

**The Southern African Institute for
Occupational Hygiene**

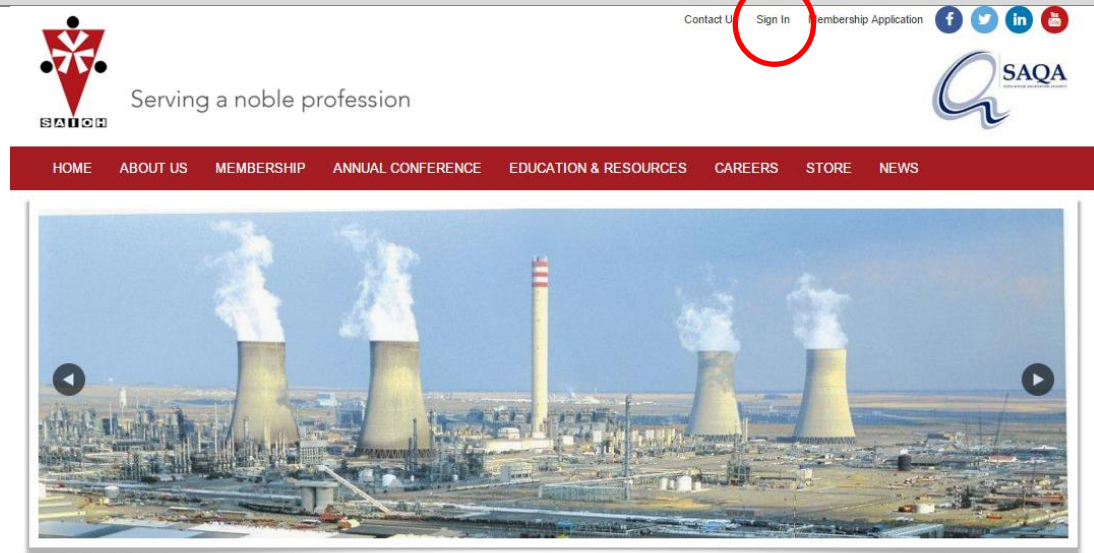
CPD Points ONLINE Recording Process

CHAPTER 2: CPD POINTS ONLINE RECORDING PROCESS

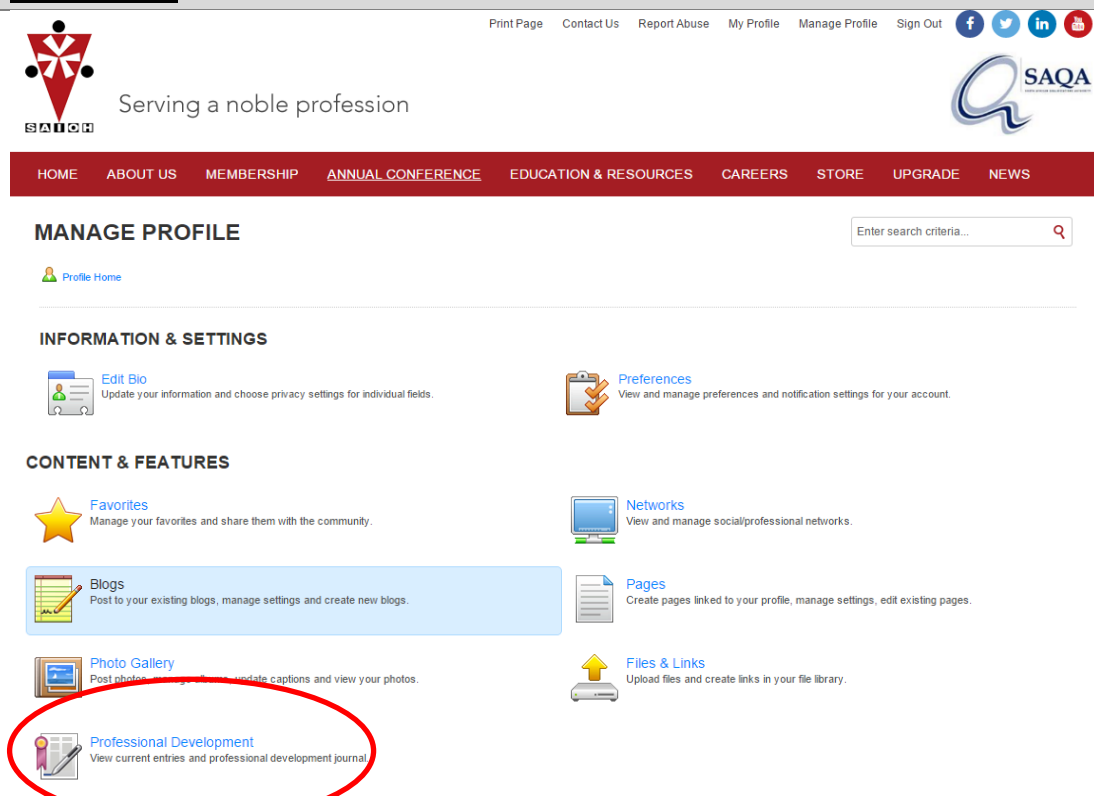
2.1 INTRODUCTION

This document will guide you in the steps of uploading your annual CPD points online via the SAIOH website (www.saioh.co.za).

Step 1 – Log into your SAIOH Profile



Step 2 – Within your “Manage Profile” page click on the link titled “Professional Development”.





