



Southern African Auditor and Training Certification Association

SAATCA CPD GUIDELINES

Continual Professional Development (CPD) is defined as a framework that encourages continual updating of professional knowledge, personal skills and competencies. The purpose of CPD is to improve the competence of an auditor, and to make the auditing profession more credible. The concept of CPD, and the value it contributes, is now recognized and accepted in most professional fields.

The International Personnel Certification Association (IPC) requires re-certification on a 3-year cycle. During the 3-year cycle an Auditor must demonstrate to have completed at least 45 hours of CPD in topics related to conformity assessment in the quality arena. SAATCA, being a full member of IPC, must comply with this requirement when applying the Auditor re-certification process.

No attempt is made to list the numerous topics and/or activities that enhance conformity assessment competence, however, as a guide there are four basic categories, which are consistent within the Auditor certification schemes (*Quality, Environment, OH&S, Food Safety, Information Security, etc*) where CPD may be claimed, these being: *(please note this list is not exhaustive)*

1. Technically related innovations, changes in methodologies, approaches etc., relevant to industry /discipline in which conformity assessment is conducted.
2. Managerial / business related changes relevant to industry in which the conformity assessment is conducted.
3. Audit standard (ISO19011) related topics (*new methodology approaches etc.*).
4. Management System related topics. (*i.e. new / revised standards for an auditing discipline - Quality, Environment, OH&S, Food Safety, Information Security, etc.*)

It is recognized that no single method for learning suits everyone. Therefore, SAATCA will accept CPD acquired in activities that range from the very informal (e.g. reading and self study) to the formal (e.g. classroom training) and that some ways of acquiring CPD are more effective than others. To balance the range / activity ratio a “weighting” is applied where some activities are accorded more recognition than others. The range / activities ratio consists of 3 broad categories:

Unstructured; where 3 hours are accepted as one CPD hour.

Included in this category would be:

- distance and open learning study (*which is not assessed and does not lead to a qualification*)
- reading of professional and technical journals books and other publications
- on-the-job training
- outcomes based training.

Semi-structured; where 2 hours are accepted as one CPD hour.

Included in this category would be



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- non-interactive lectures, talks, etc
- informal professional body meetings of a more social nature
- networking opportunities
- research, preparation and first delivery of lectures/courses
- publishing articles
- open and distance learning that involves assessment and the acquisition of a certificate of the qualification.

Structured; where each hour is accepted as one CPD hour.

Examples of this category would be:

- interactive and highly participative training courses
- topic related seminars and conventions
- professional body meetings with formal lectures, papers etc.
- active participation in development of MS standards.

The range of activities that may be included within each category is extensive and the above examples are intended to provide broad guidance only. CPD evidence of activities may include all 3 categories, however, this is not a requirement.

The only restriction that is in force is when claiming CPD hours is that:

Unstructured CPD cannot constitute more than 1/3 (i.e. 15 hours/ year) of the total (45 hours/ 3year cycle) acceptable CPD hours.

The responsibility rests with the Auditor to provide a case for acceptance of any submitted CPD activity that must be supported by sufficient and appropriate evidence. This involves the record keeping of activities, and having CPD activities properly verified where possible.

End