

Payroll qualifications

CPD and the importance of keeping up to date

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Why should I qualify?

- Qualifications implies the existence / confirmations of standards
- Currently qualifications are developed based on unit standards or in the case of CHE qualifications, on curriculums developed by experts that understand the problems, nature and objectives of an industry.
- Some qualifications are non-unit standard based.

What is an occupational profile?

- The introduction of occupational profiles will change all of that – as an occupation is profiled, this profile itself, also becomes the qualification.
- Thus the profile becomes the “competency framework” in which the individual operates.
- As such, the profile is an all encompassing “job description”
- Employers could use the profile to customize specific job descriptions

The role of rpl?

- Recognition of prior learning, towards the qualification (occupational profile).
- The challenges of RPL is to accumulate the required documents for the RPL activity.
- Most people do not keep past records of performance.
- The challenge is thus often not to proof workplace competency, but to proof academic (RPL) competency.
- Accordingly, RPL is hampered, difficult and often not successful.

Rpl alternatives

- RPL could be a de- motivator
- Learner sees failure of RPL process as failure of adherence to qualification standards
- Often the failure is due to lack of documentation / evidence, not competency
- Alternative ways to RPL is to complete structured, organised training for advanced groups.
- Qualification is offered as training, but with opportunity to compile evidence afresh, as opposed to sourcing prior learning.
- Thus, the process is still RPL in essence, but with alternative ways of completing gaps.

Rpl alternatives and occupational profiles

- RPL against the occupational profile could lead to the attainment of the qualification
- The process would in essence be the same as with current qualifications.
- With the attainment of the qualification, the learner is certified to be “operating at a certain level of competency” at a given time.
- With the passing of time, the question arises whether this competency has remained relevant and current?

The role of the professional body

- The envisaged role of the professional bodies (PB) are to create custodians of industry standards.
- The PB will be responsible for the setting of standards, the development of designations and the design of CPD systems to maintain designations.

The role of the designation

- The “currency “ of the individuals competency is measured and confirmed in the context of a designation.
- While the qualification is issued, and is permanent, the designation expires, like a drives license.
- As such, an individual has to re-evidence that competency is sill relevant and current.
- As this relevance and currency is not static, it has to be evidenced over time.

What is a professional designation?

- Not a qualification?
- See the purpose of a designation
- Consider the requirements
- A qualification deems you to be competent at a certain level, whilst a designation confirms that you operate on a certain level



What is CPD?
Benefit of CPD?
Benefit for me?
Benefit for employer?



The role of CPD

- Continuous professional development enables an individual to plan, maintain and evidence continued competency through a structured approach.
- The effective CPD structure should however, do more than just keep the competency of the individual up to date.
- Effective CPD should also facilitate personal development and growth.

CPD: Schedule of Activities

- Look at the allocation of points
- Consider the categories
- Plan your CPD accordingly
- Be flexible
- Keep a PoE
- Update PoE regularly



Observe the Code of Conduct



A possible cpd model

- The final model for a CPD system depends on the industry requirements.
- CPD systems classically comprise a list of categories and points that can be earned in each category, over time.

How to plan your CPD?

- * Read the guidelines
- * Plan your activity, planning sheets to be provided
- * Make sure you participate
- * Record what you do, put in a POE
- * Monitor and evaluate

The CPD committee will monitor, guide and review your CPD path.



Example of possible CPD activities...

- Basic conditions of employment
- SARS registration / courses attended
- Conflict management
- Assessor training



CPD activities: 6 Core Categories

- Compulsory CPD activities
- Professional development
- Mentoring & coaching
- Education & training
- Reading & publishing
- Personal development



A possible cpd model

Compulsory Category	This is determined every year by the CPD committee and will be communicated to all participants at the start of a CPD period. The number of compulsory points will be defined for each of the five categories for that CPD period and therefore is NOT a separate category, but simply defines the number of points that have to be achieved during that period in order to comply with the CPD requirements.
1. Professional Development	5 CPD points (max)
2. Mentoring and Coaching	10 CPD points (max)
3. Education and Training	60 CPD points (max)
4. Reading and Publishing	15 CPD points (max)
5. Personal Development	10 CPD points (max)
Total (per year)	100 CPD points (max)

CPD and further education

It must be mentioned that CPD can also include accredited training. Thus, development used for CPD can also be used elsewhere...



Questions?

