



ENSURING THE EXPERTISE TO GROW SOUTH AFRICA

Standard for Continuing Professional Development

ECPD-01-STA
REVISION No. 3: 13 April 2021

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 2 of 30

TABLE OF CONTENTS

DEFINITIONS	4
ABBREVIATIONS	6
BACKGROUND.....	7
1. POLICY STATEMENT	7
2. APPLICABLE LEGISLATIVE FRAMEWORK	8
3. NATIONAL AND INTERNATIONAL COMPLIANCE.....	8
4. PURPOSE OF THIS DOCUMENT	8
5. PRINCIPLES UNDERLYING CPD.....	9
6. CONTINUING PROFESSIONAL DEVELOPMENT IN CONTEXT	11
7. CONCEPTUAL STRUCTURE OF CPD	12
8. ROLES AND RESPONSIBILITIES OF ECSA.....	13
9. ECSA CPD LICENSED BODIES	13
9.1 Roles and responsibilities	13
9.2 Criteria for appointment as a Licensed Body	14
9.3 Licensing process.....	15
9.4 Review and monitoring	16
9.5 Allegations of submission of false information or failure to resolve deficiencies	16
9.6 Changes to Licensed Body information	16
9.7 Amendment to Licensed Body requirements	16
9.8 Appeal process for CPD License body	17
10. VERIFIED CPD SERVICE PROVIDERS.....	17
10.1 Roles and responsibilities	17
10.2 Criteria for appointment as a Verified CPD Service Provider	17
10.3 Verification process	19
10.4 Review and monitoring	19
10.5 Submission of false information or failure to resolve deficiencies.....	19
10.6 Changes to accredited CPD Service Provider information	20
10.7 Amendment of verification requirements of CPD Service Providers.....	20
10.8 Appeal process for CPD Service Providers.....	20

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 3 of 30

11. VALIDATION OF CPD ACTIVITIES	21
11.1 Requirements for validation of CPD Activities	22
11.2 Marketing of CPD Activities	23
11.3 Application process	23
11.4 Validation period.....	25
11.5 Review and monitoring	25
11.6 Recordkeeping	25
12. AUDITING AND REVIEW PROCESS	26
12.1 Authority of the CPD Committee.....	26
12.2 Recognition of ECSA CPD Licensed Bodies, verification of CPD Service Providers and validation of CPD Activities	26
12.3 Auditing modality	27
12.4 Auditing requirements.....	27
12.5 The auditing team.....	28
12.6 Auditing team leader.....	29
12.7 Auditing team members.....	29
12.8 Responsibility for reporting	29
REVISION HISTORY	30

LIST OF TABLES

Table 1: Categories of CPD Activities	21
Table 2: Auditing requirements	28

LIST OF FIGURES

Figure 1: CPD structure	12
Figure 2: Process for validating a CPD Activity	24

CONTROLLED DISCLOSURE

When downloaded for the ECSA Document Management System, this document is uncontrolled and the responsibility rests with the user to ensure that it is in line with the authorised version on the database. If the 'original' stamp in red does not appear on each page, this document is uncontrolled.

Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 4 of 30

DEFINITIONS

Applicant: An institution, institute, organisation, association or society, CPD Service Providers applying for registration, re-registration, verification or validation of CPD activities for Category 1 CPD credits.

Competence: The cluster of related abilities, commitments, knowledge, skills and experience necessary to perform engineering work in a specific discipline effectively.

Continuing Professional Development (referred to in this standard as **CPD**): Continuing education and training as contemplated in section 13(k) of the Engineering Profession Act, 46 of 2000. CPD also refers to the systematic maintenance, improvement and broadening of knowledge and skills and development of the necessary personal qualities for the execution of professional and engineering duties throughout a person's engineering career. It is the learning and development that takes place after completion of educational studies, through which registered persons maintain and develop competencies to continue to perform their roles efficiently.

CPD Developmental Activities: Category 1 CPD activities offered by accredited ECSA CPD Service Providers to registered persons.

Credit: Credit is defined in notional hours where one credit is equal to 10 hours of learning towards the defined outcomes.

ECSA CPD Licence Body: Bodies determined and licensed through ECSA to verify CPD Service Providers and validate CPD Activities for Category 1 CPD Activities.

Higher educational institution (private or public): A higher educational institution offering engineering programmes that have been granted recognition by the Council of Higher Education (CHE).

Interim audit: An audit conducted by ECSA outside the regular cycle of 3 years, triggered by material changes of Licensed Body information or conditions of licence.

Registered person: A person registered in terms of section 18(a) and 18(c) of the Engineering Profession Act, 46 of 2000, that is Professional Engineers, Professional

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 5 of 30

Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers. The term also applies to persons who are registered in the category of Registered Technicians, including Master Technicians and all Specified Categories.

Recognised Voluntary Association: An association, institute, institution or society recognised by the Council as a Voluntary Association in terms of section 25(3) of the Engineering Profession Act, 46 of 2000.

Regular audit: A required audit of the Licensed Body by ECSA at the end of the 3-year cycle.

Service Provider: An organisation offering learning activities in respect of Category 1 CPD Activities.

Validation: The quality assurance process to recognise a Category 1 CPD Activity as complying with ECSA requirements for CPD credit claim by registered persons.

Verified CPD Service Provider: A higher education institution (public) or an ECSA-recognised 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 regard to Category 1 CPD Activities. Also referred to as the Service Providers.

The Act: The Engineering Profession Act, 46 of 2000.

