



CPD Policy

(Continuing Professional Development Policy)

Introduction

Continuing professional development (CPD) is an integral part of professional body regulation. The ICITP has therefore introduced a CPD policy that is mandatory for all ICITP members. This policy will support IT professionals in developing a culture of continuing learning.

CPD

CPD can be defined as a range of learning activities through which IT professionals develop throughout their career, ensuring that they retain their competencies, validity and expertise to practise safely, effectively and legally within their evolving scope of practice. CPD is mandatory for all ICITP members and will be audited. It is a compulsory requirement for ongoing registration with the ICITP.

CPD Standards

In determining the standards for CPD, the ICITP recognises that members may already be engaged in a diverse range of CPD activities as an integral part or evolving component of their professional life.

The ICITP CPD policy is based upon on-going learning and development, with a focus on learning achievements and how these enhance service delivery, either directly or indirectly. 20 CPD points is required per annum. The ICITP make sure that IT Professionals are active, responsible and committed to their own professional progress.

There are two broad categories of CPD activities, i.e. individual and group. CPD points will be required in a mixed format of individual and group activities, however there is no prescription regarding the number of points to be obtained in a specific category.

Each CPD activity is accredited on merit and a specific number of points is allocated to the activity linked to the criteria and within the indicated range of CPD points. CPD points are only allocated on completion of the CPD activity.

Group activities

A group activity is any organised event, either face to face or via any electronic means where at least 3 people are grouped or assembled for purposes of sharing information, building knowledge, developing skills and/or influencing of attitudes on the subject of professional interest.

Group activities include conferences, workshops, small group discussions and information sessions. Group activities require approval from the Approval Panel as CPD activities prior to the commencement of the CPD activity. Submission of CPD points for credits for registration purposes are done by the participants as part of their portfolio of evidence.

CPD point allocation for group activities are based on the following criteria:

- Level of participation
- Level of knowledge
- Level of skills development
- Duration of activity

These criteria are applied within a range of levels as indicated in the table below:

The table below shows: Range of criteria for group activities

Criteria	Range
Level of participation	Passive listener to active respondent
Level of Knowledge	Basic information Understanding Application Analyse Synthesise Evaluation
Level of Skills Development	Perception Preparing for action Guided response with others assistance Responding habitually Performing difficult tasks automatically Altering responses to fit new situations
Duration	½ day to full day 1 hour to two hours

The following group activities will be recognized for ICITP CPD points:

Conference/Congress/Symposium is a large gathering of people who meet in a local, regional, provincial, national (South African) or international context to discuss a particular issue of concern reflected in a specific conference theme and sub themes.

Workshops refer to intensive study/work/ participatory and sharing discussions and non-credit bearing short courses of no more than 5 days per CPD activity on a particular topic with the purpose of analysing existing knowledge and creating new ideas and knowledge, skills and competencies to address policy, practice and educational challenges.

Small group discussions include a minimum of 3 persons with a minimum duration of 1 hour and a maximum of 2 hours focusing on a relevant topic, which may include projects, policies, legislation, book reviews, journal articles, case studies, sharing of best practice models and group supervision. Group supervision will only be considered for CPD points if it is planned, focused and structured with educational objectives on specific topics and/or aimed at skills development with clear evidence of participation. Small group discussions can include in-service training if it has an educational and development focus in a particular field of IT practice submitted in a programme format.

Small group discussions may occur face to face or via an Internet discussion group.

Information sessions assemble people to share information on a particular topic and/or consult stakeholders on new policy, procedures or guidelines to improve IT professional standards and practice with a minimum duration of 1 hour and a maximum of 3 hours.

The CPD points in the table below reflect the range of points that the CPD Approval Panel may allocate based on the above criteria.

CPD points for group activities

CPD Group Activity	Range of Points
Workshop Maximum 5 days	2-5 per day
Small group discussion Minimum: 1 hour and Maximum 2 hours	2 Per hour 1 Hour: 2 Points 2 Hours: 4 Points
Conferences	2 - 4 per day
Information session Minimum: 1 hour and Maximum: 2 hours	1.5 per hour 1 Hour: 1.5 points 2 Hours: 3 points

Individual activities

Individual activities refer to activities where a person is involved on an individual basis in an activity and the onus lies entirely on the individual to convince the Approval Panel of the relevance of the activity for CPD points. No external CPD accredited provider is involved. Individual activities include self-study, formal learning programmes, external examination, short learning programmes, paper presentations, research, authorships, peer reviews and policy analysis. CPD activities of other professions may be recognized for points. The onus is on the registered person to prove the relatedness of the activity for CPD points. The CPD Approval Panel reserves the right not to allocate points.

