POLICY

South African Council for Social Service Professions

Professional Board for Social Work

Policy on continuing professional development (CPD) for social workers and social auxiliary workers

Revised

2021

South African Council for Social Service Professions
Policy on continuing professional development (CPD) for social workers and social auxiliary workers (revised)

First published: *2010*
Revised: *2019 and 2021*
Principal: *Professional Board for Social Work*
Status: *Approved by Council (resolution 4/62/2021)*
Effective date of implementation: *1 November 2021*

Suggested citation:
South African Council for Social Service Professions. 2021. *Policy on continuing professional development (CPD) for social workers and social auxiliary workers (revised)*. Pretoria: SACSSP

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ABOUT THE SOUTH AFRICAN COUNCIL FOR SERVICE PROFESSIONS
The South African Council for Social Service Professions (SACSSP) is a statutory body established in terms of section 2 of the Social Service Professions Act 110 of 1978. The SACSSP has two professional boards under its auspices: i.e. the Professional Board for Social Work and the Professional Board for Child and Youth Care Work. The SACSSP, in conjunction with its two professional boards, guides and regulates the professions of social work and child youth care work in aspects pertaining to registration, education and training, professional conduct and ethical behaviour, ensuring continuing professional development, and fostering compliance with professional standards. It is protecting the integrity of the social service professions as well as the interest of the public at large. In order to safeguard the public and indirectly the professions, registration in terms of the Act with the SACSSP is a prerequisite for practising social work and child and youth care work. This includes social workers, social auxiliary workers, student social workers, student social auxiliary workers, child and youth acre workers, auxiliary child and youth care workers, student child and youth care workers, and student auxiliary child and youth care workers.

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ACRONYMS

CPD	Continuing Professional Development
ETD	Education, Training and Development
PBSW	Professional Board for Social Work
PoE	Portfolio of Evidence
SACSSP	South African Council for Social Service Professionals

DEFINITIONS

In this policy, unless the context indicates otherwise -

'*Act*' means the Social Service Professions Act 110 of 1978 and includes the Regulations and Rules;

'*activity*' means an individual or group CPD activity that creates opportunities for social service practitioners to gain knowledge, skills and professional attitudes in order to maintain high professional standards;

'assessment' means the structured process of measuring compliance with the requirements of the criteria relating to continuing professional development (CPD);

'a*ssessor*' means a subject matter expert who is competent in conducting the assessment process;

'asynchronous' learning means a student-centred teaching method where content is available online to access when it suits the participant and does not require real-time interaction;

'*attendance register*' means the record of attendees at any CPD activity, reflecting the names and South African Council for Social Service Professions registration numbers of those present and their signatures on start and completion of the activity;

'*continuing professional development (CPD)"* aims at maintaining registration through enhanced knowledge, skills and experience related to professional activities, following the completion of formal training in social work and social auxiliary work;

'CPD appeal panel' means a panel of social workers and social auxiliary workers appointed by the Professional Board for Social Work that assesses appeals received from applicants. The members of the panel will not be the same as that of the CPD Assessment panel;

'*CPD assessment panel*' means a panel of social workers and social auxiliary workers appointed by the Professional Board for Social Work that assesses CPD activities, training providers and portflios of evidence according to the criteria stated in the CPD Policy;

'*CPD points*' means the value attached to a learning activity for continuing professional development;

'*ETD committee*' means the Education, Training and Development Committee of the Professional Board for Social Work;

'*ETD division*' means the division within the administration of the South African Council for Social Service Professions (SACSSP) responsible for education, training and development matters pertaining to social service practitioners;

'face to face activity' means real time interaction between a group of people in the same venue;

'*group activity*' means a group activity that is an organised event, either face to face or via any electronic means, where at least three (3) people are grouped or assembled for the purposes of sharing information, building knowledge, developing skills and/or influencing attitudes on a subject of professional interest;

'hybrid' means an activity that involves a mix of synchronous and asynchronous activities, which could be only online or a blending of online and face to face activities;

'*individual activity*' means an individual activity that is completed on an individual basis, inclusive of online activities;

'learning management system' means a software application for the administration, documentation, tracking, reporting, automation and delivery of CPD training;

'*moderation*' means the process that ensures that assessments conducted by assessors meet the specified outcomes are fair, valid and reliable;

'*non-compliance*' means the deliberate and conscious action by a social worker and/or social auxiliary worker not to adhere to the requirements relating to participation in and recording of CPD activities;

'practitioner' means a social worker and/or social auxiliary worker registered with the SACSSP;

'*portfolio of evidence (PoE)*' means the collection of evidence from different categories of activities, packaged together in alignment with the CPD policy requirements;

'*professional board*'' means the Professional Board for Social Work established in terms of section 14AB of the Act;

'*quality assurance*' means the monitoring and evaluation of the various aspects of CPD activities to ensure that standards of quality are being met;

'registrants' refer to social service professionals as well as students, that are registered with the SACSSP as prescribed in the Social Service Professions Act 110 of 1978;

'synchronous' learning means learning that happens at the same time for the instructor and the learners in an online space, implying that there is real-time interaction between them online;

'*training provider*' means any person or body providing an approved CPD activity; and

'veteran' refers to social workers and social auxiliary workers who have retired and/or over the age of 65 years and are still practising either on an *ad hoc*, *parttime* or *ful-time* basis.

1. INTRODUCTION

1.1 In alignment with international practice, the Professional Board of Social Work (PBSW), under the auspices of the South African Council of Social Service Professions (SACSSP) established a system of continuing professional development (CPD) to enhance and ensure the quality of social work services. Through CPD, the knowledge, attitude and skills base of social work practice is enhanced.

1.2 In principle, the Professional Board for Social Work and the South African Council for Social Service Professions is committed to a CPD system that is transparent, flexible, cost-effective, user-friendly and accessible to all practitioners. Continuing professional development enables and encourages social workers and social auxiliary workers to share and train other social workers and social auxiliary workers on new knowledge and expertise. This policy should be read in conjunction with the Social Service Professions Act 110 of 1978.

1.3 The Professional Board for Social Work rewiewed the *Policy on continuing professional development policy (CPD) for social workers and social auxiliary workers* that was approved in 2019 based on practical feedback received from the sector. This culmuniated into this amended version of the said policy.

2. SUPERSEDING OF EXISTING POLICY

This policy supersedes the *Continuing Professional Development Policy* dated 1 April 2010 and authorises its withdrawal; and amends the *Policy on continuing professional development policy (CPD) for social workers and social auxiliary workers* (2019).

3. AIM OF THE POLICY

The aim of the policy is to ensure continuing professional development of a high quality.

