



**SOUTH AFRICAN
COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

CONTINUING PROFESSIONAL DEVELOPMENT

CPD CERTIFICATE OF APPROVAL

This certifies that the continuing professional development (CPD) activity as detailed below is recognised by the SACSSP and the respective Professional Board

SACSSP
37 Annie Botha Avenue
Riviera, Pretoria
0084

SACSSP
Private Bag X12
Gezina, Pretoria
0031

ENQUIRIES:
Email: cpd@sacssp.co.za
Telephone: (012) 356 8300
www.sacssp.co.za

GENERAL INSTRUCTIONS:

- This *CPD Certificate of Approval* (FORM E.2.A) is completed by the SACSSP after the assessment and approval of a continuing professional development (CPD) activity by the Professional Board concerned.
- A separate *CPD Certificate of Approval* (FORM E.2.A) must be completed for each approved CPD activity.
- This *CPD Certificate of Approval* (FORM E.2.A) is issued based on the application received from a CPD provider (FORM E.2.1) and as assessed by the CPD Assessment Panel of the Professional Board concerned.
- This *CPD Certificate of Approval* (FORM E.2.A) is issued in the name of the CPD provider as indicated in Section D and is not transferable and the information on it will be published from time to time on the SACSSP's website.
- The authenticity of this *CPD Certificate of Approval* (FORM E.2.A) may be validated by contacting the SACSSP (contact details above).
- Any participant in the CPD activity indicated in Section C may request the CPD provider to see this *CPD Certificate of Approval* (FORM E.2.A).
- This *CPD Certificate of Approval* (FORM E.2.A) expires on the date as indicated and no CPD activity will be recognised by the Professional Board concerned for CPD points after that date.

FOR OFFICE USE ONLY
Application file reference number:

Same as on application (FORM E.2.1)

INTERNAL CHECK LIST

- Section A is completed correctly
- Section B is completed correctly
- Name of CPD activity indicated correctly
- Approval date indicated
- Expiry date indicate
- Approval number indicated and verified
- Number of CPD points allocated indicated and verified
- Additional conditions, if applicable, indicated. If not applicable, the words "Not applicable" are inserted in the blank space.
- Name of CPD provider indicated and correct
- Telephone number of CPD provider indicated and correct
- Email address of CPD provider indicated and correct
- Section E completed CPD Certificate of Approval (FORM E.2.A) signed and dated.
- Copy of FORM E.2.A attached to FORM E.2.2

A. APPROVAL AUTHORITY

The CPD activity as described in this Certificate was assessed and is recognised by the following Professional Board(s) (marked with an **X**) for the continuing professional development for social service professionals indicated in section B below.

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

B. PROFESSIONAL GROUP AND CATEGORY

The professional group(s) and category(ies) for whom the CPD activity was approved and will be recognised are (marked with an **X**)

Social work Social auxiliary work
Child and youth care work (professional category) Child and youth care work (auxiliary category)

C. CPD ACTIVITY

Name of CPD activity

Type of CPD activity
 Conference/ Congress/ Symposium/ Seminar Workshop Group Discussions
 Information session Short learning programme Individual online activity

Date approved (valid from) - 20 CPD approval number

CPD points Expiry date - 20

GENERAL CONDITIONS

- The CPD activity must be implemented as described in the application (FORM E.2.1 and supporting documents). Should there be any changes to the content, duration or facilitators/presenters of a CPD activity before the expiry date, the SACSSP must be informed and a new application has to be submitted for assessment.
- An attendance register as prescribed in the *CPD Policy* must be kept at all times. Such an attendance register(s) must be kept by the CPD provider for a period of three (3) years following the CPD activity. The SACSSP may request for the original attendance register to be submitted for validation or a compliance check.
- Certificates to participants must indicate the name of the CPD activity, the date of implementation/attendance of the CPD activity, the CPD approval number, the number of CPD points as indicated in this Certificate of Approval as well as the full names and SACSSP registration number of participants.
- All other conditions as prescribed in the applicable *CPD Policy* must be adhered to.
- The approval number above is unique to the CPD activity indicated. It must appear on all certificates of attendance issued by the CPD provider as well as attendance registers and used as a reference number in all correspondence.
- A face-to-face CPD group activity is approved subject to adhering to the measures to address, prevent and combat the spread of COVID-19 as published in the Government Gazette.
- Participants may be included through virtual platforms as part of a real time CPD group activity.
- The CPD provider may not convert the CPD group activity to a non-facilitated online activity, completed in own time as such a CPD activity has to adhere to different requirements.

The following **ADDITION CONDITIONS** as set by the approval authority in *Section A* apply (if *not applicable* indicate as such):

D. CPD PROVIDER

Name of provider

Contact person Telephone number

Email address

This *CPD Certificate of Approval* confirms that the above CPD activity meets the requirements of the criteria relating to continuing professional development (CPD) for social service professionals as provided for in the CPD Policy of the Professional Board(s) concerned and is recognised by the SACSSP for the CPD points as indicated subject to the conditions herein.

Signature

Registrar or designate

Date

- See **Section E** on the next page for a summary of the assessment of this CPD activity by the CPD Assessment Panel and related comments. The information in Section E is for the sole use of the CPD provider.
- An appeal against the decision of the CPD Assessment Panel may be lodged in writing in the form of **FORM E.2.5** (available at www.sacssp.co.za) to the ETD division of the SACSSP (cpd@sacssp.co.za) within 21 calendar days after receipt of this CPD Certificate of Approval.

INSTRUCTIONS:

SECTION E: Feedback

- This section is completed by the CPD Assessment Panel
- Section E contains feedback to the CPD provider following the assessment of the CPD activity submitted in the form of FORM E.2.1.
- Section E serves to provide written feedback to CPD providers and is not part of the *CPD Certificate of Approval* and does not need to be displayed or shared as part of the *CPD Certificate of Approval*.
- As indicated on page 1, an appeal against the decision of the CPD Assessment Panel may be lodged in writing in the form of **FORM E.2.5** (available at www.sacssp.co.za) to the ETD division of the SACSSP (cpd@sacssp.co.za) within 21 calendar days after receipt of this *CPD Certificate of Approval*.

E. FEEDBACK

The following table contains a summary of the scores allocated in accordance with the criteria as set out in the *CPD Policy* as well as guiding comments, if any, by the CPD Assessment Panel for consideration in improving future applications by the CPD provider.

Please note that the scores indicated below are not the CPD points for a CPD activity, but scores against the rating scales for the assessment criteria allocated by the CPD Assessment Panel. These form the basis upon which the number of CPD points are calculated based on a standard formula that is applied (please refer to the *CPD Policy* that applies).

1 The depth of learning	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
2 Presenter(s) credibility	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
3 Assessment of learning	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
4 Participation method	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
5 Relevance of the activity for professional development of the target group	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
6 Ethics (ethical considerations related to the topic and relevant to the profession)	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
7 Skills development (practical application)	Score	<input type="text"/>
Comments (if any) <div style="border: 1px solid black; height: 40px;"></div>		
Other comments or feedback (if any) <div style="border: 1px solid black; height: 80px;"></div>		