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

GENERAL INSTRUCTIONS:
1. 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.
2. 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.
3. 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.
4. Where applicable, mark with an X

FOR OFFICE USE ONLY
Application file reference number Date assessed Decision of CPD Assessment Panel
Approved* Assessment suspended** Not approved**
* If APPROVED: CPD approval number Number of CPD point allocated
Date approved Date approval expires
Applicant informed with FORM E.2.2A of the outcome on (date)
**IF SUSPENDED or NOT APPROVED: Applicant informed with FORM E.2.2B of the outcome on (date)
ATTACHED to FORM E.2.2 before filing
FORM E.2.1 (Application) All attachments to FORM E.2.1 Copy of FORM E.2.2A or E.2.2B (as applicable) Correspondence

A. CPD ASSESSMENT PANEL
Date of CPD Assessment Panel meeting:

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
2
3
4
5

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:
Name of CPD provider
Title/topic of CPD activity

PRESENTER/ FACILITATOR INFORMATION
First name(s) and surname Qualification(s) SACCSP Reg number*

CPD ACTIVITY INFORMATION
Type of activity: Implementation date
Target group(s):
Venue/Province/Online: Amount charged: Amount paid:
Comments (if any):
**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

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

**Comments**

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

<table>
<thead>
<tr>
<th>Level description</th>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional with knowledge and experience in the field/topic</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Clear evidence of expertise in the field/topic (evidence of specific training in the field/topic or a post graduate qualification and practical experience over a period of 5+ years)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Demonstrated expertise in the field/topic presented (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)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

### C.3: ASSESSMENT OF LEARNING

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

**Comments**

### C.4: PARTICIPATION METHOD

<table>
<thead>
<tr>
<th>Level description</th>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passive listening</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Listening with limited participation and/or practical engagement (&lt;20% of time, including questions &amp; answers)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Listening with participation and/or practical engagement (&gt; 20% of time including role plays, case discussions, case studies or assignments)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

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**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 (continue)**

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

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

**Comments**

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

<table>
<thead>
<tr>
<th>Level description</th>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>None or unclear</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Limited (&lt;10% of time)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Specific presentation and discussion related to the topic (&gt;10% of time)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Entire programme contents focus on ethics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

**C.7: SKILLS DEVELOPMENT (practical application)**

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

**Comments**

**GENERAL COMMENTS AND OBSERVATIONS on SECTION C**


D. SCORE CALCULATION

D.1 Summary for scores
D.2 Calculation of CPD points for the CPD activity

1. Level of the content
2. Presenter credibility
3. Assessment of learning
4. Participation method
5. Relevance activity
6. Ethics
7. Skills development

D.2.1 FULL DAY CPD ACTIVITY (6+ hours):
TOTAL + 2.6 = CPD points

D.2.2 MULTIPLE-DAY CPD ACTIVITY
TOTAL + 2.6 = days = CPD points

D.2.3 CPD ACTIVITY LESS THAN 6 HOURS
1 hr: TOTAL + 2.6 = x 1 = CPD points
2 hrs: TOTAL + 2.6 = x 2 = CPD points
3 hrs: TOTAL + 2.6 = x 3 = CPD points
4 hrs: TOTAL + 2.6 = x 4 = CPD points
5 hrs: TOTAL + 2.6 = x 6 = CPD points

TOTAL (maximum 21)

Comments on Section D (if any)

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

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

Signature
(Chairperson of CPD Assessment Panel)