4. SCOPE OF THE POLICY

The scope of the policy addresses the following:

(a) CPD legislative framework;

(b) roles and responsibilities in respect of CPD;

(c) criteria for CPD activities;

(d) CPD application requirements;

(e) CPD application process; and

(f) portfolios of evidence (PoE).

5. POLICY OBJECTIVES

This Policy strives to:

5.1 Ensure that social workers and social auxiliary workers retain and continuously develop their skills and scientific, professional attitude and knowledge by enabling them to:

(a) provide quality services that are relevant and appropriate, especially in the South African context;

(b) improve services rendered to individuals, families, groups, communities and organisations;

(c) facilitate reflective practice;

(d) keep abreast of current trends, research and developments in the profession;

(e) assert their professional view in multi-sectorial and multi-disciplinary contexts;

(f) function effectively as a member of the multi-disciplinary team;

(g) be motivated to continue with practising the profession;

(h) be supported by and network with other professionals;

(i) reduce occupational stress and other related ailments;

(j) create opportunities to develop own business in providing CPD activities; and

(k) conduct themselves ethically at all times.

5.2 Ensure that the quality of CPD activities is of a high and appropriate standard (*see paragraph 15*).

6. APPLICABILITY

6.1 All registered social workers and social auxiliary workers, including veteran social workers and social auxiliary workers, must comply with this policy.

6.2 A portfolio of evidence (PoE) must be submitted only at the request of the Professional Board for Social Work. PoEs will be selected on a random basis from the register of social workers and social auxiliary workers. *Also see paragraph 14.4*.

6.3 First time registrants

6.3.1 A social worker and/or social auxiliary worker who registers for the *first time* with the SACSSP must commence with the accumulation of CPD points in terms of this policy in the same year he or she registered.

6.3.2 Non-practising registered social workers and social auxiliary workers

A social worker and/or social auxiliary worker who is not practicing social work or social auxiliary work, but is registered with the SACSSP, must commence with the accumulation of CPD points in the year that he or she starts to practice again.

6.3.3 Registered social workers and social auxiliary workers practising outside the Republic of South Africa (RSA)

A social worker and/or social auxiliary worker registered with the SACSSP who are practising abroad are required to comply with the requirements of this policy.

6.3.4 Restoration to the Register

A social worker and/or social auxiliary worker whose name has been removed from the Register kept in terms of section 19 and who applies for restoration in terms of section 20 of the Act must commence with the accumulation of CPD points in the year that he or she re-entered the profession and his or her name was restored in the said Register.

7. POLICY STATEMENT

The Professional Board for Social Work maintains professional standards that promote excellence in practice through a compulsory system in which all social workers and social auxiliary workers registered with the South African Council for Social Service Professions (SACSSP) should comply.

8. POLICY PRINCIPLES

The following principles apply in the implementation of this policy:

(a) *Accountability*: The policy complies with the requirements of all applicable legislation and policies.

(b) *Administrative justice*: Quality assurance processes are executed in an administrative just manner; which require openness, timeous notice, reporting and opportunity to respond or appeal.

(c) *Appropriateness*: The policy is responsive to social, economic, cultural and political conditions within the framework of the social work profession;.

(d) *Collaboration*: There is recognition that quality assurance takes place in collaboration with other role players.

(e) *Democracy and participation*: The value of democracy and participation recognises both rights and responsibilities of training providers, social workers and social auxiliary workers.

(f) *Developmental approach*: Continuing professional development processes embrace the developmental approach for training providers, social workers and social auxiliary workers.

(g) *Efficiency and effectiveness*: Training provision should be achieved with efficiency and cost- effectiveness.

(h) *Equality*: Training providers, social workers and social auxiliary workers are treated equally and without preference.

(i) *Fairness*: Continuing professional development processes are implemented in line with this policy.

(j) *Partnership*: This policy values partnership in the professional development of social service professionals.

(k) *Transparency*: Access to information, and openness regarding administrative and management procedures.

9. LIST OF APPLICABLE LEGISLATION AND POLICIES

The CPD policy is developed from the following legislation:

(a) Social Service Professions Act 110 of 1978;

(b) National Qualifications Framework Act 67 of 2008;

(c) Promotion of Access to Information Act 2 of 2000;

(d) Promotion of Administrative Justice Act 3 of 2000;

(e) Skills Development Act 97 of 1998;

(f) Skills Levies Act 9 of 1999; and

(g) Policy for Social Service Practitioners (2017)

10. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

10.1 All registered social workers (excluding students) are required to obtain a *minimum* of twenty (20) CPD points annually, or fourty (40) points over two (2) year cycle.

10.2 All registered social auxiliary workers (excluding students) are required to obtain a *minimum* of ten(10) CPD points annually or twenty (20) points over a two (2) year cycle.

10.3 A maximum of ten (10) accumulated points may be forwarded to the next year for a maximum period of one (1) year.

10.4 Practicing veteran social workers older than 65 are required to obtain a *minimum* of ten (10) CPD points annually, or thirty (30) points over a period of two (2) year cycle.

10.5 CPD points should be accumulated from a combination of activities and cannot be obtained from one single CPD category. This is to encourage professionals to participate in a variety of activities, to ensure different levels of learning, participation and exposure.

11. RESPONSIBILITIES OF ROLE-PLAYERS RESPONSIBILITIES

11.1 South African Council for Social Service Professions

The SACSSP accepts responsibility for:

(a) providing the necessary resources for the implementation of the CPD policy;

(b) establishing basic infrastructure to ensure an efficient continuing professional development system; and

(c) all administrative processes related to the continuing professional development system and assessment process.

11.2 Professional Board for Social Work

The Professional Board for Social Work accepts responsibility for:

(a) participating in and attending all CPD assessment panel meetings;

(b) engaging the sector on all matters relating to the CPD process;

(c) implementing and reviewing the CPD policy through the Professional Board's ETD Committee;

(d) determining the criteria for the approval of CPD points;

(e) appointing and supporting the CPD Assessment Panel;

(f) promotion of continuing professional development (CPD);

(g) assessment of CPD activities;

(h) monitoring and evaluating of the continuing professional development system;

(i) quality assurance of CPD activities;

(j) establishing and maintaining an internal database of approved CPD activities and training providers;

(k) promoting approved CPD activities and training providers on the SACSSP's website;

(l) appointing the *Portfolio of Evidence* review and moderation panels; and

(m) reviewing and publishing the CPD application fees annually on the SACSSP's website.

11.3 Assessment panel for CPD activities

11.3.1 *Group activities*

(a) A *CPD Assessment Panel* is constituted of a maximum of five (5) and a minimum of three (3) representatives of the profession, at least one of whom shall be a member of the Professional Board for Social Work. The composition of the panel shall reflect diversity.

