

PORTFOLIO OF EVIDENCE

SACSSP
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Riviera,
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ENQUIRIES:

Email: cpd@sacssp.co.za

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GENERAL INSTRUCTIONS

1. FORM E.2.3 (*Portfolio of Evidence*) must be completed by all registered social workers, social auxiliary workers and child and youth care workers registered in the professional and auxiliary categories of registration
2. SECTIONS **B, C and D** must be completed.
3. FORM E.2.3 must be completed personally - in print or typed.
4. Study FORM E.2.3 carefully before completing it.
5. Read the instructions and guidelines with each section and complete all applicable fields fully, clearly and correctly.
6. Fields that do not apply to you must be clearly deleted. Draw a line through such field.
7. If you have to make any corrections - initial next to the correction made in the *right* margin.
8. The **checklist** at the end of FORM E.2.3 must be completed.
9. Do not submit this *Portfolio of Evidence* unless you are requested by the SACSSP to submit it for the purpose of assessment and verification.
10. If you are requested to submit your *Portfolio of Evidence*, it must reach the SACSSP within two months.

GUIDELINE FOR THE COMPILATION

COMPLETION
Please follow these guidelines in the compilation of your Portfolio of Evidence.

1. FORM E.2.3 forms the cover pages of your *Portfolio of Evidence*.
1. FORM E.2.3 must be completed as part of your *Portfolio of Evidence*.
2. Organize all *annexures* to correspond in sequence with the headings and sub-heading in FORM E.2.3.
3. Number all the pages of *annexures* and indicate these in an *index* with the title and number of each annexures as well as the corresponding page numbers.
4. Note that Sections E and G differentiate between *CPD activities approved by the SACSSP* and *activities not approved by the SACSSP*. An approved CPD group activity will have a CPD approval number.

A. CPD PORTFOLIO OF EVIDENCE

A Portfolio of Evidence that provides evidence in relation to education, training and/or development activities for the purpose of continuing professional development (CPD) in line with the applicable CPD policy needs to be completed and kept by every registered social service professional per financial year (1 April to 31 March).

B. PERIOD OF THIS PORTFOLIO OF EVIDENCE

From - - to - -

C. SACSSP REGISTRATION NUMBER*

Insert the SACSSP registration number linked to your profession only

1	0	-					
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Social worker

5	0	-					
---	---	---	--	--	--	--	--

Social auxiliary worker

7 0 -

Child and youth care worker (professional category)

9	0	-					
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Child and youth care worker (auxiliary category)

D. PERSONAL PARTICULARS

Title (mark **ONE** only with **X**)

Prof	Dr	Rev	Mr	Mrs	Ms	Miss
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First names (as on ID)

Maiden name (if applicable)

Surname (as on ID)

Postal address

Town

Province (mark with **x** in block)

EC	FS	GA	KZ	LP	MP	NW	NC	WC
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Email (write clearly)

Mobile / Cel number*

Telephone (work)*

GUIDELINES:**SECTION E: CPD GROUP ACTIVITIES****E.1: APPROVED BY THE SACSSP**

- Indicate all *CPD group activities* participated in for the period of this Portfolio of Evidence, which was approved by the SACSSP.
- Complete all fields per *CPD group activity*.
- CPD registration number is the number allocated by a Professional Board to an approved *CPD group activity* indicated.
- CPD points are the points that were allocated by a Professional Board to an approved *CPD group activity*.
- Calculate the total CPD points for *CPD group activities* and insert.
- The following proof must be attached for each CPD group activity:
 - Proof of activity attendance.
 - Programme used during the activity.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
 - Where available, an indication of the speakers.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **E.1:1**.

E.1 GROUP ACTIVITIES (approved by the SACSSP)

No	Name of group activity	Date(s) attended	CPD registration no	CPD points	For office use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total CPD points for CPD group activities approved by the SACSSP

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SECTION E.2: NOT APPROVED BY THE SACSSP

- Indicate all *CPD group activities not approved* by the SACSSP that you participated in for the period of this *Portfolio of Evidence*. Only include those you want to be considered for CPD purposes.
- Complete all fields per *CPD group activity*.
- The following proof must be attached for each *CPD group activity* indicated:
 - Proof of group activity attendance.
 - Programme used during the activity.
 - Where available, an indication of the speakers, as this will assist the assessment panel with the review and assessment of this activity.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **E.2:1**.
- CPD points will be determined by the SACSSP based on the information provided.

E.2 GROUP ACTIVITIES (not approved by the SACSSP)

No	Name of group activity	Date(s) attended	For office use
1			
2			
3			
4			
5			

Total CPD points for group activities not approved by the SACSSP

--

If additional space is needed, please add an additional page clearly marked Section E.1 and/or Section E.2 to this Portfolio of Evidence

SECTION F: MEMBERSHIPS

- Complete if applicable.
- Membership* includes evidence of being a registered and active member of any international, national, regional or local organisation, which protects and promotes the professional interests of the profession and professionals.
- The following proof must be attached for each *membership* indicated:
 - Up to date proof of membership(s).
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **F:1**.

