



CPD Directive

Document No.: 1

**CPD Points Directive for cycle
01/01/2026 to 31/12/2028**

Revision No.: 3

Author:
Theo Schalkwyk

Strategic Bus Unit:
VDQGBSA

Commodity Type:
Continuous Professional Development
(CPD) for Professional Members

Owners:
Stephen Kessell and Andries
Bekker

Operational Bus Unit:
CPD Committee

Supporting Process:
VDQ Certification Process

Approved and Dated:
25 November 2025

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VDQGBSA CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) DIRECTIVE FOR PROFESSIONAL MEMBERS 2026 TO 2028

1. Purpose

- ❖ To remain compliant with the requirements of the South African Qualifications Authority (SAQA) and to ensure that Professional Members remain competent and current in their practice, the Vehicle Damage Quantification Governance Body of South Africa (VDQGBSA) implements a structured Continuous Professional Development (CPD) programme.
- ❖ The CPD Programme supports members in maintaining and enhancing their professional knowledge, skills, and ethical standards within the Vehicle Damage Quantification industry.

2. The VDQGBSA CPD Committee mandate.

The CPD Committee is the custodian of the CPD Programme and is mandated to ensure that:

- ❖ Members continue to develop and enhance their professional competence.
- ❖ The CPD framework remains relevant to industry developments and aligned with SAQA's national policy requirements; and
- ❖ The CPD process supports lifelong learning and professional growth for all VDQGBSA Professional Members.

The Committee is further empowered to:

- ❖ Review and amend the CPD Directive and procedures as necessary to ensure ongoing relevance; and
- ❖ Award CPD points in accordance with the approved Categories of CPD Activities and the VDQGBSA CPD Policy.



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3. Acronyms:

Acronym	Meaning
CPD	Continuous Professional Development
VDQGBSA	Vehicle Damage Quantification Governance Body of South Africa
SAQA	South African Qualifications Authority
QCTO	Quality Council for Trades and Occupations

4. CPD Requirements for Professional Members. (Keep learning. Keep earning.)

To maintain professional registration and good standing, every Professional Member must participate in approved CPD activities within each three-year cycle.

5. CPD Compliance Criteria

❖ Minimum Requirements:

Members are required to achieve an average of **12 CPD points per year**, accumulating a minimum of **36 CPD points over each three-year cycle**, in accordance with the categories outlined below.

❖ CPD Categories (refer to Point 7 for full directive):

- **Structured CPD Points.**
- **Non-Structured CPD Points**
 - Members may accumulate a maximum of **12 Non-Structured CPD points per cycle**, limited to **4 points per year**.

❖ Commencement of Current Cycle:

The new CPD cycle will commence on 1 January 2026.

❖ Carry-Over of Surplus Points:

Any CPD points earned in excess of the minimum requirement during a cycle may be carried forward to the next three-year cycle.

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❖ **New Professional Members:**

For members who attain Professional status during an active cycle, CPD requirements will be calculated on a pro-rata basis according to the number of months remaining in the current cycle.

❖ **Annual Compliance Expectation:**

Members are encouraged to achieve at least 12 CPD points per year to remain compliant and on track for meeting their three-year cycle requirements.

6. Submission of CPD Activities

- ❖ To claim CPD points, members must submit a CPD Point Application Form (Annexure A) containing the following details:
- ❖ Full name and membership number of the Professional Member.
- ❖ Name and registration number of the accredited CPD Service Provider.
- ❖ Service Provider contact details.
- ❖ Nature, scope, and level of the activity (with course outline or index of content).
- ❖ Attendance starts and completion dates and times; and
- ❖ Verification of successful completion (certificate, attendance register, or letter of confirmation).

7. Categories of CPD Activities that Qualify for Points

7.1 Formal Learning and Training, Structured CPD Points: (Teaching, Development of Training and Mentoring)

Structured training linked to the professional qualification framework, curriculum, or updated repair methods and techniques.

Recommended ratio: 2–3 hours = 1 CPD point (minimum of 2 hours per point).

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7.2 Complementary Learning and Development, Structured CPD Points (Teaching, Development of Training and Mentoring)

Training that can be linked to the qualification framework but that supports operational skills, knowledge and efficiency including training on, estimating systems, equipment, or technologies that improve repair accuracy and cost-effectiveness.

Recommended ratio: 4–6 hours = 1 CPD point (minimum of 4 hours per point).

7.3 Informal or Industry Activities, Non- Structured CPD Points

Participation in industry-related seminars, workshops, conferences, or official meetings (including the VDQGBSA Annual General Meeting).

Recommended ratio: 8–16 hours = 1 CPD point (minimum of 8 hours per point).

8. CPD Committee Special Resolutions (Applicable to 2023–2028 Cycles)

The CPD Committee has granted the following *Special Resolutions* for the allocation of CPD points during the 2023 to 2028 CPD cycles. These resolutions are designed to recognise members' professional development efforts and achievements through formal recognition of learning, prior learning and assessment processes.

❖ Recognition of Statutory RPL Assessment:

Members who have been registered on the QCTO and MERSETA system to be assessed through the Statutory Recognition of Prior Learning (RPL) Programme and successfully completed the full RPL Programme will be allocated 30 CPD points.

❖ Grace Period for Outstanding CPD Points

Members who did not complete their full CPD requirement in the previous cycle will be granted a 12-month grace period to make up the outstanding points. In addition, such members are required to complete at least one-third of the CPD points applicable to the new cycle by 31 December of Year 1 of that cycle.

❖ This exception has been granted by the CPD Committee for the following reasons:

- ❖ The VDQGBSA did not yet have a fully functional CPD management system capable of effectively monitoring and managing individual member progress.

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- ❖ Although a communication process was in place, it was not sufficiently effective in guiding members on their CPD responsibilities and expectations.
- ❖ As an emerging professional body, the VDQGBSA is still in a transitional change-management phase, and members are still becoming familiar with CPD requirements and compliance obligations.
- ❖ The concept of professionalisation and CPD is new to the vehicle damage quantification industry, and a period of education and adjustment is required. Members need time to understand the professional and legislative requirements associated with their professional status, as well as the long-term benefits of ongoing development.

9. Activities that Do Not Qualify for CPD Points

The following activities are not eligible for CPD point allocation:

- ❖ Time spent planning, organising, or facilitating administrative or operational meetings.
- ❖ Non-referenced letters to editors of publications.
- ❖ Written assignments not forming part of a formal assessment or accredited training.
- ❖ Compilation of internal training materials for staff.
- ❖ General staff or administrative meetings.
- ❖ Attendance at tours or demonstrations that are not linked to a defined learning outcome or vehicle damage quantification competency.

10. Monitoring and Record Keeping

The CPD Committee will monitor compliance annually and retain all CPD activity records for verification and audit purposes, as required by SAQA.

Members must retain documentary evidence of CPD participation for a minimum of three years.

11. Annexure A — CPD Point Application Form

(Attach the standardised form here, as per VDQGBSA CPD Policy.)

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12. Conclusion

The VDQGBSA remains committed to supporting its members' professional development and ensuring compliance with SAQA's national standards.

Continuous learning not only strengthens individual competence but also contributes to the credibility and advancement of the Vehicle Damage Quantification profession in South Africa



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Annexure: A

CPD Point Application Form

Full names and Surname:

Membership No:

**The name and registration
number of the accredited CPD
service Provider:**

.....
.....
.....

The Service Providers detail:

.....
.....
.....

**The nature and level of the activity
(Index of the content)**

.....
.....
.....

**The attendance starts and
completion date or time if short
course**

Start Date/Time:.....
End Date/Time:.....

Signature:

Date: