



SAIOH GUIDE TO CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

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SAIOH Continuous Professional Development Scheme

The Guidance

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1. Introduction

The Southern African Institute of Occupational Hygiene is committed to the concept of Continuing Professional Development (CPD) as a mandatory means of encouraging and upholding the highest professional standards of knowledge and performance among the qualified practitioners of occupational hygiene. Inclusion of CPD and formal audit of such is also a requirement of the International Occupational Hygiene Association – National Accreditation Recognition (IOHA-NAR) and the South African Qualifications Authority (SAQA) both of whom regulate our profession recognition internationally and nationally.

CPD stands for Continuing Professional Development. It refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training. It's a record of what you experience, learn and then apply. The term is generally used to mean a physical folder or portfolio documenting your development as a professional ⁽¹⁾

All registered SAIOH members are required to complete an annual return from the first full year of membership onwards. Retired members have a minimal point requirement, whilst unemployed or members on gap years are encouraged to try and attain some points towards the 5 year rolling average.

The CPD is an “honour” system. Each member is responsible for keeping his/her own records. Although the cycle period is **five (5) years**, all members **are obliged to submit their CPD System Points Record before the end of January each year and to certify that it is correct.** During submission, each member also has to again agree to the Professional and Ethical Code of Conduct of SAIOH (PECoC). A significant number of

members will be sampled at random, and their points audited each year. The CPD System starts on the 1 January and ends the 31 December of each year.

If a member fails to submit a CPD System Points Record annually, does not keep a record of points obtained (i.e. receipt from courses attended, copies of membership certificates, etc.), or does not accumulate enough points, but pay annual Membership fees for a particular year, that member will remain on the Register, but will not receive a certificate because he/she will forfeit their SAIOH classification. However if this happens again in the year immediately thereafter (for the second year in a row), the member will automatically lose his/her registration.

2. The main details of the scheme

There are many examples of activities for acknowledgement of CPD which are:

- a. Work based activities (Categories 1 to 4 depending upon your type of employment and practice)
- b. Professional learning and education (Including attendance at or presentation of formal and informal training sessions or conferences as described in table 1).
- c. Technical and professional committee membership and meeting attendance.
- d. Professional Membership of associated organisations excluding SAIOH (National and International)
- e. Authorship / Publications and participation in the development of assessment questions and model answers.
- f. Participation in a Mentorship relationship, proof of use of SAIOH learning aids such as tutorials and quizzes and keeping of a SAIOH Personal Learning Portfolio (PLP)
- g. Occupational Hygiene research and formal upgrade in qualification.
- h. Other (to allow for an entry of CPD that you may feel is not covered in the four main areas)

To maintain registration as an SAIOH registered Occupational Hygiene (OH) Practitioner, the following points have to be accumulated **over a 5-year period**:

- Occupational Hygienist (ROH) – 60 points; (maximum claim 15 points per year)
- OH Technologist (ROHT) – 50 points; (Maximum claim 13 points per year)
- OH Assistant (ROHA) – 45 points. (Maximum claim 12 points per year)
- Retired member (To retain professional designation) – 20 points (Maximum points claim 10 points per year – a retired member should aim to claim a minimum of 4 points per year)

A maximum of 5 points per year can be claimed in each activity category other than the main practice category (category 1 in the claims table see Annexure 1).

Example of How Points can be Claimed:

No member is allowed to claim “twice” unless a multiday approved conference, training course or workshop as listed in section 5 of table 1 is attended during which a paper is presented by the member. Thus for attendance and presentation at the SAIOH annual conference the member **is not** allowed to claim as follows: 3 (3 days x 1 per day) points for three-day attendance + 1 point for presentation = 4 points. The member may claim the following: 2 (2 days x 1) points for three-day attendance + 1 points for presentation = 3 points.

Participants will be selected at random to provide documentary evidence of their CPD activities for audit purposes. This process will provide the SAIOH Board with the assurance

that a member of the profession is maintaining their skills and ensures the integrity of the Scheme.

3. What counts as CPD?

Many different activities can count towards your CPD. Not only is CPD gained through formal training and qualifications but also by attendance at seminars and events or personal activities outside of the work place.

To help you record your activities, we have given you some examples for each area. This is not an exhaustive list. As well as recording your activity, you will need to add examples of proof that the activity occurred (examples are given in the claims table 1 in Annexure 1). This proof should be kept in you PLP to aid in easy completion of your CPD claims at year end.

