SAIGA

"Develop Ethical Public Sector Professionals"

Document Name	CONTINUING PROFESSIONAL DEVELOPMENT POLICY (CPD)
Audience	This Policy is developed for the broader context of the Government Auditors' community and in consideration of conferring designations to worthy candidates in this industry.
Purpose	This policy document is intended to ensure consistency, fairness, and business efficiency with respect to the registration, re-registration and continuing professional development of SAIGA Registered Government Auditors (RGA). It should be followed with due care and accuracy and all appropriate data must be recorded and saved for audit purposes.
Scope	The scope of this policy document includes guidelines to the effective management of the registration and re-registration of Registered Government Auditors (RGA) as well as the quality assurance procedures for the implementation of CPD as a whole and includes the following activities: ✓ Registration and re-registration of RGA's. ✓ Criteria for acquiring CPD Points ✓ Recording of evidence

1. INTRODUCTION

The South African Institute for Government Auditors (SAIGA) has been established as a professional body for the benefit of Auditors employed in Government.

In the foreseeable future it is unlikely that the flow of new auditing standards, legislation and acceptable auditing practice procedures will diminish. Present and future members must be prepared to maintain high standards in the profession. Professional development does not end with an examination, a qualification, professional membership, and a certificate on the wall. To give value to the SAIGA designations, standards of knowledge and competence must be maintained. In addition, to enable the SAIGA to register and retain its designations on the South African National Qualifications Framework, one of the requirements for registration is that members of the SAIGA undergo Continuing Professional Development (CPD).

All members are required to be conversant with technical matters related to the profession and current legislation affecting them, their clients or employers. Accruing CPD points is a method of demonstrating continuing technical and professional competence.

2.   CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

In most professions, practitioners have to spend a certain amount of time every year brushing up their skills and learning about new developments in their sector. No one will be happy if a pilot or a doctor lets his/her critical skills and knowledge of the industry they are working in, lapse. It's just as important that the industry SAIGA represents keep their knowledge current through Continuing Professional Development (CPD).

One of the main reasons to become a member of a professional body like the SAIGA is showing that members committed in keeping their knowledge up to date. One of the conditions of SAIGA membership is that its' member commit to accruing the relevant CPD points per membership category as set out in this policy.

3.   CPD REQUIREMENTS FOR SAIGA MEMBERS

SAIGA requires the following CPD requirements per its registered designations:

Membership Category	Description	CPD Requirements	Voting Rights
Fellow member	Fellow membership is conferred on individuals who holds or have completed the Registered Government Auditor (RGA) designation.	40 CPD hours per every calendar year (160 within 4 years), 2 CPD hours must be from ethics training. 20 CPD hours per annum must be from SAIGA CPD programmes.	Yes
Associate member	Associate membership is conferred on individuals who holds NQF Level 7 academic commercial degree, diploma, and possess a minimum of three years public sector auditing and accounting experience but have not yet completed the RGA designation.	15 CPD hours per every calendar year (60 within 4 years), 2 CPD hours must be from ethics training. 7 CPD hours per annum must be from SAIGA CPD programmes.	Yes
Graduate member	Graduate membership is conferred on individuals who holds an NQF Level 7 commercial degree, diploma who are practicing auditing and accounting in the public sector but do not possess a minimum of three years public sector auditing and accounting experience, and have not yet completed the RGA designation.	10 CPD hours per every calendar year (40 within 4 years), 2 CPD hours must be from ethics training. 5 CPD hours per annum must be from SAIGA CPD programmes.	Yes
Affiliate member	Affiliate membership is conferred on individuals who are not practicing auditing and accounting in the public sector and have also not completed the RGA designation.	2 CPD hours in ethics training.	No
Retired member	Retired membership is awarded to members in good standing for a minimum period of 5 years, who retire from active public sector auditing and accounting employment who holds the RGA designation. Retired members may make use of their designatory Retired RGA letters next to their name.	20 CPD hours per every calendar year (80 within 4 years), 2 CPD hours must be from ethics training. 10 CPD hours per annum must be from SAIGA CPD programmes.	Yes
Student member	Student membership is awarded to students studying commercial degree or diploma, and who are not full-time employed.	None	No
Honorary member	Honorary membership is only awarded by the Council of SAIGA to individuals in recognition of their outstanding service to the public sector auditing and accounting profession.	None	Yes

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4.   EARNING AND RECORDING YOUR CPD POINTS

All SAIGA members must complete the required CPD every year. Many members will find they naturally complete many more hours than the set minimum. It is up to the member to keep his/her CPD records, logging them on the SAIGA CPD Tracking Form.

If the SAIGA ever receives a complaint about a member, proof might be needed that the member has kept his/her professional knowledge up to date. CPD records will help prove this.

4.1 How to earn CPD points

For CPD, 1 hour of learning = 1 point. The minimum of the required hours of CPD can be made up of a combination of verifiable and non-verifiable points. At least 30% of the required points must be verifiable.

4.1.1   Verifiable CPD points
This means gaining knowledge that is directly relevant to professional work, whether the professional is employed or self-employed.

The registered member can earn verifiable CPD points by:
- Attending accredited meetings or seminars run by the SAIGA or another nationally recognised professional body (e.g. SAIPA, IRBA, etc.)
- Doing courses facilitated by SAIGA-accredited organisations
- Undertaking e-learning
- Further academic study, e.g. an open learning or degree course, courses on a topic relevant to the job, or further studies for professional exams

4.1.2   Non-verifiable CPD points

The registered member can earn non-verifiable CPD points when gaining more broad professional knowledge and keep on top of current trends relevant to the specific job.

Non-verifiable CPD points can be gained by:
- Preparing and presenting lectures and seminars / workshops
- Reading manuals, business, and trade magazines - and SAIGA newsletter
- Conducting web-based research
- Having technical discussions with colleagues and preparing complex work
- Attending courses, seminars and workshops that are not directly relevant or related to your work.

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5. SAIGA's ROLE IN ASSISTING ITS MEMBERS WITH CPD

As the professional body, SAIGA aims to do their best to its members in assisting with as many opportunities to continue their professional development as possible, by:

- Sending out a very informative monthly newsletter which contains news from SAIPA, IRBA, Government, etc, and other organisations which affect the RGA's work.
- Notifying members through our newsletter and website, about workshops and seminars (website are updated regularly with new events). These are often discounted for members. Many of these learning sessions award members with Continuous Professional Development (CPD) points.

6. RECORDING AND SUBMISSION OF CPD

As an SAIGA member, it is the members' responsibility to keep a record of his/her CPD and submit evidence of it every year to SAIGA.

SAIGA will supply the members with a SAIGA CPD Tracking Form. Every time the incumbent completes any continuing professional development, he/she need to record it on the form and include any receipts, attendance certificates, learning materials or other evidence to it too.

At the end of the year (31 December), SAIGA will send a reminder to its members to remind them that their membership renewal is due, and that the members need to submit their SAIGA CPD Tracking Form with this. (Hang onto your receipts and other evidence – we request this only from a sample of randomly-selected members.) Please note that you cannot renew your SAIGA membership without providing proof of the required CPD points per membership designation.

7. CONTACT INFORMATION

If you have any questions about CPD or SAIGA membership, please contact the SAIGA on:

Telephone: 012 004 0741
Email: support@saiga.co.za
Web: www.saiga.co.za
Fax:

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