

## ABP Admin

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**To:** ABP Admin  
**Subject:** RE: Request for CPD Submissions – Deadline Midday, 14 August 2025

Dear ABP Member,

As part of the Association of B-BBEE Professionals' (ABP) commitment to maintaining the highest professional standards, we request your submission of all qualifying Continued Professional Development (CPD) interventions undertaken in the immediate past 12 months, up to today's date. Please note that during a 12-month cycle the requirement is to achieve 30 CPD points, therefore many Members will still be in process to obtain this number, therefore monitoring is important during this period.

Please continue to submit the schedule on a monthly basis to allow for the updating on your profile and for the relevant administration procedures to be followed. We will be sending out monthly reminders to submit your CPD schedule. This submission ensures compliance with APOL14 – ABP's Policy on Continued Professional Development and assists in confirming your professional designation standing with ABP, in line with SAQA requirements. Also, please submit any proof you may have that supports your claim as this will need to be used to validate your points during an internal audit procedure.

Please follow the instructions below carefully.

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### Step-by-Step Submission Process

1. Download the attached ABP\_CPD\_Submission\_Sheet.
  - Rename the file by appending your name to the filename.  
*Example: ABP\_CPD\_Submission\_Sheet\_John Smith.xlsx*
2. Capture all B-BBEE-related CPD interventions undertaken during the immediate past 12 months, including the following fields:
  - Designation Registration No. – Your ABP Membership Number
  - Full Name & Surname – Your full name
  - Intervention Date – Format: 20Jan2025
  - Activity Type – Select from the dropdown list provided in the sheet (as per APOL14), e.g., *Webinar, Mentoring and Coaching*
  - Name/Identifier – e.g., *ABP Webinar on Ownership*

- Internal / External – “Internal” for ABP-provided activities, “External” for all other providers
    - Hours / Units – Duration in hours or units (refer to the CPD table in APOL14)
  - 3. Save the completed workbook.
  - 4. Submit your completed sheet via email to [info@abp.org.za](mailto:info@abp.org.za) **no later than Midday, 14 August 2025.**
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#### Important Notes

- The ABP\_CPD\_Submission\_Sheet is designed in accordance with APOL14 and will automatically:
    - Calculate your CPD points
    - Categorise activities as Verifiable or Non-verifiable
  - For verifiable interventions, please attach supporting evidence to your email.  
Examples include:
    - Attendance certificates
    - Screenshots confirming webinar attendance
    - Copies of published articles
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#### Practical Example

If you attended the “ABP Webinar on Ownership” on 20 January 2025, your entry would be completed as follows:

- Designation Registration No.: Your ABP Membership Number
  - Full Name & Surname: Your full name
  - Intervention Date: 20Jan2025
  - Activity Type: Select “Webinar”
  - Name/Identifier: “ABP Webinar on Ownership”
  - Internal / External: “Internal”
  - Hours / Units: 2 (if the webinar lasted two hours)
  - Attach your attendance certificate as supporting evidence
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#### Attachments

1. ABP\_CPD\_Submission\_Sheet – Excel workbook for completion

## 2. APOL14 – ABP Policy on Continued Professional Development – Guidance on qualifying CPD activities

Your timely submission is essential to ensure that your CPD record remains accurate and compliant.

If you have any further questions, please feel free to contact us.

Thank You

Kind Regards,

Maresce de Saldanha  
ABP Administrator



**Maresce de Saldanha**

ABP Administrator

Office: (010) 109-3176  
Email: [info@abp.org.za](mailto:info@abp.org.za)  
Website: [www.abp.org.za](http://www.abp.org.za)

SAQA-approved Professional Body number PB0000100 | Professional Body ID number 1002

[Cullinan Office Park, Block B, 1<sup>st</sup> Floor, Cullinan Close, Morningside, Sandton, 2057](#)

Office (010) 109-3176

SAQA-recognized Professional Body number [PB0000100](#)

[Professional Body ID number 1002](#)

[ABP WhatsApp](#)



Association of B-BBEE Professionals (ABP) NPC  
Reg. No. 2005/027643/08

Board of Directors  
(elected as at Thursday, 27 June 2024 - 2027)  
Y. Venter (Chairperson) • S. D. Grau (Deputy Chairperson)



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### ABP Survey

Please add [info@abp.org.za](mailto:info@abp.org.za) to your whitelist