The Council: For purposes of this standard, the Council is established in terms of section 2 of the Act, and its members are approved in terms of section 4 of the Act. The Council is the ultimate policy-making authority under the Act and includes the executive committee insofar as the executive committee is authorised to make the same decisions as the Council.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 6 of 30

ABBREVIATIONS

AIET	Agreement for International Engineering Technicians
CBE	Council for the Built Environment
CHE	Council on Higher Education
CPD	Continuing Professional Development
EPA	Engineering Profession Act, 46 of 2000
ECSA	Engineering Council of South Africa
IEA	International Engineering Alliance
IETA	International Engineering Technologist Agreement
QMA	Quality Management Assurance
QMS	Quality Management System

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 7 of 30

Background

The Engineering Council of South Africa (ECSA) has introduced a new Continuing Professional Development (CPD) standard in line with the Engineering Profession Act, 46 of 2000 and the Rules: Continuing Professional Development and Renewal of Registration as seen in the Government Gazette, No. 40847 of 19 May 2017, hereafter referred to as the Rules. The new standard designates ECSA as the sole custodian of CPD, with other role players such as Voluntary Associations (VAs), Higher Education Institutions and CPD Service Providers assuming important functions that are primarily delegated and monitored by ECSA. The standard intends to provide additional clarification of the implementation of the CPD provisions contained in the Engineering Profession Act and Rules 18 and 19 of the CPD Rules. The operationalisation of the Rules also addresses issues related to CPD Activities' quality and credibility for the benefit and advancement of the engineering profession in South Africa.

1. POLICY STATEMENT

The CPD standard in line with the Engineering Professions Act, 46 of 2000, Section 22(1), stipulates the following:

- (1) A registered person must, at least three months prior to the prescribed expiry date of his or her registration, apply in the prescribed manner to the council for the renewal of his or her registration.
- (2) The council may determine conditions for the renewal of registration.
- (3) Subject to section 19, the council must, on application, register a person who was previously registered and whose registration was cancelled in terms of section 20 (1)(a)(iii), if he or she has paid –
 - (a) the prescribed fee;
 - (b) any arrear annual fee or portion thereof;
 - (c) any expenses incurred by the Council in connection with the recovery of any arrear fees; and
 - (d) any penalties imposed on him or her by the Council.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 8 of 30

This standard therefore defines registered persons' requirements for registration renewal.

2. APPLICABLE LEGISLATIVE FRAMEWORK

Programme Quality Assurance, which is required under the Engineering Profession Act, 46 of 2000 Rules: Continuing Professional Development and Renewal of Registration (Board notice 86 of 2017) and the CPD Standard (**ECPD-01-STA** empowers ECSA to conduct audits to appraise the recognised licensed CPD body, verified CPD provider and/or its validated CPD Activities. The standard also determines the maximum interval between such audits, which is normally every 3 years or at ECSA's discretion.

3. NATIONAL AND INTERNATIONAL COMPLIANCE

ECSA is internationally recognised under the International Engineering Agency (IEA) via educational accords and competency agreements as follows:

Educational accords:

- Washington Accord (WA)
- Sydney Accord (SA)
- Dublin Accord (DA)

Competency agreements:

- International Professional Engineers Agreement (IPEA)
- International Engineering Technologist Agreement (IETA)
- Agreement for International Engineering Technicians (AIET)

4. PURPOSE OF THIS DOCUMENT

This document outlines the functions and processes for recognition of ECSA CPD Licensed Bodies. It outlines the processes for the appointed Licensed Bodies to verify Service Providers, validates activities and details the associated review and auditing requirements needed to perform these functions. The document also outlines the appeal process for Licensed Bodies and Verified Service Providers in the case of a rejection or a revocation.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 9 of 30

The functions and processes are related to Category 1 CPD Activities (Development Activities) in accordance with the conceptual structure of CPD as illustrated in **Figure 1**, which are determined as follows: Attendance of structured educational/developmental activities/meetings credited with 1 credit per 10 notional hours. A full-day activity is regarded as 10 notional hours and a half-day activity as 5 notional hours, which therefore counts as half a credit.

This document provides clarity on the Rules' implementation. The criteria required by the new ECSA CPD standard to grant the status of Licensed Body, verified CPD Service Provider or validated CPD Activity are listed in the various sections. Interrelations and connections among the different role players in the ECSA CPD framework are illustrated in the document.

5. PRINCIPLES UNDERLYING CPD

The Council is responsible for regulating engineering practice in South Africa in terms of the Engineering Profession Act, 46 of 2000 (the Act). Section 13(k) of the Act empowers the Council to determine the CPD requirements and training in consultation with VAs (as defined in the Act) and registered persons. The Council is directed by government in terms of the Act to serve and protect the safety and health of the public by establishing and maintaining minimum standards of practice, knowledge and skills, together with standards of professional ethics among registered persons in the country.

Registered persons are required by the Rules and Code of Conduct to practise strictly within their area of competence and to maintain and enhance their proficiency. Therefore, registered persons are responsible for keeping abreast with developments and continuously enhancing their knowledge in their areas of expertise to maintain their competence. In addition, registered persons should strive to contribute to the advancement of the body of knowledge in the field which they practise and to the engineering profession in general. In all engineering categories, whether business, education, professional practice, the public sector or any other engineering environment, the competencies needed to function effectively as a registered person continue to evolve, change and expand engineering knowledge. Registered persons in all categories are confronted by increased expectations to display professional knowledge and skills in this ever-changing environment. Therefore,

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 10 of 30

maintaining and continually developing professional competence is critical in meeting new engineering challenges.

While the foundation and basis for registration with the Council is the engineering competency of the registered person, it is equally important for registered persons to develop and maintain their non-engineering competencies (general skills). These include ethical behaviour according to the Code of Conduct, leadership and engineering-allied management skills and these are regarded as relevant CPD Activities.

Registered persons must ensure that in conforming to the Council's CPD requirements, the CPD Activities they undertake are relevant and contribute to the development and maintenance of the specific professional competencies required by the registered person's current and possible future roles.

According to the Council, CPD compliance is a mechanism for renewing registration. Section 22(1) of the Act imposes the duty on registered persons to apply to renew their registration with the Council at least 3 months prior to the initial registration expiry date. Section 22(2) confers the power on the Council to determine the conditions for registration renewal.

