


Subject: Policy
Policy on Continuous Professional Development

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1. Policy Statement

The SA Board for People Practices (SABPP) is a professional and quality assurance body for HR Management operating in accordance with the NQF Act. Its mandate is to set HR standards for HR professionals who are registered with it and to also encourage good workplace people practices. Therefore, the mandate of the SABPP is limited to those HR professionals who are our members and are in good standing.

The SABPP has a CPD policy to ensure that members commit to continuous learning and development and that they can demonstrate competence required to be effective HR professionals. Such commitment is even more relevant in the rapidly and continuously changing world of work, and the rapidly evolving field of HRM and HRD.

In addition, the SABPP is recognised by the South African Qualifications Authority (SAQA) as a professional body which registers and confers professional designations to qualified and/or experienced HR professionals who meet our minimum requirements. SAQA requires all professional bodies to have an effective system of continuous professional development (CPD) to maintain professional knowledge and standards of practice for the protection of the public and the HR profession.

CPD is a blend of input or output-based methods, concepts and practises that are aimed at assisting the HR professional to progress throughout her or his career. The SABPP has mapped the career levels of the HR profession as depicted in Figure 1 below.

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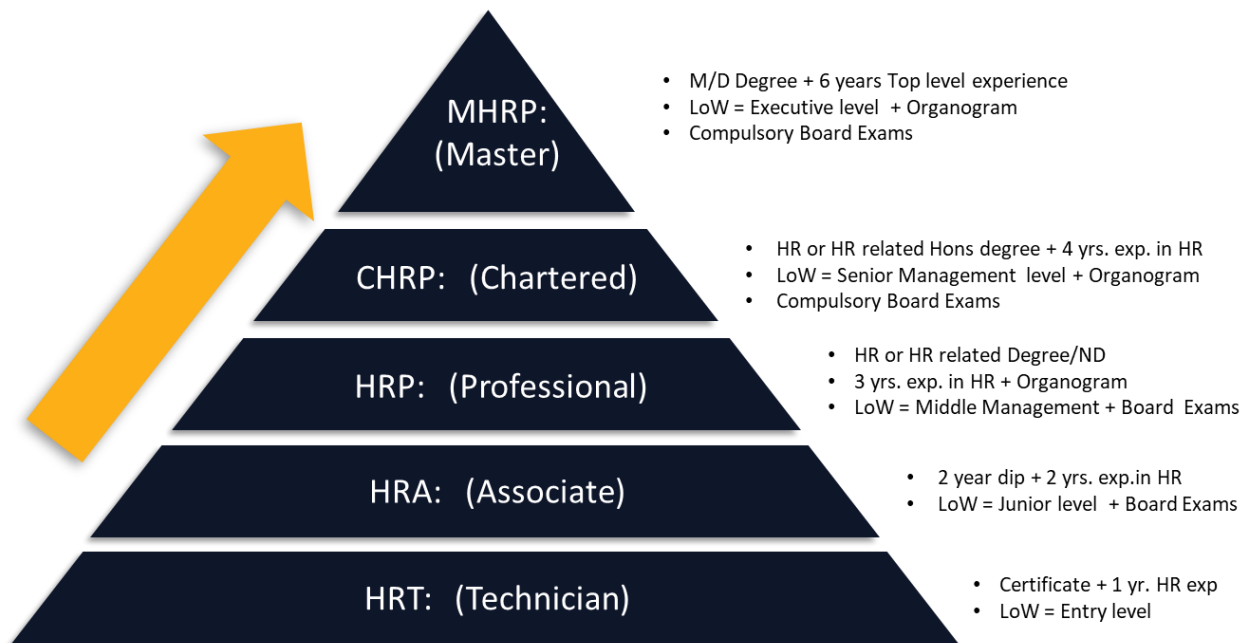



Figure 1. Career levels of the HR profession

2. Acronyms

HRA	HR Associate
HRP	HR Professional
HRT	HR Technician
CHRP	Chartered Human Resource Professional
CPD	Continuous professional development
LoW	Level of Work
MHRP	Master HR Professional
NQF	National Qualifications Authority
SABPP	SA Board for People Practices
SAQA	South African Qualifications Authority

3. Purpose

The purpose of this policy is to clarify the part played by SABPP in sustaining the HR profession through the creation of a culture of CPD and ensuring that all registered professionals maintain their competence, ethical conduct, and professionalism. In addition, the policy seeks to establish and provide processes and guidelines for the effective implementation, management, and continuous review of the CPD progression.

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4. Objectives

The objectives of CPD include:

- 4.1. Assisting HR professionals to continuously exhibit and maintain professional knowledge, skills, competencies, and behaviours.
- 4.2. Inculcating and maintaining a culture of lifelong learning among HR practitioners.
- 4.3. Setting minimum requirements for the progression of HR practitioners, through the various career ladders as outlined in Figure 1 above.

The objectives of the policy are as follows:

- 4.4. To clarify the responsibilities associated with the roles of various stakeholders in assisting HR professionals to continuously exhibit and maintain professional knowledge, skills, competencies, and behaviours.
- 4.5. To describe the framework of CPD points based on the registration levels of members.
- 4.6. To explain the process followed to capture CPD points
- 4.7. To justify the significance of non-compliance.

