



PCIPC Policy on Continuous Professional Development (CPD)

DOCUMENT CONTROL AND REVISION

This is a controlled document and changes needs to be captured as per the table below. Changes constitute, spelling and grammar, further motivations for already stated chapters. A review constitutes a change in strategy or programme and a new version of the document will need to be approved by the board of the PCIPC, signed by the chairperson or designated training manager and released to stakeholders .

Version Control	Activity	Date	Person	Contact	Change Description
Version 1.0	Draft CPD Policy	1 st May 2019	Lea Smith	lea@verconsult.co.za	First Issue of the CPD Policy
Version 1.2	Draft CPD Policy – Review	June 2019	Lynette Cokayne Eddie Pols	eddie@pcita.org.za/ Lynette@sapca.org	Review, spelling, grammar, syntax
Version 1.1	CPD Committee approval				

CONTENTS

Contents

1. BACK GROUND TO THE COUNCIL.....	4
2. GOVERNING PRINCIPLES	4
3. WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT	4
4. THE PURPOSE OF CPD	5
4.1 Objective of the CPD system.....	5
5. CPD CREDITS REQUIRED	5
6. THE CPD CYCLE	6
7. THE CPD STEAMS	1
8. SOURCES OF CPD ACTIVITIES	8
8.1 CPD activities allocated credits guidelines:.....	8
9. CPD CREDIT SUBMISSION.....	9
10. NON-COMPLIANCE	9
11. POSTPONEMENT/EXEMPTIONS FROM CPD REQUIREMENTS.....	10
11.1 Registered Persons Abroad	10
11.2 Postponement.....	10
11.3 Exemption	10
12. ROLE OF EMPLOYERS OF REGISTERED PCIPC PERSONS	10
13. CPD ADMINISTRATION	10
13.1 The Administrator	11
13.2 CPD Committee.....	11
13.3 CPD Service Providers.....	Error! Bookmark not defined.
13.4 Approval of Providers of CPD Activities	11
14. AUDIT.....	12

1. BACK GROUND TO THE COUNCIL

The Pest Control Industry Professional Council (PCIPC) was established among other things to promote the integrity of Pest Control Practitioners (PCP) as per the regulations under the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 Of 1947).

The PICPC policy and procedures for the CPD Programme is developed and shaped by the industry for the industry and in relation to the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 Of 1947). The PCIPC Continuous Professional Development (CPD) Programme forms part of the application to the South African Qualifications Authority for the PCIPC to be recognised as a Professional Body as per the National Qualifications Framework Act, Act 67 of 2008.

The PCIPC will further provide the framework and administer the CPD Programme to ensure that effective guidance policies and frameworks on CPD are established, consistently applied and implemented.

2. GOVERNING PRINCIPLES

The PCIPC aims to build a CPD framework for pest control practitioners as defined in the Act, as stipulated in the relevant SAQA qualifications, with guidance from the industry, and based on the principles defined in the Policy and Criteria for Recognising a Professional Body National Qualifications Framework Act, Act 67 of 2008

In the spirit of the SAQA policy and criteria for Professional Bodies, and in terms of the NQF Act, the PCIPC plans to:

- Co-operate with the relevant QC(s) in respect of qualifications and quality assurance in its occupational field;
- Apply, in the manner prescribed by SAQA, to be recognised as a professional body in terms of the NQF Act; and
- Apply, in the manner prescribed by SAQA, to register a professional designation on the NQF.

With this said, it is also the mandate of the CPD Committee to implement the above, including an application to SAQA for Registration of a Professional Body.

With this introductory CPD framework, the PCIPC aims to encourage pest control practitioners to be part of an industry that takes note of the responsibility and accountability for its outputs.

3. WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT

CPD can be 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 professional pest control career.

4. THE PURPOSE OF CPD

CPD plays a vital role in helping pest control professionals to acquire new and updated levels of knowledge and skills that will not only add measurable benefits to practice of pest control, but also enhance and promote professional integrity of the pest control sector, to ultimately further develop a proud and professional pest control industry, to protect the health and safety of the people, and protect the South African Pest Control Environment and Practices.

The intention of CPD is to further make available, and facilitate, information dissemination in order to improve and raise the competency levels of participants within the gambit of “The Act” and its Regulation.

The purpose of CPD is not to “Fast Track” participants, but to instil and establish competencies and continuous education with a view to ongoing and developing proficiency within the sector and in some cases across sectors. It is not PCIPC’s intention to “police” each and every professional person’s career and the PCIPC’s point of departure is to assist with the creation of a culture of CPD for the South African pest control profession.

