SOUTHERN AFRICAN SOCIETY FOR QUALITY

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CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

1. INTRODUCTION

This policy applies to all SASQ Professional Members who have SASQ designations, but can be used voluntarily by other members to measure their achievements.

2. DEFINITIONS AND ABBREVIATIONS

CPD	These are activities that are approved by SASQ for a member to obtain points towards their progression or maintenance of their status and designations.

3. OBJECTIVE

To ensure that SASQ professional members undertake and participate in Continuous Professional Development (CPD) activities so as to maintain their competence and professionalism and honour the requirements of their designations. This also provides guidelines of the activities that lead to SASQ's recognition of awarding CPD certificates to all members and also to non-members who participate in SASQ CPD activities. Members can also use the CPD points to progress to higher levels of membership.

4. SCOPE

This policy applies to (1) all SASQ Professional Members especially those who have SASQ designations and (2) to any other member to monitor their growth and development.

6. PRINCIPLES

The CPD Policy is based on the following principles:

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

6.1 An understanding among practitioners of the importance of continued professional development is critical to the promotion of Quality professionalism in Africa.

6.2 There is an ethical obligation on Quality Practitioners to regularly enhance their professional competence through CPD, as stated in the SASQ code of conduct.

6.3 Failure to do so will result in professional sanction.

6.4 CPD should complement and update, but not replace, knowledge and skills initial education in quality practices.

6.5 CPD will be based on the SASQ Competency Models for each certification grade.

Making quality a priority towards sustainability and resilience

6.6 CPD seeks to encourage on-going learning and skill development, in the interests of keeping Quality 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.

6.7 Quality professional development must be based on actual practice in the real world of work.

6.8 SASQ will guide professional development and recommend learning activities that support development against the SASQ competency Models.

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

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

6.11 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.

6.12 Members will be only awarded their CPD points when attending SASQ endorsed informal workshops, training sessions, seminars, conferences and any other events.

6.13 Members are encouraged to refer all providers of non-formal initiatives to seek endorsement from SASQ before they embark on them.

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

6.14.1 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.

6.14.2 Failure to meet the minimum requirements in a year due to illness or family circumstances.

6.14.3 Any member who fails to submit their CPD records by 31 January for the previous year will be degraded to candidate grade and advised to obtain the required CPD points within 6 months. If no progress, the member will be removed of the professional data base.

7. DEFINITIONS, ROLES AND RESPONSIBILITIES

7.1 Continuous Professional Development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

7.2 SASQ is responsible for establishing a Continuous Professional Development Scheme and members have a responsibility to their profession to maintain and develop their abilities as practitioners by demonstrating a commitment to Continuous Professional Development by:

7.3 Undertaking SASQ approved programs for Continuous Professional Development;

7.4 Submitting a formal, annual record of Continuous Professional Development that has been undertaken by 31 January of each year for the previous for auditing purposes

8. ACTIVITIES THAT CONTRIBUTE TO SASQ'S CONTINUOUS PROFESSIONAL DEVELOPMENT

8.1 Professional Practice

Professional Practice is defined as self-development to meet or exceed the requirements of the role of a professional. This will include developing general managerial or business skills as well as QUALITY related skills or knowledge. This does not include day to day work. To count as Professional Practice the work activity must extend beyond carrying out routine tasks or utilising existing skills or knowledge. CPD recorded under this activity type should indicate the nature of the skills or knowledge developed rather than just giving a job title or name of a project.

Examples of the types of work-based development that will count as Professional Practice include:

- improving knowledge (QUALITY knowledge, knowledge of legislation or regulations, researching best practices in QUALITY management
- professional or business development, e.g. developing financial, report writing or project management skills;

- interpersonal development, e.g. developing communication or negotiation skills; and
- developing technical skills (quality techniques or methods, information technology, data analysis, modelling skills etc.)

8.2 Formal Learning with formal assessment

Formal learning (tested) applies where the aims, objectives and outcomes of the training are well established, and participants are examined/assessed after completion of a program. An accredited third party provides the training and/or the learning program. Examples are formal qualifications offered by accredited universities and colleges.

8.3 Formal Learning without formal assessment

Formal learning (untested) is where the aims, objectives and outcomes of the training are well established, but the performance or ability of the participant is not formally tested. A SASQ approved third party facilitates or directs the training and the training program carries a SASQ endorsement certificate.

Members should inform their procurement and training departments of this requirement and to ensure attendance to SASQ endorsed learning.

8.4 Informal learning

The aims, objectives and outcomes may not necessarily be established or may not be directly specific to the training needs of the member. Informal learning provides improved breadth or depth of knowledge or an enhancement to skills and competency. Participation is largely passive (e.g. attendance to a lecture/seminar/conference/webinar etc.) A member may request an evaluation of a conference in terms of CPD if the conference is not endorsed by SASQ. This must be done before attendance to the conference.

8.5 Self-directed Study

Self-directed study comprises an activity that provides:

- an increased breadth or depth of quality knowledge; or
- an improved understanding of a subject relevant to the members employment (e.g. reading to keep abreast of published information).

