



## APPLICATION FORM FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LEARNING EVENT APPROVAL

### 1. APPLICATION PROCESS

The application process consists of the steps outlined in the table below:

Step	Description
<b>Step 1:</b>	Submit the SABPP Application for learning event approval. This form can be obtained by emailing a request to Naren Vassan at <a href="mailto:naren@sabpp.co.za">naren@sabpp.co.za</a>
<b>Step 2:</b>	The SABPP will request immediate payment for approval. Submit proof of payment. The outcome of the approval of the application will be communicated.
<b>Step 3:</b>	Note, if the event (workshop) does not take place, you are still liable for payment.
<b>Step 4:</b>	An adjudicator will assess the applicant against the criteria as explained in Section 6 below and advise either: <ul style="list-style-type: none"> <li>• Learning event approval granted or</li> <li>• Suggested changes</li> <li>• Rejected</li> </ul>
<b>Step 5:</b>	Once approved the learning event outline and other relevant information will be placed on the SABPP's website.
<b>Step 6:</b>	Approval will be granted for <ol style="list-style-type: none"> <li>1. <b>one year</b> (seminar/conference/ roundtable discussion/ forum/colloquium/talk) OR</li> <li>2. <b>two years</b> (modular /workshops/courses/series/ structured learning programmes) and re-application done on the same application form for renewal of approved status, indicating changes if any.</li> </ol>
<b>Step 7:</b>	A <b>formal Certificate</b> will be issued with covering letter to the training provider.
<b>Step 8:</b>	The training provider is allowed to place the <b>SABPP logo on the Brochure</b> . The required process must be followed. The "Brochure" must be signed-off by the Head of Learning and Quality Assurance. <b>Note:</b> The use of logo must be approved by all stakeholders. Abuse of logo, name(s) and false pretences will be dealt by law.
<b>Step 9:</b>	Only SABPP will generate certificates (cost of R 30.00 per learner per event in PDF Format, hard copy at R50.00) – CPD Administration Team – <a href="mailto:LQA@sabpp.co.za">LQA@sabpp.co.za</a> . These cost must be paid before certificates are generated.
<b>Step 10:</b>	These certificates will be send to training provider in PDF Format. If it's hard copy it can be collected or registered mail (cost carried by training provider).
<b>Step 11:</b>	The Head of Learning and Quality Assurance will do annual audit. The travelling (at R 3.50 per kilometre) and accommodation (where applicable) cost be carried by training provider.
<b>Step 12:</b>	A formal report will be send to Training Provider. Any remediation should be addressed ASAP.
<b>Note</b>	<ol style="list-style-type: none"> <li>1. Once approval has been received by the Board for the program(s) /seminar/ conference and thereafter cancelled for whatever reason a minimum of R1000.00 will charged.</li> <li>2. <b>If your event leads to portfolio of evidence – workplace learning and which can be assessed, you will able to claim maximum DTI points and costs.</b></li> </ol>

## 2. PROVIDER DETAILS

<b>Registered name</b>	
<b>Trading name</b>	
<b>Email address/addresses</b>	
<b>Physical address</b>	
<b>Postal address</b>	
<b>Website (where applicable)</b>	
<b>Legal status</b>	<input type="checkbox"/> Registered Company Closed Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> NGO (Not for Gain Organisation) <input type="checkbox"/> Statutory Body <input type="checkbox"/> Other: _____
<b>Tax number</b>	
<b>VAT number</b>	
<b>TAX Clearance Certificate</b>	<b>Have you submitted the TAX CLEARANCE CERTIFICATE?</b>

## 3. APPLICANT'S CONTACT DETAILS

Please provide the contact details of a director or senior member of staff (the person responsible for learning event approval process within the organisation) with whom the SABPP will deal.

	<b>Main Contact Person</b>	<b>Alternative Contact Person</b>
<b>Name</b>		
<b>Designation</b>		
<b>SABPP registration no.</b>		
<b>Telephone/Cellphone</b>		
<b>Fax</b>		
<b>Email address</b>		
<b>Status of position</b> (Full-time, Employee, Fixed term contract, Consultant, etc.)		

#### 4. QUALITY ASSURANCE BY SERVICE PROVIDER

Please complete the following table (tick the appropriate space):

Item	Yes	No
A methodology for learning material revision and updating is in place.		
A methodology for quality assurance of delivery is in place.		
A record keeping system must be in place and available for audit purposes		
Facilitators are registered professionally or are in the process of registration with SABPP.		