(b) The *CPD Assessment Panel* will meet regularly on six-weekly basis to assess applications.

(c) A pool of panel members will be recruited by a transparent and open invitation process, selected by the ETD committee and approved by the Professional Board for Social Work. Panel members must be trained in the application of the CPD policy.

(d) Members of the *CPD Assessment Panel* will assess each application and allocate a points as per the criteria of the CPD assessment tool.

11.3.2 *Individual activities*

(a) A pool of subject matter experts will be recruited by a transparent and open invitation process, selected by the ETD committee and approved by the Professional Board for Social Work. Subject matter experts must be trained in the application of the CPD policy.

(b) Individual PoEs will be assessed and moderated by the approved subject matter experts as per the criteria of the CPD assessment tool.

(c) Points will be allocated to activities as per the criteria of the CPD assessment tool.

11.4 Training providers

11.4.1 The providers of CPD activities are responsible for:

(a) submitting their service provider/company profile with their first application and after that only on request;

(b) the quality and appropriate level of the CPD activity;

(c) completion of the CPD activity;

(d) providing certificates to all participants, reflecting the approval number, the number of CPD points, date of the activity, name and registration number of the participants (see Annexure B for an example to guide CPD providers);

(e) ensuring that attendance is monitored and registers are kept for three (3) years following the CPD activity. The original register may be requested for validation or a compliance check;

(f) evaluating the CPD activity.

11.4.2 Should there be any changes to the content, duration or facilitators/presenters of an activity approved for continuing professional development (CPD) before the expiry date, the SACSSP must be informed and a new application has to be submitted to assessment

12. CATEGORIES OF CPD ACTIVITIES AND POINT ALLOCATIONS

There are two categories of CPD activities – group and individual activities. Social workers and social auxiliary workers are required to keep a *Portfolio of Evidence* (PoE) for all approved group and individual activities attended.

12.1 Group activities

12.1.1 A group activity is an organised event with at least three (3) practitioners where synchronous learning takes place.The aim is to share information, building knowledge, developing skills and/or influencing attitudes on a subject of professional interest.It can be offered either face to face or on a vitual platform, such as *Zoom* and *Microsoft Teams*.

12.1.2 Group activities include conferences, workshops, seminars, short learning programmes, group discussions and information sessions. These activities require approval from the *CPD Assessment Panel* prior to the commencement of the activity.

12.2.3 *Types of group activities:*

(a) A *conference/congress/symposium/seminar* is a gathering of people who meet in a local, regional, provincial, national or international context to discuss a relevant/particular topic. A conference may be face to face, online synchronous or asynchronous, or hybrid. Minimum duration of two (2) hours up to a mximum duration of of five (5) days.

(b) A *workshop* refers to a gathering at which a group of people engage in intensive discussions and activities on a particular subject with the purpose of analysing existing knowledge, expanding the knowledge base through new ideas, sharpening of skills and building of competencies. The intention is to address policy, practice and educational challenges. Non-credit bearing short courses of no more than five (5) days on a particular topic is also considered as a workshop. The minimum duration of four (4) hours up to a mximum duration of 5 days.

(c) A *group discussion* is a gathering of a minimum of three (3) and a maximum of 25 people. It must be structured and focus on a relevant topic, which may include policies, legislation, book reviews, journal articles, case studies and sharing of best practice models. Minimum duration of one (1) hour up to a maximum duration of four (4) hours. NOTE: This is the only category where an application can include more than one date and topic. However, the group discussions must be for the same group of persons, be of the same duration and the programme structured in the same way.

(d) An *information session* is a gathering of three (3) or more people where information on a particular topic is presented. The communication tends to be one-way but may allow for questions. Minimum duration of one (1) hour up to a maximum duration of three (3) hours.

(e) *Group and online activities* facilitated by professionals registered with other professional bodies may also be submitted for approval and allocation of CPD points from the (SACSSP) . The activity will be assessed and CPD points will be allocated according to the criteria set out in this Policy.

12.2 Individual activities

12.2.1 Individual activities refer to those activities completed on an individual basis, inclusive of online activities. The individual must motivate the relevance of the activity for continuing professional development (CPD) in a written format. The *CPD Assessment Panel* reserves the right not to allocate points.

12.2.2 *Types of individual activities*:

(a) *Self-study of scientific articles and books*: require reflection on the contents either through a questionnaire in the particular journal (if available) or the SACSSP's guideline (FORM E.2.4).

(b) *Formal learning programme*: includes a whole qualification on any relevant topic related to the working environment with proof of registration, progress and successful completion of a *full* qualification. For studies towards a Master's degree qualification CPD points will be allocated for a maximum of three (3) years and towards a Doctoral programme for five (5) years. For a post-graduate diploma CPD points will be allocated for a maximum of two (2) years. Additional points will be allocated on the successful completion of a qualification.

(c) *External examination*: assessing postgraduate studies.

(d) *Learning material/manual*: development of learning material/manuals for training purposes and review of existing learning material/manuals, providing written information on the process followed, research done and the final product.

(e) *Short learning programmes*: all short programmes, whether credits are awarded or not inclusive of skills programmes.

(f) *Paper presentations*: include a written paper presented in a plenary or breakaway session, guest lecturer at a higher education institution, introductory presentation in a panel session, poster presentation, web-based presentation or video production.

(g) Preparation, presentation and facilitation of individual and group activities

(h) *Research*: refers to an investigation by one or more persons into a particular field or area of practice to obtain facts that will inform practice and improve service delivery, which culminated in best practice models and/or publications.

(i) *Authorship*: entails publications in books, in scientific or practice journals, authored as a sole author, a co-author, editor or contributor (including training manuals and protocols).

(j) *Peer reviews*: involve commenting on the professional activities and work of colleagues upon formal request, including monographs, manuscripts and book reviews.

(k) *Position paper/legislative and policy analysis*: responding in writing to policies and legislative issues reflecting a critical analysis in order to influence or shape policies and legislation.

(l) *Membership*: includes evidence of being a registered and active member of any international, national, regional or local organisation which protects and promotes the professional interests of the profession and professionals.

(m) *Individual online activities*: the activity takes place on a learning management or other online system where participants engage with the content at their own pace. The content must contain video recordings of lectures/presentations, video clips or any other visual material relevant to the topic. Different facilitators can be utilised and additional reading material can be included. The facilitator may set a time frame for completing the activity. The individual online activity should make provision for the following:

  (i) participants to receive login details and a pass word to access the platform,

  (ii) tracking the online participation,

  (iii) to return to any portion of the online activity at any given time.

  (iv) completion of the online activity should include completion of all modules and tasks of that activity.

