

**SABPP POLICY ON CONTINUING
PROFESSIONAL DEVELOPMENT (CPD)
FOR REGISTERED SABPP MEMBERS**

2015

1. SAQA RECOGNISED PROFESSIONAL BODY REQUIREMENTS

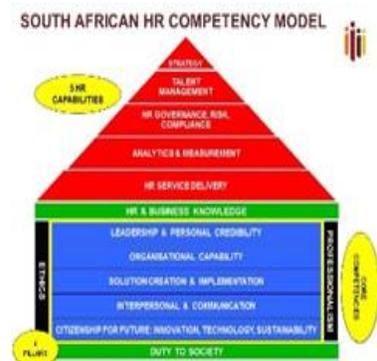
The SABPP is recognised by the South African Qualifications Authority with delegated authority to confer the registered set of professional designations on qualified people within the HR field. SAQA requires all professional bodies to have an effective system of CPD to maintain professional knowledge and standards of practice for the protection of the public.

2. BACKGROUND

The requirement for professionals to keep their knowledge up to date is a hallmark of all recognised professions. It is one of the requirements of the South African Qualifications Authority to recognise a professional body. In today’s world of work, the knowledge and skills acquired through one’s original education and training are rapidly overtaken by developments such as new legislation, new ideas and new challenges which arise continuously. We must adapt and acquire new knowledge and skills to fit changing demands. An out of date practitioner cannot be a competent practitioner. Professionalism involves a personal commitment to career-long learning, otherwise termed “continuing professional development” with the acronym CPD.

In 2007, the SABPP adopted a CPD policy and piloted it through an electronic system. Each practitioner was expected to compile an annual CPD plan and report on achievements half yearly. A review of the pilot showed that the use of the electronic system was problematic and therefore the further implementation of the policy was put on hold. Further research into CPD requirements and practices in other professions was conducted.

Since then, the SABPP National HR Competency Model has been developed and launched and this provides the solid and detailed foundation against which practitioners can measure themselves and plan their development.



3. GOAL of CPD

The goals of CPD are to facilitate a culture of lifelong learning amongst members of the HR Profession, create learning opportunities and to sustain and grow professionalism and the body of knowledge of the profession.

4. PRINCIPLES

The CPD Policy is based on the following principles:

- An understanding among practitioners of the importance of continued professional development is critical to the promotion of HR professionalism in South Africa.
- There is an ethical obligation on HR Practitioners to regularly enhance their professional competence through CPD, as stated in the SABPP code of ethics. Failure to do so will result in professional sanction.
- CPD should complement and update, but not replace, knowledge and skills initial education in HR practices.
- CPD will be based on the SABPP HR Competency Model.
- CPD should eventually be part of the professional accreditation process and career development.
- CPD seeks to encourage on-going learning and skill development, in the interests of keeping HR relevant as a profession. While it does not exclude formal education, it also includes other learning processes including, for example, job-based learning, skill development programmes, seminars, conventions and professional body functions, reading, researching and writing journal and other articles, lecturing and speaking engagements, mentoring and being mentored.
- SABPP recognises, in principle, the standing of the designation of members who are registered also with other SAQA recognised professional bodies, provided that SABPP requirements are met.
- HR professional development must be based on actual practice in the real world of work.
- SABPP will guide professional development and recommend learning activities that support development against the SABPP HRM System Model, HRM Standard, Professional Practice Standards, HR Competency Model and current HR priorities.

5. Governance of this Policy

The SABPP CPD Committee is responsible to review and update this Policy from time to time; to resolve any disputes arising out of the Policy; and to receive and review reports on the implementation of the Policy.

6. SABPP CPD Requirements.

SABPP members will earn 1 CPD point for every 1 (notional) hours of learning.

The learning requirements are as follows:

SABPP Professional registration level	Minimum hours of learning in any 3 year rolling cycle	Minimum hours of learning in each year
HR Professional, Chartered HR Professional, Master HR Professional	120 HOURS	20 HOURS
HR Associate	80 HOURS	16 HOURS
HR Technician	60 HOURS	12 HOURS

At least half of the above hours (points) must be verifiable in accordance with the requirements below.

At least 4 point per annum must be earned from Ethics development. The SABPP Ethics in HRM workshop series provides 8 points per workshop (there are 3 in the series) if the post-workshop assignment is completed.

New SABPP members should attend an Ethics in HRM workshop preferably in the first year and within the first 3 years of their registration.

Members who register with SABPP during a year (January to December) should accumulate a pro-rata number of CPD points for that year.

Members who upgrade to a category that requires more CPD points should accumulate pro-rata to the time spent in the two categories over the year of upgrade.

