



**SOUTH AMERICAN ASSOCIATION OF
PUBLIC ADMINISTRATION
AND MANAGEMENT**

SAAPAM

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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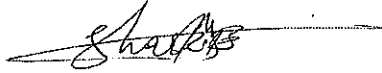
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LIST OF ACRONYMS

Acronym	Explanation
CPD	Continuing Professional Development
NLRD	National Learner Records Database
NQF	National Qualifications Framework
RPL	Recognition of Prior Learning
SAAPAM	South African Association of Public Administration and Management
SAQA	South African Qualifications Authority

DEFINITION OF TERMS

Terms	Definitions
Continuing Professional Development	A range of learning activities through which professionals ensure that they retain their capacity to practice safely, effectively and legally within their scope of practice.
evaluation of foreign	The process followed by SAQA to verify the authenticity of foreign qualifications and to compare foreign

qualifications	qualifications with South African qualifications registered on the NQF; the process includes authenticating the status of institutions and the qualifications offered by the institutions, investigating the authenticity of qualification documentation and verifying that the qualification was awarded to the individual in question; and comparing foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, and locating the foreign qualifications within the NQF.
Foreign qualification	A qualification that either: (1) forms an intrinsic part of an education and training system other than South Africa, and is awarded by an institution that is accredited or recognised in that system, in accordance with the relevant laws, policies, or generally accepted practice; or (2) meets other specific criteria as determined and published by SAQA.
Lifelong Learning	Learning that takes place in all contexts in life - formally, non-formally and informally. It includes learning behaviours and obtaining knowledge; understanding; attitudes; values and competencies for personal growth, social and economic well-being, democratic citizenship, cultural identity and employability.
National Learner Records Database	The electronic management information system of the NQF under the authority of SAQA, which contains records of qualifications, part-qualifications, learner achievements, recognised professional bodies, professional designations and all related information such as registrations and accreditations.
National Qualifications Framework	The comprehensive system, approved by the Minister: HET, for the classification, registration, publication and articulation of quality-assured national qualifications and part-qualifications. The South African NQF is a single integrated system comprising three co-ordinated Qualifications Sub-Frameworks namely for: General and Further Education and Training; Higher Education; and Trades and Occupations.
Non-formal learning	Planned learning activities, not explicitly designated as learning towards the achievement of a qualification or part-qualification; often associated with learning that results in improved workplace practice.
Professional Designations	
Qualifications	A registered national qualification consisting of a planned combination of learning outcomes which has a defined purpose or purposes, intended to provide qualifying learners with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the NQF and certified and awarded by a recognised body.
Registration of a professional person with a professional body	The inclusion of a person on a list of professionals who have met the requirements of a specific professional body for practice in that profession; requirements usually include a specified initial qualification as well as CPD

	requirements, registration fees and adherence to a code of conduct.
Recognition of Prior Learning	The principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.
South African Qualifications Authority	The statutory authority established in terms of the SAQA Act (Act 58 of 1995) and continuing in terms of the NQF Act (Act 67 of 2008), which oversees the further development and implementation of the NQF, the achievement of the objectives of the NQF, and the co-ordination of the three Sub-Frameworks.
SAQA Certificate of Evaluation	A certificate issued by SAQA indicating the authenticity of the foreign qualification and its location on the NQF.

1. Background and Context

Continuing Professional Development (CPD) can be defined as a range of learning activities through which Public Administration and Management professionals develop throughout their career, ensuring that they retain their competencies, validity, and expertise to practise safely, effectively, and legally within their evolving scope of practice. CPD is mandatory for all SAAPAM members and will be audited. It is a compulsory requirement for ongoing registration with the SAAPAM.

In determining the standards for CPD, the SAAPAM recognises that members may already be engaged in a diverse range of CPD activities as an integral part or evolving component of their professional life. Therefore, the SAAPAM CPD policy is based upon on-going learning and development, with specific focus on learning achievements and how these enhance service delivery, either directly or indirectly.

The SAAPAM ensures that Public Administration and Management professionals are active, responsible and committed to their own professional development and progress.

There are two broad categories of CPD activities, i.e., individual and group activities. CPD points will be required in a mixed format of individual and group activities, however there is no prescription regarding the number of points to be obtained in a specific category. Each CPD activity is recognised on merit and a specific number of points allocated to the activity linked to the criteria and within the indicated range of CPD points. CPD points are only allocated on completion of the CPD activity.

The SAPAAM has 7 professional designations:

Professional Designations: Public Sector Practitioners	NQF Level
Public Sector Professional	NQF Level 7
Public Sector Senior Professional	NQF Level 8
Public Sector Executive Professional	NQF Level 9
Professional Designations: Academics	NQF Level
Candidacy	NQF Level 7
Academic Associate Professional	NQF Level 8
Senior Academic Professional	NQF Level 9
Executive Academic Professional	NQF Level 10

The underlying qualifications leading to the professional designation can be obtained either by completing the full qualifications and final assessments, or via the Recognition of Prior Learning (RPL) process. In order for an individual to retain their designation they must all meet the following requirements:

- a. Be a member in good standing with the SAAPAM, including adherence to the professional Code of Conduct.
- b. Report the required number of Continuous Professional Development (CPD) hours to the SAAPAM.
- c. Where applicable, pay CPD fees.

