionals. This policy outlines the requirements, procedures, and responsibilities associated with CPD for ABP members.

2. Purpose

The purpose of this CPD Policy is to establish clear and consistent guidelines for the accumulation, documentation, and submission of CPD points by ABP members. This policy is designed to support the continuous professional development of our members in alignment with industry standards and the requirements for maintaining SAQA-accredited designations.

3. Scope

This policy applies to all members of the Association of B-BBEE Professionals (ABP) who hold the "Economic Empowerment Professional" (EEP) designation. Compliance with this policy is mandatory to retain the professional designation.

4. CPD Requirements

ABP members are required to accumulate a total of **30 CPD points annually**. These points must be accrued through a combination of verifiable and non-verifiable activities.

The breakdown is as follows:

- **Verifiable CPD Points:** Minimum of 18 points required annually.
- **Non-Verifiable CPD Points:** Maximum of 12 points can be counted towards the annual requirement.

Members are responsible for ensuring that they meet these requirements within their 12-month reporting period, which aligns with their annual accreditation cycle.

5. Annual Accreditation Cycle

The annual accreditation cycle for ABP members begins on the anniversary of the member's designation approval and runs for 12 months. Members must accumulate the required CPD points within this period.

- **Record Keeping:** Members must maintain accurate records of their CPD activities throughout the cycle.
- **Submission Deadline:** Members must submit their CPD records to ABP no later than 30 days before the end of their annual designation cycle.
- **Review and Audit:** ABP will review submitted CPD records, and a percentage of members will be randomly audited to verify compliance.

6. Verifiable vs Non-Verifiable CPD Interventions

Verifiable CPD Interventions

Verifiable CPD Interventions are activities that require documentation or proof of participation to be recognised for CPD points. Members must provide the specified evidence for these activities when submitting their CPD records. Examples of verifiable interventions include, but are not limited to:

- **Formal Education and Training:** Accredited courses, diplomas, or degrees.
Evidence: Certificate of completion or transcript.
- **Workshops and Seminars:** Attendance certificates or signed attendance sheets are required as proof.
- **Webinars:** Certificate of participation or software log sheet confirming attendance.
- **Published Research or Papers:** A copy of the published work, publication acceptance letter, or peer review feedback.

- **Professional Presentations:** Event program, presentation materials, and attendee feedback forms.

Non-Verifiable CPD Interventions

Non-Verifiable CPD Interventions are activities that do not require external proof and are based on the member's self-reporting. While formal evidence is not required, members are encouraged to maintain personal logs or records of these activities as a best practice. Such logs may be useful for personal tracking and may also be requested during ABP audits. Examples of non-verifiable interventions include, but are not limited to:

- **Self-Study:** Reading relevant books, articles, or journals. *Evidence (optional): Self-reporting log.*
- **On-the-Job Learning:** Learning activities related to daily work. *Evidence (optional): Self-reporting log.*
- **Mentoring and Coaching:** Providing mentorship to peers or junior members. *Evidence (optional): Self-reporting log.*

Maintaining detailed logs for non-verifiable activities is not mandatory but is recommended to ensure accurate reporting and to provide a reference in the event of an audit.

7. Internal vs. External CPD Activities

The distinction between Internal and External CPD activities is crucial for understanding how CPD points are allocated:

- **Internal CPD Activities** are those organised, facilitated, or endorsed by ABP. These activities are tailored to meet the specific needs of B-BBEE professionals, ensuring high relevance. Internal activities generally earn higher CPD points due to their direct alignment with professional standards.
- **External CPD Activities** are offered by other organisations or institutions. While still valuable, these activities may receive lower CPD points due to potential variations in relevance and quality compared to internal offerings.

Members are encouraged to prioritise internal activities but can also participate in external activities to diversify their professional development. The CPD table specifies the point allocation differences between internal and external activities.

8. CPD Activities and Point Allocation

ABP members can accumulate CPD points through various activities that contribute to their professional development. These activities are categorised as either verifiable or non-verifiable, with specific point allocations assigned to each.

For a detailed breakdown of the CPD activities, including descriptions, internal/external classifications, verifiability, and point allocations, please refer to **ANNEXURE A** attached to this document. **ANNEXURE A** serves as the comprehensive guide to understanding the types of activities recognised by ABP and how they contribute to fulfilling your annual CPD requirements.

9. Responsibilities of Members

Members holding the EEP designation are responsible for actively managing and documenting their CPD activities throughout their annual designation cycle. The following responsibilities are essential to ensure compliance with ABP's CPD requirements:

- **Planning:** Members must strategically plan on their own accord, their CPD activities to ensure they meet the annual requirement of 30 CPD points. This involves selecting activities that are relevant and contribute meaningfully to their professional development.
- **Record Keeping:** Members are required to maintain accurate and up-to-date records of all CPD activities. This includes collecting and organising the necessary evidence for verifiable activities as outlined in **ANNEXURE A**. Proper documentation is crucial for demonstrating compliance during the submission process.
- **Proactive Submission:** Members should proactively submit their CPD activities and progress to ABP throughout their annual designation cycle. This ongoing submission helps ensure that ABP can monitor compliance and address any potential issues early.
- **Timely Submission:** All relevant CPD documentation and proof must be submitted to ABP at least 30 days before the end of the member's designation cycle. If a

member is unable to meet this deadline, they must notify ABP in a timely manner to discuss possible extensions or corrective actions.