Members who have had a lapse in membership and re-register will start afresh with their CPD accumulation.

Members may request, in advance and in writing, a condonation of:

- Carry-over of excess points where, for example, an academic study will terminate the following year but has resulted in an accumulation to date of a large number of excess points. Such carry-over may only be in terms of the minimum annual points, not the 3 year cycle minimum points.
- Failure to meet the minimum requirements in a year due to illness or family circumstances.

The decision of the CPD committee on each condonation application will be conveyed in writing to the member and stored in the member's record on the MIS.

7. CDP Recognition:

CPD claims may be based on verifiable and/or non-verifiable evidence. These two categories are explained further below, but briefly, verifiable evidence involves some paper work such as a certificate, attendance register, publications and so on, while non-verifiable involves informal learning activities such as reading, watching videos or TV programmes.

CPD activities can take a variety of forms, both formal and informal. Some of these can be recorded and are verifiable – for example, a report on an HR project conducted in-house would be verifiable information. Others would be hard or would take a lot of effort to record – such as time spent reading a professional journal or listening to a financial/economics programme on the car radio. So an estimate of time spent on this is acceptable, but for the Portfolio of Evidence, the member will still need to show what competency gap is addressed by doing this and what has been achieved.

7.1 Verifiable CPD includes:

7.1.1 Individual Development Plan

Good development practice entails assessing gaps against a performance standard and then planning to fill those gaps. Therefore, the SABPP CPD policy encourages the preparation of an Individual Development Plan by awarding 1 CPD point simply for having a plan, no matter what format that Plan takes.

Members are encouraged to assess their performance gaps against the HR Competency Model – this will earn 2 CPD points.

Submission of an individual development plan = 1 CPD Point. This would include a plan developed in terms of the member's employers' IDP procedures and/or a personal format.

A plan showing a self-assessment or 360° assessment against the SABPP HR Competency Model, identification of important gaps and a plan to fill those gaps will earn 8 CPD points.

The plan does not have to be submitted up front to the SABPP but should form the first section of the evidence file that each member should put together (see clause 8 below).

7.1.2 Structured Learning

- Workshops / summits /events/ seminars / conferences. These may be on HR related topics or topics related to business knowledge, including employer-provided events.
- Web-based learning/training.

Note: 1 additional CPD point will be awarded on top of the points earned per hour of training where the course/workshop/event has been approved for CPD purposes by the LQA department of the SABPP and has thus been quality assured.

7.1.3 Further qualifications: Diploma / Degree / Honours / Masters / Doctorate; post-graduate Diploma.

7.1.4 HR technical/professional meetings attended.

7.1.5 Research, writing and other academic activities

- HR related articles published.
- Formal research.

- Benchmarking studies conducted, with a report written.
- Study leader / supervision of post-graduate students.

7.1.6 Learning through work

- In-house presentations and/or contribution to HR function meetings.
- Developing new systems or processes.

7.1.7 Informal learning

- Being mentored and/or coached.
- Discussion groups (virtual or face to face, for example, social media LinkedIn discussions or professional meetings).

7.1.8 Giving back to the profession

- SABPP Committee work (including preparation of board meetings).
- Mentoring and/or Candidate supervision.
- SABPP voluntary work such as making presentations.

When evaluating how many hours to claim, members should consider the amount of learning (value and contribution to competence) gained from the learning activity rather than just calculating the hours spent on the activity as a measure. This is left up to the member's judgment.

CPD points earned through verifiable learning recognised by a professional body with whom the SABPP has a Memorandum of Agreement on reciprocity of CPD will be fully recognised by the SABPP for the purposes of this Policy.

7.2 Examples of non-verifiable CPD:

- Reading business newspapers, professional journals and articles.
- Watching DVDs related to HR matters.
- On-the-job training.
- Watching relevant television programmes or listening to radio talks.

8. CPD Reports:

Each member should start a file (CPD Evidence File abbreviated hereafter as CEF) in which to keep items such as CPD certificates from events, agenda's/minutes of meetings attended, mentoring meeting notes and similar documents. The CEF should be structured to relate CPD activities to the HR Competency Model (see worksheet example in Appendix 1). The SABPP will provide an electronic system for members to keep their CEF and track their activity. Use of this system will be voluntary.

At the end of each year the member will send in a CPD claim form which lists the hours under the headings above and ends with a declaration that the claim is based on true facts and that the detail is recorded in the CEF which is available for audit. The claims will be stored in the SABPP Member

Information System. The electronic system to be provided by the SABPP will allow for automatic submission of the annual claim. See Appendix 2 for the Claim Form.