The discretion provided for in section 13(k) of the Act for the Council "to determine, after consultation with the recognised Voluntary Associations and registered persons, conditions relating to the nature and extent of continuing education and training" influences the Council's decision to use CPD as a mechanism to determine registration renewal. The Council's objective is to maintain a culture of CPD for the South African engineering profession.

The IEA to which ECSA is a signatory, via the IPEA, the IETA and the AIET, requires Council's assessment process and inclusion of the International Professional Competencies Attributes for continued registration of individuals and the maintenance of competence through a system of CPD. Therefore, to maintain international registration, South African internationally registered persons need to undertake CPD Activities to renew this professional registration every 5 years.

While ECSA monitors and enforces compliance by registered persons with the CPD requirements, it is also intent on ensuring that CPD Activities are objectively assessed regarding quality, accessibility and affordability to registered persons. In addition, it is ECSA's

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 11 of 30

duty to ensure that the content of the engineering CPD Activities the registered person attends for purposes of compliance is of a high standard. In this regard and in line with best practice, ECSA plays an active and leading role in CPD administration.

6. CONTINUING PROFESSIONAL DEVELOPMENT IN CONTEXT

Continuing Professional Development is based on the following four pillars:

1. Professional competence.
2. Professional attitude.
3. Professional values and ethics.
4. Staying abreast of global best practices.

It is every registered person's duty to ensure balance in these four developmental pillars when complying with the Council's CPD requirements. In monitoring compliance with CPD, ECSA specifically pays attention to this balance. It should be noted that CPD is not limited to education, practical experience and training but also extends to continuous learning and developmental activities such as coaching, mentoring and networking, in addition to observation, feedback and reflection.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 E C S A
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 12 of 30

7. CONCEPTUAL STRUCTURE OF CPD

Figure 1 illustrates the conceptual structure of the CPD in terms of the Rules. The figure also shows the different levels and criteria, which are further illustrated with regard to roles and responsibilities.

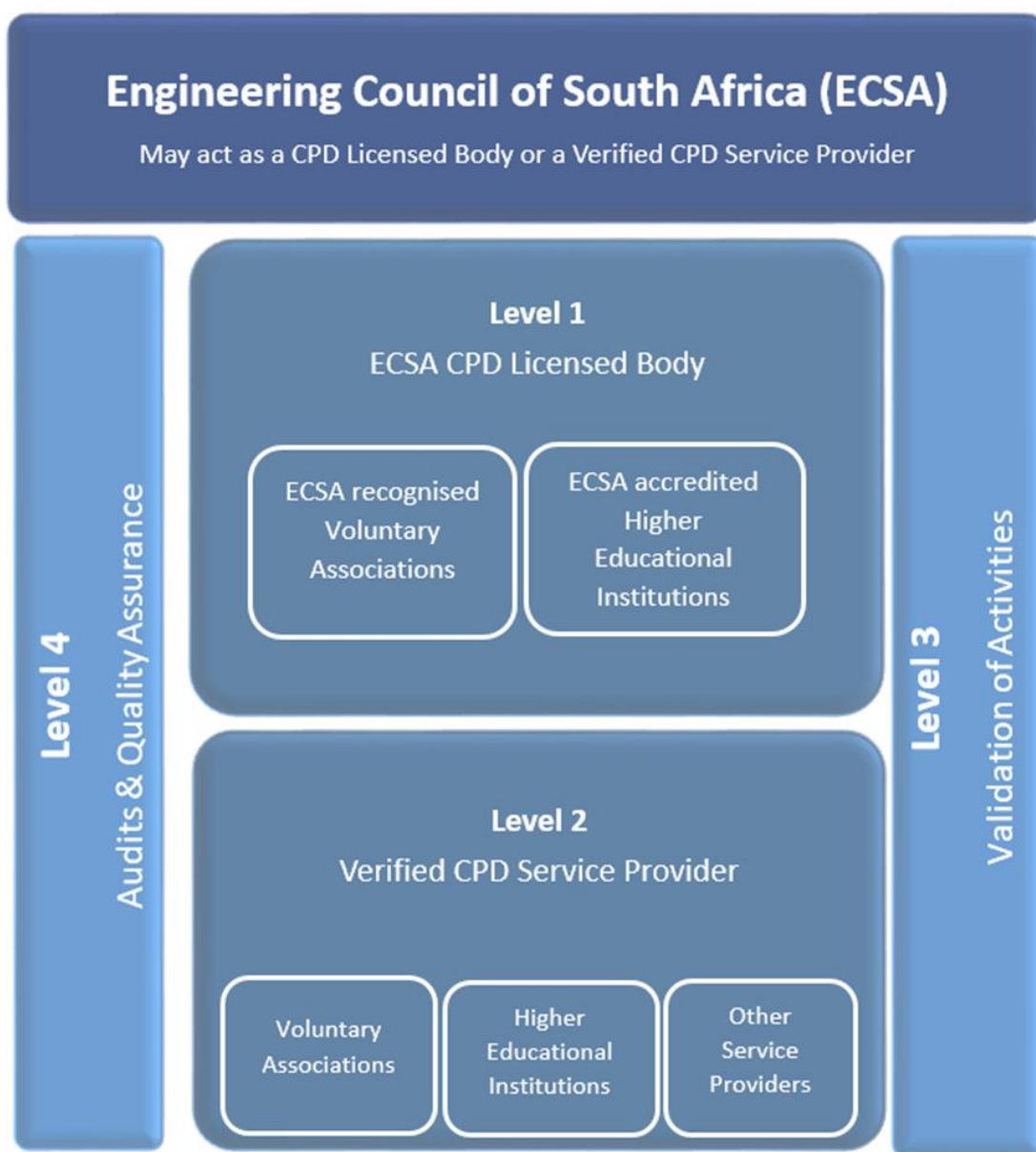


Figure 1: CPD structure

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 13 of 30

As the sole CPD authority, ECSA delegates the CPD function of verifying CPD Service Providers and validating CPD Activities to registered Licensed Bodies for the purpose of offering appropriate learning in respect of Category 1 CPD Activities.

