

	Directive	Document No.: 1
	CPD Points Directive for cycle 01/01/2023 to 31/12/2026	Revision No.: 5
		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 Certified Process	Approved and Dated: 13 February 2023

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Want to stay ahead of the industry and to comply with SAQA requirements for professional practitioners?

The VDQGBSA Continuous Professional Development (CPD) programmes will help you grow your knowledge in the field of your profession and keep improving your competence.

What is CPD?

CPD is a holistic approach towards the enhancement of personal skills and proficiency throughout a professional's career.

Continuing Professional Development is a powerful learning tool that professionals from across all industries can apply to their lives to remain focused on improving skills, ensuring that prior learning does not become outdated, and take an empowering approach to career progression.

Continuing Professional Development is a commitment to ongoing lifelong learning. CPD encourages looking forward and identifying opportunities to learn something new, refresh existing knowledge, improve skills, or simply keep up to date with the latest developments within a particular profession or industry.

In practice, CPD can mean everything from taking a training course or attending an educational event, to studying for new qualifications or learning new aspects of a job.

Continuing Professional Development enables learning to become conscious and proactive, rather than passive and reactive. It involves an individual documenting and keeping a record of the increasing skills, knowledge and experience they gain throughout their career.

CPD combines different methodologies to learning, which includes training courses, seminars, workshops, conferences and events, webinars and online eLearning programs. CPD can also include sharing best practice techniques, thoughts and ideas, all focused towards an individual improving within the work environment.

1. The VDQGBSA CPD Committee mandate.

It is important to note that the CPD committee is the custodian of YOUR CPD Program and is obligated to ensure that you develop your expertise, grow professionally, and enhance your career as a member of the VDQGBSA. To enable the VDQGBSA to manage your CPD requirements the VDQGBSA must continually ensure that their CPD Program meets the necessary requirements to ensure your success. The VDQGBSA is therefore mandated to continually review their CPD Program to ensure it stays relevant and of a consequence it must continually revisit the CPD Directive and effect changes it deems appropriate.

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The CPD Committee will award CPD points according to their discretion in terms of the categories and point allocations using the guidelines as set out under point No 5: Categories of Activities that qualifies for CPD Points.

2. Acronyms:

- ❖ **CPD-** Continuous Professional Development for Professional Members
- ❖ **VDQGBSA-** Vehicle Damage Quantification Governance Body of South Africa
- ❖ **SAQA-** South African Qualifications Authority

3. CPD Requirements for Professional Members.

Keep learning. Keep earning.

Every Professional member shall be required to furnish the CPD Committee with all the particulars of a CPD activity completed in any one year of a three-year cycle, with the proviso that an average of 10 CPD Points per year must be accrued in three cycles.

4. CPD Three-Year Cycle starting on 01 January 2023.

- ❖ Your current accrued points will be carried over to this cycle starting on 01 January 2023
- ❖ If a member earns more than 30 points in a 3 year cycle the surplus will be carried over to the next cycle.
- ❖ New members joining in the three year -cycle need to do pro-rata points based on remaining time left in the cycle.
- ❖ A Minimum of 10 CPD Points per year must be accrued in the three-year cycle.

5. To Claim CPD Points the particulars should include amongst other:

- ❖ The full name of the Professional member and their Membership number
- ❖ 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.

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6. Categories of Activities that qualifies for CPD Points - are:

6.1 Formal Training / Learning / Teaching / Mentoring:

This is training/learning than can be directly linked to the qualification framework, curriculum and or new repair methods and skills required to deliver a vehicle repair quantum.

Recommended Ratio for awarding CPD points 2-3 Hours = 1 CPD Point (10 Points is a Minimum of 20 Hours Training)

6.2 Complementary Formal Training/Learning/Teaching/Mentoring:

This is training not directly linked to the qualification framework/curriculum and can also include training on tools, systems and instruments, amongst other, that is needed to optimise operation efficiency to produce accurate and cost-effective quantum.

Recommended Ratio for awarding CPD points 4-6 Hours = 1 CPD Point (10 Points is Minimum of 40 Hours Training)

6.3 In-Formal: Industry Events/Activities:

Industry related activities, seminars, meetings including VDQGBSA Annual General Meeting, etc.

Recommended Ratio for awarding CPD points 8-16 Hours = 1 CPD Point (10 Points is Minimum of 40 Hours Training)

7. Categories of Activities that do not qualify for CPD Points - are:

- ❖ Time spent on Planning, organising, or facilitating any activity except facilitation of training.
- ❖ Non referenced letters to the Editor of accredited journals.
- ❖ Written assignments.
- ❖ Compilation of student training manuals for internal use.
- ❖ Staff and administrative meetings.
- ❖ Tours and or viewing of exhibits and demonstrations relevant to vehicle damage quantification.

8. CPD Point Application Form.

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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: /...../ 20..... Date:	