



CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
POLICY

TABLE OF CONTENT

DEFINITIONS

A. POLICY: CONTINUING PROFESSIONAL DEVELOPMENT FOR

DESIGNATED MEMBERS

- 1. PURPOSE**
- 2. ACTIVITIES**
- 3. RESPONSIBILITY**
- 4. CAPTURE / VERIFY / MONITOR PROCESS**
- 5. SANCTION**
- 6. RIGHT TO APPEAL**
- 7. RE-REGISTRATION OF DE-REGISTERED MEMBERS**

B. FORM FOR RECORDING CPD

DEFINITIONS

- a. "Board" - means the FFPSA highest decision-making body in between elective conferences as appointed in terms of the FFPSA Constitution.
- b. "Code" – means the code of conduct/ethics.
- c. "FFPSA" – Federation of Funeral Professionals in Southern Africa
- d. "Member" - means a registered member of FFPSA in terms of the FFPSA Constitution.
- e. "Designated Members" – members who qualify and hold a professional designation of FFPSA.

1. PURPOSE

Members need to plan and follow a program of lifelong learning of professions in the funeral sector. At a minimum, members must participate in development programs provided by FFPSA. Failure of which, may result in the member's de-registration from FFPSA.

2. ACTIVITIES

In order to ensure that members adhere to professional lifelong learning, they will be required to participate in both formal and informal learning activities.

Failure of meeting the minimum CPD requirements may result in the member forfeiting his/her professional designation.

Continuing Professional Development (CPD) is one of the hallmarks of professionalism. Obtaining CPD means that a designee invests in maintaining and expanding his or her knowledge base. In this way a designee is able to better serve his or her clients.

FFPSA therefore requires designees to obtain CPD. They must be able to demonstrate that they have obtained CPD as outlined in FFPSA's CPD policy.

All FFPSA designees must submit to FFPSA an annual CPD declaration in the prescribed form, which has been properly completed and signed. Failure to comply with this regulation may lead to removal from the register of members.

One CPD point is equal to one hour. Designated members need a minimum of 25 CPD points.

At least ten points must be verifiable points. Two of the verifiable points must be ethics-related. A point will be verifiable if the member can prove that he or she was involved in an acceptable CPD learning activity. A point will be non-verifiable if the member is unable to prove that the CPD learning activity has taken place.

A point will be verifiable if the learning activity provides or includes the following:

- Course outlines and teaching materials provided.
- Attendance record, registration forms or confirmation of registration from provider.
- Independent assessments that a learning activity has occurred.
- Confirmation by an instructor, mentor or tutor of participation.
- Published professional or academic writing.

Examples of learning activities, which may be either verifiable or non-verifiable, include:

- Participation in courses, conferences, seminars.
- Self-learning modules or organised on-the-job training for new software, systems, procedures or techniques for application in professional role.
- Participation and work on technical committees.
- Teaching a course or CPD session in an area related to professional responsibilities.
- Formal study related to professional responsibilities.
- Participation as a speaker in conferences, briefing sessions, or discussion groups.

- Writing technical articles, papers, books.
- Research, including reading professional literature or journals, for application in a professional role.
- Professional re-examination or formal testing.

One single, repetitive activity, for example, teaching a course on "Embalming" to different audiences, should not constitute a member's total CPD activity. Members may carry forward a credit of up to three verifiable points from one year to the next. Members must obtain their CPD points in areas relevant to their work/professional area.

3. RESPONSIBILITY

It is the designees' responsibility to familiarise themselves with updated and ongoing funeral-related legislation, policies and procedures; including administration and financially relevant regulations. To ensure and promote cooperation and good relations as well as quality services to clients between colleagues, designees are encouraged to share information about changes and updates in the industry with FFPSA and its members.

Furthermore, it is members' responsibility to ensure that they are familiar with the dates when FFPSA will be presenting the activities referred to under the Activities section above and that they attend such activities regularly.

4. CAPTURE / VERIFY / MONITOR PROCESS OF ACTIVITIES

FFPSA is responsible to keep records of all activities and to verify that members are meeting the quota set for the seminars, workshops and other informal learning opportunities. Should it be found that a designee did not meet the quota as per this code, then FFPSA will take the necessary steps to act against the designee.

FFPSA will monitor the process of activities to ensure that members are participating with the learning programs of the funeral directing profession to ensure that members are in a position to provide quality services to clients which meet the standards of the sector.

5. SANCTION

The Disciplinary Committee may impose any of the following sanctions in the event of a designee not having adhered to meeting the requisite CPD points:

- 1.1 a caution, a reprimand or both;
- 1.2 additional training, tasks or modules;
- 1.3 a fine not exceeding R 1000.00, professional *pro bono* service or both;
- 1.4 suspension of the member's name from the register or from the Board or committee of the Board for a specified period of time; or
- 1.5 permanent removal of the member from the register or Board or committee of the Board.

Any Board member, committee member or mentor who has been removed from their respective positions would not necessarily cease to be a registered member unless the transgression is of such serious nature that it warrants the member's removal from the register.

6. RIGHT TO APPEAL

Any member aggrieved by the findings of, or sanction(s) imposed by the Disciplinary Committee may, within 30 working days of receipt of the outcome, appeal to the Appeal Authority of the Board. The Appeal Authority will adjudicate on the appeal after receiving all arguments. The decision of the Appeal Authority is final.

7. RE-REGISTRATION OF A DE-REGISTERED MEMBER

Any member who has been de-registered as a result of this policy and procedure may, after a period of one year, re-apply for registration following the normal registration procedures. The onus is on the de-registered member to prove that s/he has rehabilitated and meets all registration requirements and such application will not be unreasonably withheld.

Form CPD 1

FEDERATION OF FUNERAL PROFESSIONALS IN SOUTHERN AFRICA

CPD Portfolio for the Annual Cycle ending (month & year)

Please complete and return to: FFPSA, admin@ffpsa.org.za

Surname:		FFPSA Registration No.:
First Names:		Professional Designation Category:

1. CATEGORY 1: DEVELOPMENTAL ACTIVITIES: 1Hour equals 1CPD Unit (Maximum 25 CPD Units)

Name of Activity	Date	Activity & Hours Claimed	Provider <small>(Provider must be recognized by FFPSA and the activity must be accredited by FFPSA)</small>	Validation No.	CPD Units Claimed
Attendance of and Participation in Structured Educational / Developmental Meetings (Conferences, Seminars, Workshops, Lectures etc.)					
Total CPD Units for this Activity					

2. CATEGORY 2: WORK-BASED ACTIVITIES

Name of Activity	Date from	Date to	Hours Claimed	Employer	CPD Units Claimed
(A) Funeral Directing-related work (maximum 5 CPD Units)					
Name of Activity	Date from	Date to	Hours Claimed	Details of Candidates	CPD Units Claimed
(B) Mentoring candidates in the work place (maximum 5 CPD Units)					

Total CPD Units for this Activity				
3. CATEGORY 3: INDIVIDUAL ACTIVITIES				
Type of Activity	Date/s	Hours Claimed	Details of Activity	CPD Units Claimed
(A) Self-study programmes, including research papers for publication, etc. (maximum 5 CPD units)				
Type of Activity	Date/s	Hours Claimed	Details of Activity	CPD Units Claimed
(B) Individual Activities (including serving on FFPSA governance structures: (maximum – 5 CPD units)				
Total CPD Units for these Activities				

TOTAL OF CPD UNITS OBTAINED FOR THE YEAR	
-------------------------------------------------	--

I, the undersigned, certify that the information contained in this document is correct.

Signature

Date