



# **POLICY ON CONTINUING PROFESSIONAL DEVELOPMENT**

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Date of issue: 26/05/2005

**E C S A**

**ENGINEERING COUNCIL OF SOUTH AFRICA**

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# **SECTION 1**

## **BACKGROUND**

ECOSA is responsible for regulating the practice of engineering in South Africa. Registered persons are required by their Code of Conduct to practice strictly within their area of competence and to maintain and enhance this competence. They therefore have the responsibility to keep abreast of developments and knowledge in their areas of expertise in order to maintain their competence. In addition to maintaining their own competence, they should strive to contribute to the advancement of the body of knowledge with which they practice, and to the profession in general.

ECOSA is charged by the Government in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) (hereinafter referred to as "the Act") to serve and protect the safety and health of the public by establishing and maintaining minimum standards of practice, knowledge and skills of registered engineering persons in the country as well as to establish and maintain standards of professional ethics among them.

Section 22(1) of the Act imposes a duty on a registered person to apply for the renewal of his/her registration with ECOSA "at least three months prior to the prescribed expiry date of his/her registration". Subsection (2) of this section confers the power on the Council to determine conditions for renewal of registration. Section 13(k) of the Act empowers Council to determine conditions relating to continuing education and training. The discretion provided for in the Act to make use of Continuing Professional Development (CPD) as a mechanism to determine renewal of registration, gives Council the opportunity to comply with both the renewal of registration and CPD requirements. However, it is not ECOSA's intention to "police" each and every registered person's career. ECOSA's point of departure is to assist with the creation of a culture of CPD for the South African engineering profession.

The international agreements concluded between ECOSA and other international engineering bodies i.e. Engineers Mobility Forum & Engineering Technologists Mobility Forum have as a requirement for both recognition of ECOSA's assessment process and continued registration of individuals, the maintenance of competence through a system of continuing professional development. South African registered professionals would therefore need to conduct CPD to maintain their International registration.

ECOSA will therefore institute a system of CPD, starting in 2006, which will be linked to renewal of registration from 1 Jan 2007 for all registered persons according to the policy set out in this Document.

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# **SECTION 2**

## **OBJECTIVE OF THE CPD SYSTEM**

CPD is introduced for all registered persons in order to:

- ensure, through the creation of a culture of CPD, that all registered persons maintain their competence throughout their period of registration.

- meet the requirements of the Act.
- be the acceptable means for renewal of registration.
- meet the requirements for recognition of ECSA's assessment process with regard to international agreements.
- ensure that those South African registered persons meet the requirements for their continued international registration.

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## **SECTION 3**

### **WHAT IS CPD**

CPD can be defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's engineering career.

ECSA's definition is widely drawn and not prescriptive so as to remain flexible enough to be relevant to all registered persons at all stages of their careers. The emphasis for meeting CPD requirements is not on the acquisition of credits for the attendance of academic or theoretical courses alone, but has been spread over three categories of activities, which would contribute to meeting the minimum CPD credits needed for renewal of registration. The categories are fully described in Section 9.

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## **SECTION 4**

### **ADMINISTRATION**

The CPD system is administered by ECSA in terms of its obligation under the Act.

However, the responsibility to provide CPD activities according to specific criteria and guidelines is outsourced to recognised voluntary associations and accredited tertiary educational institutions and other recognized providers.

ECSA ensures that the responsibilities outsourced are carried out in a fair, equitable and responsible manner. ECSA therefore retains the right to review or withdraw any outsourced responsibilities from providers, should the circumstances so require.

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## **SECTION 5**

### **ROLE OF EMPLOYERS OF REGISTERED ENGINEERING PERSONS**

Employers are responsible for creating a suitable work environment, which supports and promotes the participation of registered persons in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registered persons is assured.

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## **SECTION 6**

## **APPLICATION OF POLICY FOR VARIOUS CATEGORIES OF REGISTRATION**

### **Professional Categories**

This policy is applicable for all persons who are registered in the professional categories, viz. Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers. It is also applicable to those persons who are registered in the category of Registered Technicians, including Master Technicians.

## **Candidate Categories**

Registered Candidates are not required to comply with the CPD requirements for purposes of renewal of registration, however they are required to undertake CPD in order to comply with the requirements for full registration. Candidates therefore must record their CPD annually.

## **Specified Categories**

This policy is applicable to the following specified category:

- Registered Lift Inspectors

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# **SECTION 7**

## **POSSIBLE EXEMPTIONS FROM CPD REQUIREMENTS**

### **Registered Persons Undertaking Postgraduate Studies**

Registered persons who are undertaking full or part time postgraduate studies are not exempt from the CPD requirements. However, following the award of a post graduate qualification, CPD credits may be claimed as indicated in Section 9, Category 3.

### **Registered Persons Abroad**

Registered persons who are practicing abroad should meet the same requirements as those in South Africa and will not be granted deferment. However, documentary proof of compliance with CPD requirements in any particular country, where such requirements apply, will be accepted for CPD purposes in South Africa. In the absence of such proof of compliance with CPD requirements, documentation on activities attended outside South Africa will have to be submitted to ECSA for evaluation and, if approved, the registered person will qualify for the specified CPD credits.

### **Retired Registered Persons**

Retired registered persons, who no longer carry out any part-time consulting or engineering work, are exempted from CPD requirements.

Retired registered persons, who are listed as “retired” on ECSA’s database, and who carry out part-time consulting or engineering work within the limits of the ECSA policy, are not exempt from CPD requirements, but they will be required to accumulate 3 credits per year and the requirement of at least 1 credit in Category 1 will not apply.

In the event of either of the above retired registered persons electing to return to active engineering practice, at least 3 credits for CPD activities should be presented to ECSA in order to change their registration back to active in the category concerned.

If the retired registered person is still active in engineering, doing part-time consulting or engineering work, and who does not comply with the requirements for being listed as “retired” on the ECSA Database, full compliance is required.

### **Deferment**

Registered persons may apply for deferment of CPD and ECSA will review such applications individually. If reasons given are acceptable to ECSA, deferment may be granted. Registered persons experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by ECSA may be exempt. Supporting documentation must be furnished to ECSA.

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## **SECTION 8**

### **CPD REQUIREMENTS**

After the initial phasing in for the first renewal of registration, CPD will run in 5-year cycles, during which period every registered person will be required to accumulate 25 credits in order to retain registration. In any one year, the registered person will be required to accumulate a minimum of 3 credits. Additional credits earned in any one year may be carried over to the subsequent years of the five year cycle. Details of the different categories of CPD activities are given in Section 9.

With the exception of persons covered by possible exemptions (Section 7) and the registration categories for which this policy applies (Section 6), all registered persons will be required to record their CPD activities annually:

- either manually on form ECPD1 and by posting it to ECSA, Private Bag X691, BRUMA, 2026, or
- electronically to the dedicated website for CPD at [www.ecsa.co.za](http://www.ecsa.co.za),

not later than 30 (thirty) days after completion of an annual cycle.

The number of credits accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded. Registered persons may access their personal record on the ECSA website or can request a copy from ECSA. In view of the possibility for audit, registered persons should keep verifiable evidence of all their CPD activities for at least five years.

Each registered person will have their own cycle, the start date of which is their original date of full registration, i.e. not as a candidate. This date can be obtained from the ECSA website under "Who is Registered".

Where a registered person has multiple registrations, the date of their first registration will be their start date. These persons must indicate on the Form ECPD1 or in the appropriate place if they are inputting via the website, their main registration category appropriate to their area of practice for purposes of renewal of registration and audit, if this occurs. This main category of registration may not necessarily be their date of first full registration.

In order to comply with the requirement that all renewals of registration from 2007 onwards will require CPD credits, a phasing in system over five years will be instituted for the initial renewal of registration. The table and note below give details of when the initial renewal and subsequent renewals will be required according to each registered person's original date of registration.

Year of first Registration			1969	1970	1971
	1972	1973	1974	1975	1976
	1977	1978	1979	1980	1981
	1982	1983	1984	1985	1986
	1987	1988	1989	1990	1991
	1992	1993	1994	1995	1996
	1997	1998	1999	2000	2001
	2002	2003	2004	2005	2006
	First Renewal of Registration	2007	2008	2009	2010

Number of credits required for First Renewal of Registration	5	10	15	20	25
Second Renewal of Registration	2012	2013	2014	2015	2016

By way of an example, a registered person who registered for the first time on 15 March 1983, will have to renew his /her registration by 15 March 2008. That person will be required to have 10 credits for the first renewal of registration. That registered person's second renewal will be in 2013, where the normal 25 credits will be required. With the start of the system being 1 January 2006, that person will be required to submit details of his/her CPD activities within 30 days after 14 March 2007 for the first year up to 14 March 2007. The application for renewal will need to be lodged with ECSA 3 months prior to the expiry date of that person's registration on 15 March 2008, which means lodging the application by 15 December 2007.

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## **SECTION 9**

### **CATAGORIES OF ACTIVITIES FOR CPD CREDITS**

CPD credits must be obtained in at least two of the three categories listed below, with at least 1 credit per annum from Category 1. The maximum credits, which may be accumulated annually in each category is also indicated.

**Category 1:** Developmental Activities: 4 credits = 40 hours (10hrs/credit)

**Category 2:** Work-based Activities:

- Engineering Work 2 credits = 800 hours (400hrs/credit)
- Mentoring of candidate practitioners: 1 credit = 50 hours (50hrs/credit)

**Category 3:** Individual Activities:

- Membership of a recognised voluntary association: 1 credit (not linked to hours)
- Other activities: 3 credits = 30 hours (10hrs/credit)

In order for this policy to meet the needs of all registered persons, the requirements for CPD needs to be as flexible as possible. ECSA expects that when registered persons are deciding on the contents and value of their CPD activity, they will ensure a balance in their CPD activities between the following three categories.

#### **Category 1: Developmental Activities :**

Attendance of structured educational/developmental meetings will be credited with one credit per 10 hours of attendance. A full day activity will be regarded as being for 10 hours and a half-day activity will be regarded as 5 hours and hence a half a credit. A maximum of 4 credits (40 hours) may be accumulated annually under this category:

- Conferences
- Congresses
- Large group workshops
- Lectures
- Seminars
- Refresher courses
- Colloquiums

#### **Category 2: Work-based Activities:**

A different formula is used to calculate credits in this category. Since registered persons also remain current by performing their day-to-day engineering responsibilities, a weighting of one credit for every 400 hours per year for engineering related work (including management) is awarded for this category. A maximum of two credits for 800 hours per year may be earned in respect of this activity.

In addition, the mentoring of candidate persons in the workplace will be recognised as CPD with a maximum of 1 credit for 50 hours of mentoring per year. In-house skills training sessions organised by

an employer/engineering company and career guidance for candidates may also be presented under this sub-category.

### **Category 3: Individual Activities**

Membership of an ECSA recognised voluntary association (engineering society/institution or institute) will result in a maximum of 1 credit per annum.

Other activities include and will be credited as follows:

- Part-time lecturing to undergraduate and postgraduate students: one credit for every 10 hours of lecturing.
- Supervision of students undertaking postgraduate studies: 2 credits per year.
- Oral examinations of final year and postgraduate students: 1 credit for every 10 hours of active involvement.
- Evaluation of M dissertations and PhD theses by external examiners: 2 credits per year.
- Publication of research in peer reviewed journals: a single author: 2 credits per publication. Where paper has a number of authors: 1 credit per publication per author.
- Publication of technical articles: 1 credit per article published.
- Papers presented at conferences or congresses / poster presentations: 1 credit each
- Participation in statutory, professional, institutional, technical or non-technical committees or task groups: one credit for every 10 hours of active participation.
- Evaluation of educational programmes at Universities and Universities of Technology (Technikons) for accreditation purposes: 1 credit for every 10 hours of active involvement.
- Evaluation of educational qualifications for ECSA's Qualifications Examination Committee: 1 credit for every 10 hours of active involvement.
- Evaluation of competence and applications for registration for ECSA's Registration Committees and Professional Advisory Committees: 1 credit for every 10 hours of active involvement.
- Relevant additional qualifications (these are exceptional allocations): A completed postgraduate qualification: 5 credits.
- self-study which includes, but is not restricted to studying of journals or electronic or computerised material, one credit for every 10 hours of study. All activities under this item must be verified.

A maximum of 3 credits (30 hours) may be accumulated under this portion of this category, with the exception stated above for postgraduate studies.

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## **SECTION 10**

### **ROLE OF RECOGNISED VOLUNTARY ASSOCIATIONS AND ACCREDITED TERTIARY EDUCATIONAL INSTITUTIONS**

In South Africa the voluntary engineering associations and accredited tertiary educational institutions render an invaluable service in offering a wide range of services that can be used by engineering persons to maintain and improve their competence.

ECSA expects that the recognized voluntary associations should where possible as part of their activities assist their members in identifying CPD activities which meet their needs, present CPD activities as described in Category 1, Section 9. Recognized voluntary associations will also be

responsible for the validation and monitoring of courses, seminars and conferences offered for CPD credits by other providers.

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## **SECTION 11**

### **APPROVAL OF PROVIDERS OF CPD ACTIVITIES**

ECSA has given approval to voluntary associations recognised as such in terms of the Act, as well as accredited tertiary educational institutions to run activities, which will be acknowledged for obtaining CPD credits. ECSA regards these bodies as capable of ensuring that all their courses, seminars or conferences etc would be of adequate standard. These activities are those described in Category 1, Section 9.

All other bodies, such as private companies or state organizations, would need to have the contents of every event they provide for in this Category of CPD approved by the recognised voluntary association for the discipline or category of registration concerned and for the assignment of the appropriate credits. The organisers of these courses, conferences or seminars etc would therefore have to approach the appropriate recognised voluntary association for vetting of the activity and may be charged a fee for such evaluation and approval.

Registered persons, who intend participating in an activity provided by any other bodies should ensure that the activity is approved so that the credits awarded will be recognised by ECSA.

In approving a Category 1 CPD activity, recognized voluntary associations will ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The participants or group of participants must be specified (e.g. professional engineers, professional technologists, professional certificated engineers, professional technicians, registered technicians or a specified category, e.g. registered lift inspectors) and where appropriate, the discipline should also be specified.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

Private Providers of CPD activities will be required to submit their proposed activity to the recognised voluntary association for that discipline or category of registration, who will arrange for assessment of the content and CPD credit value thereof. Applications for approval of CPD activities must be submitted to the appropriate recognised voluntary association on Form ECPD2, which can be accessed at the ECSA website address: <http://www.ecsa.co.za>.

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## **SECTION 12**

### **PROCESS OF RENEWAL OF REGISTRATION**

All registered persons will be required to apply for renewal of registration on the prescribed form at least 3 months prior to the expiry of their registration. This renewal of registration every five years will be an administrative process for those who meet the CPD requirements.

However, those registered persons who are identified administratively as having not met the requirements, will be advised accordingly that their deficient CPD record will be referred to the relative Registration Committee or Professional Advisory Committee for decision. Possible actions that may be taken by ECSA are given in Section 14.

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## **SECTION 13**

### **AUDIT**

ECSA will conduct random audits of up to 10% of the CPD records of all registered persons in the different categories of registration annually.

If selected for audit, registered persons will be required to send, within four weeks of initial notification, verification of their CPD activities in the form of a certificate, list of results, record of attendance, receipt of course payment, or a written verification from the recognised voluntary association or accredited tertiary educational institution, which presented the developmental activity. Where the CPD activity was presented by any other provider, proof of approval of the activity from the recognized voluntary association together with proof of attendance must be submitted.

The audit of CPD submissions will be done by members of ECSA's Registration and Professional Advisory Committees to ensure that the principle of peer group evaluation and judgement is maintained.

Registered persons being audited will be advised of the outcome. Those who do not pass the audit, will have their record and verification documentation referred to the relative Registration Committee or Professional Advisory Committee for decision. Possible actions that may be taken by ECSA are given in Section 14.

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## **SECTION 14**

### **NON-COMPLIANCE**

In the event of a registered person not complying with the requirements of the CPD system, ECSA may impose any one or more of the following conditions:

- Require the registered person to follow an approved remedial programme of continuing professional development within a period prescribed by ECSA.
- Removing the registered person's name from the relevant register.