  (v) generating a certificate with the name and surname of the participant, topic of the activity, date of completion, CPD approval number and CPD points allocated once the facilitator is satisfied that the participant has gained the necessary knowledge/skills.

(n) *Individual activities facilitated by professionals registered with other professional bodies* may also be submitted for approval and allocation of CPD points from the SACSSP. The

activity will be assessed and CPD points will be allocated according to the criteria set out n this Policy.

13. ASSESSMENT AND POINT ALLOCATION OF CPD ACTIVITIES

13.1 Approval of CPD activities

13.1.1 *CPD group activities* are approved after being assessed by the CPD Assessment Panel and points awarded according to the set criteria of this policy.

13.1.2 *CPD points for individual activities* are awarded according to the set criteria in this policy after the PoE was requested, submitted and assessed by the CPD Assessment Panel.

13.1.3 Individual online *CPD activities* may be submitted by providers for approval after being assessed by the CPD Assessment Panel and points awarded according to the set criteria in this policy.

13.1.4 Social workers and social auxiliary workers are required to keep a *Portfolio of Evidence* (PoE) for all CPD activities attended.

13.2 Outcomes of assessment of CPD activities

The CPD Assessment Panel, after assessing an application decides on the outcome which may be one of the following:

(a) *Assessment suspended*: when the application is incomplete and more information is required;

(b) *not approved*: when the application does not meet the requirements for a CPD group activity as defined in this policy; or

(c) *approved*: when the application meets the requirements for a CPD group activity, as defined in this policy.

13.3 Points allocation for CPD activities

13.3.1 *Group activities*

When a CPD group activity is approved, CPD points are awarded in accordance with the following criteria (also see *FORM E.2.2: CPD: Assessment of CPD actitivty* (Annexure A) and also available at www.sacssp.co.za):

(a) the depth of learning

(b) presenter credibility;

(c) learner assessment;

(d) participation method;

(e) appropriateness of content to professional development

(f) ethics; and

(g) skills development.

13.3.2 *Point calculation*

13.3.2.1 The CPD points per day are calculated from the total of the allocated scores based on the criteria as indicated in paragraph 13.3.1 (and FORM E.2.2) ÷ 2.6 (weight) which allows for a maximum of eight (8) CPD points per CPD activity per day.

13.3.2.2 *Calculation of multiple day activities*: total number of points per day as per the formula indicated in paragraph 13.3.2.1 x the number of days of the CPD activity (e.g. 8 CPD points per day x 5 days = 40 CPD points)

13.3.2.3 *Calculation for activities less than 6 hours*: total number of points per day as per the formula indicated in paragraph 13.3.2.1 ÷ 6 x the total number of hours of the CPD activity (e.g. 8 points ÷ 6 x 4 hours = 5.3 (that will be rounded off to 5.5)

13.3.2.4 *Point allocation for presenters:* presenters of CPD group activities will accumulate 50% of the CPD points allocated to the CPD activity (e.g. if 8 CPD points are allocated to a CPD activity, the presenter will accumulate 4 CPD points for that CPD activity).

13.3.3 Individual activities

Individual CPD activities are assessed and if approved by the CPD Assessment Panel points are allocated according to the set cirtieria of this policy.

CPD points are allocated to individual activities according to Table 1 below. Proof of attendance, the programme and framework of the content and a written motivation of how the activity contributed to the practitioner's continuing professional development (CPD) must be included in the PoE.

TABLE 1: Self-directed individual activities

Activity types	Sub-Category 1		Sub-Category 2		Sub-Category 3	
Self-study	**2**	*Reading practice-based articles or newsletters*	**3**	*Reading scientific articles*	**4**	*Reading scientific books or volumes*
Learning programme participation	**3**	*Formal short learning programme up to six months*	**5**	*Formal certificate or diploma up to one year*	**7**	*Formal post graduate study*

TABLE 2: Field-directed individual activities

Activity types	Sub-Category 1		Sub-Category 2		Sub-Category 3	
Membership	**2**	*Membership of a professional society/ association*	**3**	Membership of alocal professional body	**5**	*Membership of international professional body*
External examination	**3**	*Undergraduate per 50 papers*	**4**	Master's dissertation	**6**	*Doctoral thesis*
Learning materials/ manuals	**3**	*Review of learning material/ manual (1 to 2 day training)*	**4**	Development of training material/ manual (1 to 2 day training)	**5**	*Development of training material/ manual (3 to 5 day training)*
			4	Review of learning material/manual (3 to 5 day training		
Peer review	**5**	*Project proposals*	**6**	Manuscripts: articles and monographs	**7**	*Book manuscript review*
Paper presentation	**7**	*A presentation of at least 10 to 20 minutes to a group of professtionals, may or may not include question time.*	**8**	A 20 - 45 minute paper presentation at conference break away session, may of may not include question time.	**9**	*Plenary paper presentation at a workshop or a conference*
	7	*Any paper presentation of at least 10 to 20 minutes at a seminar, panel or colloquium*				
Authorship of	**9**	*Self-authored*	**11**	Self or co-authored	**13**	*Self or co-authored*

Activity types	Sub-Category 1		Sub-Category 2		Sub-Category 3	
article or textbook		*article published in an acknowledged non- scientific journal or magazine*		article published in a scientific (accredited or aknowledged) journal or peer reviewed manual		*scientific published book*
Formal research project or policy analysis (with evidence of completion)	**11**	*Development of policy (organisational /district/region)*	**15**	Development of provincial policy document	**20**	*National Policy document or formal research project*
	11	*Policy analysis*				
Attendance of group activities and fully online activities which were not approved for CPD points		*Include the programme, proof of attendance and a written motivation of the value for CPD*		If approved as a CPD activity by the CPD Assessment panel, ponts will be allocated according the criteria in this policy		

14. CPD APPLICATION AND ASSESSMENT PROCESS

14.1 Application

14.1.1 Prospective CPD providers must submit applications in the prescribed format (FORM E.2.1) at least six (6) weeks before the planned group activity. The application *will not be considered* for assessment, if received after the activity has taken place. The annual scheduled dates of *CPD Assessment Panel's* meetings will be published on the SACSSP's website.

