



**SOUTH AFRICAN  
COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

**CONTINUING PROFESSIONAL DEVELOPMENT**

**NOTICE  
of CPD activity not approved/ assessment suspended**

This Notice provides feedback to CPD providers where a CPD activity was not approved or the assessment was suspended by the Professional Board's CPD Assessment Panel and the reasons for such a decision

**SACSSP**  
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0084

**SACSSP**  
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Gezina, Pretoria  
0031

**ENQUIRIES:**  
Email: [cpd@sacssp.co.za](mailto:cpd@sacssp.co.za)

Telephone: (012) 356 8300

[www.sacssp.co.za](http://www.sacssp.co.za)

**GENERAL INSTRUCTIONS:**

- FORM E.2.2B (Notice of CPD activity not approved/ assessment suspended) is completed by the SACSSP after the assessment of a continuing professional development (CPD) activity by the Professional Board concerned CPD Assessment Panel as to inform the CPD provider of the outcomes as indicated in the form.
- The outcome of an approved CPD activity is communicated in the form of FORM E.2.2A (CPD Certificate of Approval)
- If a CPD activity is **not approved**, it means that the application does not meet the requirements for a CPD activity as defined in the CPD policy. The reasons for this decision are indicated.
- If it is indicated that the **assessment is suspended** it means that application was not complete and the CPD Assessment Panel was not able to adequately assess the proposed CPD activity. The assessment of the application for a CPD activity was suspended by the Panel until such time that missing information is provided by the CPD provider. The reasons for the suspension of the assessment are indicated.
- Please also consult the *Policy on continuing professional development policy (CPD) for social workers and social auxiliary workers (revised), 2021*.

**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
- Date received indicated
- Date assessed indicated
- Decision of the CPD Assessment panel indicated
- Reasons for the applicable decision indicated
- FORM E.2.2B signed and dated.
- Copy of FORM E.2.2B attached to FORM E.2.2

**A. APPROVAL AUTHORITY**

The feedback related to the CPD activity indicated below rest is based on the decision of the CPD Assessment Panel of the following Professional Board(s) (marked with an **X**):

Professional Board for Social Work

Professional Board for Child and Youth Care Work

**B. CPD PROVIDER**

Name of provider<sub>p</sub>

Contact person<sub>p</sub>

Telephone number<sub>p</sub>  -

Email address<sub>p</sub> (write clearly)

**C. CPD ACTIVITY**

Name of CPD activity applied for:

Date received  /  / 20

Date assessed  /  / 20

Decision of the CPD Assessment Panel

Not approved

The CPD Assessment Panel did not approve the application for the above CPD activity for the following reason(s):

*The CPD Policy allows for an appeal against the decision of the CPD Assessment Panel. If a CPD provider wishes to lodge an appeal, it must be done in the form of FORM E.2.5: CPD: Appeal by CPD provider (available on the SACSSP's website) within 21 working days after receipt of this notice.*

Assessment suspended

The CPD Assessment Panel suspended the assessment of the application for the above CPD activity for the following reason(s):

*The CPD provider is requested to submit the missing information and/or documents, and to respond to any queries indicated above, as to allow the CPD Assessment Panel to adequately assess the proposed CPD activity. The re-assessment will be done at the next regular meeting of the CPD Assessment Panel after receipt of ALL outstanding information.*

Registrar or designate signature

Date