#### 5. DURATION, FEE AND CPD POINTS OF THE LEARNING EVENT

- Four (4) hours of learning equates to one (1) CPD point**

Duration (contact time)	Fee for approval	CPD Points
1 – 8 hours (1 day)	R 1,750,00	2 CPD points
09 - 16 hours (up to 2 days)	R 2,500,00	4 CPD points
17 – 32 hours (up to 4 days)	R 3,500,00	6 CPD points
33 - 48 hours (up to 6 days)	R 4,250,00	8 CPD points
49 – 80 hours (up to 10 days)	R 6,000.00	10 CPD points
88 hours PLUS (more than 11 days)	R 8,500.00	12 CPD Points
<b>PLUS</b>		
<b><i>Basic Administration cost of generating “e-certificate” - R 30.00 per certificate per candidate/learner per program. This will be billed separately once training commences.</i></b>		

## 6. CPD APPROVED LEARNING EVENTS RATING PROCEDURE

The procedure of the approval process is outlined in the following table.

#	Description of procedure
1.	<p><b>Submission of learning event/programme information:</b> Applicants are to submit the following information for each learning event/programme for which a CPD approved rating is sought, at least two (2) weeks prior to commencement of the event:</p> <p><b>Title:</b> The title of the event/programme.</p> <p><b>Abstract:</b> A description of the purpose (or outcome) and contents of the event/programme (not exceeding one short paragraph).</p> <p><b>Scope:</b> A description of the event/programme showing the subject matter to be covered; the presenter(s) and/or learning activities. Where possible these should be accompanied by abbreviated CV(s) of the presenter(s).</p> <p><b>Competence / Category</b> List/State the area/range of HR/Management competence covered in the following fields Organisational Development (OD); HR Practices; Learning and Development; Recruitment and Selection; Reward Management; Safety, Health and Environment; HR Information System; HR Administration; Employment Relations; Coaching and Mentoring; Risk and Compliance. 1 or more of the 13 HR Standards to be covered. 1 or more of the 14 HR Competency areas to be covered.</p> <p><b>Duration:</b> Duration of the event/programme in hours. (One day would be eight (8) hours)</p> <p><b>Assessment:</b> Where relevant the forms of assessment to be applied to learners to measure</p>
#	Description of procedure
	<p>learning; together with examples.</p> <p><b>Certification:</b> Where relevant the description and example of the proof provided to the delegate of participation in the event/programme.</p>
2.	<p><b>Adjudicators:</b> In rating the CPD value of a learning event/programme the SABPP's CPD Approved Learning Event Sub-Committee shall ensure that adjudicators invited to participate:</p> <ul style="list-style-type: none"> <li>• Are senior HR registered professionals;</li> <li>• Have agreed to keep the contents of learning events/programmes confidential and not make use of the knowledge so gained for their own advantage; and</li> <li>• Have undergone an SABPP adjudicator's learning session.</li> </ul>
3.	<p><b>Evaluation of learning event/programme:</b> The evaluation process will focus on the following criteria:</p> <ul style="list-style-type: none"> <li>• Analysing the information provided by the applicant to determine the validity of the event for CPD purposes.</li> <li>• Measuring the description of the learning event against the content.</li> <li>• Seeing whether assessment is adequate and appropriate.</li> <li>• Approving the number of CPD points.</li> </ul>

4.	<p><b>Publication of approval status and rating of CPD points:</b>  Ratings will normally be available <b>within 7 days</b> of receipt of the application by SABPP (or longer by agreement) and be transmitted electronically to the applicant.  Ratings shall be posted on the SABPP's website for a maximum period of 12 months or other agreed period and shall contain the following information:</p> <ul style="list-style-type: none"> <li>• Name or organisation/service provider</li> <li>• Title of learning event/programme</li> <li>• Description of the learning event/programme</li> <li>• Assessment process (where relevant)</li> <li>• Target audience</li> <li>• Competency / Category</li> <li>• Duration of learning event</li> <li>• Date of submission</li> <li>• Period of approval</li> <li>• SABPP reference number</li> <li>• Contact details of the organisation/service provider</li> </ul>
5.	<p><b>Right of appeal:</b>  Applicants, who disagree with the CPD rating allocated may request for a review provided that:</p> <ul style="list-style-type: none"> <li>• A written request shall be lodged within 24 hours of the notification of the rating with the CPD Approved Learning Events Sub-Committee.</li> <li>• The Board of the SABPP may make the final decision where the decision of the Standing Committee is rejected for acceptable reasons.</li> <li>• This appeal process does not remove or infringe upon the right of the applicant to take further legal action if so desired.</li> </ul>

## 7. APPROVAL FORMAT

Please use the following tables to describe the details of each learning event.