SAIOH

Step 4 - Click on the icon titled “ADD ENTRY” (green cross)

STEP 5 – Using the CPD Category Table (next page) complete the fields as per the example provided below.

Is this entry for a Certificate of Programme?	Click Yes	
Certification/Programme	Click on the dropdown arrow	Select according to your current designation (OH, OHT or OHA) FOR THE YEAR 2018
Credit Type	Click on the dropdown arrow	Select the credit/category e.g. Active Lecturer
Entry Date	Date	Date of your submission (today's date)
Description	Insert the Activity/Description as per the below table	E.g. Full time lecturing
Credits	Insert the number of Credits/Points as per the below table	E.g. 5
Credits Expire	DATE WILL ALWAYS BE 2019/01/31	
Activity Code	Insert the Activity Code as per the below table	E.g. 0006
Attachments	Click choose file	Upload proof of activity

Click the submit button

Repeat process to add/submit additional categories/credit type

Your submission will remain with a “Pending” status until approved by the admin office. Once approved you will receive an email notification that your certificate is ready for download.

Annexure 1: Table 1: CATEGORIES/CREDIT TYPE IN WHICH POINTS/CREDITS MAY BE CLAIMED

CATEGORY	ACTIVITY	ACTIVITY CODE	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)	0001 0002	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)	0003 0003A	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)	0004	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)	0005 0006	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



CATEGORY	ACTIVITY	ACTIVITY CODE	POINTS	REMARKS/EVIDENCE
5. Training and education courses (excluding full time academic employment shown above) note: Maximum of 5 points in total may be claimed in this category each year.	Attendance of OH related: courses, PDC, workshops	0007 0008	0,5 points per day for recognised* courses/etc. and 0.2 points per non-recognised course/etc.	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 Letter of confirmation from the facility department liaison person. Copy of signed register Copy of course Syllabus and over view of content and learning. Signed attendance register. (copies held in PLP file) Copy of signed register. Copy of programme detailing involvement Letter of confirmation from relevant organisers Copy of Syllabi or overview of module content. Proof of submission and acceptance of material.
	Attendance of EHS related: seminars, symposiums, conferences, etc.	0009	0,5 points per day for applicable events	
	Attendance at SAIOH annual conference or International OH conferences	0010	1 point per day	
	Attendance at SAIOH local branch meetings	0011	0.5 points per meeting	
	Guest lecturing for tertiary qualifications purposes at formal tertiary education facility	0012A	0.2 points per hour including preparation time	
	Preparation, presentation or attendance at in-house training session	0012B	0.2 points per session (minimum of 1 hour per session for points claim purposes) Maximum 1 point per day	
	Giving presentations/lectures at workshops, seminars, conferences, etc.	0012	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.	
	Development, preparation or administration of recognised courses and modules (e.g. OHTA modules, NWU degree course, recognised diploma and degree courses)	0013	1 point per course or module	

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



CATEGORY	ACTIVITY	ACTIVITY CODE	POINTS	REMARKS/EVIDENCE
6. Technical/Professional OH committee note: Maximum of 5 points in total may be claimed in this category each year.	Council meeting attendance	0014	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)	0015	0.5 points per meeting attended up to a maximum 2 point per year for attendance	
	Assessor involved in written and oral SAIOH assessments.	0016	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)	0017	0.5 points per meeting attended up to a maximum 2 points per year for attendance	
	Participation in drafting legislation, standards,	0018	0.5 points per meeting attended up to a maximum 2 points per year for attendance	
	Gazetted forums (technical committees, SGB, SGG, SANAS, etc.)	0019	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	0020	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	0021	4 points for peer reviewed OH articles/publication	Accredited journals
	Secondary or other author	0022	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	0023	0.5 points for OH articles/publication	
	Questions and model answers for use in SAIOH Assessment papers, submitted to PCC	0025	0.1 points per question for multiple choice and short questions.	Copy of PCC acknowledgement of said question and confirmation it is added to the database. (written or email)
		0026	0.5 points for short questions and calculations	
0027		1 point for case study or long question worth 15 marks and more.		
0028	1 point for example oral assessment question (All questions must include model answer)			
9. Mentorship (Contact secretary for information). N/A to tertiary students	Mentor	0029	2 points per internal or external mentee supported (once off claim per mentee – not an annual claim) Maximum 4 points per year	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.
	Student (mentee)	0031	1 point for involvement in mentorship programme can only be claimed once off	



10. Proof of implementation and keeping of SAIOH Personal Learning Portfolio of evidence (as per the SAIOH PLP Guidance document)	OHA working to OHT OHT working to OH OH	0032	2 points per year	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.
11. Participation in SAIOH education tutorials and on line quizzes	Submit copies of answers to PCC Administrator or automatic points will be added to your membership for online participation and submissions	0033	Individual point allocation will be documented on each individual tutorial or quiz. A minimum of 0.2 points per submission	Copies of manual tutorials and work to be filed in your PLP.
12. Personal Research activity	Research activity for further qualification purposes	0034 0034A	8 points for a Doctoral Thesis 5 points for a Masters Thesis Once off claims for each qualification	Proof of completion of Thesis or approval and issue of qualification.
13. Certification/ Related additional qualification (Once off claim for year of achievement))	<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) 	0035	5 points 5 points	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.
14. Open category	Not included in any other category	0036	PCC to determine points	Member must submit motivation with regard to contribution to the OH profession

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.

