



**SOUTH AFRICAN
COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

CONTINUING PROFESSIONAL DEVELOPMENT

ASSESSMENT OF CPD ACTIVITY

Assessment of all CPD activities submitted by CPD providers in accordance with the CPD Policy (2021) by the CPD Assessment Panel

<p>SACSSP 37 Annie Botha Avenue Riviera, Pretoria 0084</p> <p>SACSSP Private Bag X12 Gezina, Pretoria 0031</p> <p>ENQUIRIES: Email: cpd@sacssp.co.za</p> <p>Telephone: (012) 356 8300</p> <p>www.sacssp.co.za</p>	<p>FOR OFFICE USE ONLY</p> <p>Application file reference number <input type="text"/> Date assessed <input type="text"/> - <input type="text"/> 20 <input type="text"/></p> <p>Decision of CPD Assessment Panel Approved* <input type="checkbox"/> Assessment suspended** <input type="checkbox"/> Not approved** <input type="checkbox"/></p> <p>* If APPROVED: CPD approval number <input type="text"/> Number of CPD point allocated <input type="text"/></p> <p>Date approved <input type="text"/> - <input type="text"/> 20 <input type="text"/> Date approval expires <input type="text"/> - <input type="text"/> 20 <input type="text"/></p> <p>Applicant informed with FORM E.2.2A of the outcome <input type="checkbox"/> on (date) <input type="text"/> - <input type="text"/> 20 <input type="text"/></p> <p>**If SUSPENDED or NOT APPROVED: Applicant informed with FORM E.2.2B of the outcome <input type="checkbox"/> on (date) <input type="text"/> - <input type="text"/> 20 <input type="text"/></p> <p>ATTACHED to FORM E.2.2 before filing</p> <p>FORM E.2.1 (Application) <input type="checkbox"/> All attachments to FORM E.2.1 <input type="checkbox"/> Copy of FORM E.2.2A or E.2.2B (as applicable) <input type="checkbox"/> Correspondence <input type="checkbox"/></p>
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- GENERAL INSTRUCTIONS:**
- FORM E.2.2 (CPD: Assessment of CPD activity) is completed by the Professional Board concerned CPD Assessment Panel upon assessment of an application in the form of FORM E.2.1 for the consideration and recognition of a CPD activity.
 - FORM E.2.2 is for **internal use** by the CPD Assessment Panel concerned. FORM E.2.2 (CPD: Assessment of CPD activity) is not shared with applicants (CPD providers) and such applicants should not have any expectation that it will be shared.
 - The outcome of an assessment of a proposed CPD activity is communicated to the applicant in the form of FORM E.2.2A (CPD Certificate of Approval) if approved or FORM E.2.2B (Notice of CPD activity not approved/ assessment suspended) if not approved or when an assessment is suspended.
 - Where applicable, mark with an X

For office use:

- This section is completed by the Secretariat in full. It provides a record of the key information as well as an auditable track of the assessment process.
- Application reference number is the file reference number that was allocated to the application when FORM E.2.1 was received and is quoted in on all correspondence. NB: It is not the same as the CPD approval number.

- SECTION A: CPD Assessment Panel**
- Indicate the date of the meeting of the Assessment Panel
 - Indicate with an X the Professional Board concerned
 - List the first full name, followed by the initials and surname of each member of the CPD Assessment Panel.
 - Indicate behind the name of the person is the Chairperson the following (*Chairperson*)

SECTION B: CPD activity

- This section contains a summary of the application form, FORM E.2.1.
- Indicate the date as recorded when the application was received by the SACSSP.
- The information indicate in Section B should be the same as provided by the applicant on FORM E.2.1.
- Comments, if any, by the CPD Assessment Panel should be indicated in the dedicated spaces provided. If additional space is needed, please add an additional page clearly marked Section B: Comments.

