

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR DESIGNATIONS:

Nail Technologist	(NtHS)
Beauty Technologist	(BtHS)
Beauty Therapist	(BHS)
Somatologist	(SomS)

1. INTRODUCTION

Professionalization of an industry requires that practitioners remain current in their practice. A designated member and practitioner is required to participate in the CPD programme offered by the Professional Body for the industry.

This document serves to outline the CPD requirements, processes and reporting that a practitioner is required to adhere to and use.

2. DEFINITION

CPD can be defined as the systematic maintenance, improvement and broadening of skills and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's career.

The definition is intended to remain flexible enough to be relevant to all those registered and at different stages of their career. The Professional Body enable the practitioner to earn CPD points spread over three different categories of activities and not attendance of academic and theoretical courses alone. As registered practitioners are required to obtain 60 CPD points over two years; meeting these minimum CPD points required will result in the renewal of registration if membership fees are paid.

3. BENEFITS

3.1 Benefits of the CPD Program

Participation in a CPD programme has benefits to the practitioner, employer and the industry as a whole. In a fast growing, ever changing, highly competitive market and shrinking group of clients, it is important that registered practitioners demonstrate their competitiveness through the ongoing participation in CPD. This should become a way of life.

3.1.1 By committing to the CPD programme the practitioner demonstrate:

- Commitment to level of excellence;
- Passion for occupation;
- Desire to constantly improve;
- Interest in the developments within the industry in terms of products, services and business management; and
- Competence as a practitioner in running and/or contributing to the running of a sustainable business.

3.2 **Benefits to the Designated Member/Practitioner**

Participation in the CPD programme keeps the practitioners registration current. This provides employers, stakeholders and clients with a positive indication of commitment to the industry, business and own personal development.

Being up to date sets the practitioner apart and makes him/her highly desirable as an employee – it instills confidence from the clients and employer.

The use of the registered practitioners' designation for example: Reg.NtHS/Reg.BtHS/Reg.BHS/Reg.SomS following his/her name is an indication of the STATUS as registered practitioner. The logo can be used on business cards and in business advertising.

3.3 **Benefits to the Designated Members/Practitioners employer**

Being a designated member/practitioner illustrates interest toward and passion for the industry and occupation. It proves that advise, products and services are up to date and current.

These practitioners also prove to be leaders in the industry by using the latest technology and thinking in their working environment.

The employer is assured that the affiliation of the employee with the industry and professional bodies keeps them in touch with what is happening in South Africa and at an international level.

The employer is able to rely on the professional input of practitioners because the compliance to the three criteria is proof from an objective, credible source that the practitioner is up to date, informed, passionate and committed to the industry.

3.4 **Benefit to the Industry**

The industry becomes self regulated. Greater pressure will be placed on qualified therapists to be registered as designated members. This type of self- regulation means that standards of excellence are established and maintained and that growth of the credibility and professionalism within the industry is guaranteed.

Non- or under-qualified practitioners trying to enter the industry without these credentials will eventually not be tolerated by clients, stakeholders and potential employers. This will maintain the high standard of professionalism expected during treatments.

4. **CPD ACTIVITY**

4.1 **How many CPD Points are required for Registered Practitioners?**

Registered Practitioners are required to obtain 60 CPD points over two years and after this cycle has lapsed any points over the minimum required for the 2 years will be transferred to the next cycle. CPD points are allocated according the complexity and duration of a CPD activity.

4.2 **Compulsory CPD activities**

Practitioners are allowed great freedom when selecting CPD activities. However, the industry has agreed that the education and training component of the CPD is compulsory. A CPD calendar will therefore be set up by the industry professional bodies at the beginning of each year. Practitioners will need to ensure that they diarize and attend the scheduled CPD activities.

Participation will be recorded through the signing of a register. Failure to participate in events will result in the practitioner being de-registered.

4.3 Schedule of CPD activities

There are four categories of CPD activities, namely:

4.3.1 Professional Development

These are any activities that contribute toward the development of the practitioner in relation to the industry.

4.3.2 Personal Development

These are activities that contribute toward the development of knowledge and skills that are not directly related to Nail Technology, Beauty and Health and Skincare, but that grows the practitioner as a person and as a professional practicing as a qualified practitioner.

4.3.3 Education and Training

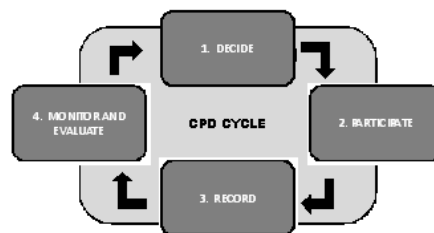
These activities include all education and training gained through SAQA accredited qualifications, short courses, certifications on products, seminars and conferences focused on content specific to Nail Technology, Beauty and Health and Skincare. Participation as lecturer, facilitator or guest lecturer is also included in this category.