F. MEMBERSHIPS

No	Name of association/organisation	Member since (date)	For office use
1			
2			
3			
4			

Total CPD points for membership(s)

--

If additional space is needed, please add an additional page clearly marked Section F to this Portfolio of Evidence

FOR OFFICE USE ONLY**CPD POINTS APPROVED FOR:****COMMENTS, if any**

Group CPD activities (SACSSP approved)

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Group CPD activities (not SACSSP approved)

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Membership(s)

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TOTAL

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GUIDELINES:**SECTION G: INDIVIDUAL CPD ACTIVITIES**

IMPORTANT: Please consult the *Policy on continuing professional development (CPD) for social workers and social auxiliary workers (2019)* or the *Policy on continuing professional development (CPD) for child and youth care workers (2019)* regarding the descriptions and CPD points associated with each type of individual CPD activity **BEFORE** you complete this part of the *Portfolio of Evidence*.

SECTION G.1: Approved by the SACSSP**G.1.1.1: Self-study**

- Complete if applicable.
- The following proof must be attached:
 - Copy of the front cover of book and/ or article.
 - Completed questionnaire (if article has one included) or the self-study report in the form of **FORM E.4**.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.1(a)**.

G.1.1.2: Learning programme

- Complete if applicable.
- The following proof must be attached:
 - Proof of registration for undergraduate and post graduate qualifications.
 - Proof of registration for short learning programme.
 - Proof of completed studies including short learning programme for example a certified copy of degree or other certificates.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.2(a)**.

G.1.1.3: Personal wellness

- Complete if applicable.
- The following proof must be attached:
 - Available proof that confirms participation.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.3(a)**.

G.1.1.4: Paper presentation

- Complete if applicable.
- The following proof must be attached:
 - Copy of full written paper presented.
 - Copy of the official programme that indicated your name as part of the programme.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.4(a)**.

G.1.1.5: Development of learning materials

- Complete if applicable.
- The following proof must be attached:
 - Copy of the front cover, title page and table of content of the training material* that was developed or co-developed.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.5(a)**.

G.1.1.6: Review of learning materials

- Complete if applicable.
- The following proof must be attached:
 - Proof of request to review the material.
 - Copy of the front cover, title page and table of content of the training material* that was reviewed.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.6(a)**.

G.1.1.7: Peer review

- Complete if applicable.
- The following proof must be attached:
 - Copy of final acknowledgement that peer review was done and completed.
 - Summary of how the activity contributed to your professional knowledge and/or skills development.
- Attachments must be **marked clearly** and **correspond with** the numbering in this section, for example **G.1:1.7(a)**.

G.1 INDIVIDUAL CPD ACTIVITIES (approved by the SACSSP)**CATEGORY 1: Self-directed individual activities**

1.1 Self-study of scientific articles and books <small>(indicate the title of article or book)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>
(c) <input type="text"/>	<input type="text"/>	<input type="text"/>
(d) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.1 to this Portfolio of Evidence

1.2 Formal and/or short learning programme (as applicable) <small>(indicate the name of qualification or short learning programme)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.2 to this Portfolio of Evidence

1.3 Personal wellness <small>(Description of activity)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>
(c) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.3 to this Portfolio of Evidence

CATEGORY 2: Field-directed individual activities

1.4 Paper presentation <small>(indicate the title of paper and event)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.4 to this Portfolio of Evidence

1.5 Development of learning materials/ manuals <small>(indicate the title of materials)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.5 to this Portfolio of Evidence

1.6 Review of learning materials/ manuals <small>(indicate the title of materials)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.6 to this Portfolio of Evidence

1.7 Peer review <small>(Description of activity)</small>	CPD points	For office use
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>

If additional space is needed, please add an additional page clearly marked Section G.1:1.7 to this Portfolio of Evidence

INSTRUCTIONS:**SECTION H: Documentary proof**

- Read this part carefully as it will guide you on the documents that must accompany your *Portfolio of Evidence* (FORM E.2.3).

H. DOCUMENTARY PROOF THAT MUST ACCOMPANY THIS POE

This *Portfolio of Evidence* must be accompanied by the following documents to be regarded as a complete and valid, as applicable:

CPD group activities:

- Proof of activity attendance.
- Programme used during the activity.
- Summary of how the activity contributed to your professional knowledge and/or skills development.
- Where available, an indication of the speakers.

Membership(s):

- Up to date proof of membership(s).
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Self-study of scientific articles and books:

- Copy of the front cover of book and/or article.
- Completed questionnaire (if article has one included) or the self-study report in the form of **FORM E.4**.

Formal and/or short learning programme (as applicable):

- Proof of registration for undergraduate and post graduate qualifications.
- Proof of registration for short learning programme.
- Proof of completed studies including short learning programmes, for example a certified copy of degree or other certificates.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Personal wellness:

- Available proof that confirms participation.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Paper presentations:

- Copy of full written paper presented.
- Copy of the official programme that indicated your name as part of the programme.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Learning materials developed or co-developed:

- Copy of the front cover, title page and table of content of the training material* that you developed or co-developed.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Learning materials reviewed:

- Proof of request to review the material.
- Copy of the front cover, title page and table of content of the training material* that you reviewed.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Peer reviews:

- Copy of final acknowledgement that peer review was done and completed.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Authorship (sole author, a co-author, editor or contributor)

- Copy of the front cover, title page and table of content of a *published book*.
- Copy of the front cover of *article** published in a scientific or practice journal.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

External examination:

- Proof of appointment as *external examiner*.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Research that you were involved in:

- Copy of the front cover, title page and table of content of the *research report** related to the research.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

Position paper/legislative and policy analysis:

- Copy of the front cover, title page and table of content of *position paper/ policy analysis**.
- Summary of how the activity contributed to your professional knowledge and/or skills development.

*Please note that the full versions of these documents may be requested during the review of the *Portfolio of Evidence*.

Please keep a copy of this form and all the supporting documents for your own records.

Section I: Declaration

- Read **all parts** of the declaration in SECTION I carefully.
- Sign FORM E.2.3 and append the date of completion in the provided spaces.
- Complete the **CHECK LIST** below **before** you submit the *Portfolio of Evidence*

FINAL CHECK LIST

Before submitting your application check the following:

- ☐ FORM E.2.3 is completed **correctly**.
- ☐ This *Portfolio of Evidence* is ONLY for **one** financial year.
- ☐ All **applicable fields and pages are completed**, and I have double checked.
- ☐ All annexures **required as proof** are attached.
- ☐ All annexures are **clearly marked and correspond in sequence** with the headings and sub-headings in FORM E.2.3.
- ☐ All **pages** of annexures are **numbered**.
- ☐ An **index** with the title and number of **each annexure** as well as the **corresponding page numbers** is included.

SUBMIT

by **registered mail** to:

FOR ATTENTION: CPD Division
The Registrar, SACSSP, Private Bag X12,
Gezina, Pretoria, 0031

or by **courier** to:

FOR ATTENTION: CPD Division
The Registrar, SACSSP, 37 Annie Botha
Avenue, Riviera, Pretoria, 0084

or email a clear and complete scanned version to:

cpd@sacssp.co.za

(a printed paper copy may be requested if deemed necessary)

IMPORTANT: An incomplete *Portfolio of Evidence* cannot be processed and will be referred back to the applicant. This will cause an unnecessary delay in the processing and finalisation of your CPD assessment.

I. DECLARATION

I, **the undersigned**, declare that the information furnished is true and correct in all respects and that I am unaware of anything which would serve as an impediment to consideration of this **Portfolio of Evidence** for the purpose of continuing professional development (CPD) with the South African Council for Social Service Professions.

Furthermore, I, the undersigned -

(a) **confirm** that I have attached the certificates/proof of attendance of CPD group activities and proof of individual CPD activities as required;

(b) **studied** the provisions of the Social Service Professions Act 110 of 1978, the relevant Regulations regarding continuing professional development (CPD); the *Policy on continuing professional development CPD for social workers and social auxiliary workers (2019)* and/or *Policy on continuing professional development (CPD) for child and youth care workers*, as applicable; and

(c) **understand** that I may be requested to provide any such additional information needed in relation to any CPD activity for the purpose of verification and quality assurance checks as may be deemed necessary by the Registrar or relevant Professional Board as to ensure compliance with the applicable policies and the prescripts of the Social Service Professions Act 110 of 1978.

Signed at

place on day of month 20 year

Signature

FOR OFFICE USE ONLY

Date received	<input type="text" value="yyyy/mm/dd"/>	Receipt acknowledged	Yes <input type="checkbox"/> No <input type="checkbox"/>	on (date)	<input type="text" value="yyyy/mm/dd"/>
Referred to the CPD ASSESSMENT PANEL that will meet on:	<input type="text" value="yyyy/mm/dd"/>	Assessment completed on:	<input type="text" value="yyyy/mm/dd"/>		
Final assessment by CPD panel	E.1 Group (SACSSP) <input type="text" value="CPD points"/>	E.2 Group (not SACSSP) <input type="text" value="CPD points"/>	G.1 Individual (SACSSP) <input type="text" value="CPD points"/>	G.2 Individual (not SACSSP) <input type="text" value="CPD points"/>	
TOTAL <input type="text" value="CPD points"/>	Comments				
Registrant informed on:	<input type="text" value="yyyy/mm/dd"/>				
PoE returned on:	<input type="text" value="yyyy/mm/dd"/>				