



THE INSTITUTE OF LOSS ADJUSTERS OF SOUTHERN AFRICA

GUIDE

CONTINUING PROFESSIONAL DEVELOPMENT

BACKGROUND AND MOTIVATION FOR CONTINUING PROFESSIONAL DEVELOPMENT

During 2006 we circulated the Institutes motivation for introducing CPD, which is, in summary, a process that ensures that members maintain their competency and keep up to date with developments in the loss adjusting profession and the short term insurance industry in particular.

A report compiled by the SAQA Review Panel, dated 20 October, 2006, inter alia, set out definitions for a Professional Body, a Qualification, a Professional Designation and a Professional Qualification. It is worth while repeating their comment on a Professional Body:

“A Professional Body is a body appointed to represent a recognised ‘community of expert practitioners’ and as such it devises, informs, monitors and continually updates the benchmark standards of competence, both academic and practical, required in the practice of the profession for which it is responsible. It is governed either by a statute or a constitution and has the necessary full time resources to carry out its functions. Major functions include quality assurance, assessment of professional competence, the conferring of professional designations and the right to practice, development and management of a code of professional/ethical conduct and ensuring the currency of knowledge of members through the implementation and monitoring of Continuing Professional Development (CPD) programmes”.

As we strive to have loss adjusting seen as a profession which we regulate through a constitution with a code of ethics and a code of conduct, the SAQA Review Panel’s definition merely serves to reinforce our approach to introduce CPD as a compulsory requirement for continued membership.

ILA MISSION STATEMENT/STRATEGY

The Institute’s “Strategy for Delivery of our Mission” and “Duties of Committee Members/Regions” was adopted by the National Committee in September, 2006.

One of our mission statements is “We promote the skill, efficiency, service and responsibility of our profession”.

The Institute’s strategy to achieve this includes

1. To ensure that our members remain proficient in their field of operation, we shall continually promote skills development in members around the country by providing quality seminars and education programmes and by encouraging CPD.
2. Encourage members to become more effective by facilitating “soft skills” training around the country.
3. Provide members with clear guidelines in respect of educational and skills courses required to retain membership and to advance within the Institute.

This is the task of the Regional Chairmen/Committee.

In the “Duties of Committee members/Regions” document it is recorded that regions will:

1. Monitor CPD of members
2. Promote skills development to claims staff and members around the country through seminars and training programmes
3. Ensure that “soft skills” training is offered to members around the country
4. Provide members with clear guidelines of the educational/skills courses and programmes required for maintenance of membership.

The September 2006 adoption was ratified at the National Committee Meeting in March 2007.

It is clear from the above that each Region must develop its own strategy to accommodate the unique needs of its members but it is expected that Regional Chairmen will share their views and ideas with each other.

Northern Gauteng and Southern Gauteng Regions presented their strategy for handling CPD to the Executive Committee Meeting held on 19 April, 2007 and copies of these strategies will be made available to interested parties on request.

There is an Education Executive appointed within the National Body and Regional Chairmen are encouraged to approach him for guidance.

DEFINITION OF CPD

“The systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner’s working life”

SCOPE OF THE PROGRAMME

The CPD programme applies to all members.

An appropriate percentage of members will be randomly selected on an annual basis and required to submit proof of their CPD record.

Members are required to submit on an annual basis a CPD record form with their application for renewal. This submission may be a manual submission of a form or submission via the website CPD electronic method (introduced as from 1 March 2011)

BASIS OF COMPLIANCE

Examples of acceptable activities for CPD purposes are listed later in this document.

The CPD programme has been categorised to identify “active” activities (with a point’s value of 6, 5, 4, 3 or 2) and “passive” activities (with a point’s value of 1 point per hour). Passive activities will not count for more than 10 points per annum if achieved independent of the ILA website CPD programme. If achieved via the ILA website programme, a maximum of between 15 to 25 points may be achieved per category (and depending on the maximum for each category) and a member may in fact be able to achieve the entire 35 points by drawing from two categories (at 1 point per article)

Compliance will require the attainment of a minimum of:

In respect of Accredited Members:	35 points per annum
In respect of Associate Members:	35 points per annum
In respect of Fellow Members:	35 points per annum

PENALTIES

Failure to comply or to submit a CPD record form will entitle the Institute to refuse a members renewal

A list of those who do not meet the requirements may be published.

REQUEST TO REVIEW

A review request may be presented to the ILA Executive Committee in writing. The Committee’s decision after review shall be final

CALCULATION OF CPD POINTS

A. Active 6 points per hour

This relates to the research and writing of actual text books, but not articles or papers

B. Active 5 points per hour

Research, preparation, and then delivery of lectures and training courses. This covers lectures and courses for the members own company as well as external market conferences and seminars. Similarly in relation to the research and writing of technical articles, both for the members own company as well as trade and general press and professional bodies.

Work undertaken as an examiner and/or assessor, both for the setting of an examination, and for the marking of them, the positive results of which will entitle the candidate to have credits registered on the NLRD. This applies to any professional examination/assessment but does not include any work in relation to moderating assessments.

All work involved with any member whilst sitting as a panel member in relation to adjudicating essays and publications. This includes preparatory work, such as reading the candidates submission, as well as sitting on the panel.

C. Active 4 points per hour

Work undertaken in relation to the moderating of assessments.

D. Active 3 points per hour

This section covers member's attendance at technical conferences and seminars, plus general training courses which do not include any formal study courses. These encompass both the member's own company's internal seminars and training as well as external industry ones. In addition this section covers members attending professional body meetings, including but not exclusive to ILASA regional meetings. It also includes serving on ILASA National and regional committees.

E. Active 2 points per hour

This section covers a member's activity in relation to working with an unqualified member, assisting them with studies and development, providing mentoring and similar activity.

F. Passive 1 point per hour [for points achieved independently of the ILA Website CPD programme]

This section covers the reading of technical papers, magazines, journals and similar publications. It will cover trade and professional magazines and journals.

NOTE: Annual CPD points gained for activities undertaken under groups E and F are limited to 10 points for each group

G. Passive 1 point per article/link [for points achieved via ILA Website CPD programme]

This section covers the reading, and in some cases, the answering of questions, of articles/links on the ILA Website CPD Programme (which consist of categories and subcategories, and where the points are limited to between 15 to 25 points depending on the categories chosen). A member may achieve their full complement of CPD points for example by reading in two categories. This is not recommended but for those members in outlying regions who do not have access to active means of obtaining CPD points, this new section (introduced 1 March 2011) remains an option.

H1. Passive 1 point for each "Credit" earned

This section deals with formal correspondence and/or classroom studies towards an ILA recognised qualification or study programme. Points awarded on successful completion of modules.

H2. Passive 1 point hour

All work involved in relation to any approved formal courses of further study. "Approved" means approved by ILASA. If in doubt, Members should check with the Membership Committee regarding approval.

I. Passive 10 Points

This section covers those ILA members who are able to produce a letter from another professional body stating that CPD in that discipline has been achieved during the current ILA CPD year.

RECORD OF CONTINUING PROFESSIONAL DEVELOPMENT

All Members are required to meet the Minimum CPD requirements in terms of their level of membership

If points are obtained in Category G, they are automatically captured and recorded on the ILA Website CPD Programme

CPD points obtained in Categories A to F, H and I may be recorded on the ILA Website CPD Programme by the member

Date	Activity	Group A Hours	Group B Hours	Group C Hours	Group D Hours	Group E Hours	Group F Hours	Group H "credits"	Group I letter	Points
	Total Hours Each Group									
	Total Points									

Member's Name.....

Business address.....

Period covered by this form.....