4. Guidance to help you complete your return

4.1 You should aim for the minimum number of points per year, shown below for your registration category, a balance should be sought between the different areas of CPD, with no more than 5 points counted in any one category other than the practice categories 1 to 4.

- Occupational Hygienist (ROH) – 12 points; (maximum claim 15 points per year)
- OH Technologist (ROHT) – 10 points; (Maximum claim 13 points per year)
- OH Assistant (ROHA) – 9 points. (Maximum claim 12 points per year)
- Retired member – a minimum of 4 points per year

CPD activities should be entered online in January following the year of practice on the SAIOH Website under the candidate MYSAIOH profile. This will automatically be generated when a member accesses the SAIOH Website to perform renewal of their annual membership.

4.2 Evidence of your CPD activities should also be kept in your SAIOH PLP with appropriate documentation. There will be an audit of 5% of all eligible SAIOH members; if you are selected you will be called upon to provide your evidence to support your annual return. There is a facility to allow you to upload scanned copies of evidence into the CPD programme during population of your points. The advantage of this is that should you be audited your evidence is available and the task is easier for yourself and the auditors.

4.3 Supporting evidence may include copies of relevant programmes and timetables for conferences and meetings, proof of attendance at meetings, notes taken, summary of papers presented or written. More detailed information is provided in the claims table 1 below.

4.4 The annual return of CPD activities should be completed by 31 January as a record of your activity during the preceding calendar year; (the SAIOH will periodically publicise reminders, but the onus to make a return lies with the individual). An administrative charge of R100.00 (levied on 1 March) will be incurred for late submissions made after 31st January.

4.5 If you need help with deciding what would be appropriate evidence to be submitted for your audit please contact the SAIOH PCC administrator for advice.

5. Career breaks

It is recognized that members may find themselves out of work for a period of time, may opt to take time out of the OH profession or may retire from full time practice.

If a member, regardless of their designation/certification level, want to pursue interests in another field, plans to retire or semi retire, or is unemployed for a period of time, the member must formally notify the SAIOH Admin office of his/her intent to “suspend” their membership so that notice is made on his/her profile.

The member can resign his/her registration and stay as an unregistered or general SAIOH member, but would need to re-sit the certification assessment later if he/she wants to re-enter the profession.

However if the member wishes to stay registered during this period (not actively doing OH full-time per year), they have to pay their annual membership fees, this will ensure that they are not suspended due to outstanding finances.

Where it comes to their CPD points the following applies:

For each designation/certification type it is thus required, within a 5 year period, to achieve a certain number of CPD points, so if the member is not active for a year or so he/she still has the opportunity during active years to ensure that those “missing” points are made-up. This can also be achieved by stock piling points (remembering that there is also a maximum allowed number of points each year). The member may still need some points to ensure he/she does not lose professional registration in the coming years.

The member would thus need to participate in OH activities necessary to make up the deficit. This could include attending local branch meetings, mentorship support, on line quizzes or writing questions for the assessment data base to gain at least a few points toward the 5 year total each year of non-practice.

The member must also continue to keep their Personal Learning Portfolio (PLP) up to date.

A member may only be absent from practice for a maximum of two years. If they do not formally advise SAIOH that they are re-employed in an OH role their Professional membership will be revoked and downgraded to general membership.

All normal fees will be payable during the non-practice period to retain Professional registration status. Non-payment of fees will lead to all membership status being revoked.

6. Retired members

For retired members CPD points required over the 5 year period have been reviewed and corrected to allow for reduced or non-active practice, however it is recognized that the wealth of knowledge and experience held by long term practitioners is an important source of support and development for upcoming members and methods of gaining CPD points are available to keep Professional status as a retired non-practicing member.

7. Audit Process

All CPD claims submitted by members on an annual basis are required to fall into an audit system to allow validity and correct application to be assessed.

At closure of the Applicable claim period (end of January) a minimum of 5% of the membership will be randomly selected and requested to provide copies of the proof documentation listed in the claims process to the auditors.

The member will be given two weeks in which to gather and submit the required evidence, unless fair motivation for any delay is provided to the SAIOH PCC administrator and permission for a delay is given. Correct implementation and keeping of your Personal Learning Portfolio (PLP) as required will ensure all records are available as required with no delay in submission.

