

SACNASP UPDATED INFORMATION ON CPD PORTFOLIO FOR REGISTERED SCIENTISTS

In light of the CPD requirements and the submission of CPD activities SACNASP created a website for registered scientists to capture and keep a record of all their CPD activities.

The website address: <https://cpd.sacnasp.org.za>

HOW TO CAPTURE YOUR ACTIVITIES.

CPD REQUIREMENTS.

You need 25 credits over a 5-year cycle and 5 of the 25 credits must be earned in category 1.

There are 3 categories in which you can earn CPD credits:

Category 1 is for development activities - Workshops, Conferences etc. it is important to note that these events must be validated for CPD credits.

Category 2 is work based activities – The “A” part is for actual work done and the “B” part is for mentoring.

Category 3 is for individual activities – the “A” part is for belonging to a VA and the “B” part is for all your other activities.

HOW TO USE THE WEBSITE.

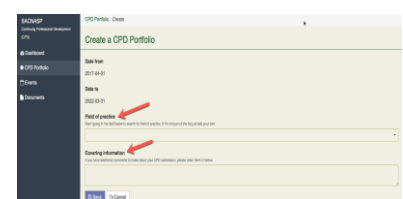
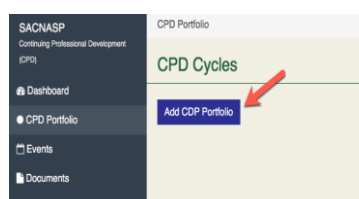
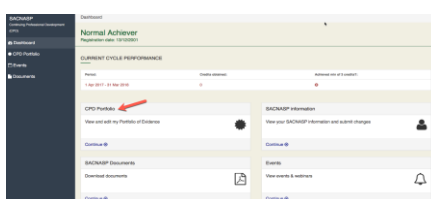
LOGIN with your username and password,

*Note. Your username will be your council registration number and your password will be your ID number. If you are **not** a paid-up member you will **not** be able to login to the website. If this happens please contact SACNASP to help you sort out the problem.*



CAPTURE your first cycle,

After you have signed in, click on CPD Portfolio, and then add your information and save.



CAPTURE your activities,

You will now land on the CPD portfolio page. Click on the various activities to add your information and save.

Note. There is a CPD summary table at the bottom of the page

The screenshot shows the 'CPD Portfolio: Activities' page. At the top, there is a navigation menu with 'Home', 'Dashboard', 'CPD Portfolio', 'Create', and 'Documents'. The main content area is titled 'CPD Portfolio: Activities' and includes a sub-header 'Annual Cycle ending 30/06/20'. Below this, there is a message: 'CPD credits will be calculated in at least two of the three categories listed below: Category 1 and two from either Category 2 or Category 3. You have achieved 0 credits out of a minimum of 30 credits for the cycle ending 30 March 2020'. The 'ACTIVITIES' section is divided into three categories, each with a 'Create New Activity' button: Category 1 (Developmental Activities - 10 credits), Category 2 (Work-based Activities - 10 credits), and Category 3 (Individual Activities - 10 credits). At the bottom, there is a '3 YEAR CREDITS SUMMARY' table.

Activity Category	No. Activities	Credits Available	Credits Used
Category 1 - Developmental	0	10	0
Category 2 - Work-based	0	10	0
Category 3 - Individual	0	10	0
Total	0	30	0

Category 1 activities,

The screenshot shows the 'Create a Category 1 (Developmental) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

Category 2 activities, A and B

The screenshot shows the 'Create a Category 2 (Work-based) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

The screenshot shows the 'Create a Category 2 (Work-based) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

The screenshot shows the 'Create a Category 2 (Work-based) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

Category 3 activities, A and B

The screenshot shows the 'Create a Category 3 (Individual) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

The screenshot shows the 'Create a Category 3 (Individual) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

The screenshot shows the 'Create a Category 3 (Individual) activity' form. It includes a 'Name of activity' field, a 'Type of activity' dropdown menu, and a 'Date from' field. There is also a 'VIEW LIST OF RECOGNISED ACTIVITIES' button.

Note. There is also space provided to upload supporting documentation.

Please feel free to contact us if you need any help or if you want SACNASP to arrange for a workshop on “how to structure and capture your CPD activities”

Regards
The CPD team

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