

The South African Institution of Chemical Engineers

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PO Box 2125 NORTH RIDING 2162



Die Suid-Afrikaanse Instituut van Chemiese Ingenieurs

<http://www.saiche.co.za>
saiche@mweb.co.za

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 contact the SAIChE Administrator at saiche@mweb.co.za to enquire about the requirements/Application Forms to be submitted, etc. Alternatively, go to the SAIChE website <http://www.saiche.co.za>
2. Upon completion of the Application Form, it is submitted to the SAIChE Administrator with all the supporting documents (see under "Document Requirements & Expectations") attached. All the required documents can be sent via email and or Dropbox / WeTransfer.
3. The SAIChE Administrator collates and checks all the documentation received. It is then captured by the SAIChE Administrator and a Reference Number is allocated to the Application.
4. A Pro Forma Invoice is sent to the Applicant, where applicable. (depending on the Applicable Cost Category: A to E).
5. Where applicable, the Applicant then makes payment of the Pro Forma Invoice and sends proof of payment to saiche@mweb.co.za
6. After the payment has reflected in SAIChE's account, the Administrator will send the required documents and web-based links to the Reviewers.
7. The results from the Reviewers are then sent to the Administrator upon completion, and points are allocated.
8. The Administrator allocates CPD points and the Accreditation Number to the Applicant, or communicates rectification in the case of refusal.
9. In the case of refusal, Applicant will send the required changes or information to the SAIChE Administrator and go back to step 6.

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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 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).
7. Copy of proposed Delegate Feedback Form when applying.
8. Completed Feedback Forms after completion of activity.

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.

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 Up to 2 days	Activity: 3 to 5 days
A1	Corporate Members – up to 3 activities per calendar year	Fee	Waived
A2	Corporate Members – from 4 th activity within a calendar year	1,900	3,200
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	50% of Category fee

Notes:

- Amounts are quoted in South African Rand (ZAR) and are inclusive of VAT at 15%
- Cost structure effective dates for applications made: 1 January 2018 onwards.
- 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 above.

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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. Their decision is sent to the SAIChE Administrator.

Timeframe for Application

It is expected that Reviews take between 2 to 4 working weeks from the time of the application, or after the application fee reflects in SAIChE's account, where this is applicable.

Target Audience of the Activity

In accordance with the ECSA Policy on Accreditation, the Applicant must clearly state the intended audience of the activity in respect of:

1. Registration category: Professional Engineers, Technologists, Technicians
2. Discipline: Chemical Engineering; Electrical Engineering, etc.

SAIChE may refer Applicants to other Voluntary Associations (V.A.'s) if the engineering discipline falls outside the scope of the Committee's field of expertise. Note that other V.A.'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.

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 via the SAIChE office, with reasons for refusal. Any payment made in respect of accreditation will be forfeited. 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.

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Validity Period of Accreditation

CPD Accreditations for an activity are valid for three years, except for Conferences, which are valid for one year. If the activity is presented on several occasions within the 3-year accreditation period and the content and presenters do not change materially, then no re-accreditation 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 result in accreditation being revoked.

Use of SAICHe Logo

The successful Applicant is provided with a CPD Accreditation number that can be used in promotional materials for the Activity. Providers must, however, contact SAICHe directly for permission in order to include the SAICHe Logo on the material / activity brochure.

Contact

SAICHe contact details can be found on the website:

<http://www.saiche.co.za>

or

http://www.icheme.org/communities/countries/south_africa/contact_us.aspx

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