Failure to provide the evidence or any unacceptable response will lead to a formal complaint being laid via the PECC system and potential revocation of certification of the member.

8. Completing a CPD Return Online

All CPD returns are completed online by logging onto the SAIOH Website under the candidate MYSAIOH profile. This will automatically be generated when a member accesses the SAIOH Website to perform renewal of their annual membership.

9. Further Help

If you require any further help or advice regarding CPD please do not hesitate to contact SAIOH Head office by email at info@saioh.co.za.

10. References

1. <http://www.jobs.ac.uk/careers-advice/managing-your-career/1318/what-is-continuing-professional-development-cpd>
2. British Occupational Hygiene Society (BOHS) - Guidance document for completion of CPD.
3. SAIOH QMS procedures.

ANNEXURE 1: Table 1: Categories in which points may be claimed

CATEGORY	ACTIVITY	POINTS	REMARKS/EVIDENCE
1. Active OH practice – Assistants and Technologists	Full time practice (>24 hours per week) Part time practice (8 to 24 hours per week)	Full time 5 points per year Part time 3 points per year	Proof of practice e.g. PLP and diary. Letter of employment confirmation from employer
2. Active OH practice inclusive of management of OH company or department (Registered Occupational Hygienist only)	Full time practice (>24 hours per week for all aspects of work)) Part time practice (8 to 24 hours per week)	8 points per year 5 points per year	Proof of practice e.g. PLP and diary. ROH will perform management tasks as part of their day to day work as well as taking responsibility for projects and reports.
3. Specialist IOH Inspector DoL or DMR	Full time practice (>24 hours per week)	5 points per year	Proof of practice e.g. PLP and diary. Average of 2 Occupational Hygiene related inspections or investigations per week.
4. Academic employment in OH related subjects including management of an Occupational Hygiene qualification, programme or department.	Academic employment including: Support of students in learning and projects Lesson preparation and related lectures Employment related research (for all other personal research, generation of articles etc. see specific categories below for additional points allocation)	Full time employment at recognized academic institution - 5 points per year Part time employment at recognized academic institution - 3 points per year Sabbatical leave for research leading to Post tertiary qualifications is covered in category 12 and points should be claimed in that section only for the year in which the activity ends, when normal points above resume.	Proof of employment e.g. PLP and diary. Copies of Syllabus for courses and modules taught

1.

<p>5. Training and education courses (excluding full time academic employment shown above)</p> <p>note: Maximum of 5 points in total may be claimed in this category each year.</p>	Attendance of OH related: courses, PDC, workshops	0,5 points per day for recognised* courses/etc. and 0.2 points per non-recognised course/etc.	<p>Excluding In-house staff training (see the specific sub category for this below for points allocation) Course or programme content/ agenda Copy of register or points allocation letter Points per day can be for any part of the day up to a full day</p>
	Attendance of EHS related: seminars, symposiums, conferences, etc.	0,5 points per day for applicable events	
	Attendance at SAIOH annual conference or International OH conferences	1 point per day	
	Attendance at SAIOH local branch meetings	0.5 points per meeting	
	Guest lecturing for tertiary qualifications purposes at formal tertiary education facility	0.2 points per hour including preparation time	Letter of confirmation from the facility department liaison person. Copy of signed register
	Preparation, presentation or attendance at in-house training session	0.2 points per session (minimum of 1 hour per session for points claim purposes) Maximum 1 point per day	Copy of course Syllabus and over view of content and learning. Signed attendance register. (copies held in PLP file)
	Giving presentations/lectures at workshops, seminars, conferences, etc.	0,2 points per hour lecturing approved* courses,. 1.5 points for presentations at International and National Occupational Hygiene Conferences(include attendance points for day of presentation) 2 points for presenting a PDC session.at a recognized OH related conference.	Copy of signed register. Copy of programme detailing involvement Letter of confirmation from relevant organisers
	Development, preparation or administration of recognised courses and modules (e.g OHTA modules, NWU degree course, recognised diploma and degree courses)	1 point per course or module	Copy of Syllabi or overview of module content. Proof of submission and acceptance of material.

- Recognised course – is a course approved by SAIOH. Application can be made for SAIOH recognition of courses.