The annual CPD claim should be submitted together with the proof of payment of the membership renewal. This effectively means that CPD claims will be submitted over a period October to February each year. Members who have not submitted a claim will be followed up from February onwards.

The SABPP LQA department will, in March or April each year, draw a 5% random sample of CPD claims submitted and request that the CEF be electronically submitted for audit. Scans of documents do not have to be certified. The auditor will evaluate the CEF and write a report, one copy of which will go to the member and one copy will remain in the SABPP office for SAQA audit purposes and for compilation of an annual report to the Board.

SABPP registered assessors/moderators will be contracted to assist with these audits.

9. Disputes over acceptance of evidence

Where an auditor finds that the CEF does not contain acceptable evidence of compliance with this Policy, the auditor will report accordingly to the moderator (usually the Head of the SABPP LQA or his delegate), who will contact the member and give him or her a reasonable opportunity to remedy the CEF. Where this has not been done to the moderator's satisfaction, the moderator will report to the CPD Committee who will attempt to resolve the dispute by any reasonable means in line with the spirit of the SABPP's Ethics Complaints Procedure.

10. Implementation / phasing in

This Policy shall take effect from 1st June 2015. Members will be encouraged to open their CEF and submit CPD claims from October 2015. No audit will take place until March 2017.

Thus, all members renewing their registration from October 2016 onwards for the 2017 year, must submit a CPD claim showing CPD activity over at least the previous 12 months.

11. Consequences of failure to adhere to the CPD requirements

11.1 Failure to submit claims by deadline:

1st offender – R250 fine after 1 month's grace.

Repeat offender (failure to respond to requests) – R500 fine after 3 months grace.

Defaulter (failure to respond for full year) – referred to Professional Registration Committee for decision. Options include: removal from the NLRD until the CPD requirement is met; or downgrading by one level or, for HR Technicians, a suspension of one year.

11.2 Failure to submit Evidence File when requested

1st offender – R250 fine after 1 month’s grace

Repeat offender (failure to respond to requests) – R500 fine after 3 months grace

Defaulter (failure to respond for full year) – referred to Professional Registration Committee for decision. Options include: removal from the NLRD until the CPD requirement is met; or downgrading by one level or, for HR Technicians, a suspension of one year.

11.3 Negative audit report on Evidence File

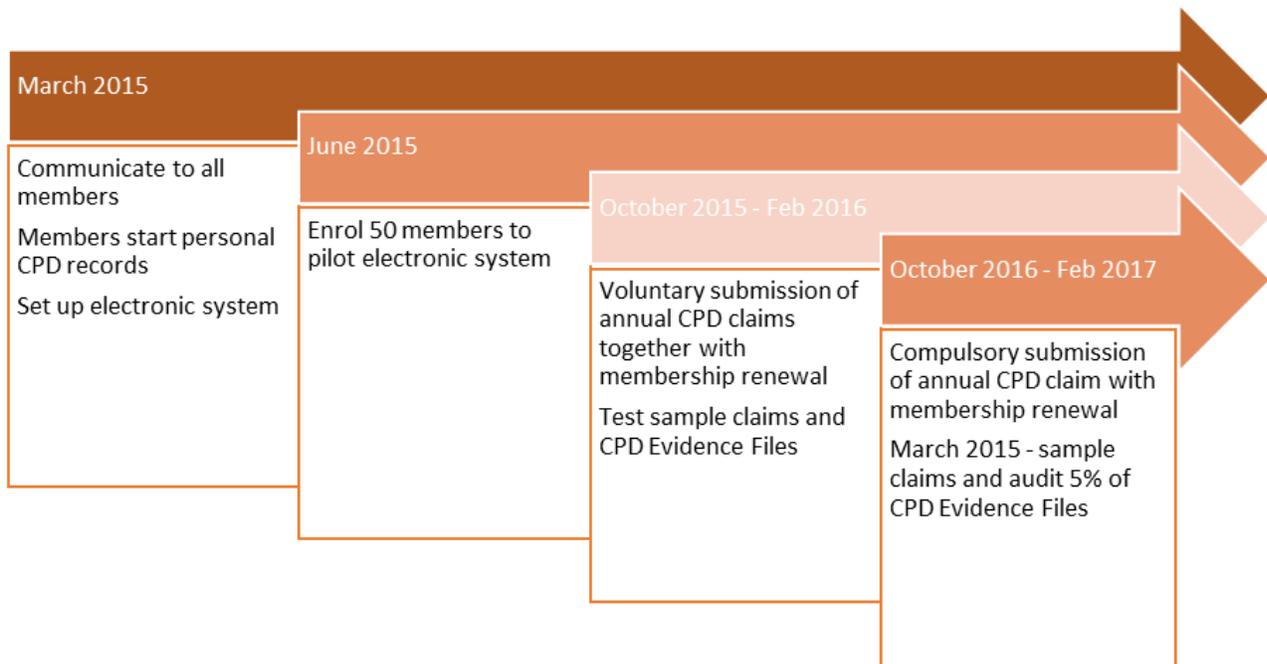
Referral to dispute resolution process through the CPD Committee. This process will be in terms of the SABPP Complaints Procedure.

