



SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

CONTINUING PROFESSIONAL DEVELOPMENT

CPD CERTIFICATE OF APPROVAL

This certifies that the continuing professional development (CPD) activity as detailed below is recognised by the SACSSP and the respective Professional Board

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

GENERAL INSTRUCTIONS:

- This CPD Certificate of Approval (FORM E.2.2A) is completed by the SACSSP after the assessment and approval of a continuing professional development (CPD) activity by the Professional Board concerned.
- A separate CPD Certificate of Approval (FORM E.2.2A) must be completed for each approved CPD activity.
- This CPD Certificate of Approval (FORM E.2.2A) is issued based on the application received from a CPD provider (FORM E.2.1) and as assessed by the CPD Assessment Panel of the Professional Board concerned.
- This CPD Certificate of Approval (FORM E.2.2A) is issued in the name of the CPD provider as indicated in Section D and is not transferable and the information on it will be published from time to time on the SACSSP's website.
- The authenticity of this CPD Certificate of Approval (FORM E.2.2A) may be validated by contacting the SACSSP (contact details above).
- Any participant in the CPD activity indicated in Section C may request the CPD provider to see this CPD Certificate of Approval (FORM E.2.2A).
- This CPD Certificate of Approval (FORM E.2.2A) expires on the date as indicated and no CPD activity will be recognised by the Professional Board concerned for CPD points after that date.

FOR OFFICE USE ONLY

Application file reference number:

Same as on application (FORM E.2.1)

INTERNAL CHECK LIST

- Section A is completed correctly
- Section B is completed correctly
- Name of CPD activity indicated correctly
- Approval date indicated
- Expiry date indicated
- Approval number indicated and verified
- Number of CPD points allocated indicated and verified
- Additional conditions, if applicable, indicated. If not applicable, the words "Not applicable" are inserted in the blank space.
- Name of CPD provider indicated and correct
- Telephone number of CPD provider indicated and correct
- Email address of CPD provider indicated and correct
- Section E completed CPD Certificate of Approval (FORM E.2.2A) signed and dated.
- Copy of FORM E.2.2A attached to FORM E.2.2

A. APPROVAL AUTHORITY

The CPD activity as described in this Certificate was assessed and is recognised by the following Professional Board(s) (marked with an **X**) for the continuing professional development for social service professionals indicated in section B below.

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

B. PROFESSIONAL GROUP AND CATEGORY

The professional group(s) and category(ies) for whom the CPD activity was approved and will be recognised are (marked with an **X**)

Social work Social auxiliary work
Child and youth care work (professional category) Child and youth care work (auxiliary category)

C. CPD ACTIVITY

Name of CPD activity

Type of CPD activity
Conference/ Congress/ Symposium/ Seminar Workshop Group Discussions
Information session Short learning programme Individual online activity

Date approved (valid from) CPD approval number

CPD points Expiry date

GENERAL CONDITIONS

- The CPD activity must be implemented as described in the application (FORM E.2.1 and supporting documents). Should there be any changes to the content, duration or facilitators/presenters of a CPD activity before the expiry date, the SACSSP must be informed and a new application has to be submitted for assessment.
- An attendance register as prescribed in the CPD Policy must be kept at all times. Such an attendance register(s) must be kept by the CPD provider for a period of three (3) years following the CPD activity. The SACSSP may request for the original attendance register to be submitted for validation or a compliance check.
- Certificates to participants must indicate the name of the CPD activity, the date of implementation/attendance of the CPD activity, the CPD approval number, the number of CPD points as indicated in this Certificate of Approval as well as the full names and SACSSP registration number of participants.
- All other conditions as prescribed in the applicable CPD Policy must be adhered to.
- The approval number above is unique to the CPD activity indicated. It must appear on all certificates of attendance issued by the CPD provider as well as attendance registers and used as a reference number in all correspondence.
- A face-to-face CPD group activity is approved subject to adhering to the measures to address, prevent and combat the spread of COVID-19 as published in the Government Gazette.
- Participants may be included through virtual platforms as part of a real time CPD group activity.
- The CPD provider may not convert the CPD group activity to a non-facilitated online activity, completed in own time as such a CPD activity has to adhere to different requirements.

The following **ADDITION CONDITIONS** as set by the approval authority in Section A apply (if not applicable indicate as such):

Note that, according to the CPD Policy, the maximum number of hours that may be considered for calculating CPD points are 30.

D. CPD PROVIDER

Name of provider

Contact person Telephone number

Email address

This CPD Certificate of Approval confirms that the above CPD activity meets the requirements of the criteria relating to continuing professional development (CPD) for social service professionals as provided for in the CPD Policy of the Professional Board(s) concerned and is recognised by the SACSSP for the CPD points as indicated subject to the conditions herein.

Registrar or designate Signature Date

- See Section E on the next page for a summary of the assessment of this CPD activity by the CPD Assessment Panel and related comments. The information in Section E is for the sole use of the CPD provider.
- An appeal against the decision of the CPD Assessment Panel may be lodged in writing in the form of FORM E.2.5 (available at www.sacssp.co.za) to the ETD division of the SACSSP (cpd@sacssp.co.za) within 21 calendar days after receipt of this CPD Certificate of Approval.