



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
Step 1:	Submit the SABPP Application for learning event approval. This form can be obtained by emailing a request to Naren Vassan at naren@sabpp.co.za or LQA@sabpp.co.za
Step 2:	The SABPP will request immediate payment for approval. Submit proof of payment. The quotation that you receive from the SABPP will include a fee for site visit approval. The SABPP requires that the applicant avail themselves for a site visit as part of the application. No approval will be granted without the SABPP visiting the premises of the applicant. The outcome of the approval of the application will be communicated thereafter.
Step 3:	Note, if the event (workshop) does not take place, you are still liable for payment.
Step 4:	An adjudicator will assess the applicant against the criteria as explained in Section 6 below and advise either: <ul style="list-style-type: none"> • Learning event approval granted or • Suggested changes • Rejected
Step 5:	Once approved the learning event outline and other relevant information will be placed on the SABPP's website.
Step 6:	Approval will be granted for <ol style="list-style-type: none"> 1. one year (seminar/conference/ roundtable discussion/ forum/colloquium/talk) OR 2. two years (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.
Step 7:	A formal Certificate will be issued with covering letter to the training provider.
Step 8:	The training provider is allowed to place the SABPP logo on the Brochure . The required process must be followed. The "Brochure" must be signed-off by the Head of Learning and Quality Assurance. Note: The use of logo must be approved by all stakeholders. Abuse of logo, name(s) and false pretenses will be dealt by law.
Step 9:	Only SABPP will generate certificates (cost of R 55.00 per learner per event in PDF Format, hard copy at R125.00) – CPD Administration Team – LQA@sabpp.co.za . These cost must be paid before certificates are generated. Certificates will only be generated once the programme has completed. Average turn-around time of 7 working days.
Step 10:	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).
Step 11:	The Learning and Quality Assurance Team will do annual audit at a fee of R 1000.00. The travelling (at R 3.50 per kilometer) and accommodation (where applicable) cost be carried by training provider.
Step 12:	A formal report will be send to Training Provider. Any remediation should be addressed ASAP.
Note	<ol style="list-style-type: none"> 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. 2. 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. 3. SABPP / SAQA / Representative of CPD Committee Member has the RIGHT to INSPECT the event at as NON-PAYING delegate to verify and quality assure the event.

2. PROVIDER DETAILS

Registered name	
Trading name	
Email address/addresses	
Physical address	
Postal address	
Website (where applicable)	
Legal status	<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: _____
Tax number	
VAT number	
TAX Clearance Certificate	Have you submitted the TAX CLEARANCE CERTIFICATE?

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.

	Main Contact Person	Alternative Contact Person
Name		
Designation		
SABPP registration no.		
Telephone/Cellphone		
Fax		
Email address		
Status of position (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

□ **ONE (1) hours of learning equates to one (1) CPD point**

Duration (contact time)	Fee for approval	CPD Points
1 – 8 hours (1 day)	R 2,300,00	7 CPD points
09 - 16 hours (up to 2 days)	R 3,100,00	15 CPD points
17 – 24 hours (up to 3 days)	R 3,900,00	23 CPD points
25 - 32 hours (up to 4 days)	R 4,650,00	32 CPD points
33 – 40 hours (up to 5 days)	R 6,250.00	40 CPD points
41 – 48 hours (up to 6 days)	R 7,000.00	50 CPD points
56 hours PLUS (more than 7 days)	R 9,500.00	60 CPD Points
PLUS		
<i>Basic Administration cost of generating “e-certificate” - R 55.00 and “hard copy” – R 125.00 per certificate per candidate/learner per program. This will be billed separately once training commences.</i>		

6. CPD APPROVED LEARNING EVENTS RATING PROCEDURE

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

#	Description of procedure
1.	<p>Submission of learning event/programme information: 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>Title: The title of the event/programme.</p> <p>Abstract: A description of the purpose (or outcome) and contents of the event/programme (not exceeding one short paragraph).</p> <p>Scope: 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>Competence / Category 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. 1 or more of the 26 HR Professional Practice Standard to be covered,</p> <p>Duration: Duration of the event/programme in hours. (One day would be eight (8) hours)</p> <p>Assessment: Where relevant the forms of assessment to be applied to learners to measure learning; together with examples.</p> <p>Certification: Where relevant, the description and example of the proof may be provided to the delegate of participation in the event/programme</p>
2.	<p>Adjudicators: 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"> • Are senior HR registered professionals; • 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 • Have undergone an SABPP adjudicator's learning session.
3.	<p>Evaluation of learning event/programme: The evaluation process will focus on the following criteria:</p> <ul style="list-style-type: none"> • Analysing the information provided by the applicant to determine the validity of the event for CPD purposes. • Measuring the description of the learning event against the content. • Seeing whether assessment is adequate and appropriate. • Approving the number of CPD points.