14.1.2 All applications must include the following:

(a) an *application form* (FORM E.2.1) **per CPD activity** e.g. information session or workshop;

(b) the *name of the applicant* and his or her signature must appear on the application form;

(c) *CPD application checklist* to assist the applicant in ensuring that all the relevant documents are submitted (*complete on* FORM E.2.1*, section F, page 4*);

(d) *a programme* clearly indicating the duration of the activity, time allowed for tea and lunch breaks, separate times for pesentations, discussion and skills development activities. It is recommended that the program of all CPD activities include a dedicated time slot to discuss the *Code of ethics for social work* and/or ethical considerations related to the topic;

(e) *framework of the programme*, containing a brief overview of the content of presentations and activities as well as a reference list;

(f) an *attendance register* (blank copy), with provision for the SACSSP registration number of attendees;

(g) a *evaluation form* (blank copy);

(h) *short CV* (curriculum vitae) of all presenters, reflecting training and experience relevant to the topic presented; and

(i) *proof of payment* of the assessment fee as published in the regulations regarding fees payable to SACSSP.

14.2 Assessment and approval

14.2.1 Receipt of the application will be acknowledged by email within five (5) working days after receipt.

14.2.2 The completeness of each application is verified by the ETD division.

14.2.3 The application will be assessed within six (6) weeks of receipt according to the prescribed criteria (*see Annexure A*) .

14.2.4 Approved CPD activities will be captured on the *Database of CPD activities*.

14.2.5 The outcome of the assessment will be communicated to the applicant in writing or electronically within two (2) weeks of the approval in the form of FORM E.2.2A or FORM E.2.2B, as applicable.

14.2.6 The reasons for an assessment being suspended or an application not being approved will be communicated to the applicant in writing or electronically within two (2) weeks of the *CPD Assessment Panel* meeting in the form of FORM E.2.2B.

14.2.7 A CPD activity will be approved for a period of maximum one (1) year from the date of approval in the form of FORM E.2.2A.

14.3 The CPD appeal process

14.3.1 Appeals should be submitted in writing to the ETD division on the CPD appeal form (FORM E.2.5: Appeal by CPD provider).

14.3.2 Appeals must reach the SACSSP's ETD division within 21 calendar days of the applicant receiving their CPD activity assessment results.

14.3.3 Acknowledgement of the receipt of the appeal will be through sms or email within five (5) working days after receipt.

14.3.4 Appeals will be reviewed within 40 working days after an appeal by CPD provider has been received;

14.3.5 The appeal will be reviewed by an *independent* CPD Appeals Panel.

14.3.6 Written feedback will be provided to the appellant within five (5) working days after the sitting of the CPD Appeals Panel.

14.3.7 The decision of the CPD Appeals Panel is final.

14.3.8 The Professional Board for Social Work will be notified during its ordinary meetings of the outcome of all CPD appeals.

14.4 Portfolio of evidence (PoE) assessment and moderation process

14.4.1 A random sample will be drawn from the social work and social auxiliary work databases (Registers kept in terms of section 19 of the Social Service Professions Act 110 of 1978).

14.4.2 The selected practitioners will be requested in writing to submit their PoEs (FORM E.2.3 available on the SACSSP's website) within two (2) months.

14.4.3 The PoEs will be assessed by CPD Assessment Panel within three (3) months.

14.4.4 PoEs will be moderated by members of the CPD Assessmennt Panel not involved in the assessment process of a PoE within one (1) month after the PoE that was assessed is received by a moderating members.

14.4.5 The PoEs will be returned to practitioners with a written report detailing the outcome of the process, within two (2) months.

14.4.6 Non-compliance with regards to the submission and completeness of PoEs will be dealt with as stated in paragraph 16 of this Policy.

15. CONTINUING PROFESSIONAL DEVELOPMENT STANDARDS

15.1 This *Policy* should be read in conjunction with the *Norms and Standards relating to the Continuing Professional Development of social auxiliary workers, learner social auxiliary workers* document.

16. COMPLIANCE

16.1 This *Policy* gives effect to the SACSSP's as well as the Professional Board for Social Work's statutory obligations in terms of sections 3(h) and (m)(ii) as well as 14B(c)(ii) of the Social Service Professions Act 110 of 1978 to ensure that the standards of professional conduct for social workers and social auxiliary workers are maintained through the implementation of continuing professional development (CPD). As such all registered social workers and social auxiliary workers are obliged to comply to the provisions of this *Policy.*

16.2 Non-compliance includes the following actions by a practitioner:

(a) omitting to submit a PoEs as contemplated in paragraph 14.4.2;

(b) neglecting to keep a PoE and as such not being able to submit a PoE as contemplated in paragraph 14.4.2;

(c) late submission of a PoE as contemplated in paragraph 14.4.2 without obtaining prior written permission from the SACSSP for such late submission; and

(d) incomplete PoE that does not meet the requirements as set out in this Policy.

16.3 Non-compliance in adhering to the requirements relating to participation in and recording of CPD activities will be dealt with as follows:

16.3.1 Non-compliance in terms of paragraphs 16.2(a) and (b), subject to the provisions in paragraph 16.4, will be dealt with in terms to sections 21 and 22 of the Social Service Professions Act 110 of 1978.

16.3.2 Non-compliance in terms of paragraphs 16.2(c) and (d) will be dealt with by the CPD Assessment Panel, and may include any of the following:

(a) imposing of a penalty of no more than equal the amount of the annual fee payable by the registrant for the late submission of a PoE, provided that a PoE is submitted no later no later than six (6) weeks after the deadline contemplated in paragraph 14.4.2. This does not apply where written permission was obtained for the late submission of a PoE, provided that the postponed date of submission is adhered to. If not, the sanction as indicated in this paragraph will apply;

(b) referring an incomplete PoE back to the practitioner with a direction that it should be fully and correctly completed PoE needs to be submitted within six (6) weeks; and

(c) should a practitioner not adhere to the provisions of paragraphs (a) and (b) above, the CPD Assessment Panel may refer to the matter to be dealt with accordance with paragraphs 16.2 and 16.3 of this Policy.

16.4 In the case where a practitioner does not comply with the provisions with regards to the submission of a PoE as indicated in paragraph 14 of this *Policy* the following actions will be taken:

(a) A letter will be sent to the practitioner under the signature of the Registrar or designate indicating that he or she does not comply with the requirements for CPD as set out in this Policy, with a request that he or she provides a reason(s) for such non-compliance in writing within two (2) weeks.

(b) The Professional Conduct Division will review the response received from the practitioner and should the explanation be acceptable to the Panel, the practitioner will be given a further six months to comply with the provisions with regards to the submission of a PoE as set out in this Policy. The date for the submission of this PoE will be indicated for a period of six(6) months from the date of the decision, plus two (2) weeks.

(c) The Professional Conduct Division will institute such procedures and sanctions as needed in terms of sections 21 and 22 of the Social Service Professions Act 110 of 1978 in the case where:

(i) The practitioner does not adhere to the request as indicated in paragraph (a) above;

(ii) the reason(s) indicated in the response contemplated in paragraph (a) above is not acceptable; and/or

(iii) where the practitioner who has been provided with additional six (6) months to comply as contemplated in paragraph (b) above, does not comply with the provisions with regards to the submission of a PoE.