A. CPD ASSESSMENT PANEL

Date of CPD Assessment Panel meeting: - 20

CPD Assessment Panel of the:

Professional Board for Social Work Professional Board for Child and Youth Care Work

CPD Assessment Panel members (name and surname):

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

The official attendance register of the CPD Assessment Panel is available on record at the offices of the SACSSP

B. CPD ACTIVITY

Date application (FORM E.2.1) was received: - 20

Name of CPD provider

Title/topic of CPD activity

PRESENTER/ FACILITATOR INFORMATION

First name(s) and surname	Qualification(s)	SACSSP Reg number* <small>if applicable</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

CPD ACTIVITY INFORMATION

Type of activity: Implementation date

Target group(s):

Venue/Province/Online: Amount charged: Amount paid:

Comments (if any):

INSTRUCTIONS:**SECTION C: Assessment**

- Must be completed for all CPD applications.
- Reference to *social work* in FORM E.2.2 include *social auxiliary work* as applicable, unless otherwise indicated.
- Indicate the score based on the rating scale in the white space.
- If a minimum of 1 point is not achieved in sub-sections C.1 to C.5 the CPD activity will not be approved.
- A score of "0" (zero) may be indicated where the basic criteria per level description is not met in C.1 to C.5. In such a case the comments must be provided.
- If additional space is needed for comments, please add an additional page clearly marked, for example Section C.1: *Comments*.

C. ASSESSMENT

PLEASE NOTE: A minimum of 1 point must be achieved in subsections C.1 to C.5 for CPD activity to be approved

C.1: LEVEL OF THE CONTENT

Level description	Rating	Score
Basic information <i>(on the same level as under-graduate/basic qualification; refresher)</i>	1	
Intermediate information <i>(above basic information, with a specific focus on application in practice and improved performance & quality)</i>	2	
Advanced information <i>(information at least equal to a Masters' level, well researched and theory based presented by a specialist in the field)</i>	3	

Comments**C.2: PRESENTER(S) CREDIBILITY (based on CV)**

Level description	Rating	Score
Professional with knowledge and experience in the field/topic	1	
Clear evidence of expertise in the field/topic <i>(evidence of specific training in the field/topic or a post graduate qualification and practical experience over a period of 5+ years)</i>	2	
Demonstrated expertise in the field/topic presented <i>(evidence of specialised training in the field/topic, conducted research, published articles, lectured at local and international platforms and practical applications over a period of 8+ years)</i>	3	

Comments**C.3: ASSESSMENT OF LEARNING**

Level description	Rating	Score
Basic evaluation form <i>(without reflection on the content of the training)</i>	1	
Evaluation form with specific reflection on learning <i>(includes open-ended questions, which will assist to determine the value of the training for CPD)</i>	2	
Assessment of increased knowledge and skills through practical application/ assessment/ assignments	3	

Comments**C.4: PARTICIPATION METHOD**

Level description	Rating	Score
Passive listening	1	
Listening with limited participation and/or practical engagement <i>(<20% of time, including questions & answers)</i>	2	
Listening with participation and/or practical engagement <i>(> 20% of time including role plays, case discussions, case studies or assignments)</i>	3	

Comments

INSTRUCTIONS:

SECTION C: Assessment

- Must be completed for all CPD applications.
- Reference to *social work* in FORM E.2.2 include *social auxiliary work* as applicable, unless otherwise indicated.
- Indicate the score based on the rating scale in the white space.
- If a minimum of 1 point is not achieved in sub-sections C.1 to C.5 the CPD activity will not be approved.
- A score of "0" (zero) may be indicated where the basic criteria per level description is not met in C.1 to C.5. In such a case the comments must be provided.
- If additional space is needed for comments, please add an additional page clearly marked, for example *Section C.6: Comments*.

C. ASSESSMENT (continue)

C.5: RELEVANCE OF THE ACTIVITY FOR PROFESSIONAL DEVELOPMENT OF THE TARGET GROUP

Level description	Rating	Score
Low <i>(programme refreshes basic knowledge and skills)</i>	1	
Medium <i>(programme addresses further knowledge and/or skills relevant to the profession)</i>	2	
High <i>(programme addresses current challenges and priorities in the South African context)</i>	3	

Comments

C.6: ETHICS (ethical considerations related to the topic and relevant to the profession)

Level description	Rating	Score
None or unclear	0	
Limited <i>(<10% of time)</i>	1	
Specific presentation and discussion related to the topic <i>(>10% of time)</i>	2	
Entire programme contents focus on ethics	3	