Individual activities are defined as follows:

- **Self-study of Information Technology articles and books** which require reflection on IT articles/books either according to a questionnaire in the particular journal (if available) or a guideline of the ICITP.
- **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 whole qualification. For studies towards a master' s qualification points will be allocated for a maximum of three years and towards a doctoral programme for 5 years. For a post- graduate diploma points will be allocated for a maximum of two years. Additional points will be allocated on successful completion of a qualification.

- **External examination** refers to practitioners assessing vendor programmes e.g. Microsoft, CompTIA, IBM, CISCO, SAP, ORACLE.
- **Short learning Programmes** describe all short programmes, whether credits are awarded or not, and are inclusive of skills programmes, credit-bearing short courses and non-credit-bearing short courses.

Two short learning programmes are distinguished:

- **A short course** is a type of short learning programme through which a learner does not receive credits towards a formal learning registered on the SAQA database.
- **A skills programme** is occupationally based and when completed will constitute credits towards a qualification registered on the NOF.
- **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. Paper presentations include the preparation, presentation and facilitation of a discussion.
- **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 and which culminated in best practice models and/or publications (individual activity).
- **Authorship** entails publications in books, in Information Technology or practice journals, authored as a sole author, a co-author, editor or contributor. It also includes training manuals and protocols.
- **Peer reviews** involve commenting on the professional activities and work of colleagues upon formal request, including monographs, manuscripts and book reviews, amongst others.
- **Position paper/legislative and policy analyses** entail responding in writing to policies and legislative issues reflecting a critical analysis in order to influence or shape IT policies and legislation.
- **Membership** includes evidence of being a registered and active member of any international, national, regional or local organisation which protect and promote the professional interests of the Information Technology profession and professionals. A maximum of 2 points per person will be allocated for membership.
- **Personal wellness** refers to a structured programme that is considered by the CPD Approval Panel as contributing to the individual' s ability to cope more effectively with the demands of the IT profession.

The requirements and points for individual CPD activities are indicated in the following Table.

INDIVIDUAL CPD ACTIVITIES		
CPD activity	Requirements	Points
Self- study	Submission of completed questionnaire	
1. Information Technology articles		1
2. ICITP Newsletter		1
3. Books		5
Formal Learning Programme	1. Proof of registration and progress	10 per annum
	2. Proof of relevant whole qualification	10 on completion
External (IT Vendor) examination: Such as CompTIA, Microsoft, CISCO, Oracle, IBM, SAP,	Proof of passed exams	10
Paper presentations	Written submission	
- Conference presenter		8
- Plenary		6
- Breakaway group	Written submission	6
- Guest lecturer at higher tertiary institution	With introductory presentation	4
- Panel session	Without introductory presentation	2
- Poster	Visual presentation	4
- WEB - based	Visual presentation	4
- Video production	Visual presentation	6
Research		

<ul style="list-style-type: none"> - IT Best practice model - Publication (see authorship' points below) 	Written submission	10
<p>Short learning programme</p> <p>(Based on level, duration and relevance)</p> <ul style="list-style-type: none"> - Short course - Skills programme 	Proof of successful completion	5- 20 5 - 20
<p>Authorship</p> <ul style="list-style-type: none"> - Book [On publication] - Scientific Article [on publication] - Professional/ practice article [on publication] - Training manuals/ protocols 	<p>Proof of publication</p> <p>Proof of publication</p> <p>Proof of publication</p> <p>Independent peer review or employers report</p>	<p>Sole author: 30 Co-author: 15 Editor: 20 Contributor: 10</p> <p>Sole author: 10 Co-author(s): 5</p> <p>Sole author: 5 Co-author: 2.5</p> <p>Author: 10 Co-author: 5</p>
<p>Peer reviews</p> <ul style="list-style-type: none"> - Manuscripts - Research proposals - Monographs - Book reviews 	Invitation and acknowledgment of task completed	2 2 4 5
<p>Position paper/legislative and policy analyses</p>	Proof of written submissions	1 - 4
<p>Membership</p> <p>(Maximum of 2 points)</p>	Proof of current membership	

- Professional Association		1
- National/ provincial/ regional social service structure		1
- National/ International professional bodies		1
- Union		1
Personal wellness	Proof of provider, programme and duration	1- 2

Exceptional activities

There may be instances of a specific individual activity not included in the list of activities of the ICITP' s CPD policy, but where the activity warrants consideration for the allocation of CPD points. In such cases, the registered person should compile a substantial motivation and keep in portfolio of evidence.

Activities accredited by other professional bodies

Activities approved for CPD purposes by other professional statutory councils or professional boards, may also be approved as relevant activities with a certain number of CPD points. The CPD Approval Panel will consider such activities in terms of their appropriateness for the professions registered with the ICITP and the criteria.

In this category a registered person has two options with regard to the submission of the activity for CPD:

- Submission of the activity as an individual activity to be approved for the allocation of CPD points. Proof of attendance and the programme must be included in the portfolio of evidence, indicating the CPD approval number of the other professional body or council, as well as the number of CPD points that were allocated to the CPD activity. The Approval Panel of the ICITP will then consider the relevance of the activity for the Information Technology professional and allocate the number of CPD points that the person may obtain.

The activity may also be submitted by the provider to the Approval Panel of the ICITP for consideration, particularly if a number of Information Technology professionals are likely to attend. The normal procedures will then be followed to approve the activity as a CPD group activity and to allocate the number of CPD points. It is, however, important to note that the points allocated will be in alignment with the ICITP' s CPD point system and not with the applying professional body or council' s point allocation for the particular activity.

All ICITP professionals need to comply with the following five CPD standards:

1. Members must maintain a continuous, up-to-date and accurate record of their CPD activities.
2. Members must be able to demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.
3. Members must ensure that their CPD has contributed to the quality of their practice and service delivery.
4. Members must ensure that their CPD activities benefit the service user.
5. Members must present evidence of their CPD immediately after a CPD activity.

To meet these standards, members need to make their own professional decisions about the kinds of CPD activity they need to undertake to develop and improve their skills and knowledge. Our requirement is that a CPD activity must be an outcome based activity. When auditing members, the ICITP will examine whether the CPD undertaken has actually been appropriate to meet the above standards.

CPD Audit

When ICITP members are selected for audit, an auditing pack with forms and guidelines will be sent to them. Selected members are required to submit a portfolio of evidence as a demonstration that their CPD activities meet the above CPD standards. This portfolio must consist of:

- a summary of practice history for the last two years (maximum 500 words)
- a completed CPD record sheet, which is an accurate record of all CPD activities undertaken in the last one year
- a statement of how the CPD standards have been met (maximum 1500 words)
- evidence to support the statement.

A range of evidence can be used, for example: letters from service users, personal development plans, course assignments, business plans, peer assessment forms, learning packages, workshop attendance and reflections, course hand-outs and notes, learning and reflections on dissemination of research/publications etc.

During the annual renewal of ICITP membership, members will be sent a declaration form on which they must declare that they have undertaken CPD, maintained a record of it and have met the standards. Members who are found, when audited, not to have met the necessary standards will be given a further opportunity to meet them within a prescribed time limit, provided they have made a genuine attempt to meet those standards. If members fail to meet those standards within the set time, they may be removed from the ICITP register (although they have a right of appeal).

Summary

The ICITP process of ensuring all ICITP members maintain adequate standards of CPD operates by the following:

- All ICITP members make a declaration at each membership renewal that they continue to meet the ICITP standards for CPD.
- Those members selected for auditing submit a portfolio of evidence of their CPD.
- The submitted portfolio is assessed against the ICITP standards for CPD by at least two ICITP executive members including the director of the education committee.

The ICITP secretary has the responsibility for registration and renewal of membership and the ICITP executive committee has the right to refuse to renew a member's registration or remove the member from the ICITP register in accordance with the ICITP constitution.