

Continuous Professional Development

Continuous Professional Development (CPD) involves maintaining and enhancing the skill, knowledge and experience relating to your profession once you have received your Professional designation from the Association. It also involves the development of personal qualities that are required for carrying out your professional duties.

CPD should by all accounts be a lifelong process which is planned by the individual to ensure that they are at all times up to date with changes within their profession. In the case of payroll it refers to legislative and technological changes, but also refers to instances where the individual has taken on the role of mentoring someone or providing training to someone within the Payroll field. The speed at which technology is changing affects the Payroll industry daily, and it is essential that the individual keep up o pace with these changes.

All individuals who have received a Professional Designation by the South African Payroll Association have to satisfy the criteria regarding their own continuous professional development. It is important that the individual understands the requirements and plans accordingly in order to ensure that they meet these requirements, failing which their Professional Designation can be revoked by the Association.

CPD Requirements

Professional Designation	Number of points required (cumulatively over 2 years)
Certified Payroll Practitioner	35
Certified Payroll Administrator Practitioner	25
Certified Payroll Technician	20

- The 2 year period starts at the beginning of the calendar year following the year in which the designation is awarded. The period runs from 1 January to 31 December.
- Application for CPD points must be made via the SAPA website where the following information is required:
 - Member Details
 - Activity

- Description (course outline, details of articles read etc.)
- Date of Activity
- Category
- Number of hours
- Attendance Register
- Proof of CPD activities is required
- It is the responsibility of the individual to ensure that their CPD points are up to date verified through the member portal on the SAPA website.
- CPD points are allocated based on the activity and the number of hours as indicated in the table below

Categories of CPD Activities

TYPE OF ACTIVITY	DEFINITION	CPD POINTS AWARDED
Education and Training <ul style="list-style-type: none"> ● Certificate required 	Receiving and Providing training through formal learning opportunities such as registered courses, or informal opportunities such as SAPA breakfasts, webinars or e-learning modules	<ul style="list-style-type: none"> ● 1 point for 1 hour (max 3 per event) ● Maximum 12 points per year
Attendance at SAPA Conference	Annual SAPA Conference	<ul style="list-style-type: none"> ● 1 Day – 4 points ● 2 Days – 8 points
Professional Practice	Relevant to Payroll: includes SAPA Board, industry committees and sub-committees, Standards Generating Bodies, SETA appointed bodies, Panels, Presentations	<ul style="list-style-type: none"> ● 1 point for 1 hour (max 3 per event) ● Maximum 12 points per year
Legislation <ul style="list-style-type: none"> ● Screenshots or weblink required for confirmation 	Keeping abreast of changes in legislation and ensuring compliance: <ul style="list-style-type: none"> ● BCEA ● Income Tax Act ● Labour Relations Act 	<ul style="list-style-type: none"> ● 1 point for every 1 hour of self study ● Maximum 10 points per year
Presenting, teaching, lecturing <ul style="list-style-type: none"> ● Contents and attendance register of delegates required 	Relevant to Payroll Profession Internal and External to the organisation	<ul style="list-style-type: none"> ● 1 point for 1 hour (max 6 per presentation) ● Maximum 12 points per year

	Points only accrued once, even if presentation is done more than once	
Mentoring / Tutoring <ul style="list-style-type: none"> • Contents and attendance register of delegates required 	Activities that lead to the formal or informal transfer of knowledge and skills to payroll practitioners	<ul style="list-style-type: none"> • 1 point for 1 hour (max 3 per event) • Max 6 points per annum
Authorship <ul style="list-style-type: none"> • Article to be provided 	Design and development of material on relevant Payroll related topics, incl. articles, papers or books which are published	<ul style="list-style-type: none"> • 10 points per article

- Members may contact SAPA to clarify whether an activity not listed above is acceptable for CPD points
- SAPA is a member of the Professional Bodies Forum and as such, recognises payroll relevant training offered by a number of other Professional Bodies
- Points in excess of the requirements may be carried forward for one cycle.

Compliance

- Members are to keep records of all their recorded CPD activities for at least 4 years after each cycle, as audits may be performed by SAQA.
- Application for CPD points to be made within 2 months of the activity being completed.
- CPD points will be awarded within 2 months of application.
- Should a member be unable to fulfil their CPD obligations due to extenuating circumstances such as maternity, disability or severe illness; application may be made to SAPA to have CPD requirements deferred. A written request with supporting documentation to be made to the SAPA secretariat. If granted, the balance of outstanding CPD points will be carried over to the next cycle.
- Members must ensure that they understand and are compliant with the CPD Policy.