After the professional designations have been conferred, members must maintain their knowledge and skills and stay abreast of improvements and current developments in the profession through CPD. This is facilitated through a self-certification process with

the completion and reporting of required CPD hours to SAAPAM on an annual basis. Members will be required to complete a declaration, stating their compliance status.

As per National Qualifications Framework Act (NQF), no 67 of 2008, the SAAPAM must upload professional designation data on the National Learner Records Database (NLRD) on a periodic basis. Only individuals who have met all the requirements to retain the relevant designation will be uploaded to SAQA's NLRD as active designation holders.

2. Purpose

Continuing Professional Development (CPD) is an integral part of professional body regulation. The South African Association of Public Administration and Management (SAAPAM) has therefore introduced a CPD policy that is mandatory for all members. The purpose of this policy is to provide and support to Public Administration and Management professionals in developing a culture of continuing learning.

3. Applicability

This policy is applicable to:

- a. All candidates still pursuing their studies in public administration and management;
- b. All members of SAAPAM designated members;
- c. Non designated members of SAAPAM;
- d. All professional designations issued by SAAPAM.

4 Membership

- a. The Committee shall be Chaired by the Member of the National Board;
- b. At least not more than four (4) members of the committee shall consist of representatives from the nine (9) provincial chapters;
- c. Two members from the public sector;
- d. Additional members may be co-opted to the committee based on their technical expertise required by the Committee; and
- e. The Secretariat shall be provided by the Office of the Director of SAAPAM.

5 Minimum Criteria

For a designee to maintain their status as a registered member of SAAPAM they will need to comply with the following criteria:

- Pay the annual membership fees to SAAPAM;
- Submit a signed SAAPAM Code of Conduct;
- Participate in CPD requirements on a continuous basis; and
- Submit a declaration confirming that 100 CPD points were achieved in every three-year cycle.

6 Continuing Professional Development Categories

SAPAAM recognizes 100 CPD points for activities relevant to the professional designation in the six (6) categories described in the table below:

No.	Category	Category Description	CPD points
1	SAAPAM conferences	This includes compulsory attendance/participation/facilitation in the SAAPAM annual conference	20
2	Seminars, workshops, local and international conferences	This includes attendance and participation, facilitation of workshops or seminars or international conferences related to public administration and management.	15
2	Publishing of articles	Publishing one article in an accredited journal in a cycle of three years.	20
3	Mentoring and coaching	This could be formal or informal mentoring or coaching of an individual/subordinate or being mentored/coached.	10
4	Community engagements	This includes writing opinion pieces, media commentary, serve as a panellist or guest speaker and other related activities.	10
5	Professional development	It also includes participation in various committees and working groups within and outside the Association.	10

No.	Category	Category Description	CPD points
6	Personal development	Any activity that is contributing to your personal development. This can include formal studies, short courses and programmes.	15

The minimum number of CPD points that you can claim in a three-year cycle are indicated for each category. The CPD points are calculated based on each CPD point being equal to one hour of CPD activity. The exceptions are the CPD points for formal studies in the last two categories, which are not calculated based on hours. You should participate in CPD activities continuously, but you will only apply for CPD points once at the end of your three-year cycle.

7 Reporting Continuing Professional Development (CPD)

Every third year, a CPD declaration form needs to be completed and submitted to the SAPAAM. The record card requires the following information to be included:

- Description of activity
- Duration
- Category
- CPD points claimed
- Description of evidence

The record card is presented as a Word Document and is available on the SAAPAM website – see Annexure A for an example of the CPD record card. Submissions can be made electronically or in hard copy.

8 Verifiable and Non-Verifiable CPD Activities

The SAAPAM allows members to complete verifiable as well as non-verifiable CPD activities. The split between verifiable and non-verifiable learning is 80:20. SAPAAM recognises the following activities as verifiable and non-verifiable:

Verifiable (80)	Non verifiable (20)
Participation, facilitation, and attendance of local and international conferences,	Mentoring and coaching 10

seminars and workshops: (35 points)	
Publishing of articles in accredited journals: (20 points)	Community engagements 10
Professional development: (10 points)	
Personal development: (15 points)	

9 Reinstatement

Members who are in good standing will be allowed to complete the CPD reporting process. Professional designation holders who fail to meet their CPD requirements by the reporting deadline will automatically be placed in an inactive grace status. The grace period ends 3 months after the date of compliance. Individuals who fail to meet their CPD requirements by the end of the grace period will be placed in inactive status and may no longer use their designation/s.

10 Audit

The SAPAAM will conduct a CPD audit between January to March after the reporting cycle. Selection of members for CPD audit will be completed by utilising random sampling. The SAPAAM will request documentary proof of CPD hours recorded from selected members. The records maintained by designated members in support of the declaration submitted to the SAPAAM should include, as appropriate, the following information:

- a. Title of program and/or description of content and/or event;
- b. Dates attended;
- c. Category of the CPD activity;
- d. Training provider who delivered the course;
- e. Duration /Contact hours and the resulting CPD hours as indicated by the training/course provider;
- f. A letter, certificate, or other written attestation of course completion;
- g. Documentation supporting publications, oral presentations, and committee or other participation.

11 Governance

The CPD Approval Committee of the Board of SAAPAM has delegated authority from the Board to:

- a. Recognise CPD providers on behalf of SAPAAM;
- b. Recognise CPD courses or programmes to be delivered by accredited providers;
and
- c. Oversee the implementation of the CPD policy.