6. Technical/Professional OH committee note: Maximum of 5 points in total may be claimed in this category each year.	Council meeting attendance	0.5 points per meeting attended up to a maximum 2 points per year for attendance	Claimant must attend at least 50% of diarised meetings for points claim to be valid. Assessor involvement -. List of candidates assessed or copy of marking claims form. Copy of minutes of said meetings listing your presence at said meeting
	Sub-committee (e.g. Exco, PCC,)	0.5 points per meeting attended up to a maximum 2 point per year for attendance	
	Assessor involved in written and oral SAIOH assessments.	0,2 points per assessment session /written assessment paper marked or moderated up to a maximum of 1 point per day	
	Forums (Internal, external e.g. Branch meeting, Liaison meetings, company forums/ committees)	0.5 points per meeting attended up to a maximum 2 points per year for attendance	
	Participation in drafting legislation, standards,	0.5 points per meeting attended up to a maximum 2 points per year for attendance	
	Gazetted forums (technical committees, SGB, SGG, SANAS, etc.)	0.5 points per meeting attended up to a maximum 2 points per year for attendance per forum	
7. Professional membership (excluding SAIOH)	Membership of any OH associations other than SAIOH	0,5 points per year up to a maximum of 2 points	Must be a paid-up member
8. Publications and certification questions note: Maximum of 5 points in total may be claimed in this category each year.	Primary author	4 points for peer reviewed OH articles/publication	Accredited journals
	Secondary or other author	2 points for peer reviewed OH articles/publication	Non-accredited journals Attach references as proof of answer.
	Other article/publication, e.g. in Non- Accredited Journals	0.5 points for OH articles/publication	
	Questions and model answers for use in SAIOH Assessment papers, submitted to PCC	0.1 points per question for multiple choice and short questions. 0.5 points for short questions and calculations 1 point for case study or long question worth 15 marks and more. 1 point for example oral assessment question (All questions must include model answer)	Copy of PCC acknowledgement of said question and confirmation it is added to the database. (written or email)

<p>9. Mentorship (Contact secretary for information). N/A to tertiary students</p>	<p>Mentor Student (mentee)</p>	<p>2 points per internal or external mentee supported (once off claim per mentee – not an annual claim) Maximum 4 points per year 1 point for involvement in mentorship programme can only be claimed once off</p>	<p>Cannot claim for the same student twice. Mentor must show evidence of documentation relating to mentorship relationship (signed report templates as per the Mentorship guide), as well as a copy of the formal mentorship agreement signed by both parties.</p>
<p>10. Proof of implementation and keeping of SAIOH Personal Learning Portfolio of evidence (as per the SAIOH PLP Guidance document)</p>	<p>OHA working to OHT OHT working to OH OH</p>	<p>2 points per year</p>	<p>PLP must be available for audit purposes PLP will include all evidence collected for the annual CPD copies of proof of internal and external training (for student and trainer) Evidence of other learning experiences.</p>
<p>11. Participation in SAIOH education tutorials and on line quizzes</p>	<p>Submit copies of answers to PCC Administrator or automatic points will be added to your membership for online participation and submissions</p>	<p>Individual point allocation will be documented on each individual tutorial or quiz. A minimum of 0.2 points per submission</p>	<p>Copies of manual tutorials and work to be filed in your PLP.</p>
<p>12. Personal Research activity</p>	<p>Research activity for further qualification purposes</p>	<p>8 points for a Doctoral Thesis 5 points for a Masters Thesis Once off claims for each qualification</p>	<p>Proof of completion of Thesis or approval and issue of qualification.</p>

<p>13. Certification/ Related additional qualification (Once off claim for year of achievement))</p>	<ul style="list-style-type: none"> • Successful certification or upgrade at all levels with SAIOH • Obtain any recognized tertiary education qualification containing at least 60% Occupational hygiene related subjects and content (Syllabus to be provided to SAIOH PCC for confirmation of acceptance for points claim)(excluding the two activities covered in the Research category above) 	<ul style="list-style-type: none"> • 5 points • 5 points 	<p>Once off allocation on successful certification of any category of registration. Copy of New certificate Any official higher OH related qualification – Copy of Certificate or letter advising successful outcome.</p>
<p>14. Open category</p>	<p>Not included in any other category</p>	<p>PCC to determine points</p>	<p>Member must submit motivation with regard to contribution to the OH profession</p>

No double dipping is allowed, e.g. claiming twice for the same activity, e.g. presenting at a Conference and attending the same Conference (on a specific day of the Conference). This situation is covered by points allocated where both activities occur.