



Aeronautical Society of South Africa

(Association incorporated under section 21)

Registration number 2000/026325/08

P.O. Box 11928 Die Hoewes 0163

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A Division of the Royal Aeronautical Society

PROCEDURE FOR ECSA ACCREDITATION OF SUITABLE AeSSA CPD ACTIVITIES

1. Introduction

In compliance to the requirements of the Engineering Profession Act 46 of 2000, Section 22(1) of the Act imposes the duty on a registered Professional Engineer, Technician or Technologist, or Certificated Engineer (UK) for the renewal of registration with ECSA at least three months prior to the prescribed expiry date of registration. Section 13(k) of the Act empowers ECSA Council to determine suitable conditions relating to continued education and training of engineers applying to renew their registration. ECSA developed the Continuing Professional Development (CPD) as a mechanism to determine renewal of registration and also to ensure that engineers undergo continuous professional development within their competency disciplines.

The system of CPD was instituted in 2006 and was linked to the renewal of registration as from 01 January 2007 for all registered persons according to the ECSA Policy on Continuing Professional Development. For detailed copies of the Policy, refer to www.ecsa.co.za and choose subject 'CPD'.

2. Purpose

The purpose of this Procedure is to describe the process of evaluating suitable CPD activities as arranged by the AeSSA and its Corporate Partners, or other applicable technical partners in the aeronautical discipline. The CPD activities in the aeronautical discipline have the objective to ensure through a culture of continuous professional development, that all registered persons in the aeronautical engineering field maintain their competence throughout their period of registration, that the requirements of the Act are met, that an acceptable means for renewal of registration is maintained, and that requirements for recognition of ECSA's assessment process with regard to International agreements are met for South African registered persons and their continued international recognition through ECSA's International agreements with other international engineering bodies.

3. Definition

CPD is 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.

The definition of CPD by ECSA is widely drawn and not prescriptive, to remain flexible to ensure relevance to all registered persons at all stages of their careers. The emphasis for meeting CPD requirements is not on the obtaining of credits for the attendance of academic or theoretical courses alone, but has been spread over three Categories of activities. These three categories can contribute to meeting the minimum CPD credits required for renewal of registration.

Directors:

Mr RP Jonkers, Mr GH Jansen van Rensburg, Prof AJ van Wyk, Dr RS Hurllin, Mr G Corderley, Mr KP King, Dr C Law, Mr R Powrie, Mr J Monk, Mr CT Butler, Prof JP Meyer, Dr AJ Nelson, Dr K Parker, Mr CM Purnell, Maj Gen W Thackwray, Captain S Poprawa



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4. Applicability

The CPD policy is applicable for all persons who are registered in the ECSA approved professional categories, namely Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers. It is also applicable to persons registered in the category of Registered Technicians including Master Technicians.

Registered Candidates are not required to comply with the CPD requirements for renewal of registration purposes, but are required to undertake CPD training activities to comply with the requirements of full registration. Candidates must therefore record their CPD experience on an annual basis.

5. CPD Categories Applicable to this Procedure

ECSA has three main Categories of suitable activities for CPD Credits as outlined below. CPD credits must be earned in at least two of the three categories listed below, with at least 1 credit per annum from Category 1.

Category 1:	Developmental Activities	4 Credits = 40 hours (10 hrs/credit)
Category 2:	Work-based Activities	
	• Engineering work	2 Credits = 200 hours (100 hrs/credit)
	• Mentoring Candidates	1 Credit = 50 hours (50 hrs/credit)
Category 3:	Individual Activities	
	• Recognized VA Member	1 Credit (not linked to hours)
	• Other activities	3 Credits = 30 hours (10 hrs/credit)

The CPD Category applicable to this procedure is **Category 1: Developmental Activities**. The attendance of structured educational and or developmental meetings will be credited with one credit per 10 hours of notional training and full attendance by the CPD candidate. A full day activity will be deemed as being for 10 hours and a half day activity will be regarded as 5 hours and therefore ½ - credit. A maximum of 4 credits (or 40 hours) may be accumulated annually under Category 1.

It is the responsibility of the CPD attendee to ensure that his/her attendance is duly recorded by the Developmental Activity provider and that the activity has indeed been approved by ECSA as suitable for CPD credits and registered on the ECSA website.

Examples of Category 1 activities are: attendance of subject matter Conferences, Congresses, Large Group workshops, Lectures, Seminars, Refresher courses and or Colloquiums.

