ONEZONE

ON-LINE CAPTURE OF CPD POINTS/CREDITS

GUIDE FOR MEMBERS WHEN UPLOADING INFORMATION
(this is based on the revised CPD Policy)

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1. Background

SABPP has invested in an on-line system for its members to do multiple things. One of which is to capture personal development plans, as well as all completed learning on a daily/weekly/monthly/annual basis. In this way, members can populate information linked to the SABPP HR Competency Framework on an ongoing basis.

This system will automatically preload the minimum mandatory points for each professional designation. Members then capture learning, both variable (workshop, attending seminars, etc.) and non-variable (reading a book, watching a TV Programme, on the job learning, meeting, etc.) on the system.

All the captured CPD information will be available for verification immediately and can be printed in the format of a transcript, which could be handed in to management or affected stakeholders. The captured information will be checked by the CPD Committee for auditing on a quarterly basis, to track member’s involvement regarding self-learning, based on the member’s performance contract, career planning, etc.
2. Changes to CPD Points and Annual Cycle:

The CPD point system was revised in late 2016, for implementation in 2017, to ensure alignment with other professional bodies within South Africa, as well as internationally. With effect from January 2017, points will be calculated as follows:

a. 1 CPD point for every 1 hour of learning

This will assist in keeping the point’s system simple and easy to manage and track time.

b. CPD Cycle – effective from 2017 for all members

The CPD Committee, has agreed that the 3-year cycle for all members will commence with immediate effective i.e. START DATE – 1st January 2017. AND as from 2017 all new professional members’ CPD cycle will be based on the date professional registration has been accepted by the board. Thus, for example, if professional registration has been approved in February 2017, the 3-year cycle would commence as from March 2017, and would run until end of February 2020.

Note, all members that have submitted their CPD claim to the SABPP Office as at close of business day, 28th February 2017 using 2016 developments, will automatically qualify for a minimum of 6-16 points, as a head start towards their 3 year cycle.

3. GOAL of CPD

CPD aims to facilitate a culture of lifelong learning amongst members of the HR Profession, create learning opportunities and sustain and grow professionalism and the body of knowledge of the profession.

4. PRINCIPLES OF CPD

The CPD Policy is based on the following principles:

- An understanding among practitioners of the importance of Continued Professional Development (CPD) is critical to the promotion of HR professionalism in South Africa.
- There is an ethical obligation for HR Practitioners to regularly enhance their professional competence through CPD, as stated in the SABPP code of ethics. Failure to do so will result in professional sanction.
- CPD should complement and update, but not replace, knowledge, skills and initial education in HR practices.
- CPD will be based on the SABPP HR Competency Model.
- CPD claims are set in a three (3) year cycle from the date of registration (see 2 (b) above).
- CPD should eventually be part of the professional accreditation process and career development.
• CPD seeks to encourage on-going learning and skill development, in the interests of keeping HR 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.
• SABPP recognises, in principle, the standing of the designation of members who are registered also with other SAQA recognised professional bodies, if SABPP requirements are met.
• HR professional development must be based on actual practice in the real world of work.
• SABPP will guide professional development and recommend learning activities that support development against the SABPP HRM System Model, HRM Standard, Professional Practice Standards, HR Competency Model and current HR priorities.

5. SABPP CPD Requirements.

SABPP members will earn 1 CPD point for every 1 hour of learning.

(Previously 1 CPD point for every 4 hours of learning)

The learning requirements are as follows:

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<table>
<thead>
<tr>
<th>SABPP Professional registration level</th>
<th>Minimum hours of learning in any 3 year rolling cycle</th>
<th>Minimum hours of learning in each year</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Professional, - HRP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chartered HR Professional - CHRP,</td>
<td>120 HOURS</td>
<td>20 HOURS</td>
</tr>
<tr>
<td>Master HR Professional - MHRP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Associate - HRA</td>
<td>80 HOURS</td>
<td>16 HOURS</td>
</tr>
<tr>
<td>HR Technician - HRT</td>
<td>60 HOURS</td>
<td>12 HOURS</td>
</tr>
<tr>
<td>Percentage</td>
<td>70% Verifiable</td>
<td>30% Non- Verifiable</td>
</tr>
</tbody>
</table>
6. **Navigation route for uploading your CPD:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>ONEZONE – Screen image</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Register as member and log-on</strong></td>
<td><img src="image" alt="Register as member and log-on" /></td>
</tr>
<tr>
<td>View “My Profile” and confirm that the CPD Expiry will reflect the end-date of your 3-year cycle. This date can be copied and pasted when uploading your evidence or keyed-in. CPD Policy and On-Line Capture Guide on CPD Point is available under this TAB.</td>
<td>2020/02/28</td>
</tr>
</tbody>
</table>
Select Manage Profile and navigate to Content and Features and select Professional Development.

At this screen, you will automatically be under the tab “Journal Entries” which display all captured CPD point as well as an opportunity to upload “Add Entry” additional CPD activities. You can also filter to see CPD activity only by selecting “All Certificates / Programmes.”
You can commence uploading your CPD Points / Credits once you see the following screen. Refer pages 7-9 to upload the CDP Event. Note, “Expiry Date” can be retrieved from “My Profile” of can be keyed-in.

Once the upload is done you can verify the information by checking the CPD Upload.
7. **Data capture fields and what is to be recorded:**

   * (Mandatory field for capturing evidence)

   **Is this entry a Certificate or Programme**

   - **Certificate or**
     - The respective member **MUST** tick or mark the box by indicating that the entry s/he is **Certificate or** uploading has a direct impact towards formal learning, programme. If not, **Programme** than the member mark the box accordingly.

   - **Programme**

   **Certification Code:**

   - A member **must** select one codes as it based one’s professional designation allocated by the board, only one applicable indicator may be selected from the drop box:

   - CPD Technician
   - CPD Associate
   - CPD Professional
   - CPD Chartered
   - CPD Master

   **Type Code:**

   - The member can select anyone of the code which based on HR Competency table, From a drop box:

   - ETHICS - mandatory minimum 4 credits p.a.
   - STRATEGY
### Entry Date:
The date the member has completed the learning or date s/he has attended the event.

### Description:
The member will record the name of the event e.g. Seminar on Changes to KING IV”, “Conference on Changing educational landscape”, “Attending a lecture on Diversity”, etc. free format field, the member must record clearly the details of the learning event.

### Credits:
Record the number of points for event, activity. e.g. 6 for 6 hours’ event, if you have done formal learning than state number hours you have spent on the actual output. Note, these points will accumulate to give the points you have recorded on your personal development which may be linked to your personal development plan.

### Credits Expire:
This date will be pre-populated when the member registers - 3year cycle expires, it will always be month-ending – e.g. 31 March 2020.

### Score:
This when a member wants to record the mark s/he has earned for the module they completed with the required institution, e.g. 60% for Economics, HR Labour Law, Strategic Management. This is non-mandatory field.

### Activity Code:
The member must record by stating following by indication:

<table>
<thead>
<tr>
<th>Verifiable PLUS the type activity listed below</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workshops/seminars/events</strong></td>
</tr>
<tr>
<td>Conferences</td>
</tr>
<tr>
<td>e-learning</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Formal study to Post Graduation qualification</td>
</tr>
<tr>
<td>HR Technical/Professional meetings attended</td>
</tr>
<tr>
<td><strong>RESEARCH /WRITING /ACADEMIC</strong></td>
</tr>
<tr>
<td>Formal HR related academic research</td>
</tr>
</tbody>
</table>
Benchmarking study conducted

SABPP Committee / Board work including preparation

Study Leader / Supervision of post-grad students

Mentoring / coaching / supervising Candidates

Other research or academic development

Voluntary work for SABPP e.g. giving presentations

Other verifiable

**NON-VERIFIABLE PLUS the type activity listed below**

| Reading business newspapers / professional journals / articles | On the job training (e.g. job shadowing) |
| Watching HR related DVDs / TED talks / Ytube | Watching HR or business related TV programmes |

Other Non-verifiable

**Attachment Code:** Member can attach any form of evidence that proof they obtained learning based on the above - event or form of learning, e.g. copies of certificates, summary of learning done, presentations, results, attendance certificates, copy of register. Non-mandatory field.

On completion of the respective fields press “Submit”, in order accept the upload.

*If you have any further questions regarding your capture of CPD Event/Activity, please email your query to CPDAUDIT@sabpp.co.za*

*Note, if a member attend’s an SABPP Event, your CPD Points will be automatically uploaded.*