(d) No sanction or penalty will be recorded against the name of a practitioner that adheres to the provisions indicated in paragraph (b).

17. MONITORING AND QUALITY CONTROL

Monitoring and quality control will be conducted in compliance with the prescripts of the Social Service Professions Act 110 of 1978 as well as this *Policy* .

18. RISK MANAGEMENT

Risk management will be conducted as per the SACSSP's risk management policies.

19. COMMENCEMENT

The provisions of this amended *Policy* shall commence upon approval through a resolution of the South African Council for Social Service Professions (SACSSP) and on the date as indicated.

BIBLIOGRAPHY

Regulations regarding the conducting of inquiries into alleged unprofessional conduct (Government Notice No. R. 917 published in *Government Gazette* No 25109 of 27 June 2003)

Regulations regarding the registration of social auxiliary workers and the holding of disciplinary inquiries (Government Notice No. R. 103 published in *Government Gazette* No. 34020 of 18 February 2011)

Regulations regarding the registration of social workers (Government Notice No. R. 101 published in *Government Gazette* No. 34020 of 18 February 2011)

Regulations relating to the fees payable by social workers, child and youth care workers, social auxiliary workers, auxiliary child and youth care workers, student social workers and student child and youth care workers (Government Notice No 221 published in *Government Gazette* No 42240 of 22 February 2019)

Social Service Professions Act 110 of 1978 (Published in *Government Gazette*, (6102) Pretoria: Government Printer).

South African Pharmacy Council. 2016. *Continuing professional development (CPD) for persons registered with the South African Pharmacy Council: Guidance document*. Pretoria: SAPC.

FORMS

The following forms accompany this policy and is available from Council or www.sacssp.co.za

FORM E.2.1: CPD: Application: CPD Training provider/ programme

FORM E.2.2: CPD: Assessment of CPD actitivty

FORM E.2.2A: CPD: Approval Certificate: CPD activity approved and recognised

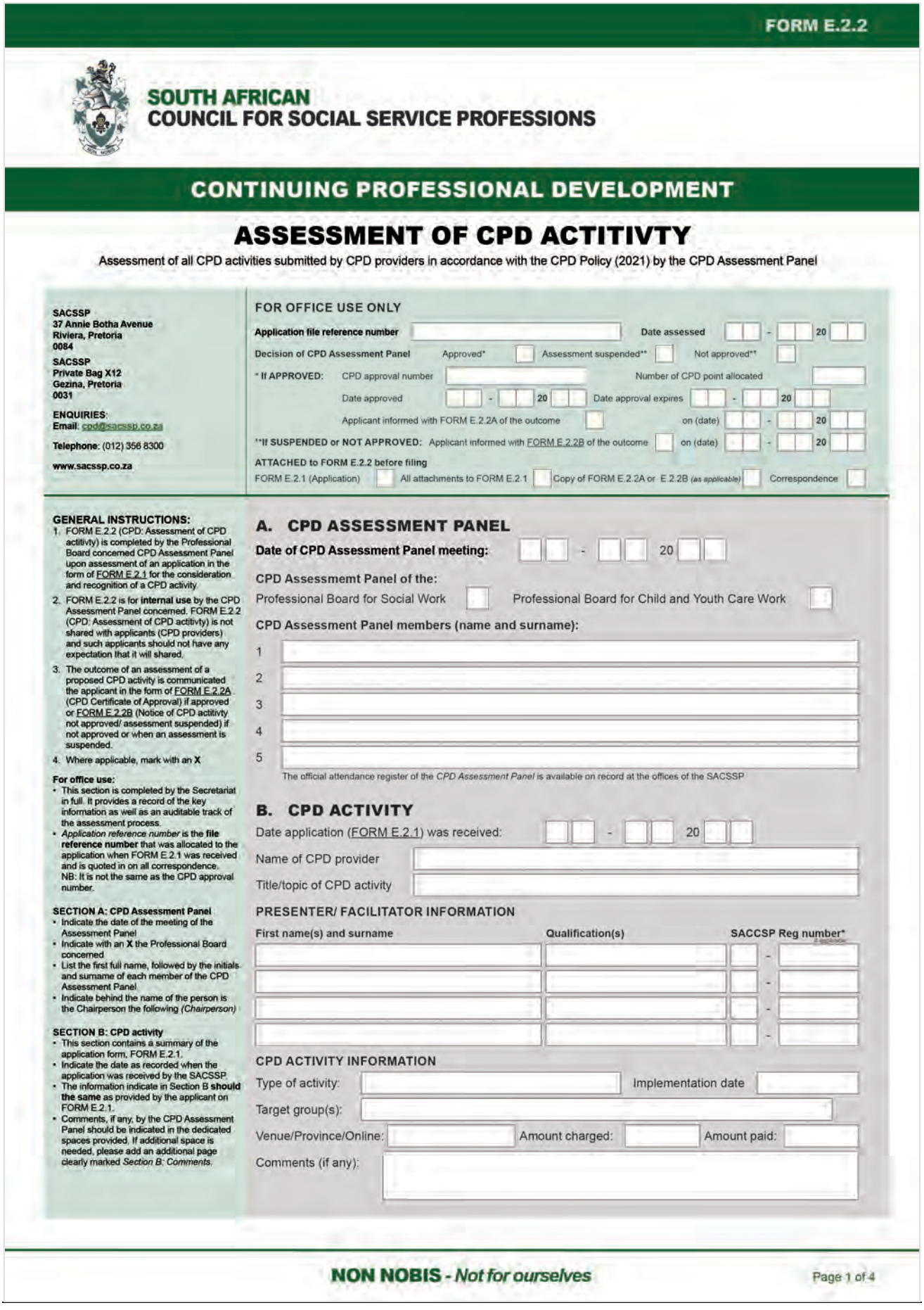
FORM E.2.2B: CPD: Notice of CPD actitivty not approved/ assessment suspended

FORM E.2.3: CPD: Portfolio of evidence

FORM E.2.4: CPD: Self-study report

FORM E.2.5: CPD: Appeal by CPD provider

ANNEXURE A: FORM E.2.2 indicating the calculation of CPD points for CPD group activities



FORM E.2.2

SOUTH AFRICAN
COUNCIL FOR SOCIAL SERVICE PROFESSIONS

CONTINUING PROFESSIONAL DEVELOPMENT

ASSESSMENT OF CPD ACTITIVTY

Assessment of all CPD activities submitted by CPD providers in accordance with the CPD Policy (2021) by the CPD Assessment Panel