Comments

C.7: SKILLS DEVELOPMENT (practical application)

Level description	Rating	Score
None or unclear	0	
Basic social work skills development <i>(refresher)</i>	1	
Specific presentation and discussion related to the topic <i>(more in depth or expansion of basic skills)</i>	2	
New or specialised social work skills development <i>(skills linked to specialised approach/model/speciality in social work)</i>	3	

Comments

GENERAL COMMENTS AND OBSERVATIONS on SECTION C

INSTRUCTIONS:

SECTION D: Score calculation

- This section must be completed for record purposes
- The score achieved in C.1 to C.7 are transferred to D.1 Summary of scores
- These are added up to determine the TOTAL score, which is used to calculate the CPD points for the CPD activity in D.2
- Under D.2 only one of the sections, either D.2.1 or D.2.2 or D.2.3, is completed, depending on nature of the CPD activity, as to calculate the number of CPD points for the specific CPD activity.

D. SCORE CALCULATION

D.1 Summary for scores

1. Level of the content	<input type="text"/>
2. Presenter credibility	<input type="text"/>
3. Assessment of learning	<input type="text"/>
4. Participation method	<input type="text"/>
5. Relevance activity	<input type="text"/>
6. Ethics	<input type="text"/>
7. Skills development	<input type="text"/>
TOTAL (maximum 21)	<input type="text"/>

D.2 Calculation of CPD points for the CPD activity

D.2.1 FULL DAY CPD ACTIVITY (6+ hours):

TOTAL ÷ 2.6 = CPD points

D.2.2 MULTIPLE-DAY CPD ACTIVITY

TOTAL ÷ 2.6 = x days = CPD points

D.2.3 CPD ACTIVITY LESS THAN 6 HOURS

1 hr: TOTAL ÷ 2.6 = ÷ 6 = x 1 = CPD points

2 hrs: TOTAL ÷ 2.6 = ÷ 6 = x 2 = CPD points

3 hrs: TOTAL ÷ 2.6 = ÷ 6 = x 3 = CPD points

4 hrs: TOTAL ÷ 2.6 = ÷ 6 = x 4 = CPD points

5 hrs: TOTAL ÷ 2.6 = ÷ 6 = x 6 = CPD points

Comments on Section D (if any)

SECTION E: Decision of CPD Assessment Panel

- The final decision of the CPD Assessment Panel is recorded in this section.
- If **approved**, subsection E.1 is completed. If there are conditions attached to the approval, these should be indicated clearly here, as these will be transferred to FORM E.2.2A.
- If the assessment by the CPD Assessment Panel is **suspended**, subsection E.2 is completed by marking *Assessment suspended* clearly with an **X** and indicating the reasons for the suspension clearly as these will be transferred to FORM E.2.2B.
- If **not approved**, subsection E.2 is completed by marking *Not approved* clearly with an **X** and indicating the reasons for not approving the CPD activity clearly as these will be transferred to FORM E.2.2B

E. DECISION OF CPD ASSESSMENT PANEL

E.1 APPROVAL

Approved Number of CPD points awarded

Comments or conditions (if applicable)

E.2 SUSPENSION OR NON-APPROVAL (mark with X)

Assessment suspended Not approved

Reasons for decisions or comments

FINAL CHECK LIST

The Chairperson needs to complete the check list before signing as to ensure that all the required information is included.

Section A

- All fields are completed
- Chairperson clearly indicated

Section B

- Date application was received
- Information provided reflects what was provided on FORM E.2.1

Section C

- All the fields are completed and assessed (scored)

Section D

- Scores indicated in subsection D.1 are the same as in Section C
- D.1's total double checked and correct
- D.2 completed and calculated correctly
- All applicable fields completed

Section E

- E.1: All fields completed
- E.1: If any conditions, it is indicated and well formulated
- E.1: Not applicable. E.2 applies
- E.2 All fields completed as applicable
- E.2: Reasons clearly indicated and well formulated
- E.2: Not applicable. E.1 applies

SIGNATURE

FORM E.2.2 to be signed and dated by the Chairperson of the CPD Assessment Panel.

Signature
(Chairperson of CPD Assessment Panel)

Date