The emphasis for meeting CPD requirements is not on the acquisition of credits for the attendance of academic or theoretical streams alone, but has been spread over various streams of activities, which would contribute to meeting the minimum CPD credits needed for renewal of yearly registration. These streams are fully described in Section 7.

4.1 Objective of the CPD system

CPD is to be introduced for all PCIPC registered pest control professionals in order to:

- Promote, enhance and maintain a level of technical knowledge and skills in the pest control sector;
- Promotes adherence and compliance to the standards and regulations;
- Develop new areas of pest control expertise;
- Mentor and encourage the upliftment of the training and skills development at all levels in the pest control sector;
- Liaise with and understand the pest control sector better;
- Increase personal confidence and development;

5. CPD CREDITS REQUIRED

The PCIPC CPD cycle is 12 months, during which period every registered PCIPC registered individual will be required to accumulate a minimum of credits according to the professionals registered designation in order to retain their PCIPC registration when renewing their annual PCIPC registration.

The CPD credits required per individuals PCIPC registered designations is defined in the table below, however the PCIPC reserves the right to adjust these requirements, as it deems necessary:

Master Pest Control Operator	35 CPD CREDITS
Licensed Pest Control Operator	25 CPD CREDITS
Pest Control Assistant	15 CPD CREDITS

Learner	10 CPD CREDITS
---------	----------------

6. THE CPD CYCLE

The PCIPC CPD calendar cycle is every 12 months. The individuals professional CPD starting date will always be the first effective registration date with the PCIPC. By way of example, if a professional is registered with the PCIPC on the 1st April of a given year they must have obtained the necessary CPD credits as explained in section 5, by the 1st April the following year.

33% of any additional CPD credits achieved over and above the minimum annual CPD requirement in a one-year registration cycle of any registered professional will be carried over to their next registration cycle. By way of example: if a registered professional requires 25 CPD credits but achieves 45 credits in their registration cycle, they will be allowed to carry over 5 credits into their next registration cycle.

7. THE CPD STREAMS

In order to obtain the required CPD credits, registered PCO professionals need to be engaged in one or more of the following knowledge/skills CPD Streams outlined in the following CPD Stream Table.

Stream 1		Stream 2	Stream 3
Developmental: Core Knowledge	Developmental: Non-core Knowledge	Work-based	Individual
<p>Development CPD Activities are activities that are related to structured educational and developmental meetings, seminars and training programs.</p> <p>All development activities must be approved and accredited by the PCIPC before a CPD credit(s) may be allocated to the relevant activities and be awarded to the relevant registered person.</p>		<p>Work-based CPD Activities are activities that are related to any work-related pest control activities.</p> <p>All work-based activities should be done in an approved manner, according to a planned program approach, and will be subject to verification upon submission for CPD credits.</p>	<p>As the name implies individual CPD Activities are activities that are undertaken by each relevant individual.</p> <p>All individual activities should be done in an approved manner, according to a planned program approach, and will be subject to verification upon submission for CPD credits.</p>
Examples			
<p>1. Further studies to gain advanced knowledge leading to accredited certification (certificate, post, diploma, degree and others).</p> <p>2. Attendance at an accredited course in accordance with PCIPC validation criteria and registration; formal educational meetings, seminars, workshops and short courses, etc. in the following fields but not limited to:</p> <ul style="list-style-type: none"> • Technical aspects • Managerial Training • Financial aspects • Professional ethics • Health and Safety • Project management • Project Planning • Relevant standards, regulation and legislation workshops <p>3. Attendance of relevant Prior Learning with in the pest control sector</p>	<ul style="list-style-type: none"> • Technical refresher courses with a measurable outcome • Computer skills courses • First Aid courses • Health and Safety courses • Professional ethics courses • Technical and professional conferences and symposia 	<ul style="list-style-type: none"> • Mentoring of individuals in the pest control sector • Devoting of time to imparting knowledge in the community development for public good and promotion of the pest control profession. • Issuing of Pest Control Certificates of Compliance • Professional Contribution 	<ul style="list-style-type: none"> • Serving on a voluntary association related to the pest control industry • Writing a relevant technical article • Part-time lecturing / training at formal education meetings / seminars / workshops. • Unbroken Continuous service • Acting as an Assessor or moderator for accredited assessments / exams • Attending of recognised industry association meetings

While PCO professionals could obtain all required credits from only one stream, for the purpose of a balanced development, it is encouraged that PCO professionals participate in more than one stream to ensure that credits are earned from a combination of different activities.