Note: For the new strategy, ECSA delegates ECSA CPD Licensed Bodies to verify CPD Service Providers and validate CPD Activities.

8. ROLES AND RESPONSIBILITIES OF ECSA

ECSA is the sole authority determining the CPD requirements in the engineering profession. In this capacity, ECSA defines the process of delegating related CPD functions to organisations and bodies to verify CPD Service Providers and validate CPD Activities.

ECSA delegates powers to the ECSA CPD Licensed Bodies to verify CPD Service Providers and validate CPD Activities. In its own capacity, ECSA, as the sole delegator, reserves the right to verify any CPD Service Provider and validate any CPD Activity. It also reserves the right to monitor and audit CPD Licensed Bodies. The roles and functions of the CPD Licensed Bodies and the CPD Service Providers under the respective categories are outlined in sections below.

9. ECSA CPD LICENSED BODIES

The CPD Licensed Bodies are organisations that are recognised through ECSA's powers and delegated to verify CPD Service Providers and validate CPD Category 1 Activities.

9.1 Roles and responsibilities

ECSA CPD Licensed Bodies have the power to verify CPD Service Providers and validate CPD Category 1 Activities. These Licensed Bodies ensure that CPD Activity quality is of an appropriate standard for the target audience. The target audience refers to the category (eg Professional Engineer, Professional Engineering Technologist, Professional Engineering Technician, Professional Certified Engineer and Specified Category registrations) and the discipline (eg electrical, civil, mechanical, etc.). CPD Licensed Bodies ensure the quality of CPD Activities by monitoring and auditing the verified CPD Service Providers as and when required.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 14 of 30

ECSA monitors and audits the ECSA CPD Licensed Bodies (see **Table 2**) to ensure that the CPD Activities they offer are of an appropriate standard and quality for the target audience. This implies that an ECSA CPD Licensed Body cannot verify itself as a CPD Service Provider. If an ECSA CPD Licensed Body wishes to become a verified CPD Service Provider, verification of the service provision must be performed by ECSA or by another ECSA CPD Licensed Body. If an ECSA CPD Service Provider is recognised as an ECSA CPD Licensed Body and as an ECSA CPD Verified Service Provider, it may validate its own CPD Activities.

An ECSA CPD Licensed Body can only operate under its defined scope of competence (specified category, discipline and area of specialisation).

9.2 Criteria for appointment as a Licensed Body

ECSA CPD Licensed Bodies are divided into two groups:

- Group 1: ECSA Recognised VAs
- Group 2: ECSA Higher Education Institutions.

The requirements that need to be fulfilled for Group 1: VAs are as follows:

- Completed **ECPD8** Application Form.
- Head Office that is appropriately equipped and accessible to CPD Service Providers.
- Contactable CPD Administrator and adequate support to verify CPD Service Providers and validate CPD Activities.
- Registration category and discipline.
- Operational website to list and market the verified CPD Service Providers and validated CPD Activities.
- Compliance with Section 3 (Category A) or Section 4 (Category B) of the Board Notice 60 of 2017, Engineering Profession Act, 46 of 2000 “Rules in terms of Section 36(1) – Requirements for Recognition as a Voluntary Association”.
- Submission of proposed cost for verifying CPD Service Providers and validating CPD Activities.

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 15 of 30

The requirements that need to be fulfilled for Group 2: Higher Education Institutions are as follows:

- Completed **ECPD8** Application Form.
- Accreditation letter of Engineering Programmes from CHE.
- Head Office that is appropriately equipped and is accessible to CPD Service Providers.
- Structure where the Engineering Programme and related courses are offered.
- Contactable CPD Administrator in the relevant Engineering School, Faculty/Department.
- Adequate support to verify CPD Service Providers and validate CPD Activities.
- Registration category and discipline.
- Operational website to list and market the verified CPD Service Providers and validated CPD activities.
- Submission of proposed cost for verifying CPD Service Providers and validating CPD Activities.

9.3 Licensing process

Any higher education institution offering ECSA Engineering accredited programmes or any ECSA recognised VA that wishes to become an ECSA CPD Licensed Body must submit an application form **ECPD8** together with the supporting documents identified in the checklist. ECSA reviews the application and determines if it meets the relevant criteria. If additional documents are required or are outstanding, ECSA notifies the applicant. If the application is successful, ECSA issues the applicant with a licence that has a unique licence number. Unless a site visit is required, the licensing process is finalised at the next scheduled CPD committee meeting.

ECSA CPD Licensed Bodies are encouraged to display their licences confirming them as Licensed Bodies at their head offices and/or on their websites. The licence is valid for 3 years, after which it must be renewed. The renewal process entails a review of the requirements to ensure that the ECSA CPD Licensed Body still complies with the ECSA Licensing requirements and conforms to any new requirements that may have been regulated. The list of the recognised ECSA CPD Licensed Bodies is available on ECSA's website.

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 16 of 30

9.4 Review and monitoring

As and when necessary, ECSA reserves the right to:

- inspect the premises of the prospective ECSA CPD Licensed Body to verify the information submitted at the application stage
- verify the information provided by the prospective ECSA CPD Licensed Body at the application stage
- request additional information if necessary, which should be submitted within set time frames
- audit the prospective ECSA CPD Licensed Body and thereafter, share the audit procedure information within a reasonable time.

9.5 Allegations of submission of false information or failure to resolve deficiencies

If an applicant is alleged to have submitted false information in the application pre-licensing or an applicant is found to no longer comply with the requirements post-licensing, ECSA notifies the applicant via a written letter outlining the deficiencies and advising on the time frame in which corrective actions must be implemented or in which the deficiencies must be rectified.

If the applicant fails to resolve the identified deficiencies within the stipulated timelines, as determined by ECSA, the licence is revoked. Once the licence has been revoked, the applicant must notify all relevant stakeholders and remove its licence from all platforms where it is displayed with immediate effect or by the date ECSA identifies in writing.

9.6 Changes to Licensed Body information

An ECSA CPD Licensed Body must inform ECSA of any changes within the organisation that result in differences in the information contained in the original application form (ECPD8). This must be communicated within 21 days of the date of change.

9.7 Amendment to Licensed Body requirements

If at any stage, ECSA intends to amend the licensing requirements, it will inform all CPD Licensed Bodies of this proposal. ECSA will provide CPD Licensed Bodies with the proposed amendments and call for comments on them from all stakeholders. ECSA will

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 17 of 30

consider the comments, finalise the amendments and inform CPD Licensed Bodies of the changes and the time frame expected for implementing the changes.

9.8 Appeal process for CPD License body

If licensing requirements are not met, ECSA will decline an application and notify the applicant in writing. If the applicant is unsatisfied with the application outcome, it has the right to appeal to ECSA. The appeal process follows the ECSA appeal guidelines on the CDP Standard.

10. VERIFIED CPD SERVICE PROVIDERS

Verified CPD Service Providers comprise Higher Education Institutions, ECSA-recognised VAs, private providers and any private educational institution approved by Council to offer appropriate learning in respect of Category 1 CPD Activities.

Licensed bodies cannot verify themselves as CPD Service Providers and need to apply to ECSA for verification.

10.1 Roles and responsibilities

CPD Service Providers are accountable for delivering validated CPD Activities. A CPD Service Provider is the only authority that can apply to a recognised Licensed Body for validation of CPD Activities. The status of a verified CPD Service Provider is not transferable to a third party and so the CPD Service Provider is accountable for delivering the validated activities.

A CPD Service Provider that is also a Licensed Body may validate its CPD Activities in accordance with the ECSA CPD Standard.

10.2 Criteria for appointment as a Verified CPD Service Provider

Certain requirements need to be in place before a CPD Service Provider can apply for verification. Prior to the application, the prospective CPD Service Provider must check the following:

- Company registration
- Company profile together with the following information:

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Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 18 of 30

- Provider contact details (physical address, telephone number, cell phone number, email addresses, etc.)
- Scope of CPD Developmental Activities (registration category, discipline, area of specialisation and type of programme)
- Tax clearance certificate (good standing with SARS or equivalent)
- Processes for certifying activities and participant attendance confirmation
- Agreements in place (eg for venue, presenters, coordinators) – if services are to be outsourced, supporting documents must be provided with detailed information
- Contingency plans in place if certain services are outsourced to ensure that registered persons receive the purchased CPD Activities, or have a refund policy in place.

The CPD Service Provider is required to provide evidence of a comprehensive Quality Management System (QMS) related to the administration and offering of CPD Activities. The QMS includes the following elements:

- A broad outline of the programme of activities for the forthcoming year.
- Database containing information on CPD Activities.
- Document and data control procedure and systems.
- Procedure and systems for enrolment and registration of participant.
- Procedure and system for monitoring and recording attendance for the duration of the activity (to include the attendance register).
- Procedure and system for certification (to include the attendance certificate).
- Procedure and system to be used to obtain feedback and evaluate the CPD event.
- Quality assurance to meet the requirements for validating CPD Activities.

The CPD Service Provider must have the capacity and the ability to produce high quality training events, and these must be established prior to the hosting of CPD Activities.

Reimbursement for registration fees, accommodation and other costs incurred during the validation of the CPD Activity may be requested in terms of sections 11.1–11.6 below. The Licensed Body has the right to request the CPD costing as part of the verification process. Costs must be justifiable.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 19 of 30

The ECSA CPD Licensed Body may request additional information and should this be the case, the reimbursement policy must be provided.

10.3 Verification process

The prospective CPD Service Provider must submit the application to the authorised ECSA CPD Licensed Body. The CPD Service Provider application form, (Form **ECPD7**) must be accompanied by all the required documents. The ECSA CPD Licensed Body will assess the documentation and arrange for a site visit if necessary. The outcome will be:

- verified
- verified with specific recommendations, or
- declined.

In any of these instances, the applicant receives a letter. Successful applicants also receive a certificate with a unique number, which must be displayed on all marketing material for the activity and on the applicant's website. The application review regarding its outcome is communicated within a maximum of 30 calendar days unless a site visit is required. If the application is rejected, it is entered into the database for recordkeeping.

10.4 Review and monitoring

The verification and review period of a verified CPD Service Provider is every 3 years. The Licensed Body reserves the right to conduct more than one review during this period. The review requirements must be in accordance with the standard.

10.5 Submission of false information or failure to resolve deficiencies

If it is confirmed that the verified CPD Service Provider has submitted false information during the application process or the verified CPD Service Provider is found to no longer comply with the requirements, the ECSA Licensed Body may remove the CPD Service Provider's verification with immediate effect in writing or via a written letter outlining the deficiencies and advising on the time frame in which corrective actions must be implemented. The Licensed Body must inform ECSA in case of removal of a verified CPD Service Provider.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 20 of 30

If the verified CPD Service Provider fails to resolve the identified deficiencies within the stipulated timelines, as determined by the ECSA CPD Licensed Body, the CPD verified status is revoked/terminated. The date of termination is indicated in writing by the ECSA CPD Licensed Body and henceforth, the CPD Service Provider can no longer provide CPD Services.

10.6 Changes to accredited CPD Service Provider information

The verified CPD Service Provider must inform the ECSA CPD Licensed Body of any change within the organisation that affects the information provided in the original application and that would thus affect the status according to the standard. This must be communicated within 21 days from the date of change.

10.7 Amendment of verification requirements of CPD Service Providers

If at any stage, ECSA decides to amend the requirements for CPD Service Providers it will inform all verified CPD Service Providers of this decision, make available the proposed amendments and call for comments on the amendments from all stakeholders. ECSA will consider the comments, finalise the amendments and inform the verified CPD Service Providers of the changes. In addition, ECSA will provide an appropriate time frame in which to implement the changes.

10.8 Appeal process for CPD Service Providers

If verification requirements are not met, the Licensed Body will decline an application and notify the prospective CPD Service Provider in writing. If dissatisfied with the application outcome, the CPD Service Provider has the right to appeal the decision to the respective ECSA Licensed Body. The Licensed Body will submit the appeal to ECSA or to another Licensed Body for independent consideration. ECSA or the appointed Licensed Body will review the appeals, with the appeal process following the ECSA appeal guideline with regard to the CDP Standard.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 21 of 30

11. VALIDATION OF CPD ACTIVITIES

Validation of CPD Activities constitutes Level 3 of the ECSA CPD standard as indicated in **Figure 1**. This function is carried out by the ECSA CPD Licensed Body described in previous sections. Validation of CPD Activities recognises Category 1 CPD Activities for a CPD Service Provider for the attainment of the CPD credits required for renewal of registration for professional and specified categories.

The verified CPD Service Provider is accountable for all validated CPD Activities delivered with its unique number. This unique number must be displayed on all marketing material of the activity, on the website, on confirmation of attendance, certificates issued to attendees, and any other related documents. The unique validation number of the validated CPD Activities for that specific validated activity is not transferable to a third party's activities and the validation must be obtained prior to the hosting of such an activity.

The categories of CPD Activities are shown in **Table 1**. This document applies to Category 1 CPD Activities only. As reflected in the Rules Continuing Professional Development and Renewal of Registration.

Table 1: Categories of CPD Activities

Categories	Activities	Credits
Category 1	Developmental activities	Minimum of 5 credits per 5-year cycle
Category 2	Work-based activities Engineering work	Maximum of 2 credits per year (300 notional hours / 1 credit)
	Mentoring of candidate engineering Practitioners	Maximum 1 credit per year (50 notional hours)
Category 3	Individual activities Membership of a recognised VA	Maximum 1 credit per year
	Other activities	Refer to Annexure A of the Rules Government Gazette, No. 40847 of 19 May 2017

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 22 of 30

ECSA Category 1 CPD Activities are structured/developmental educational activities that include the following types:

- Conferences
- Congresses
- Large group workshops
- Lectures
- Seminars
- Refresher courses
- Colloquiums
- E-Learning
- Relevant additional and completed accredited qualifications at benchmark level or above
- Completed postgraduate qualifications.

The award of credits is based on notional hours of the CPD Activity. In essence, 10 notional hours is equivalent to 1 credit. A full day of activity is regarded as 10 notional hours.

11.1 Requirements for validation of CPD Activities

The validation of CPD Activities ensures that CPD Activities meet the minimum requirements for CPD credits which include the following:

- Full details of the CPD activity must be provided: title, duration, location, mode of delivery, scope, learning outcomes and type of the activity. An application form (eg existing **ECPD2** Form) must be completed in full and submitted to the Licensed Body for processing.
- The engineering registration category and discipline for the target audience must be indicated (eg Professional Engineer: Mechanical). If there are multiple categories, all categories must be indicated.
- Details of the presenter must include the title, name and contact details. The presenter's expertise must be provided in the form of a CV to include experience and educational achievements. A certified copy of his/her ID is also required. Availability for the period of the activity must be confirmed by the presenter as a signed attachment. Should the presenter be changed due to unforeseen circumstances, the details of the new presenter must be submitted to ECSA for review together with the motivation for the change.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 23 of 30

- The validated CPD Activity must indicate how the CPD Activity contributes to the ECSA professional competencies. The activity's objectives and outcomes must therefore be submitted.
- The CPD Service Provider must demonstrate how the quality of the CPD activity is ensured. The quality of the CPD activity includes the entire learning and development process for the activity (eg content, assessments, teaching and learning material, attendance and certification).
- Details of pricing activities and costs must be provided to the CPD Licensed Body.
- The participants must be made aware of the reimbursement procedures (in accordance with the reimbursement policy referred to in Section 10.2 above).

11.2 Marketing of CPD Activities

The ECSA Verified Service Provider is responsible for all marketing activities. The use of the ECSA logo must comply with ECSA requirements.

11.3 Application process

The application to validate a CPD Activity is illustrated in **Figure 2**.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 24 of 30