SACSSP
37 Annie Botha Avenue
Riviera, Pretoria
0084

SACSSP
Private Bag X12
Gezina, Pretoria
0031

ENQUIRIES:
Email: cpd@sacssp.co.za

Telephone: (012) 356 8300

www.sacssp.co.za

FOR OFFICE USE ONLY

Application file reference number | Date assessed __ __ - __ __ 20 __ __

Decision of CPD Assessment Panel: Approved* ☐ Assessment suspended** ☐ Not approved** ☐

* If APPROVED: CPD approval number | Number of CPD point allocated

Date approved __ __ - __ __ 20 __ __ | Date approval expires __ __ - __ __ 20 __ __

Applicant informed with FORM E.2.2A of the outcome ☐ on (date) __ __ - __ __ 20 __ __

**If SUSPENDED or NOT APPROVED: Applicant informed with FORM E.2.2B of the outcome ☐ on (date) __ __ - __ __ 20 __ __

ATTACHED to FORM E.2.2 before filing

FORM E.2.1 (Application) ☐ All attachments to FORM E.2.1 ☐ Copy of FORM E.2.2A or E.2.2B (as applicable) ☐ Correspondence ☐

GENERAL INSTRUCTIONS:

1. FORM E.2.2 (CPD: Assessment of CPD activity) is completed by the Professional Board concerned CPD Assessment Panel upon assessment of an application in the form of FORM E.2.1 for the consideration and recognition of a CPD activity.
2. FORM E.2.2 is for **internal use** by the CPD Assessment Panel concerned. FORM E.2.2 (CPD: Assessment of CPD activity) is not shared with applicants (CPD providers) and such applicants should not have any expectation that it will shared.
3. The outcome of an assessment of a proposed CPD activity is communicated the applicant in the form of FORM E.2.2A (CPD Certificate of Approval) if approved or FORM E.2.2B (Notice of CPD activity not approved/ assessment suspended) if not approved or when an assessment is suspended.
4. Where applicable, mark with an **X**

For office use:

- This section is completed by the Secretariat in full. It provides a record of the key information as well as an auditable track of the assessment process.
- *Application reference number* is the **file reference number** that was allocated to the application when FORM E.2.1 was received and is quoted in on all correspondence. NB: It is not the same as the CPD approval number.

SECTION A: CPD Assessment Panel

- Indicate the date of the meeting of the Assessment Panel
- Indicate with an **X** the Professional Board concerned
- List the first full name, followed by the initials and surname of each member of the CPD Assessment Panel.
- Indicate behind the name of the person is the Chairperson the following *(Chairperson)*

SECTION B: CPD activity

- This section contains a summary of the application form, FORM E.2.1.
- Indicate the date as recorded when the application was received by the SACSSP.
- The information indicate in Section B **should the same** as provided by the applicant on FORM E.2.1.
- Comments, if any, by the CPD Assessment Panel should be indicated in the dedicated spaces provided. If additional space is needed, please add an additional page clearly marked *Section B: Comments*.

A. CPD ASSESSMENT PANEL

Date of CPD Assessment Panel meeting: __ __ - __ __ 20 __ __

CPD Assessmemt Panel of the:

Professional Board for Social Work ☐ Professional Board for Child and Youth Care Work ☐

CPD Assessment Panel members (name and surname):

1
2
3
4
5

The official attendance register of the *CPD Assessment Panel* is available on record at the offices of the SACSSP

B. CPD ACTIVITY

Date application (FORM E.2.1) was received: __ __ - __ __ 20 __ __

Name of CPD provider

Title/topic of CPD activity

PRESENTER/ FACILITATOR INFORMATION

First name(s) and surname	Qualification(s)	SACCSP Reg number*

CPD ACTIVITY INFORMATION

Type of activity: | Implementation date

Target group(s):

Venue/Province/Online: | Amount charged: | Amount paid:

Comments (if any):

NON NOBIS - *Not for ourselves*

Page 1 of 4

South African Council for Social Service Professions **FORM E.2.2**

Assessment of CPD activity

INSTRUCTIONS:
SECTION C: Assessment
- Must be completed for all CPD applications
- Reference to *social work* in FORM E.2.2 include *social auxiliary work* as applicable, unless otherwise indicated.
- Indicate the score based on the rating scale in the white space.
- If a minimim of 1 point is not achieved in sub-sections C.1 to C.5 the CPD activity will not be approved.
- A score of "0" (zero) may be indicated where the basic criteria per level description is not met in C.1 to C.5. In such a case the comments must be provided.
- If additional space is needed for comments, please add an additional page clearly marked, for example *Section C.1: Comments*.

C. ASSESSMENT

PLEASE NOTE: A minimum of 1 point must be achieved in subsections C.1 to C.5 for CPD activity to be approved

C.1: LEVEL OF THE CONTENT

Level description	Rating	Score
Basic information *(on the same level as under-graduate/basic qualification; refresher)*	1	
Intermediate information *(above basic information, with a specific focus on application in practice and improved performance & quality)*	2	
Advanced information ***(information at least equal to a Masters' level, well researched and theory based presented by a specialist in the field)***	3	

Comments

C.2: PRESENTER(S) CREDIBILITY (based on CV)

Level description	Rating	Score
Professional with **knowledge** and experience in the field/topic	1	
Clear evidence of **expertise** in the field/topic *(evidence of specific training in the field/topic or a post graduate qualification and practical experience over a period of 5+ years)*	2	
Demonstrated **expertise** in the field/topic presented ***(evidence of specialised training in the field/topic, conducted research, published articles, lectured at local and international platforms and practical applications over a period of 8+ years)***	3	

Comments

C.3: ASSESSMENT OF LEARNING

Level description	Rating	Score
Basic evaluation form *(without reflection on the content of the training)*	1	
Evaluation form with specific reflection on learning *(includes open-ended questions, which will assist to determine the value of the training for CPD)*	2	
Assessment of increased knowledge and skills through practical application/ assessment/ assignments	3	

Comments

C.4: PARTICIPATION METHOD

Level description	Rating	Score
Passive listening	1	
Listening with limited participation and/or practical engagement *(<20% of time, including questions & answers)*	2	
Listening with participation and/or practical engagement *(> 20% of time **including role plays, case discussions, case studies or assignments***	3	

Comments

NON NOBIS - *Not for ourselves* Page 2 of 4

INSTRUCTIONS:

SECTION C: Assessment

- Must be completed for all CPD applications.
- Reference to *social work* in FORM E.2.2 include *social auxiliary work* as applicable, unless otherwise indicated.
- Indicate the score based on the rating scale in the white space.
- If a minimim of 1 point is not achieved in sub-sections C.1 to C.5 the CPD activity will not be approved.
- A score of "0" (zero) may be indicated where the basic criteria per level description is not met in C.1 to C.5. In such a case the comments must be provided.
- If additional space is needed for comments, please add an additional page clearly marked, for example *Section C.6: Comments*.