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6. CPD Evaluation Committee

AeSSA Council appoints on an annual basis, at least three to four members as a CPD Evaluation Sub-committee, to evaluate the proposed **Category 1: Developmental Activities**, prior to sending the application to register the activity on the ECSA website.

Based on the CPD Evaluation Sub-committee recommendation, the assigned AeSSA Council member (e.g. typically the AeSSA-ECSA Portfolio Director) is tasked to formally submit the application for registration of the Category 1: Developmental Activity.

As a recognized Voluntary Association (VA A022) the AeSSA identifies suitable CPD activities from their annual activities and also presents specific activities as listed in Section 5 above. AeSSA is further responsible for the validation and monitoring of courses, seminars and conferences offered for CPD credits by other providers.

7. Acceptance Criteria of Category 1 - CPD Activities

ECSA has given approval to Voluntary Associations recognized 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 once approved for suitability. ECSA regards the VA bodies and tertiary institutions as capable to ensure that the courses, seminars, or conferences would be of adequate standard.

All other bodies (e.g. private companies or state organizations) would need to have contents of every event provided for in **Category 1: Developmental Activities** approved by the recognized VA for the discipline or category of registration concerned and for the assignment of appropriate credits. Organizers of courses, conferences or seminars would therefore have to approach the appropriate recognized VA, in this case AeSSA, for assessing the activity and to submit the CPD registration application to ECSA.

In approving a **Category 1: Developmental Activity**, the AeSSA as recognized VA in the aeronautical discipline shall ensure that the following general guideline aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of the participants
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants
- The discipline and group of participants must be specified (e.g. category of registration, i.e. professional engineers, professional engineering technologists, professional engineering technicians, registered technicians, certificated engineers..)
- The depth and breadth of the subject matter must be appropriate with sufficient time for discussion
- The subject covered should be balanced and not unduly promotional
- Presenters should have proven practical and academic experience and be good communicators
- Evaluation feedback from participants/attendees on the presented activity must be provided for rating of relevance, quality and effectiveness of the activity

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8. Procedure

Upon identification of a possible suitable **Category 1: Developmental Activity** by the AeSSA CPD Evaluation Sub-committee, the assigned AeSSA Council member prepares an e-mail submission addressed to ECSA Registration Department, at the following address:

'registration@ecsa.co.za'

Copies of the same e-mail application are forwarded to the AeSSA Administration office as well as the AeSSA President.

As a norm, the e-mail application must reach ECSA at least 14 calendar days prior to the first date on which the CPD Developmental Activity commences. The ECSA registration time duration following e-mail application of CPD activities, are normally within two to three working days from submission up to when the activity is listed on the ECSA website. In the event of undue delay, the assigned AeSSA Council member shall follow up by e-mail or telephonically or both means.

The submission shall contain the following information of the CPD Developmental Activity:

- Subject Title [e.g. "Flight Test Symposium - AeSSA Approved for CPD"]
- Dates and venue of the Developmental Activity
- Attachments containing details of the Activities [e.g. FTSSA Symposium flyer]
- Motivation of the AeSSA CPD Evaluation Sub-committee declaring suitability and recommendation for registration of the developmental activity
- Identifying of the activity provider and co-hosts of the developmental activity
- Listing of lecture/symposium/conference subject matter presentation titles and presenters
- Registration Particulars of the specific CPD Developmental Activity
 - VA Validation Number [e.g. AeSSA07-0004-08]* (see note below)
 - Number of CPD Credits [e.g. 02 (equal to 20 notional hours)]
 - Validity Period [e.g. up to one calendar year following date of lecture/symposium/conference]
 - Type of Activity [e.g. Technical Conference symposium on]
 - Provider [e.g. FTSSA/SAAB (supported by AeSSA)]

*Note: The sequential VA Validation number is tracked by ECSA on the website and must be confirmed by requesting the follow-up number telephonically from the ECSA Registration office. The number is subsequently approved upon ECSA acceptance of registration of the CPD application submission per reply e-mail and finally when registered on the ECSA website.

9. Developmental Activities Register.

Approved activities as presented and or approved by AeSSA Council and applied for accreditation by ECSA Registration department are regularly updated on the ECSA website. The current approved and applied for activities as at 30 April 2009 have been extracted from the ECSA CPD website and the list of applications from ECSA Council.

Members applying for CPD credits on attending the activities listed in the table (shown separately) need to provide the necessary confirmation of their full and or partial attendance to listed courses and lectures.

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