4.3.4 Reading and Publishing

These activities include the reading of articles in magazines, accredited journals, industry magazines, books and credible websites. It also includes the publishing of articles in the same.

5. THE PROCESS

Participation in the CPD programme in four (4) easy steps.



5.1 The four (4) steps:

5.1.1 **Decide** on CPD activities to participate in in order to achieve the points required.

Use the schedule of CPD activities and record the activities interested in, by using all four categories, on the CPD record card in the “planned” column.

5.1.2 **Participate** in planned activities from all four categories to accumulate the required points.

Execute activities planned. Make sure training dates are diarized and that you have registered for the events. Set realistic goals and stick to achieving them if activities like reading books or self-development activities were chosen.

5.1.3 **Record** participation by using the CPD record card.

Ensure the four categories are included and record all completed activities on CPD record card. Include copies of evidence of participation in a file so that everything is kept on record and in an easily accessible place. The record card needs to be submitted once a year to the professional body responsible for managing CPD.

5.1.4 **Monitor** and **Evaluate** progress throughout the CPD period.

CPD progress should be checked quarterly to ensure the set out goals were achieved, are still achievable or further goals need to be set if not achieved. Highlight areas of concern and focus to achieve the number of CPD points that are necessary. CPD is a continuous process and not something done once a year in order to complete and submit the CPD record card.

Category	Activity	Examples of evidence of participation / contribution	Points value or Maximum points allocated
Professional Development Minimum points required: 5 points per year Maximum points allowed: 20 points per year	Membership of a professional body	Membership certificate	5
	Subscription to the code of professional conduct	Signed copy of the code of ethics	2
	Serving on committees within professional bodies	Letter from the professional body/ Minutes of meetings/ Emails demonstrating that you are member of a committee	10
	Chairing committees	Letter from the professional body	5
	Attending committee meetings	Signed attendance register (each meeting)	1
	Attending Congresses – National and International	Signed attendance register	5
	Participation in industry related activities such as trade shows and exhibitions	Letter from the organizers of the event indicating your role/visiting the Body stand	5
	Serving as a judge for a tradeshow or World Skills competition or Receipt of Industry Awards	Letter from organizers confirming status as judge	5
	Receipt of industry awards	Letter from the organizer (CPD allocated to person submitted)	10
Mentoring of new entrants to the industry through formal mentorship programmes	POE submitted by Mentor	5	
Personal Development: Minimum points required: 5 points per year Maximum points allowed: 15 points per year	Learning computer skills such as how to do word processing, electronic publishing, website development	Letter from manager stating that individual is competent Certificate of achievement Print out of websites, electronic newsletters, documents that you have developed Signed declaration of authenticity or affidavit	5
	Business management, HR development, Management and leadership skills including training, self directed learning	Proof of participation in the form of signed register, letter proving participation or invoice as proof of payment Short description of book that was read and copy of cover and contents page	5
	Professional Team Building related to the industry.	Proof of registration and completion	1
	Community involvement/Charity Projects	Letter from the Charity or organizer of event Signed register	1 hour = 1

Category	Activity	Examples of evidence of participation / contribution	Points value or Maximum points allocated
Education and Training: Minimum points required: 5 points per year Maximum points allowed: 15 points per year	Short courses like updates on existing products or introduction of new products or Launch of new products CPD registered programmes (Specific amount of points allocated to each individual programme)	Certificate of participation Signed register from provider Invoice proving payment	1-4hours = 1 5-8hours = 2 9-16hours = 5 Longer = 7
	Attending Conferences and Seminars or Workshops	Signed register Name badge from conference / seminar Invoice proving payment	1-4hours = 1 5-8hours = 2 9-16hours = 5 Longer = 7
	Speaker at an education provider in Beauty, Health and Skincare or Conferences and Seminars/workshops.	Letter from organizer of event that you were the guest speaker	30 min = 2 1 hour = 5 Longer = 7
	Assessing and Moderating at Assessment house (included SAAHSP assessor, moderator)	Letter from provider Signed assessment and moderator documents	½ day = 1 1 day = 3 2 days = 5
	SAAHSP Theory Marker	Letter from SAAHSP	5
	SAAHSP Theory Paper Compiler	Letter from SAAHSP	5
	SAAHSP Theory Moderator	Letter from SAAHSP	10
Reading and publishing: Minimum points allowed: 5 points per year Maximum points allowed: 10 points per year	Reading articles in magazines, accredited journals, industry magazines and books	List of articles with bibliography.	20 articles = 1
	Publishing of articles in accredited journals	Copy of the article from the source in which it was published	7
	Writing articles in professional magazines or industry related magazines (not accredited) or on websites	Copy of the articles from the source in which it was published	5
	Subscribe to approved magazine	Proof of payment and subscription	3
	Creating Academic or professional notes	Copy of the notes and proof that person written	10
	Creating Academic notes: Qualification or Skills award	Copy of skill or qualification written	Skills training = 5 1 st year = 15 2 nd year = 30 3 rd year = 45