8. SOURCES OF CPD ACTIVITIES

Professionals are required to be proactive and imaginative in searching for useful CPD information. Sources may include, but are not limited to, local and international training and CPD providers, local and regional conferences, association notices, pest control books and publications and the PCIPC website.

PCIPC professionals, who intend participating in an activity provided, should ensure that the activity is approved by the PCIPC before the activity is undertaken so that the credits awarded will be recognised by PCIPC.

Visit the PCIPC website latest CPD activities.

8.1 CPD activities allocated credits guidelines:

The following guidelines will be applied when awarding credits to CPD activities:

1. Further Studies - are CPD activities that individuals can undertake in a field of pest control to gain deeper understanding of principles, concepts and processes and their application in a specific area of pest control. These may be in the form of accredited short courses to gain advanced knowledge and to be awarded a certificate of attendance or competence. Other forms of further studies are postgraduate diplomas and degrees. The credits awarded for further studies will correspond with the level of study. For instance, a certificate will earn few credits whereas a degree will earn more credits. No credits will be awarded for further studies which do not add value to the profession and which are undertaken outside the pest control sector professions. Exceptions may be made where knowledge acquired adds to professional development.
2. Teaching and Training - Because teaching and training in tertiary institutions contributes to professional development, credits will be awarded to professionals who teach at tertiary institutions. Credits will be awarded on the basis of work experience, level of competence and seniority. Therefore, a junior lecturer would earn fewer credits than a senior lecturer. Part-time employees will earn fewer hours or credits than full-time employees.
3. Professional Practice - Full-time engagement in the pest control management sector will be considered as professional development, particularly in situations where the PCIPC professional can provide documented and verified evidence of alignment with best practice standards.

The PCIPC will at its own discretion decide on the number of credits to be awarded based on the PCIPC professional's position. Part-time engagements are not considered in this category. Chief executives, partners, persons in other top management positions, and those who lead, direct and mentor others, will be awarded credits with the position they hold in an organisation. In addition, hours or credits will be awarded to PCIPC professionals who are involved in managing unique and challenging projects to successful conclusion. These PCIPC professionals are required to show evidence that information relating to the respective project has been well documented and can be shared with others who desire to learn from it.

In order to decide on the number of credits to be awarded, however, such projects need to be assessed by the PCIPC CPD Committee to determine their uniqueness, the challenges, amount of work experience and level of

competence involved in managing the project, and must be provided with evidence that the projects align with industry's best practice standards.

4. Associations and Community Service – Professionals who are involved in the PCIPC and other similar councils and associations within the pest control professions as committee professionals, and who contribute and promote development in the pest control professions, will be awarded credits for their respective roles. The number of hours or credits awarded, will be commensurate with the seniority of the position held, e.g. a president will earn more credits than a secretary, and a secretary will earn more credits than a treasurer, who shall in turn earn more credits than any committee member. PCIPC registered professionals holding positions in associations other than in the pest control sector (such as social clubs), will not be considered for CPD credits unless documented evidence which shows that such activities contribute to professional development is provided.

Further, professionals involved in pest control community development projects for the public good and who promote the pest control profession in that capacity, will also be awarded credits on the basis of their activities.

5. Mentoring, encourage the upliftment or devoting of time to imparting knowledge to individuals in the pest control sector will be considered as work place development. In order to decide on the number of credits to be awarded, the PCIPC registered individual will need to provide documented and verified evidence of the mentee/learner alignment with best practice standards.

9. CPD CREDIT SUBMISSION

PCIPC registered professionals are responsible for evaluating their own CPD activities and keeping all relevant CPD records for a period of at least 3 years. The CPD system is administered by the PCIPC in conjunction with the PCIPC registered individual. The number of CPD credits accumulated during the specific annual cycle will be electronically recorded. Registered PCIPC persons may access their personal CPD records by going to the PCIPC registration website portal and following the relevant prompts.

It is recommended that all CPD activities that have taken place; be recorded or verified as soon as possible after the relevant activity has taken place, but not later than 60 (sixty) days prior to completion of their annual registration cycle.

CPD activities can be recorded as follows:

- either manually by completing and signing the CPD Activity Register form (Annexure 1) scanning and returning emailing it to cpd@pcipc.org.za,
or
- electronically on the PCIPC CPD system,
or
- The Pest Control App

10. NON-COMPLIANCE

In the event of a registered professional not complying with the requirements of CPD, the

PCIPC may impose any one or more of the following conditions:

1. A 3 (three) month remedial period may be imposed on the registered professional who has not achieved the required credits at the end of their respective CPD cycle. It will be the responsibility of the registered professional to achieve the required credits within the 3 (three) month remedial period, failing which the registered professional will be suspended.
2. If the registered professional does not achieve his/her required CPD credits after the remedial period, the registered professional will be required to undertake and pass the respective designation assessment, and or be interviewed in order to demonstrate his/her skill, in order to be reinstated as a registered PCIPC professional.
3. Removing the registered professional name from the PCIPC register.

If applicable, the date on which the respective registered professional is reinstated and or the 3 (three) month remedial period has lapsed, this will not supersede the date on which the respective professionals first effective annual registration date (see Section 6), and in turn his/her CPD cycle. By way of example; if the registered professionals annual registration date is January to December, and the respective 3 (three) month remedial period is lifted in March, the respective CPD cycle will still remain as January to December.

11. POSTPONEMENT/EXEMPTIONS FROM CPD REQUIREMENTS

11.1 Registered Persons Abroad

Registered professional who are practicing abroad should meet the same requirements as those in South Africa and will not be granted exemption. However, documentary proof of compliance with CPD requirements in any particular country, where such requirements apply, will be accepted for CPD purposes in South Africa. In the absence of such proof of compliance with CPD requirements, documentation on activities attended outside South Africa will have to be submitted to the CPD Committee for evaluation and, if approved, the registered professional will qualify for the specified CPD credits.

11.2 Postponement

Registered professionals may apply for postponement of CPD. The CPD Committee will review such applications individually and if the reasons given are acceptable, postponement of the the required CPD may be granted. Documentation and/or evidence in support of the request for postponement must be furnished to the CPD Committee.

11.3 Exemption

Registered professionals experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by PCIPC may be exempt. Documentation and/or evidence in support of the request for Exemption must be furnished to the CPD Committee.

12. ROLE OF EMPLOYERS OF REGISTERED PCIPC PERSONS

Employers are responsible for encouraging and creating a suitable work environment that supports and promotes the participation of registered professionals in pest control activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registered professional is assured.

13. CPD ADMINISTRATION

13.1 The Administrator

The CPD program will be administered by the CPD Administrator appointed or outsourced by the PCIPC. The administrator will need to work closely with the CPD Committee to ensure that the policy is consistently applied and implemented.

Deviation from the policy or procedures is not allowed and needs to be reported in writing to the CPD Committee.

In support of the CPD Committee the CPD Administrator will be responsible for promotion, validation, hours or credits allocation, auditing and dealing with issues of non-compliance. The Administrator will be responsible for the development, maintenance and updating of a database of CPD providers.

The CPD Administrator is part of the CPD Committee and responsible for meeting alerts. The CPD Administrator is a compulsory seat to be filled for each meeting of the CPD Committee.

13.2 CPD Committee

To ensure administrative effectiveness, the CPD Committee will work closely with the CPD Administrator and all relevant stakeholders to encourage and promote CPD activities, to create awareness and inform PCIPC professionals within the discipline about the importance of CPD.

Working within the CPD Committee terms of reference, the CPD Committee and its subcommittees will work in partnership with stakeholders to ensure co-ordinated recognition of needs, skills, emerging trends and promotion of research.

The CPD committee will also ensure that the CPD Policy is reviewed annually to ensure that all reciprocal agreements with other institutions and any changes in the domains of professional knowledge, skill and techniques are taken into account.

13.3 Approval of CPD Activities

All bodies, such voluntary associations, accredited tertiary educational institutions, private companies, non-accredited private providers or state organizations recognize by the PCIPC, may apply directly to the PCIPC to validate an application for CPD activities.

Application for CPD Activities must be done by submitting an application (Annexure 2) to the CPD Committee for validation of a CPD activity(s).

To ensure that CPD processes are strengthened, materials provided by CPD providers will be held in strictest confidence and assessed by the CPD Committee. CPD providers are required to submit their proposed activities to the CPD Committee. The Committee will evaluate the content against the CPD guiding principles, CPD credit value and other relevant issues.

CPD Guiding Principles

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it;
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants;

- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion;
- The subject covered should provide a balanced view and should not be unduly promotional;
- The presenters should have proven practical and academic experience and be good communicators;
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

The PCIPC reserves the right to levy a fee for such evaluation and vetting and providers will be noticed before the vetting process will commence of the fee.

14. AUDIT

PCIPC may conduct random audits of the CPD records of all registered persons.

