



## HIGHER EDUCATIONAL INSTITUTIONS Continuous Professional Development Events

Accredited tertiary educational institutions are approved by the Engineering Council of South Africa (ECSA) to run Continuous Professional Development (CPD) activities, such as workshops or training courses, for Agricultural Engineers. These events are automatically accredited by ECSA. However, tertiary institutions must inform SAILI of their event, so that the attendees of their event will receive proper recognition from ECSA. All tertiary institutions that plan to offer CPD events are strongly encouraged to do the following:

*6 months before the CPD event:*

Inform SAILI of the event date, place, and title. Please use the attached application form. We will gladly advertise your event to our members.

*During the CPD event:*

Record names and ECSA registration numbers of all attendees.  
Have all participants fill out the feedback form.  
Issue a certificate to all persons who successfully complete the event.

*1 week after the CPD event:*

Send a list of all persons who successfully completed the training. Please include names, ECSA registration numbers, and number of hours of training completed. Also, please send copies of the filled feedback forms.

You can contact us either by surface mail, telephone, or email.

mail: SAILI / SAIAE  
Posbus 912 719  
Silverton, 0127  
phone: 012-842-4000  
email: use the institute website: <http://www.saili.co.za/contact.htm>

Thank you for your help, and please contact us if you have any questions.



**Criteria for Approval of CPD Events (from the ECSA policy document on Continued Professional Development).**

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The participants or group of participants must be specified (e.g. professional engineers, professional technologists, professional certificated engineers, professional technicians, registered technicians or a specified category, e.g. registered lift inspectors) and where appropriate, the discipline should also be specified.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

**APPLICATION FOR APPROVAL OF A CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITY**

**Please complete and return to:**  
 SAILI / SAIAE; Posbus 912 719 Silverton; 0127

<b>1. BODY APPLYING FOR ACTIVITY APPROVAL IN TERMS OF ECSA CPD POLICY</b>	
1.1	Name of body
1.2	Postal Address
1.3	Telephone number
1.4	Fax number
1.5	E-mail address

<b>2. PERSON WHO ACTUALLY IS RESPONSIBLE ON BEHALF OF THE APPLYING BODY</b>	
2.1	Initials and Surname
2.2	Title (Prof/Dr/Mr /Ms)
2.3	Position held by responsible person in body
2.4	Direct contact telephone number
2.5	Cellular telephone number

<b>3. ACTIVITY OFFERED</b>
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<b>4. DETAILS OF ACTIVITY</b>	
a) Title Activity	
b) Name of Presenter/s	
c) Duration of Activity	
d) Target Participants: (Discipline and Category of Registered Persons)	
e) Is the activity promoting a product?	

<b>5. MOTIVATION FOR ACTIVITY TO BE APPROVED</b>
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Evaluation forms for obtaining feedback from participants for rating of the relevance, quality and effectiveness of the activity, must be attached to this application.

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I, on behalf of the  
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(name of the body) hereby certify that I am fully aware of the statutory requirements of continuing professional development as described in the ECSA Policy Document and undertake to comply with the requirements of serving as an approved provider for this activity.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**POSITION HELD IN BODY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PLACE**