8.6 SASQ activities

SASQ activities include:

- participating in the management of SASQ (Board, Extended Executive Management Committee, Technical Management Committee, Scheme Committee, SASQ Research Committee, Managing SASQ Networks etc)
- representing SASQ on other bodies and external committees with SASQ approval
- participating in the organising of SASQ conferences and other events
- undertaking coaching and mentoring of members to support SASQ's CPD
- development and writing of SASQ learning materials
- recruitment of members
- attendance to AGM and other special meetings

8.7 Contributing to knowledge.

Contributing to knowledge primarily refers to sharing, publishing and related activities. It could include:

- making presentations, publishing papers/books/articles, and assisting others to achieve publication through any medium whether as a sponsor, editor or referee; and
- presenting at SASQ events
- Publishing through SASQ approved media (website, newsletters, etc.)
- Participation as guest lecturers/speaker/ in the capacity of a SASQ member

8.8 Community Engagement and Support

These are personal activities that contribute to the sustainability of the society and directly or indirectly support the United Nation's Sustainability Goals.

9. GUIDELINES FOR CPD REPORTING

ACTIVITY	EVIDENCE	POINTS PER YEAR
1 Professional Practice (Max 10 per year)		
Item 1	Related evidence	5 points per year
Item 2	Related evidence	5 points per year
2, Formal learning with assessments (Max 30 year)		
Formal relevant program in the year of completion	Certificate with results	30 only one per year
Formal relevant Short learning programs in the year of completion	Certificate with results	20 only one per year
3. Formal Learning without assessments (Max 10)		
Only training programs and workshops that are offered by SASQ approved CPD providers	Attendance Certificate	10 -max two per yesr
4. Informal learning (No ceiling on SASQ endorsed programs)		
Any training program by SASQ approved providers	Attendance Certificate	As per SASQ-CPD endorsement Normally between (5 to 10) - only two per year
Any SASQ training programs, lectures, workshops and conferences	SASQ CPD certificate	1 point per hour (unlimited per year)
5. Self-directed Study (Max 10)		
Reading of SASQ approved magazines and journals	Proof of annual subscription	5 per journal (max 2 subscriptions)
Reading of related books	Proof of purchase/source of book and a written review of the book	5 points per book (Max 2 books)
6. SASQ activities (No Ceiling)		
Formal Board, committee, and other SASQ meetings	SASQ attendance register	5 Points per meeting
Representing SASQ on other bodies with authorisation	Minutes and information of meetings attended	5 points per meeting
Organising conferences or similar events; Managing of a Network	SASQ CPD certificate Letter from SASQ	10 points per event 10 points per network
Evaluation of members applications	Letter from SASQ	2 points per evaluation
Providing coaching and mentoring support to other quality professionals for development.	Name of mentees and mentor program	5 points per mentee (Max 10 points)
Provision of personal development plan for the current year by 31 Jan	Plan	5 points
Recruitment and successful registration of a quality practitioner/organisation into the SASQ family	Letter from SASQ of your involvement	5 points per candidate
Submission of CPD log by 31 December for the current year	Letter from SASQ	5 points

7. Contributing to knowledge (No Ceiling)		
presentations at conferences ,workshops, webinars, SASQ Zoom	Proof of presentations and program	5 points per presentation (max 6)
presentations at SASQ conferences and workshops	SASQ CPD certificate	5 points per presentation (max 6)
publishing papers/books/articles in public Journals and magazines	Proof of article	10 points per article (max 3)
publishing papers/books/articles in SASQ newsletter and website	SASQ CPD Certificate	10 points per article (max 3)
publishing papers/books/articles in SASQ newsletter and website (limited Scope)	SASQ CPD Certificate	5 points per article (max 6)
Participation as guest lecturers/speaker/ in the capacity of a SASQ member	Proof of presentations and program	5 points per presentation (max 6)
8. Community Engagement and Support (Max 10)		
Donation of Blood	Proof of donation	2 point per transfusion
Improvement of communities	Write up of involvement and impact	1-5 points per community

Continual Professional Development Log

FOR YEAR: _____

PRACTITIONER FULL NAME:		OFFICE USE ONLY	THIS LOG	PREVIOUS	TOTAL TO DATE
_____		CPD HOURS:	_____	_____	_____
Membership Grade:		Member Number		Date	

Date (DD,MM,YR)	Stream	CPD hours claimed	Type of activity (Formal Learning (Tested/Examined), Formal Learning (Untested), Informal learning/training, Self-directed Study, Non-work activities, Contributing to knowledge)	Details of activity (Title & duration of Training Course or Conference, Type & description of study, name of book, journal etc.)	Description of Activity and how it meets the CPD requirements (Remember to attach copies of relevant documents)	Verification of CPD Activity where applicable (Signature of Tutor /Lecturer/Organiser/Manager etc.)

10. MAINTENANCE OF POLICY

The policy will be reviewed annually.