Failure to fulfil these responsibilities may result in the suspension or revocation of the EEP designation, as outlined in the non-compliance section of this policy.

10. Non-Compliance

ABP members must meet the annual CPD requirements to maintain their "Registered" Economic Empowerment Professional (EEP) designation. Non-compliance will lead to the following consequences:

10.1. Inactive Status

If a member fails to accumulate the required 30 CPD points by the end of their annual cycle, their "*Registered*" EEP designation will be downgraded to "*Inactive*." This status indicates non-compliance with CPD requirements, and the member will be unable to present themselves as a fully compliant EEP.

10.2. Annual Renewal Fee

Regardless of their CPD compliance status, the member is still required to pay the annual renewal fee for their EEP designation. However, their status will remain "*Inactive*" until they fulfil the CPD requirements.

10.3. 12-Month Rectification Period

Upon being designated as "*Inactive*," the member is granted a 12-month rectification period. During this time, the member must earn the missing CPD points to reach the required total of 30 CPD points. The member must document and submit evidence of the additional CPD activities to ABP before the end of this period to restore their "*Registered*" status.

10.4. Deregistration

If the member fails to accrue the required CPD points within the 12-month rectification period, their EEP designation will be downgraded to "*Deregistered*." At this stage, the member loses their professional status as an EEP and can no longer represent themselves as such.

To regain their EEP designation, a deregistered member must reapply to ABP and meet all initial qualification requirements as if they were a new applicant. This process includes re-assessment and validation of their professional credentials.

10.5. Example Scenario

A member completes the year with only 15 out of the required 30 CPD points. As a result, their status changes to *"Inactive."* They are still required to pay the annual renewal fee but have an additional 12 months to earn the remaining 15 CPD points. If they successfully meet this requirement within the rectification period, their *"Registered"* status is reinstated. However, if they fail to do so, their designation will be downgraded to *"Deregistered,"* requiring them to reapply and fulfil all initial criteria to regain their EEP status.

11. Review and Amendment

This CPD Policy will be reviewed annually to ensure it remains aligned with industry standards and the evolving needs of B-BBEE professionals. Amendments to the policy will be communicated to all members.

ANNEXURE A

Category	Activity/Intervention Name	Description	Internal/External	Verifiable/Non-Verifiable	CPD Points (Internal)	CPD Points (External)	Maximum CPD Point Allocation
A	Webinars	Participation in live or recorded webinars related to B-BBEE. <i>Supporting Proof: certificate of attendance, event program, or participation confirmation logs, etc.</i>	Internal/External	Verifiable	1 point per hour	0.5 points per hour	15 points annually
B	Workshops	Attendance at workshops organised by ABP or other recognised bodies. <i>Supporting Proof: attendance certificate, event program, signed attendance sheet, etc.</i>	Internal/External	Verifiable	2 points per hour	1 point per hour	6 points annually
C	Accredited Courses	Completion of accredited courses or training programs relevant to B-BBEE. <i>Supporting Proof: certificate of completion, transcript, course materials, etc.</i>	Internal/External	Verifiable	6 points per course	4 points per course	12 points annually
D	Research and Publication	Conducting research or writing articles/papers related to B-BBEE. <i>Supporting Proof: copy of the publication, publication acceptance letter, peer review feedback, etc.</i>	Internal/External	Verifiable	6 points per article	4 points per article	12 points annually
E	Professional Presentations	Delivering presentations at conferences, workshops, or seminars. <i>Supporting Proof: event program, copy of the presentation, attendee feedback forms, etc.</i>	Internal/External	Verifiable	3 points per presentation	2 points per presentation	9 points annually

F	Self-Study	Reading books, articles, or journals relevant to B-BBEE. <i>Self-reported, no proof required.</i>	Internal/External	Non-Verifiable	1 point per hour	1 point per hour	6 points annually
G	Mentoring and Coaching	Providing mentorship or coaching to peers or junior members. <i>Self-reported, mentoring plan, mentee feedback, meeting logs, etc.</i>	Internal/External	Non-Verifiable	2 points per mentee	2 points per mentee	6 points annually
H	Conferences	Attendance at professional conferences related to B-BBEE. <i>Supporting Proof: attendance certificate, event program, delegate badge, etc.</i>	Internal/External	Verifiable	3 points per conference	2 points per conference	6 points annually
I	On-the-Job Learning	Learning through everyday work activities related to B-BBEE. <i>Self-reported, no proof required.</i>	Internal/External	Non-Verifiable	1 point per hour	1 point per hour	4 points annually
J	NQF Level Qualifications	Completion of B-BBEE related qualifications such as MDP, Masters, PhD, Post Grad. Diploma. <i>Supporting Proof: qualification certificate, transcript, etc.</i>	External	Verifiable	N/A	15 points per qualification	15 points annually
K	Serving on ABP Committees	Serving on formalised ABP committees, contributing to governance and strategy. <i>Supporting Proof: meeting minutes, official appointment letter, etc.</i>	Internal	Verifiable	5 points per year	N/A	5 points annually