5. Principles

The CPD Policy is based on the following principles:

- 5.1. An understanding among practitioners of the importance of continued professional development in the promotion of HR professionalism in South Africa.
- 5.2. There is an ethical obligation on HR practitioners to regularly enhance their professional competence through CPD, as stated in the SABPP Code of Ethics.
- 5.3. CPD should complement and enhance, but not replace, knowledge and skills gained through initial education in HR practices.
- 5.4. CPD is based on the SABPP HR Competency Model.
- 5.5. CPD is based on various forms of learning, including formal and non-formal activities, covering theory, practical, workplace or actual demonstrated abilities.

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6. Scope

The CPD policy is applicable to all registered members of the SABPP who are in good standing. Please note that the input and output-based approach to CPD applies to all 5 Professional Designations.

7. Responsibility

The responsibilities associated with the various stakeholders are described in Table 1.

Table 1. Various stakeholders and their responsibilities in relation to CPD

No.	Stakeholder	Responsibility
7.1.	SABPP Board	7.1.1. To inculcate a culture of life-long learning for the HR profession in South Africa through policy development and oversight on this.
7.2.	SABPP Management	7.2.1. To administer the CPD policy and to continuously monitor its application. 7.2.2. To report to the Board, performance against the CPD policy. 7.2.3. To ensure that the CPD policy continuously comply with the SAQA requirements. 7.2.4. To keep relevant members' records for CPD purposes.
7.3.	Member of the SABPP	7.3.1. To take responsibility and accountability for her or his own learning and development. 7.3.2. To capture CPD-related activity and upload supporting documentation.
7.4.	Service Provider	7.4.1. To provide training 7.4.2. To assess the application of learning 7.4.3. To provide evidence of such assessment in the form of a closing report
7.5.	SABPP Administrator	7.5.1. To upload the CPD points for all SABPP events. 7.5.2. To arrange CPD certificates for attendees of an approved event. 7.5.3. To receive the closing report and attendance register.

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8. Policy framework

Taking into consideration the Levels of Work, the National HR Competency Model; and Bloom's Taxonomy of Domains, the CPD policy framework is presented in Table 2.

Table 2. Overall policy framework

Professional level	Approach	Description (guidelines)	Requirements
HR Technicians HR Associates HR Professionals Chartered HR Professionals Master HR Professionals	Combination of input and output-based	(a) Show understanding (b) Analyse and apply (c) Draw connections among parts and their relationships (d) Evaluate and make judgements (e) Use knowledge in new ways and create	A minimum of 10 points annually, which includes a minimum of 4 compulsory points in the area of ethics. A minimum of 30 points in a three year cycle.

9. Activities and associated CPD points

All learning activities approved by the SABPP have associated CPD points, based on the duration and the extent to which the activity is linked to the outputs associated with the HR Competency model. Table 3 below indicates various activities that a member can engage in, the number of points they can obtain through such activities and the evidence that would be considered for granting points.

Table 3: Activities for earning CPD points

No.	Activity	Points	Evidence
1	Participating in SABPP committees	1 point per meeting – max 8 pts	Agenda or minutes
2	Publishable articles in People Factor, weekly blog or journals	3 points – max 6 pts	Proof of publication
3	Publishing or contributing to a Fact Sheet	Up to 3 points – max 9 pts	Proof of publication

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No.	Activity	Points	Evidence
4	Answering the SABPP Factsheet quiz	1 point per Factsheet quiz	Automatically updated on Member system
5	Participating as an HR Auditor	2 points per event – max 4 pts	Audit report
6	SABPP events - AGM, summits, workshops, conferences, webinars	Points determined by SABPP	Automatically updated on Member system
8	Non-SABPP events - Accredited CPD providers or accredited skills programs	Points as per SABPP accreditation.	CPD certificate or Skills Program certificate, as received from the provider
9	Non-SABPP events - MOU / alliances / SABPP partners' events	Points as per event hours of learning – max 8 pts	Confirmation of attendance indicating hours of activity
10	Non-SABPP events – non-accredited providers	1/4 th the points as per event hours of learning	Confirmation of attendance indicating hours of activity
11	Long-term qualifications on completion (from accredited institutions) (a) Undergraduate qualification (b) Post-graduate qualification (Honours/ Advanced Certificate/Diploma) (c) Masters/Doctorate.	Maximum of 10 pts per annum	Registration and exam attendance

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12. Compulsory Ethics	Minimum of 4 CPD Points
Member Options	
SABPP Ethics workshops	5 CPD Points
SABPP HR Ethics workshop including an assessment	7 CPD Points
Free On-line multiple-choice questionnaire on the Code of Conduct	1 point (max once per year)
Free On-line multiple-choice questionnaire on the Sexual Harassment toolkit	1 point (max once per year)
Free On-line multiple-choice questionnaire on mini-case studies	1 point (max 2 per year)
Free On-line multiple-choice questionnaire on current affairs podcasts	1 point (max 2 per year)
2-page essay on ethics topics to be revised each year	2 points (max 2 per year)
SABPP Ethics and Governance seminar.	4 points
Ethics workshop or qualification required by any other SAQA recognised professional body or the SA Institute of Ethics	Max 4 CPD Points confirmation of attendance


10. CPD Cycle and effective date of the policy

The CPD cycle will be from January to December every year. All new members who have registered in a calendar year are expected to achieve the necessary requirements for CPD at the end of the next calendar year after joining.

This policy comes into effect as of the 1st of January 2022.

11. Procedure for capturing CPD requirements

The SABPP will detail on its website and through communication with the members the procedure for capturing CPD requirements. This will include how members upload CPD points and the platforms to be used.

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12. Non-Compliance

A member is required to obtain the minimum CPD requirements per annum, as set out for the various professional designations, in Table 2. However, in case a member does not obtain the minimum requirement in a year, they are allowed a two-year cycle within which the member must obtain twice the annual requirement. For example, an HR Associate who did not obtain any CPD points in 2021 can obtain 20 points in 2022. Thus, their total points for the two-year cycle of 2021 and 2022 adds up to 20, which is twice the minimum requirements per year. From 2024 members will need to maintain 30 points in a three year cycle.

Non-compliance to these terms may lead to a warning letter issued by the Board. After three consecutive years of non-compliance and not meeting the 30 points in a three year cycle, the member may be requested to re-apply for membership, providing evidence for reasons of non-compliance.

13. Governance of the 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.

14. CPD Provider Application Process

A brief overview of the process for becoming an SABPP CPD provider has been included in Figure 2. SABPP follows the process indicated in Figure 2 to warrant the quality of CPD offered by providers. All documentation mentioned in the process below is available under the CPD Tab on the SABPP Website.

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Figure 2. CPD Provider Application process

15. Definition of concepts

Concept	Meaning
Analysing	Being able to separate concepts or material into constituent parts so that its organisational structure may be understood. Differentiating between facts and assumptions.
Bloom's Taxonomy of Domains	An educational model used for promoting higher forms of thinking in education, along six domains, namely, remembering; understanding; applying; analysing; evaluating; and creating of concepts, processes, procedures, and principles, rather than just remembering facts learned.
Career ladder	A structured sequence of SABPP professional designations through which HR practitioners, who are members of the SABPP, progress in the HR profession as they earn CPD points.
Chartered HR Professional	A human resource practitioner who possesses a human resource or related honour's degree, with at least four years of experience in HR and who operates at a senior management level.
Cognitive domain	It comprises knowledge and the development of intellectual skills.

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Concept	Meaning
Continuous professional development (CPD)	It is a blend of input or output-based methods, concepts and practises that are aimed at assisting the HR practitioner to progress throughout her or his professional career as per the SABPP criteria by earning CPD points. Input-based methods include attendance of courses, conferences, seminars, webinars and formal qualifications.; while output-based methods include presentation of papers at conferences, participation in projects, etc.
Continuous professional development points	These are numerical points (1 hour of learning equates to 1 CPD point generally) registered SABPP HR practitioners earn in return for their continuous professional development as per the SABPP criteria.
Core HR competencies, HR capabilities and HR pillars	These competencies constitute the different layers of bricks or building blocks of the HR profession. HR capabilities are required to ensure strategic HR in the organisation. The core competencies, capabilities and pillars are described in the SABPP HR Competency Framework.
Creating	Building a structure or model from diverse elements. Putting components together to form a whole, with emphasis on creating a new meaning or structure.
Evaluating	Making judgments about the value of thoughts or objects.
HR Associate	A HR practitioner who possesses a two-year HR or related diploma, with at least two years of experience in HR and who operates at a junior level
HR Professional	A HR practitioner who possesses a three-year HR or related degree or diploma, with at least three years of experience in HR and who operates at a middle management level
HR Technician	A HR practitioner who possesses a one-year HR or related certificate, with at least one year of experience in HR and who operates at an entry level of HR.
Input-based approach to CPD	This approach measures CPD activity in terms of time spent (for example, hours of learning) or equivalent points (for attending events, or doing various activities as approved by the SABPP).

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Concept	Meaning
Levels of Work	These signify the complexity of performing job tasks and the time required to complete such job tasks at various levels of work. Thus, operating at the entry level of HR is much less complex than operating at the HR Executive level and the tasks at the later level are more complex and require more time to complete.
Lifelong learning	The continuous and voluntary pursuing of required knowledge, skills, competencies and behaviours for personal or professional purposes.
Master HR Professional	A human resource practitioner who possesses a human resource or related master's or doctoral qualification, with at least six years of experience in HR and who operates at an executive level.
National HR Competency Model	A model for HR practitioners in South Africa, which comprises three broad competence areas, namely, HR pillars; HR core competencies; and HR capabilities.
Output-based approach to CPD	In this approach CPD is demonstrated by achieving certain learning outcomes. Methods include an assessment of a completed questionnaire or essay.
Remembering	Recalling or retrieving previously learned information.
Understanding	Comprehending the translation, meaning, and interpretation of instructions and problems and being able to express a challenge in one's own words