LEARNING EVENT [1]:		
#	Item	Description
1.	<b>Title and brief description of the learning event</b>	
2.	<b>Target audience</b>	
3.	<b>Competence(s)</b> (See SABPP website for HR Competency Model and specify 1 or more of the 14 competency areas).	
3.	<b>National HR Standards</b> (See SABPP website for HR Standards Model and specify 1 or more of the 13 standards elements).	
4.	<b>Duration of the event.</b>	
5.	<b>Fee charged for the event</b>	
6.	<b>Assessment process</b> (Where relevant – description of methods and tools)	<i>Case Study / Presentation / Group discussions</i>

## 8. LEARNING EVENTS SUBMITTED FOR APPROVAL

Any number of learning events may be submitted for approval. Please refer to the fee structure above for costing per learning event. ***This excludes certification costs per learner/attendee.***

#	Learning event name	Duration	SABPP Fee
		<b>Total SABPP fee</b>	
		<b>Vat @ 14%</b>	
		<b>Total</b>	

\_\_\_\_\_  
Signature

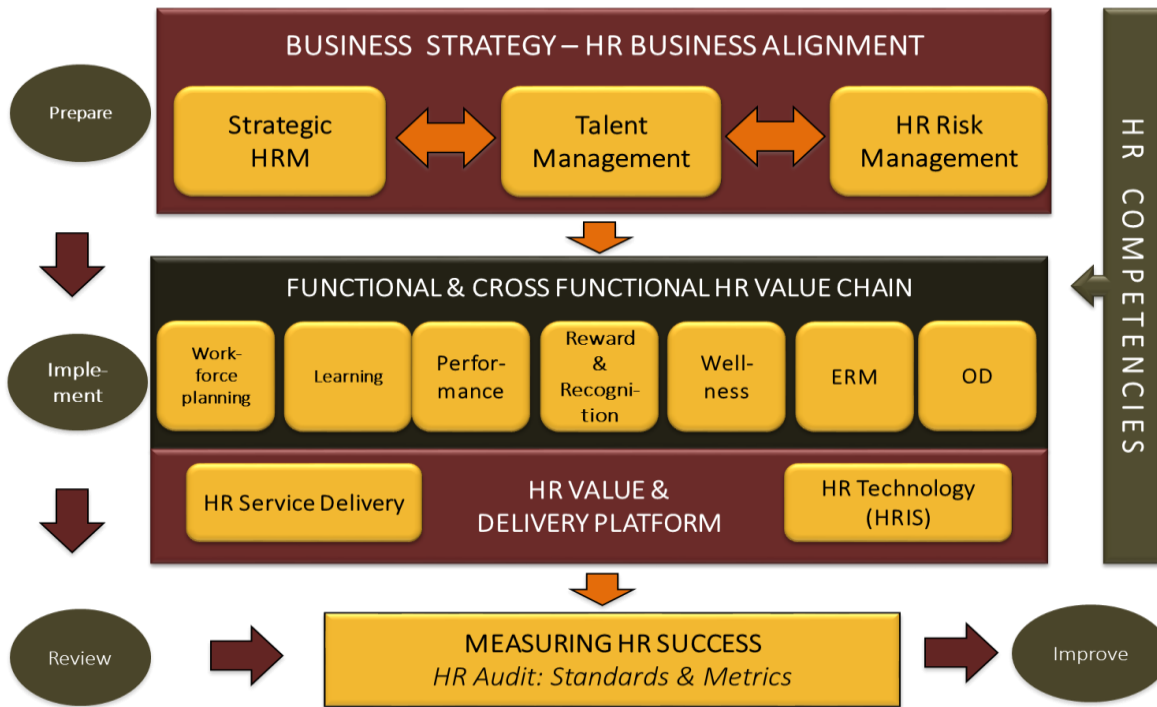
\_\_\_\_\_  
Date

***PAYMENT FOR ACCREDITATION MUST BE PAID IN FULL AT THE TIME OF THE APPLICATION.***

## ANNEXURE A: GLOSSARY OF TERMS

<b>Term</b>	<b>Description</b>
<b>Conferences</b>	Are periodic meetings of professionals such as those arranged by SA-ASTD, SARA, World at Work / GRO, etc.
<b>Learning events</b>	Includes short learning events, seminars, conferences, learning events and conventions typically three (3) days or less in duration.
<b>Learning programmes</b>	Are longer-term learning events of more than three (3) days in duration, with either full-time or part-time/intermittent attendance.
<b>Seminar/Summit</b>	Short (one- or two-day) learning events for the transfer of ideas and/or information.
<b>Short learning event</b>	Is similar to a seminar; but it has the additional intention of transferring skills.
<b>Learning event approval sub-committee</b>	Refers to the Learning Event Approval Sub-Committee of the CPD Committee of the SABPP.
<b>HR Competences</b>	The 14 HR competencies of the SABPP HR Competency Model.
<b>HR Standards</b>	The 13 HR Standards elements of the SABPP HR System Standards Model.

## SABPP HR SYSTEM STANDARDS MODEL



## SOUTH AFRICAN HR COMPETENCY MODEL