If selected for audit, registered persons will be required to send, within four weeks of initial notification, verification of their CPD activities in the form of a certificate, statement of results, record of attendance, receipt of course payment, or a written verification from the recognized voluntary association or accredited tertiary educational institution, which presented the developmental activity.

Registered persons being audited will be advised of the outcome. Those who do not pass the audit, will have their record and verification documentation referred to the Registration Committee for an outcome decision. Possible actions that may be taken by the PCIPC are given in Section 10.

Annexure 1: CPD Activity Register form



**PCIPC CONTINUOUS PROFESSIONAL
ACTIVITY REGISTER FORM**
(to be completed by individuals for submission of a CPD Activity)
(ALL SECTIONS TO BE COMPLETED)

Date:

Name and Surname:

PCIPC Registration Number:

Contact Number: Email Address

Tick the stream you completed and note the relevant CPD credits for the activity:

<input type="checkbox"/> Stream 1: Developmental Activities	Credits:	<input type="text"/>
<input type="checkbox"/> Stream 2: Work-based Activities	Credits:	<input type="text"/>
<input type="checkbox"/> Stream 3: Individual Activities	Credits:	<input type="text"/>

Date on which the activity took place:

Provide details of the Activity:

.....

.....

.....

In case of Category 1 rate:

- The relevance of the activity	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
- The content of the activity (technical and other)	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
- The quality of the presenter	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
- The overall rating of the activity	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

I declare that the information contained in this CPD Activity Register form, is complete, accurate and true to the best of my knowledge. I further declare that I understand that I must keep verifiable evidence of all the CPD activities and the PCIPC may conduct a random audit of my activity(ies) which would require me to submit the evidence to the PCIPC.

Signature of Registered Professional:

ON COMPLETION OF THIS FORM FAX TO 086 692 7230 OR BY EMAIL TO cpd@pcipc.org

Annexure 2: Application for approval of a Continuous Professional Development (CPD) Activity



APPLICATION FOR APPROVAL OF CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ACTIVITY

CPD provider details

All fields in the table below are compulsory.

Legal name of provider or company				
Authorized contact person	Name:			
	E-Mail:		@	
	Cell Phone:		()	
Type of Business (pls tick)	University	Accredited training provider	Corporate	Professional Body
	Industry Association Partnership		Private company/individual	

CPD Activity details

Provide details of the activity for which CPD credits are being requested. Complete an Activity for each CPD activity being applied for.

All fields in the table below are compulsory.

	Learning event	Description
1.	Title and brief description of the CPD activity	Title: Description and Summary of the event if CPD activity falls within an event:
4.	Please provide outcomes of the CPD activity.	
5.	Where applicable provide copies of Agenda and/or outline of presentation/ topic, training material that will be covered	

7.	Speaker/Presenter Bio profile	
8.	Duration of the CPD Activity (hours)	
11.	Specify the intended mechanism for monitoring attendance for the duration of the CPD activity	

STANDARD CONDITIONS IN THE AGREEMENT:

- All agreements are effective for 12 months. The agreement can be annually renewed at the option of the PCIPC. Application for renewal must be submitted to the PCIPC 1 month prior to expiry. All renewals of agreements will be subject to the same formal endorsement process and criteria as detailed above;
- All risks associated with any CPD session or hosting of the event such as unpaid fees and cancellation of a scheduled course or event at short notice, for whatever reason, will be borne by the training provider or the applicant, and not the PCIPC.
- If applicable all application fees must be received before the organisation will be recorded and advertised on the approved provider list for PCIPC CPD endorsement.
- All providers must be able to record the identity of all attendees and provide verifiable evidence that the attendee attended the event and completed the programme.
- PCIPC does not endorse any CPD event but evaluates and approves the CPD programmes/activities in terms of the documents mentioned above and allocates CPD credits accordingly.
- Recognize the authority of the CPD Committee to cancel the accreditation in the event of non-compliance with the criteria.
- Standard breach of contract clause applies.

I, (Name and Surname) _____ duly representing,

_____ (Organisation Name) agree to the terms and conditions

stipulated in this agreement.

Date: _____ Place: _____

Signature: _____

FOR OFFICIAL USE

- CPD Activity Approved
- CPD Activity Approved with conditions

Specify the Conditions:

.....

.....

.....

.....

CPD Activity Credits awarded:

Developmental	Work-based	Individual

- CPD Activity not approved

Specify the reasons why the CPD activity has not been approved:

.....

.....

.....

.....

SIGNATURE ON BEHALF OF PCIPC CPD COMMITTEE

Date

NAME AND DESIGNATION: