



## SAIChE CPD Accreditation Policy Document

### Introduction and Scope

The South African Institution of Chemical Engineers (SAIChE), is a voluntary association registered with ECSA, having VA number "VA A0007". SAIChE has accredited more than 300 Category 1 CPD activities over the past decade, and with the aim of improving its service to the industry, SAIChE has implemented a more appropriate modern and streamlined system for CPD accreditation.

This document details the SAIChE Policy on CPD Accreditation and is made available to applicants to assist with the application for accreditation process. The CPD Accreditation Policy may be updated from time to time and the current document supersedes all previous procedures and policies – written and verbal, and can be found on the website.

### Accreditation Process

In the past, paper-based applications were used. The updated SAIChE CPD accreditation system provides an electronic, paperless platform and is described as follows:

1. The Applicant can access our web-based form by clicking here: [CPD Accreditation Application Form](#). Alternatively, contact the SAIChE administrator at [saiche@mweb.co.za](mailto:saiche@mweb.co.za);
2. Upon completion and submission of the application form, the information is automatically captured and sent to the CPD Committee;
3. SAIChE administrator allocates a reference number to the application and sends a pro forma invoice to the applicant as applicable (depending on the applicable cost category: A – E);
4. Where applicable, the Applicant makes payment of the pro forma invoice and sends via email or Dropbox all the required documents (requirements are set out in this document);
5. After the payment has reflected in SAIChE's account, the administrator will send web-based links and the required documents to the reviewers;
6. The results from the reviewers are automatically sent to the administrator upon completion;
7. Administrator allocates CPD points, and accreditation number to applicant / communicates rectification in case of refusal;
8. In case of a refusal, go back to step number 5.

## Accreditation Cost Structure

Accreditation of activities requires the time and technical expertise of the CPD Committee and administrative staff of SAIChE. The cost structure is summarised as follows:

Category Code	Membership Grade/Type of Accreditation	Duration of Activity	
		up to 2 days	3 to 5 days
A1	Corporate Members – up to 3 activities per calendar year	Fee waived	
A2	Corporate Members – from the 4 <sup>th</sup> activity within a calendar year	Same as Category B	
B	Individual Members	1,900	3,200
C	Non-members / ex-SAIChE Members	3,800	6,400
D	SAIChE Partners and SAIChE Branches	Fee waived	
E	Re-validation of a course previously accredited but proven by applicant to be materially unchanged	50% of Category Fee	

### Notes:

- Amounts are quoted in South African Rand (ZAR) and are inclusive of VAT at 14%.
- Cost structure effective dates for applications made: *1 January 2018 – 31 December 2018*.
- Members must be in good standing in order to qualify for the reduced rate.
- Onus is on the Applicant to show that the course and presenters have not materially changed if considering Category E

## Reviewers

Applications are reviewed by the SAIChE Council's CPD Committee. Reviewers are professionally registered with the relevant institutions and have the appropriate industry experience. Reviews are done by members of the committee on a specially designed web-survey, which allows quicker turnaround times and effective data capture and storage for audit purposes.

## Time-frame for Application

It is expected that reviews take between 2 to 4 working weeks from the time the application fee reflects in SAIChE's account (where applicable).

## Target Audience of the Activity

In accordance with the ECSA Policy on CPD accreditation, the applicant must state clearly the intended target audience of the activity in respect of:

1. Registration category: professional engineers, technologists, technicians;
2. Discipline: chemical engineering, electrical engineering, etc.

SAIChE IChemE may refer applicants to other voluntary associations if the engineering discipline falls outside the scope of the committee's field of expertise. Note that other VA's may have different requirements for accreditation and different cost structures.

As a general rule, SAIChE may accredit activities which have fundamentals based on chemical engineering and/or application of fundamentals in industry.

## **Document Requirements and Expectations**

SAIChE expects applicants to be familiar with the ECSA mandated guidelines for Category 1 CPD activities. The following checklist can be used as a guideline (where applicable):

1. PowerPoint / presentation slides (good quality colour A4 PDF);
2. Abstracts of the speakers/papers;
3. CV's of presenter(s);
4. Outline/synopsis of technical content;
5. Information brochure;
6. Course notes and supporting materials (such as question papers, marking rubrics/templates);

The documents can be submitted via email or Dropbox. No hard copies are required.

SAIChE requires the course material to perform the accreditation and is committed to keeping all documents confidential. Documents shall be stored on a secure server for audit and reference purposes.

Note where reviewers deem further review necessary, SAIChE reserves the right to send a representative on the course to evaluate it, at no additional cost to the applicant (i.e., any in-person evaluation by SAIChE is for SAIChE's account).

## **Audit**

SAIChE may at any time be subject to an audit by the Engineering Council of South Africa (ECSA) regarding CPD Accreditations. The document requirements and application process have been aligned to provide transparency in the event of an audit.

## **Approval and Refusal**

Upon successful application, CPD points with a reference number will be allocated to the activity, and the applicant informed thereof.

If accreditation is not granted, the committee will communicate feedback to the applicant with reasons for refusal. Any payment made in respect of accreditation will be forfeit, however, if the applicant updates their material to within acceptable criteria and it is subsequently approved, no additional charge will be levied.

## **CPD Points Allocation**

As per the ECSA guidelines on CPD Activities, a half-day is considered as 5 hours, which is equivalent to 0.5 CPD points, and a full-day is based on 10 hours, equivalent to 1 CPD point.

## **Validity Period of Accreditation**

CPD accreditation for an activity is valid for 3 years, with the exception of conferences, which are valid for one year. If the activity is presented at several occasions within the 3-year accreditation period, and the content and presenters do not change materially, then no reaccreditation is required.

## **Delegate Feedback Forms**

The application process requires the submission of the proposed feedback forms that will be given to the attending delegates of the activity. This is an ECSA requirement.

The onus rests on the CPD provider to send to SAIChE completed feedback forms, within a reasonable timeframe after completion of the activity. This is required for audit purposes. Failure to do so may lead to accreditation being revoked.

## **Use of SAIChE Logo**

The successful applicant is provided with a CPD accreditation number that can be used in promotional material for the activity. Providers must, however, contact SAIChE directly for permission in order to include our logo on the material/activity brochure.

## **Contact**

SAIChE IChemE contact details can be found on the website:

[http://www.icheme.org/communities/countries/south\\_africa/contact\\_us.aspx](http://www.icheme.org/communities/countries/south_africa/contact_us.aspx)

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