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

7. APPROVAL FORMAT

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

LEARNING EVENT [1]:		
#	Item	Description
1.	Title and brief description of the learning event	
2.	Target audience	
3.	Competence(s) (See SABPP website for HR Competency Model and specify 1 or more of the 14 competency areas).	
3.	National HR Standards (See SABPP website for HR Standards Model and specify 1 or more of the 13 standards elements).	
4.	Professional Practice Standard (PPS) (See last page of application and specify 1 or more of the 23 professional standard)	
5.	Duration of the event.	
6.	Fee charged for the event	

7.	Assessment process (Where relevant – description of methods and tools)	Case Study / Presentation / Group discussions / Multiple Choice / Free-format writing / Puzzle, etc.
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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
		Total SABPP fee	
		Vat @ 15%	
		Total	

Signature

Date

Important note:

Attendees can claim BBBEE points as well as expenditure for SETA reporting requirements.

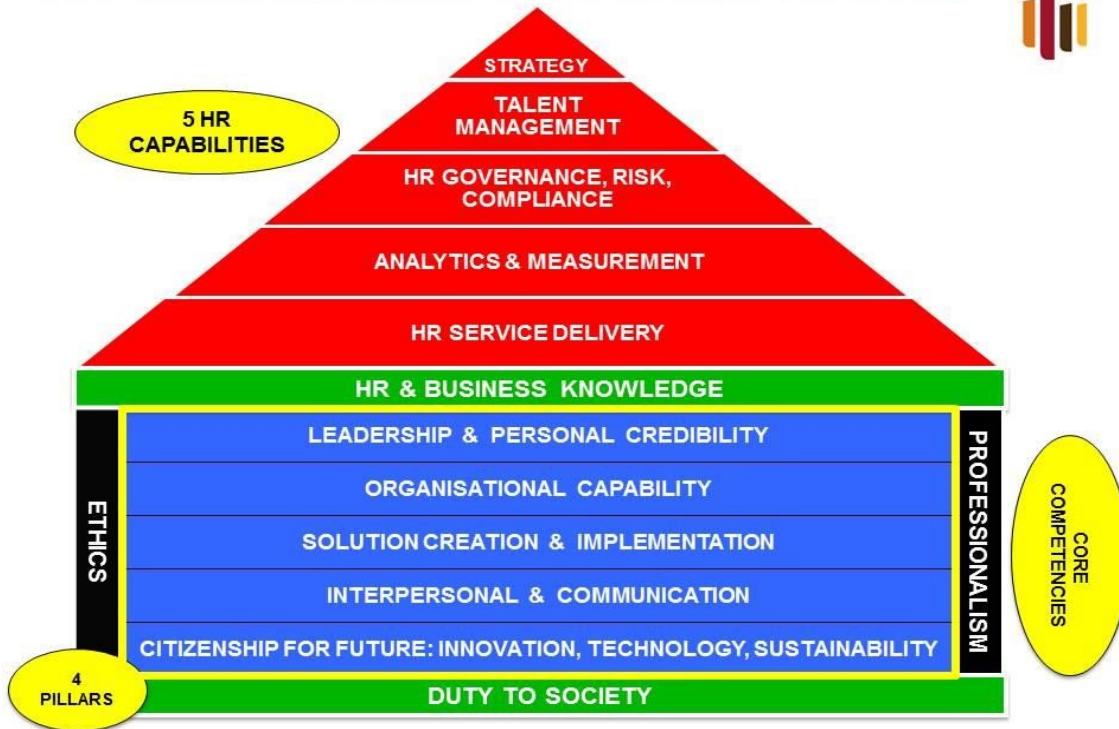
Attendees can also claim these CPD Points from there other professional bodies membership registration.

PAYMENT FOR ACCREDITATION MUST BE PAID IN FULL TO PRIOR APPROVAL.

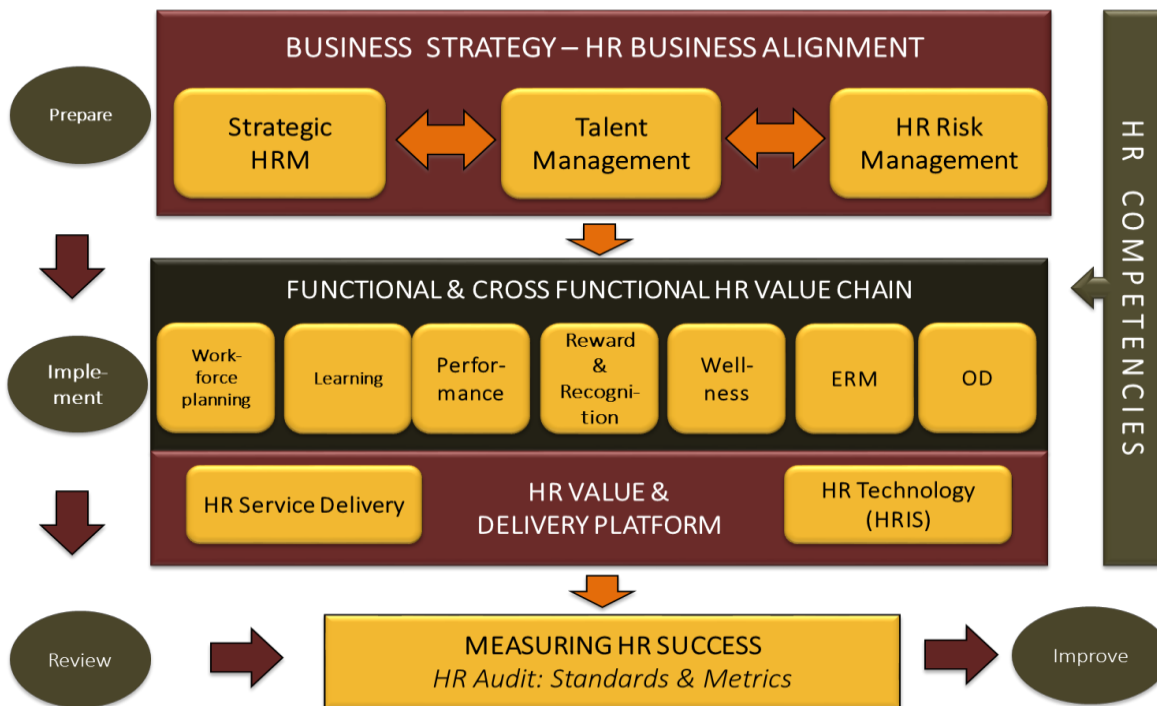
ANNEXURE A: GLOSSARY OF TERMS

Term	Description
Conferences	Are periodic meetings of professionals such as those arranged by SA-ASTD, SARA, World at Work / GRO, etc.
Learning events	Includes short learning events, seminars, conferences, learning events and conventions typically three (3) days or less in duration.
Learning programmes	Are longer-term learning events of more than three (3) days in duration, with either full-time or part-time/intermittent attendance.
Seminar/Summit	Short (one- or two-day) learning events for the transfer of ideas and/or information.
Short learning event	Is similar to a seminar; but it has the additional intention of transferring skills.
Learning event approval sub-committee	Refers to the Learning Event Approval Sub-Committee of the CPD Committee of the SABPP.
HR Competences	The 14 HR competencies of the SABPP HR Competency Model.
HR Standards	The 13 HR Standards elements of the SABPP HR Standards Model.
HR Professional Practice Standards	The 23 PP Standards elements within the SABPP HR Standards Model under HR ARCHITECTURE

SOUTH AFRICAN HR COMPETENCY MODEL



SABPP HR SYSTEM STANDARDS MODEL



SABPP PROFESSIONAL PRACTICE STANDARDS

HR ARCHITECTURE

Work-
force
planning

Learning
&
Deve-
lopment

Perfor-
mance
Mana-
gement

Reward &
Recogni-
tion

Em-
ployee
wellness

Employ-
ment Rela-
tions

Organi-
sation
Deve-
lopment

Employer Branding;
Recruitment;
Selection;
Onboarding;
Employment equity;
Succession planning;
Career management

Workplace learning to support
Learning Culture;
Learning needs analysis;
Learning design;
Learning Evaluation

Performance appraisals

Remuneration Benchmarking

Incapacity Management

Grievance procedures;
Disciplinary procedures;
Collective bargaining;
Dispute resolution;
Absenteeism management

Leadership development;
Change management;
Mentoring & Coaching;
Organisation design

HR Service
Delivery

HR VALUE &
DELIVERY PLATFORM

HR Technology
(HRIS)

HRIS