CPD Validation Process

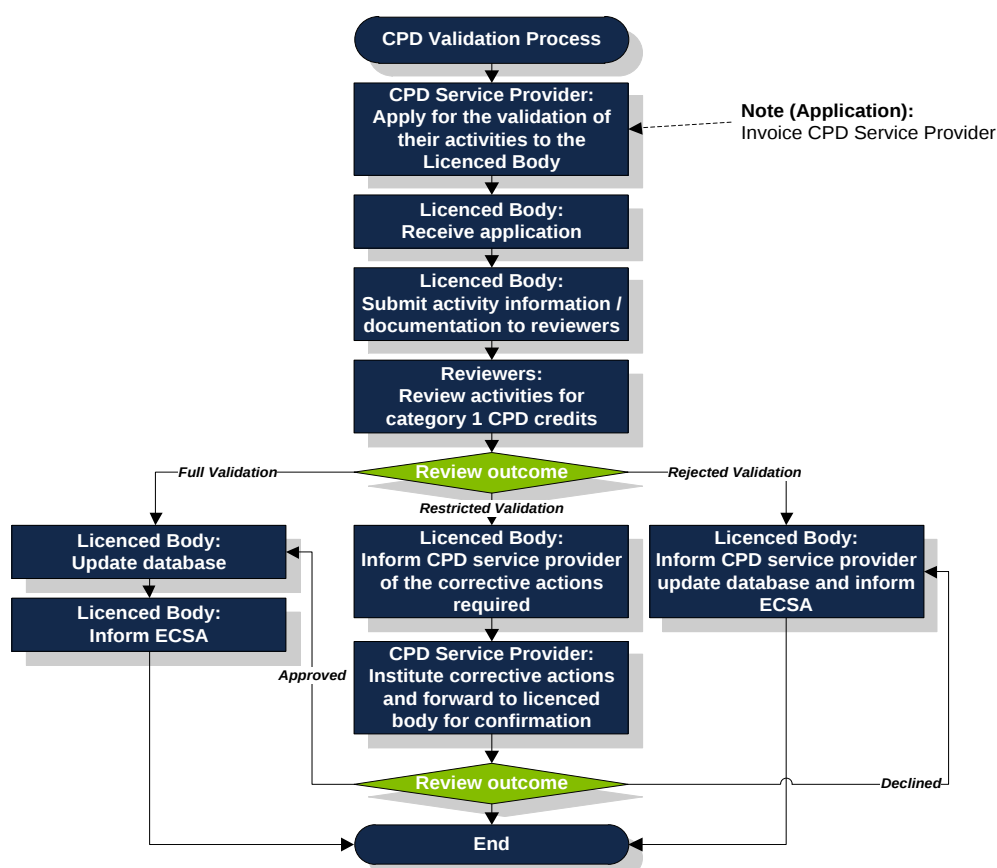


Figure 2: Process for validating a CPD Activity

This process relies on the CPD Licensed Bodies who employ specialised reviewers (at least one must be registered in either the professional or specified categories required for the level of the activity) to conduct an assessment of the CPD Activity that is based on the quality of the requirements provided by the CPD Service Provider.

There are three possible application outcomes:

- **Full validation of the CPD Activity**

Note: The ECSA Licensed Body agrees that the validation requirements are met with non-substantive issues that require corrective action, or additional submissions. In this case, the

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 25 of 30

ECSA Licensed Body accepts all accountability for deficiencies created if the activity does not meet the ECSA requirements and it will be held liable for the respective activities.

- **Restricted Validation.** Corrective changes need to be applied or substantive documents are outstanding, preventing validation of the activity. No CPD number will be issued to the CPD Service Provider until the conditions have been met. The CPD provider cannot market this activity as validated.
- **Rejected validation.** The CPD Licensed Body must provide grounds for the rejection.

If the CPD Activity application is rejected by a CPD Licensed Body, the CPD Service Provider cannot apply to another Licensed Body (see Section 9.5). The CPD Licensed Body must provide ECSA with a list of all the rejected activities.

11.4 Validation period

The complete validation process is conducted within 30 working days or within a reasonable time subject to submission of all the required documentation or type of evaluation required. The ECSA CPD Licensed Body will inform the prospective CPD Service Provider should the process require additional time. The validation status of the CPD Activity is valid for 3 years, provided there are no substantive changes to the original application. Details of the validated CPD Activities are stored in the CPD Licensed Body databases. If a CPD Licensed Body or CPD Service Provider loses its licensing or verification status, all validated CPD Activities will be transferred to ECSA for management.

11.5 Review and monitoring

The validation and review period for a CPD Activity is 3 years. If any of the aspects presented during the application process change within the validation period, new aspects must be submitted to the relevant CPD Licensed Body for re-validation.

11.6 Recordkeeping

Records must be kept by both ECSA CPD Licensed Bodies and CPD Service Providers in terms of an adequate organisational policy on document and data control. The records must include date of application and indicate approval, pending or rejection. It must also include details of the outcome and, if applicable, the validation number and renewal date.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 26 of 30

12. AUDITING AND REVIEW PROCESS

ECSA develops and operates a quality assurance system that leads to the recognition of various organisations as ECSA CPD Licensed Bodies and/or Verified CPD Providers. The criteria, policies and procedures that define the licensing, verification and validation are defined in the CPD Standard (ECPD-01-STA).

These processes assure the public, employers, funders and other stakeholders that the validated activities fulfil their key purpose of providing the attendees with the ability to advance their engineering knowledge and stay abreast of best practice in their area of competence, and that they ensure the registered person remains proficient and up-to-date with technological developments in the engineering discipline.

12.1 Authority of the CPD Committee

The CPD Committee is responsible for decision-making with regard to auditing.

The ECSA Council has delegated this authority to the CPD High Impact Committee to grant recognition, verification and validation for a defined period. In addition, the CPD Committee may authorise provisional recognition, verification and/or validation after consideration of the full report from the auditing team and may recommend additional audits at its discretion. The Council has also delegated authority to the CPD Committee to withhold recognition, verification and/or validation from the relevant bodies or to withdraw recognition, verification and/or validation from existing bodies.

12.2 Recognition of ECSA CPD Licensed Bodies, verification of CPD Service Providers and validation of CPD Activities

Recognition of Licensed Bodies, verification of CPD Service Providers and validation of CPD Activities are mandatory under the Rules: Continuing Professional Development and Renewal of Registration (Board notice 86 of 2017) and required under the CPD Standard (ECPD-01-STA). ECSA respects the autonomy of CPD Service Providers to design CPD Activities to satisfy the prescribed standards, develop teaching and learning processes to achieve the required quality standards and deploy adequate resources to meet these goals.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 27 of 30

12.3 Auditing modality

The auditing process may be undertaken by face-to-face, virtual or hybrid methods. The ECSA CPD Committee decides on the appropriate auditing method, considering several factors including the availability of documentation, the type of auditing process, the cost and the permissible logistics required.