C. ASSESSMENT *(continue)*

C.5: RELEVANCE OF THE ACTIVITY FOR PROFESSIONAL DEVELOPMENT OF THE TARGET GROUP

Level description	Rating	Score
Low *(programme refreshes basic knowledge and skills)*	1	
Medium *(programme addresses further knowledge and/or skills relevant to the profession)*	2	
High *(programme addresses current challenges and priorities in the South African context)*	3	

Comments

C.6: ETHICS (ethical considerations related to the topic and relevant to the profession)

Level description	Rating	Score
None or unclear	0	
Limited *(<10% of time)*	1	
Specific presentation and discussion related to the topic *(>10% of time)*	2	
Entire programme contents focus on ethics	3	

Comments

C.7: SKILLS DEVELOPMENT (practical application)

Level description	Rating	Score
None or unclear	0	
Basic social work skills development *(refresher))*	1	
Specific presentation and discussion related to the topic *(more in depth or expansion of basic skills)*	2	
New or specialised social work skills development *(skills linked to specialised approach/model/speciality in social work)*	3	

Comments

GENERAL COMMENTS AND OBSERVATIONS on SECTION C

South African Council for Social Service Professions — **FORM E.2.2**

Assessment of CPD activity

INSTRUCTIONS:

SECTION D: Score calculation
- This section must be completed for record purposes
- The score achieve in C.1 to C.7 are transferred to D.1 Summary of scores
- These are added up to determine the TOTAL score, which is used to calculate the CPD points for the CPD activity in D.2
- Under D.2 only one of the sections, either D.2.1 or D.2.2 or D.2.3, is completed, depending on nature of the CPD activity, as to calculate the number of CPD points for the specific CPD activity

D. SCORE CALCULATION

D.1 Summary for scores

1. Level of the content	
2. Presenter credibility	
3. Assessment of learning	
4. Participation method	
5. Relevance activity	
6. Ethics	
7. Skills development	
TOTAL (maximum 21)	

D.2 Calculation of CPD points for the CPD activity

D.2.1 FULL DAY CPD ACTIVITY *(6+ hours)*:

TOTAL ____ ÷ 2.6 = ____ CPD points

D.2.2 MULTIPLE-DAY CPD ACTIVITY

TOTAL ____ ÷ 2.6 = ____ x ____ days = ____ CPD points

D.2.3 CPD ACTIVITY LESS THAN 6 HOURS

1 hr:	TOTAL ____	÷ 2.6 = ____	÷ 6 = ____	x 1 = ____	CPD points
2 hrs:	TOTAL ____	÷ 2.6 = ____	÷ 6 = ____	x 2 = ____	CPD points
3 hrs:	TOTAL ____	÷ 2.6 = ____	÷ 6 = ____	x 3 = ____	CPD points
4 hrs:	TOTAL ____	÷ 2.6 = ____	÷ 6 = ____	x 4 = ____	CPD points
5 hrs:	TOTAL ____	÷ 2.6 = ____	÷ 6 = ____	x 6 = ____	CPD points

Comments on Section D *(if any)*

SECTION E: Decision of CPD Assessment Panel
- The final decision of the CPD Assessment Panel is recorded in this section.
- If **approved**, subsection **E.1** is completed. If there are conditons attached to the approval, these should be indicated clearly here, as these will be transferred to FORM E.2.2A.
- If the assessment by the CPD Assessment Panel is **suspended**, subsection **E.2** is completed by marking *Assessment suspended* clearly with an **X** and indicating the reasons for the suspension clearly as these will be transferred to FORM E.2.2B.
- If **not approved**, subsection **E.2** is completed by marking *Not approved* clearly with an **X** and indicating the reasons for not approving the CPD activity clearly as these will be transferred to FORM E.2.2B

E. DECISION OF CPD ASSESSMENT PANEL

E.1 APPROVAL

Approved ☐ Number of CPD points awarded ____

Comments or conditions *(if applicable)*

E.2 SUSPENSION OR NON-APPROVAL *(mark with X)*

Assessment suspended ☐ Not approved ☐

Reasons for decisions or comments

FINAL CHECK LIST

The Chairperson needs to complete the check list before signing as to esnure that all the required informationis included.

Section A
- ☐ All fields are completed
- ☐ Chairperson clearly indicated

Section B
- ☐ Date application was received
- ☐ Information provided reflects what was provided on FORM E.2.1

Section C
- ☐ All the fields are completed and assessed (scored)

Section D
- ☐ Scores indicated in subsection D.1 are the same as in Section C
- ☐ D.1's total double checked and correct
- ☐ D.2 completed and calculated correctly
- ☐ All applicable fields completed

Section E
- ☐ E.1: All fields completed
- ☐ E.1: If any conditions, it is indicated and well formulated
- ☐ E.1: Not applicable. E.2 applies
- ☐ E.2 All fields completed as applicable
- ☐ E.2: Reasons clearly indicated and well formulated
- ☐ E.2: Not applicable. E.1 applies

SIGNATURE

FORM E.2.2 to be signed and dated by the Chairperson of the CPD Assessment Panel.

Signature
(Chairperson of CPD Assessment Panel)

Date

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Page 4 of 4

ANNEXURE B: Example of CPD attendance certificate with minimum requirements

The below is an example showing the mimum requirements for a CPD attendance certificate with the purpose to guide CPD providers.

Logo or similar

Certificate of Continuing Professional Development

This is to certify that

Benita Thandi Nene (10-24345)

attended the following continuing professional development (CPD) activity:

Assessment in social work and social auxiliary work

from 22 to 25 March 2021

accredited and recognised by the SACSSP's Professional Board for Social Work for **12** CPD points.

Delivered by

Dineo training in social work agency

SACSSP CPD approval number: .....

.....
Refilwe Sesele

25 March 2021

Logo or similar

Full names, surname and SACSSP registration number of attendee

Title of CPD activity exactly as written on *FORM E.2.2A: CPD: Approval Certificate*

Dates of the CPD activity (as attended). If only one day replace with on .....

Number of PD points

Name of CPD provider exactly as written on *FORM E.2.2A: CPD: Approval Certificate*

Full names and surname of authorized person and signature

Date of signature

SACSSP CPD approval number as on FORM E.2.2A allocated for this CPD activity

South African Council for Social Service Professions
Private Bag X12, Gezina, Pretoria
37 Annie Botha Avenue, Rivera, Pretoria
www.sacssp.co.za

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