



**THE SOUTH AFRICAN INSTITUTE OF
ELECTRICAL ENGINEERS**

DOCUMENT SAIEE CPD 04

GUIDELINE FOR PROVIDERS MAKING APPLICATION FOR VALIDATION OF ACTIVITY

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ANNEXURE

APPLICATION FOR APPROVAL OF CPD ACTIVITY Form ECPD 2

Addendum to Guidelines for Providers CPD 04 : DOCUMENT CPD 03

Addendum to Guidelines for Providers CPD 04 : DOCUMENT CPD 05

This guideline is for any person or organization wanting to apply for the awarding of CPD credits for an Activity. The following procedure must be complied with if validation by the SAIEE is required.

1. **EVERY APPLICATION SUBMITTED TO THE SAIEE FOR THE VALIDATION OF CPD ACTIVITIES MUST COMPRISE OF 1 X SUITABLY BOUND COPY AND AN ELECTRONIC COPY ON A CD, CONTAINING THE FOLLOWING:**
 - 1.1 Completed ECSA Form ECPD 2.
 - 1.2 Completed SAIEE addendums CPD 03 and CPD 05, to the SAIEE Guidelines for Providers CPD 04 Form, by indicating the type of activity and supply of company's vat no. for invoicing purposes.
 - 1.3 Credentials of the course presenter, presenters should have proven practical and academic experience and be good communicators.
 - 1.4 Sufficient information to enable the SAIEE to allocate CPD credits, including all course material and programme and a description of the method of presentation should be provided.
 - 1.5 A sample of the attendance register and attendance certificate to attendees.
 - 1.6 A sample of the feedback questionnaire for attendees.
 - 1.7 The SAIEE reserves the right to attend any validated event and provision should be made for a maximum of 2 x SAIEE Representatives to attend the Activity free of charge if necessary.

2. **THE SAIEE FEES FOR APPLICATIONS FOR VALIDATION ARE AS FOLLOWS:-**
 - 2.1. Refer to Addendum SAIEE CPD 05 document for applicable fees.
 - 2.2. In the event that Providers cannot provide all the course material prior to the event, a post-event validation will be held.
 - 2.3 An accelerated validation can be requested at a cost of double the original validation fee.
 - 2.4 On receipt of the application form and required documentation, an invoice will be forwarded to the provider.
 - 2.5 Proof of payment must be forwarded in order that the office can proceed with the validation.
 - 2.6 The payment is non-refundable, whether or not the course is approved for validation for CPD credits. In exceptional circumstances, this provisor can be subject to review by the Professional Development committee and a refund can be generated.

3. **BENEFITS**
 - 3.1 The benefits for a provider of a CPD activity that is approved by the SAIEE, will be an acknowledgement to its members that the provider and programme satisfies the Institute's criteria and that CPD credits can be earned. The CPD validation listing will be reflected on the ECSA website and general public area of the SAIEE website for reference by SAIEE members.
 - 3.2 **However, the SAIEE will now be providing for a different category: that of Preferred Provider Status (PPS) which will be renewed on an annual basis. The providers will be recommended by the SAIEE and will be listed in the private member log-in area of the SAIEE website, viewable only by SAIEE members.** Each listing will carry web-links to the respective provider's website. This will allow the SAIEE members to follow these links directly to providers' websites to view details on courses provided and register with peace of mind. **The SAIEE will however not endorse the event and will not take responsibility for non-delivery and complaints, nor enter into litigation on issues between the providers and their clientele.**
 - 3.3 The providers listed on the PPS list will be able to carry the SAIEE logo on the marketing material of their CPD validated events. They will however have to ensure that all Electrical Engineering related activities are forwarded to the SAIEE for validation.
 - 3.4 **Providers listed on the PPS will be required to maintain very high standards of service delivery to their clientele. Failure to do so will incur possible penalties and being struck-off from the PPS list.**

4. **RESULTS OF VALIDATION PROCESS**
 - 4.1 Formal assessment reports will be returned to the SAIEE from the appointed Reviewers whereupon a formal reply will be made in a letter to the applicant within a month of the application. CPD points awarded to the Activity will be advised in the letter.
 - 4.2 The Reviewer reports are confidential and will become the property of the SAIEE.

- 4.3 The Reviewers appointed sign a confidentiality clause and will return all documents to the SAIEE on completion of the review.

5. NON APPROVAL OF ACTIVITY

- 5.1 In the event of the SAIEE not approving the activity for CPD credits, the applicant may add to the content or introduce changes to the activity and may resubmit the application within two weeks to be reassessed. Each applicant will be allowed to resubmit an application only once. Thereafter it will be considered to be a new application and fees will have to be paid as for any new application.

6. APPEALS

- 6.1 Appeals against a decision by the SAIEE can be lodged at the SAIEE Observatory offices where it will be referred to the Professional Development Committee whose decision will be final.

7. ATTENDANCE REGISTERS

- 7.1 It is the responsibility of the person or organization presenting the activity to keep a daily register of everybody attending the activity. The register must provide the name, surname, verification details and contact details of each attendee. A South African ID number, SAIEE membership number or ECSA registration number will be regarded as sufficient for verification. An e-mail address or telephone number will be regarded as sufficient contact details.
- 7.2 After the activity, the Provider is responsible to ensure the organizer provide the SAIEE Secretariat with a copy of the register within 2 weeks.

8. CERTIFICATE OF ATTENDANCE

- 8.1 The Provider will be responsible to ensure the organizer give each attendee a certificate as proof of attendance to the Activity. Registered persons may attach the certificates to their professional registration renewal application to ECSA. The certificate must display the name, time(s) and date(s) of the Activity, as well as the number of CPD credits that the Activity has been awarded.
- 8.2 Attendance Certificates must indicate only the days of attendance by the delegate.

9. ATTENDEE FEEDBACK

- 9.1 The Provider is responsible for ensuring the organizer obtains feedback from attendees of the Activity. A sample of the questionnaire must be included in the application. Ideally comments eliciting satisfaction around enhancing the competence and professionalism of attendees is required to be sought in the questionnaire in addition to a list of questions with tick boxes which must accompany the application.
- 9.2 Negative Feedback :
- The SAIEE reserves the right to review the validation, if negative feedback is received and the Provider may be requested to re-submit material.

10. VALIDATION PERIOD

- 10.1 Validation of events, such as courses, where material and presenter remain unchanged, are in force for 3 years from date of application.
- 10.2 Conferences / Seminars / and symposium are once off validations. Once-off events are not repeatable.

11. AMENDMENTS / UPDATES TO COURSE

- 11.1 Providers who have their Activities validated for 3 years and during this time make minor changes, additions and enhancements to the content or structure of the Activity without changing the objective must submit the revised programme to the SAIEE before being implemented. A review of the changes will be done by the appointed Reviewers at no charge and if no concerns are raised will confirm that the

validation remains in force to the original validation date. This process is to ensure the Activity records at the SAIEE are updated but this will not extend the original period of validation.

12. AUDITING OF EVENT

- 12.1 The SAIEE reserves the right to attend and audit the process of any event submitted for validation.
- 12.2 The Provider must make provision to allow a maximum of two SAIEE representatives to attend the activity. The purpose is to allow appointed officials to feedback to the Professional Development Committee on quality, compliance or any other aspect to ensure the aims and objectives of the ECSA Policy on CPD are achieved.