12.4 Auditing requirements

The auditing requirements are outlined in checklist (Audit Process Checklist) available on www.ecsa.co.za. The entity will be notified 3 months before the regular audit. In the case of an audit triggered by a material change or a complaint, an interim audit will focus on the issue raised. The interim audit will take place as soon as possible.

The onus rests on the ECSA CPD Licensed Body to provide evidence that the auditing criteria are being satisfied. The ECSA CPD Licensed Body must therefore complete and forward all required documentation and supporting evidence, make available specified material, including accessible links to hybrid and online CPD Activities and systems prior to the auditing and respond to requests for supplementary information before and during the auditing process.

Documentation in accordance with the requirements defined in the Rules: Continuing Professional Development and Renewal of Registration (Board notice 86 of 2017) and the CPD Standard (**ECPD-01-STA**) must be submitted to ECSA within the prescribed time before the audit. Evidence or information supplied after finalisation of the audit will not be considered by the auditing team or the CPD Committee.

Should relevant information not be provided, the team may report that certain evidence was unavailable and that compliance with one or more elements of the CPD standard could not be assessed. As such, the CPD Licensed Body will be considered non-compliant, which could result in termination of the licence.

Table 2 outlines the auditing requirements. All relevant information or records must be kept for 5 years for this purpose.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 28 of 30

Table 2: Auditing requirements

Entity	Key requirements	Other requirements	Sample percentage	Frequency
CPD Licensed Bodies	Section 4.2	Records of verified and rejected CPD Service Providers	N/A	Once per recognition cycle
CPD Service Providers	Section 5.1	Records of verified and rejected CPD Activities	5%*	Once
CPD Activities	Section 6.1	Attendance registers, evaluation forms (material and instructor) and issued certificates	5%*	Once

*The auditing team reserves the right to determine the adequacy of the sample size in relation to the entire population size.

12.5 The auditing team

The following individuals are involved in the auditing process:

- **Auditing team leader:** the person appointed to lead a multi-team with the effective management of the auditing functions.
- **Auditing team member/s:** a Professional Registered person or persons appointed to conduct the audit.
- **Administrative staff:** the person or persons who assist the audit team with administrative tasks in the process.

Identified persons may serve as auditing team leaders, auditing team members or observers provided that they have no relationship with the provider concerned to the extent that their judgement may be unduly influenced by the relationship (eg staff, members of the provider's advisory committees, etc.).

The team consists of a least one professional engineer. The other members are in good standing with ECSA and are drawn from various stakeholders including Academia, VAs and the ECSA CPD High-Impact Committee. The members should be involved or have experience with CPD.

The audit team must have at least two (and usually no more than three) members.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 ECSA
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 29 of 30

12.6 Auditing team leader

An individual on the list of auditors with experience as an audit team leader may be identified by the ECSA Regulatory Functions Division in consultation with the CPD Committee and be designated as an auditing team leader, providing the individual satisfies the following criteria:

- Is registered with ECSA in a Professional Category and is in good standing.
- Has successfully renewed his/her registration with ECSA for at least one cycle.
- Has experience ISO 9001 or any other auditing experience.
- Has been identified by the Regulatory Functions Division.
- Has completed the mandatory training on the CPD Rules and Standard and the method of auditing.

12.7 Auditing team members

An individual on the list of auditors may be identified by the ECSA Regulatory Functions Division in consultation with the CPD Committee and be designated as an auditing team member, provided that the individual satisfies the following criteria:

- Is registered with ECSA in the Professional Category, Specified Category and is in good standing.
- Has completed the mandatory training on the CPD Rules and Standard and the method of auditing.

The Regulatory Functions Division must ensure a representative composition in terms of diversity, experience, discipline and competency.

12.8 Responsibility for reporting

The auditing team leader is responsible for the quality of the report submitted to the CPD Committee. The report must clearly distinguish between matters that affect the auditing decisions and matters identified for improvement. The reports must provide sufficient detail for the CPD Committee to make informed auditing decisions. The reports are sent to the ECSA CPD Licensed Body and must clearly indicate matters that require remediation or that relate to improvement. Reports must not prescribe methods for addressing issues.

The auditing report must comply with the CPD auditing report template.

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Document No.: ECPD-01-STA	Revision No.: 3	Effective Date: 13/04/2021	 E C S A
Subject: Standard for Continuing Professional Development			
Compiler: MB Mtshali	Approving Officer: EL Nxumalo	Next Review Date: 13/04/2025	Page 30 of 30

REVISION HISTORY

Revision no.	Revision date	Revision details	Approved by
Rev. 0 Draft 1	7 Sept 2018	Working Group first draft	Working Group
Rev. 0 Draft 2	25 Sept 2018	First draft with Education Manager inputs	Regulatory Functions
Rev. 0 Draft 3	5 Oct 2018	Second draft with RPS Exec. inputs	RPS Executive – EL Nxumalo
Rev. 1	23 Oct 2018	Approval	PDSGC
Rev. 2	11 Feb 2020	Removal of Appendices D & E Editing of “Accredited CPD Service Provider” definition	RPS Executive – EL Nxumalo
Rev. 3 Draft 1	31 March 2021	Final Draft Reviewed	RPS BU, CPD BU and Working Group
Rev. 3 Draft 2	31 March 2021	Reviewed by Executive	RPS Executive
Rev.3	13 April 2021	Approval	RPSC

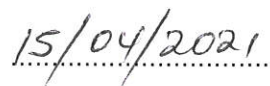
The Standard for:

Continuous Professional Development Validators, Providers and Activities

Revision 3, dated 13 April 2021 and consisting of 30 pages, has been reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Research, Policy and Standards (RPS).



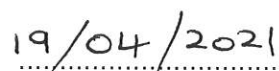
Business Unit Manager



Date



Executive: RPS



Date

This definitive version of the policy is available on our website.

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