



South African Institute of  
Occupational Safety and Health

# **Continuing Professional Development (CPD) Policy**

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## 1. Introduction

**The South African Institute of Occupational Safety and Health (Saiosh)** is the SAQA Recognised Professional Body for OHS Practitioners in South Africa, providing career development and registration for OHS professionals. Saiosh provides the pathway to Chartered Status and the means to maintain professional status through Continuing Professional Development (CPD).

With registered members from a wide range of industries, both from the private and public sector, our non-profit organisation represents individuals committed to the enhancement of the Occupational Safety and Health discipline. Saiosh is the largest Occupational Safety and Health Institute and the choice for Occupational Safety and Health professionals and practitioners in Southern Africa. Saiosh is dedicated to the advancement of the Occupational Safety and Health profession and accreditation, through research, promotion, education, upliftment, guidance and strong relationships with other Institutes or Associations.

Professionally registered Saiosh Members are required to subscribe to continuing professional development in order to function effectively and maintain their registration status. They therefore have the responsibility to keep abreast of developments and knowledge in their area of expertise in order to maintain their competence.

Members shall strive through personal initiative to maintain professional competence, and keep abreast of emerging issues, world trends, etc. in the field of Occupational Safety and Health. Members shall contribute to the development of the Occupational Safety and Health profession through the sharing of skills, ideas and participation in networking to promote and enhance the competence of the profession.

CPD activity must occur in three areas. These are, **maintaining core skills, new technical / speciality areas** and **transferable skills**, that are used in OHS and also in other community spheres.

## 2. CPD Objectives

1. To ensure that a continuing professional development culture relating to learning and competence is maintained at its highest level.
2. To ensure improvement, knowledge and skills enhancement as well as the development of personal qualities to ensure professional execution of duties throughout the Occupational Safety and Health Professional or Practitioner's career.

## 3. Professional development

Through regular Provincial OHS Workshops and other briefing sessions, such as meetings, the Institute offers members the opportunity to learn from cutting edge presentations by acknowledged professionals in Occupational Safety and Health or specialist fields. Annual themed conferences, focusing on current occupational safety and health issues and sourcing the best Occupational Safety and Health professionals will be available. These events will be allocated CPD points that members can claim towards maintaining professional status.

Members shall ensure the currency of their knowledge, skills, and technical competence in relation to their professional activities. Failure to maintain currency of knowledge is regarded as non-compliance and will therefore lead to suspension of the use of the members' professional designation until such time that the member can achieve the required CPD points in the given term.

## 4. CPD Requirements

Registered members will be required to record their CPD activities for a three-year cycle. A requirement of this CPD is that a minimum of 90 points is required for Chartered and 80 points for Graduate and Technical level over a three-year period. CPD is not mandatory for Associate level, however, if one

wishes to upgrade from Associate to a professional e.g. Technical level a minimum of 80 CPD points must be accrued before application is made.

It is the member's ethical and professional responsibility to accurately record their points. The CPD submissions will be evaluated every 3 years. The cycle runs from January to December of each year. Members are required to maintain their CPD points which could be reviewed at any given time. The onus rests with each member to record and submit their points. Each member will be required to record 33 % of their overall point's requirements annually in order to maintain their registration. (Please consult points table) The method of recording CPD points will be online via the institute's website.

Members who register after 1<sup>st</sup> October in a particular year will only be required to commence with CPD in January the following year. The Institute will conduct a random audit of the CPD records of all registered persons in the different categories of registration annually.

Registered persons will have four weeks from initial notification to submit and send verification of their CPD activities if selected for the audit. It is therefore imperative that members keep record of their attendance to CPD events such as a certificate, signed registration form, receipt of course payment etc., in the event they are chosen for audit purposes.

#### **4.1 Recording of CPD Points**

Each Saiosh event will have CPD points attached to it and the Saiosh online membership system will automatically assign the corresponding points upon registering for that particular event. In addition, members will also be able to submit certain external events towards their CPD. As each career path, employment or professional practice requires unique professional development interventions, so will each programme have its own unique variation which will differ from member to member.

#### **4.2 Monitoring of CPD Points**

The Saiosh online membership system will keep a record of how many points the member has obtained. Saiosh may contact members should their points not be updated or not reaching the points that they require.

#### **4.3 Consideration of exceptions**

Changing work patterns such as illness, career break, maternity or paternity leave, lengthy sabbaticals may require exceptional consideration. Supporting documentation must be presented to Saiosh and each case will be reviewed and addressed according to its own merit.

#### **4.4 Non-compliance**

Saiosh is committed to ensuring that Registered Members commit to and strive through personal initiative, to maintain professional competence through CPD, and keep abreast of emerging issues, world trends, etc. in the field of occupational safety and health. Therefore, Saiosh will ensure that, when necessary, appropriate action is taken to ensure compliance with the CPD Regulations. Steps will be taken where members do not comply with the CPD Regulations.

#### **Failure to comply could result in the following:**

- Initial steps taken to address non-compliance are likely to focus on bringing members into compliance within a reasonable time frame.
- Suspension of the member's professional designation.

### CPD Table of Points to be earned

	Category Descriptions	Maximum points per event	Maximum points per 3 year cycle
<b>1</b>	<b>OHS Practice</b>		
1.1	Annual OHS Practice claimed annually	10	
			<b>30</b>
<b>2</b>	<b>OHS Related Formal Education</b>		
2.1	Doctorate (NQF 10)	30	
2.2	Masters (NQF 9)	30	
2.3	Honours (NQF 8)	30	
2.4	Degree (NQF 7)	30	
2.5	Diploma (NQF 6)	25	
2.6	Certificate (NQF 5)	15	
			<b>30</b>
<b>3</b>	<b>OHS Related Short Courses</b>		
3.1	Half Day e.g. 3-4 Hours	1	
3.2	One Day	2	
3.3	Two Days	5	
3.4	Longer than Two Days	5	
			<b>30</b>
<b>4</b>	<b>OHS Related Workshops/Seminars/Conferences/Meetings</b>		
4.1	Half day	1	
4.2	Full day	2	
4.3	Two day	5	
4.4	Presenting a paper	5	
			<b>30</b>
<b>5</b>	<b>Other OHS Related Activities</b>		
5.1	Committee Member	1	
5.2	Research Project	5	
5.3	Case Study	2	
5.4	Community Service	2	
5.5	Lesson Study	1	
5.6	Technical Assistance	2	
5.7	Publishing Article	5	
5.8	Member of Professional Body	5	
5.9	Mentoring	5	
			<b>30</b>