Where the decision of the Professional Registration Committee is to downgrade, the upload of member details to the SAQA National Learner Database Record and the details shown on the SABPP website register of members, will show the downgraded level from May each year in respect of members who have failed to comply with the CPD requirements.

12. Phasing in of this Policy

It will take a while for HR practitioners to get used to the idea, not so much of doing CPD activities, because most of them do anyway, but of keeping track of those activities so that an annual claim can be submitted.

Therefore, the approach will be to phase in the policy as shown below:



APPENDIX 1 – EXAMPLE WORKSHEET TO TRACK CPD

YEAR:															TOTAL POINTS		
IDP			YES = 1 PT														
COMPETENCY ASSESSMENT			YES = 1 PT														
	ETHICS	PROFESSION-ALISM	DUTY TO SOCIETY	HR & BUSINESS KNOWLEDGE	LEADERSHIP & PERSONAL CREDIBILITY	ORGANISATIONAL CAPABILITY	SOLUTION CREATION & IMPLEMENTATION	INTERPERSONAL & COMMUNICATION	CITIZENSHIP FOR THE FUTURE: INNOVATION, TECHNOLOGY, SUSTAINABILITY	HR SERVICE DELIVERY	ANALYTICS & MEASUREMENT	HR GOVERNANCE, RISK & COMPLIANCE	TALENT MANAGEMENT	STRATEGY			
STRUCTURED LEARNING																	
SABPP CPD APPROVED (+1 PT)																	
Workshops/seminars/events																	
Conferences																	
e-learning																	
Other																	
NON SABPP APPROVED																	
Workshops/seminars/events																	
Conferences																	
e-learning																	
Other																	
FORMAL STUDY TO POST-GRAD QUALIFICATION																	
HR TECHNICAL / PROFESSIONAL MEETINGS ATTENDED																	
RESEARCH / WRITING / ACADEMIC																	
HR related books / articles published																	
Formal HR related academic research																	
Benchmarking study conducted																	
Study Leader / Supervision of post-grad students																	
LEARNING THROUGH WORK																	
In-house presentations																	
Contributions to HR function meetings																	
Developing new systems / processes																	
Membership of project teams																	
BEING MENTORED OR COACHED																	
PARTICIPATING IN DISCUSSION GROUPS																	
GIVING BACK TO THE PROFESSION																	
SABPP Committee / Board work including preparation																	
Mentoring / coaching / supervising Candidates																	
Voluntary work for SABPP e.g giving presentations																	
OTHER VERIFIABLE																	
NON-VERIFIABLE																	
Reading business newspapers / professional journals / articles																	
Watching HR related DVDs / TED talks / Utube																	
On the job training (e.g. job shadowing)																	
Watching HR or business related TV programmes																	
Other non-verifiable																	
TOTAL FOR YEAR																	0

SOUTH AFRICAN HR COMPETENCY MODEL



APPENDIX 2



CPD CLAIM FORM

YEAR ENDING 31 DECEMBER _____	REGISTRATION NUMBER _____
MEMBER SURNAME _____	MEMBER FIRST NAME _____
LEVEL OF REGISTRATION (HRT/HRA/HRP/CHRP/MHRP [please circle which is applicable])	
CPD 3 YEAR CYCLE COMMENCING:	
1/1/2015 Or Date of original registration, whichever is later: _____	
CLAIM FOR 2015:	
VERIFIABLE	NON-VERIFIABLE
Points claimed:	Points claimed:
CLAIM FOR 2016:	
VERIFIABLE	NON-VERIFIABLE
Points claimed:	Points claimed:
CLAIM FOR 2017:	
VERIFIABLE	NON-VERIFIABLE
Points claimed:	Points claimed:

If a request is made to carry forward points or for condonation of failure to meet minimum requirements, please motivate your request here:

I hereby confirm that the points claimed in this form represent genuine CPD activities during this year. I understand that this claim form may be drawn in a random sampling process for audit and I undertake to submit my evidence file timeously on request.

Signed:

Date: