



SDF Continuous Professional Development Background and Information

The Continuous Professional Development (CPD) programme

Dear SDF

At the start of the continuous professional development programme in 2007, you were asked to complete a brief development plan outlining each significant need, an activity to meet the need, and an expected completion date. In addition, each participating SDF completed a self evaluation form before commencement.

You were also informed that at the end of the year participants will need to submit a brief written evaluation of the CPD experience undertaken.

Please read the attached documentation below, then complete your report form and submit it via email or fax.

Once all the reports have been assessed, we will be in a position to announce the names of the SDFs who have qualified for the CPD points during 2007.

We are about to commence the next programme in February 2008 and look forward to your participation in the continuous development programme.

Yours sincerely

Gill Connellan



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The CPD PLAN

There is a detailed list containing various types of continuous professional development activities at the bottom of this document. The list also describes the CPD points that can be earned for completing various activities.

Each time a participant completes an activity that is eligible for units they will record this on an activity form which will be assessed by an appropriate ASDFSA representative.

At the end of the year participants will need to submit a brief written evaluation of the CPD experience undertaken. Participants can contact the project administrator by e-mail and are able to nominate activities not on the list for consideration for inclusion either by e-mail or a fax.

These are suggested activities that could be included in the development plan (Annexure 1)

Qualifying Activities

Programmes and short courses:

- ✚ Accredited training programmes that are in a skills development or organisational development field.
- ✚ Technical Training Courses that are in a skills development or organisational development field.
- ✚ Open University programmes that are in a skills development or organisational development field.
- ✚ In-house courses.

Additional Activities:

- ✚ Coaching and Mentoring
- ✚ Government Events
- ✚ Trade Exhibitions
- ✚ ASDFSA Events
- ✚ Skills related conference
- ✚ Skills related seminars
- ✚ Skills related workshops
- ✚ Skills related sector (SETA) events.
- ✚ Self-directed learning
- ✚ Representing ASDFSA at regional and/or national events
- ✚ Presenting papers, e.g. Case Studies
- ✚ Publishing articles etc.

Continuing Professional Development Record



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CPD Activities and Weightings

Courses of study (including private study and distance learning) leading to successful examination or assessment. ¹	1 CPD Unit per hour
Interactive training and development where knowledge and skill is both acquired and demonstrated, e.g. courses, workshops. ²	¾ CPD Unit per hour
Attendance only CPD, e.g. lectures, presentations, seminars, visits to other local authorities, reference sites etc. ³	½ CPD Unit per hour
Structured self study or distance learning not leading to examination or assessment as above	½ CPD Unit per hour
Preparation of a professional paper or trade press article or significant internal report	3 CPD Units
Production and (first) delivery of a presentation or similar activity ⁴	5 CPD Units
Undertaking a significant professional activity of which you have no previous experience, such as reporting to senior management or to councilors.	3 CPD Units
Other useful CPD activities (other than normal work duties) ⁵	½ CPD Unit per hour

1. Papers and presentations should only be counted once unless they are substantially updated.
2. Normal work duties are not usually included but on-the-job training should be recorded (typically as interactive training).

A total of 20 CPD Units is required each year.

¹ E.g. academic qualifications and learnership qualifications.

² These would include (but not exclusively) SETA and ASDFSA training events

³ These would include (but not exclusively) SETA and ASDFSA regional meetings, all skills development conferences, and events from third parties in which the ASDFSA is involved

⁴ This would include for example running an ASDFSA learning event or presenting at conferences on ASDFSA's behalf

⁵ The last category covers any other activities that you decide have provided useful CPD, e.g. taking part in a careers fair, organising a conference, and serving on a committee etc. This would include involvement with ASDFSA committees, such as Skills and Accreditation, Marketing or Ethics and involvement in organising ASDFSA events.



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CPD Activity report 2007

Please complete the form on the next page in as much detail as possible to enable us to calculate the number of CPD points you have earned for the year.

Here is an explanation for all the columns which need to be completed:

Date	Type	Activity completed	Provider	Hours	Units	Objective No	Assessment <i>For Office Use Only</i>
Fill in the dates of all relevant activities, including all the CPD workshops you attended. The calendar for these events is attached at the end of this document.	Fill in the type of activity. See qualifying activities above.	Complete this section in as much detail as possible according to the list of qualifying activities E.g. Workshop attended on Quality in the workplace.	Name of provider or company through which the activity was completed. e.g. Eclipse/ASDFSA	Fill in the total number of hours attended. Where self study occurred. Complete all summative activities	Calculate the number of CPD units earned based on the activity criteria and weightings above.	This must relate to the objective you listed on your planning sheet which you submitted at the beginning of the programme. If it was not planned for, give it a number.	The Eclipse staff will assess each element of the report and this will be submitted to the subcommittee of the ASDFSA for approval and recording.

Participants can contact the administrator by e-mail and are able to nominate activities not on the list for consideration for inclusion either by e-mail or a fax.

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Schedule of Continuous Professional (CPD) Workshops

REGION	W/SHOP NO.	DATE	WORKSHOP THEME
KZN	1	11 August '06	ERP – The information backbone Discussion on enterprise resource planning, the human factor. This will include definitions for and a broad outline of value and supply chains in business today.
E Cape		18 August '06	
Gauteng		25 August '06	
W Cape		1 Sept '06	
Free State		8 Sept'06	
KZN	2	22 Sept '06	Skills Planning Analysing and managing workplace data. Including best practice workplace skills planning and reporting.
E Cape		29 Sept '06	
Gauteng		6 Oct '06	
W Cape		13 Oct '06	
Free State		20 Oct'06	
KZN	3	3 Nov '06	The New World of Work – managing transformation Managing change in the business workforce within a transformation context
E Cape		10 Nov '06	
Gauteng		17 Nov '06	
W Cape		24 Nov '06	
Free State		1 Dec '06	
KZN	4	12 Jan '07	Knowledge management Knowledge management and the business of skills development
E Cape		19 Jan '07	
Gauteng		26 Jan '07	
W Cape		2 Feb '07	
Free State		9 Feb '07	
KZN	5	23 Feb '07	The quality question Support the quality of service delivery for skills development. Best practice decisions about quality management.
E Cape		2 Mar '07	
Gauteng		9 Mar '07	
W Cape		16 Mar '07	
Free State		23 Mar '07	
KZN	6	6 Apr '07	The ethics question Develop a service ethic and managing relevant issues in a client service environment.
E Cape		13 Apr '07	
Gauteng		20 Apr '07	
W Cape		27 Apr '07	
Free State		4 May '07	
KZN	7	18 May '07	Productivity in the workplace Productivity and productivity management
E Cape		25 May '07	
Gauteng		1 June '07	
Cape		8 June '07	
Free State		15 Jun '07	



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