



CPD POLICY

© 2023

The Information and Communications Technology Association of Zambia



The Information and Communications Technology Association of Zambia

Established by the Information and Communications Technology
Association of Zambia Act No. 7 of 2018

CPD Policy

© 2023

Page 2 of 12

Table of Contents

1. Preamble.....	4
2. INTERPRETATION	5
3. Overview.....	6
3.1. CPD General Requirements and Rules	6
4. Member Responsibilities.....	6
5. CPD Hours Qualifying Activities	7
5.1. ICTAZ Activities.....	7
5.2. ICTAZ Training	7
5.3. Study.....	7
5.3.1. Academic Study.....	7
5.3.2. Self-Study.....	7
5.3.3. Certification	8
5.4. 3 rd Party Trainings, Work Shops and Activities	8
5.5. Exam and Course Development.....	8
5.6. Presentation	9
5.7. Publication	9
5.8. ICTAZ Committee Meetings and Activities	9
5.9. Volunteering.....	9
5.10. Mentoring	9
5.11. ICTAZ Recognition.....	10
6. Third 3 rd Party Organisers Responsibilities	11
7. CPD Administration.....	11
7.1. Review Submissions.....	11
7.2. CPD Submission Audit.....	11
7.3. Provide Documentation.....	11
7.4. Manage Non ICTAZ CPD Registration.....	11
8. Non-Compliance	12
9. Implementation of the Policy	12

1. Preamble

We, as members of the Information and Communications Technology Association of Zambia do recognize the importance of our profession as we are now in the information age era. To help ensure we competently guide those dependant on us correctly we need to ensure we are constantly upskilling and expanding our knowledge base.

The ICTAZ Professional Development Committee is ultimately responsible for setting and maintaining CPD requirements.

.....

2. INTERPRETATION

In this Constitution, unless the context otherwise requires: -

“Association”	unless otherwise stipulated , means the Information and Communications Technology Association of Zambia;
“AGM”	means Annual General Meeting;
“EGM”	means Extraordinary General Meeting;
“General meetings”	means a meeting of the members and includes both an Annual General Meeting and Extraordinary General Meeting;
“Good standing”	means a member who is fully paid up for the current year and has complied with all their explicit obligations, while not being subject to any form of disciplinary censure;
“HUB”	means a business incubation centre;
“ICT”	means Information and Communications Technology;
“ICTAZ”	means the Information and Communications Technology Association of Zambia;
“Member”	means a person registered with the Association.
“NGO”	means Non-Governmental Organizations;
“Ordinary Resolution”	means a resolution passed by more than fifty per cent of the votes cast;
“CPD”	Continuous Professional Development
“The Act”	means the Information and Communications Technology Association of Zambia No.7 of 2018;
“The Council”	means The Executive Council of ICTAZ as established under section 7 of the Information and Communications Technology Association of Zambia Act No. 7 of 2018.

3. Overview

The goal of this Continuous Professional Development (CPD) policy is to ensure that all members of ICTAZ attain and maintain sufficient levels of up-to-date skills and knowledge.

Members of ICTAZ will have their CPD activities tracked via the grading scale of CPD hours.

3.1. CPD General Requirements and Rules

Members will be expected to complete the minimum CPD requirements and responsibilities set in this policy in order to qualify for annual renewal of their practicing licence.

1. For each calendar year running from January to December, members of the below categories are expected to attain an annual minimum of thirty **(30) CPD hours**.
 - a. Fellow Member
 - b. Full Member
 - c. Associate Member
 - d. Licentiate Member
2. Student Members are expecting to only attain fifteen **(15) CPD Hours**
3. Minimum CPD hours that can be claimed for an activity is 1 CPD hour and further increments can only be at a minimum of 0.5 CPD hours.
4. CPD Hours accumulated over the period of a calendar year will only be available for use when a member is renewing their Practicing Certificate for the immediate following year. Example:
 - a. CPD Hours Accumulated between 1st January 2023 and 31st December 2023, are only valid for Practicing Certificate Renewal for 2024 and will not carry over into the following year.

4. Member Responsibilities

Members will be required to carry out the following responsibilities:

1. Participate in activities that will qualify for and attract CPD hours
2. Submit CPD hours to Secretariat.
 - a. Specifying Activities
 - b. CPD Hours for each Activity
 - c. Submit Supporting Documentation
3. Retain CPD supporting documentation for at least 24 Months after submission.
4. Provide requested information and present themselves for audit should this be deemed necessary.

5. CPD Hours Qualifying Activities

This section will detail what activities qualify for CPD hours as well as a guide on how they will be calculated.

5.1. ICTAZ Activities

Activities in this section refers to General Meetings, workshops, webinars, discussion and other ICTAZ organised events. Activities that include eligibility for CPD Hours as well as CPD Hours attained for each of these events will be detailed as part of the Event Notification.

5.2. ICTAZ Training

Training Seminars and Courses organised by ICTAZ will carry CPD hours, and based on the specific event, determining factors will be participation, duration, passing grade and any relevant factor deemed necessary. ICTAZ Trainings that include eligibility for CPD Hours as well as CPD Hours attained for each of these events will be detailed as part of the Event Notification.

5.3. Study

Study Covers different forms of Education Advancement

5.3.1. Academic Study

Classroom, physical or virtual, based study consisting of numerous modules to attain an Academic Certificate, Diploma or Degree from a recognised Education Institute will be calculate based on the duration exams sat for in the period calendar year under review. With Each hour of the exam being valued at 1 CPD Hour. Exam should run for a minimum of 1 hour and only additional durations of 30 minutes can be counted towards CPD Hours. Examples of this would be:

1. Exam Duration: 50 Minutes = 0 CPD Hours
2. Exam Duration: 1 Hour 50 Minutes = 1.5 CPD Hours
3. Exam Duration: 1 Hour 20 Minutes = 1 CPD Hours

5.3.2. Self-Study

Self-Study covers structured courses specifically developed for self-study that detail CPD Hours. Only courses that provide a Certificate from the service provider on completion clearly indicating the number of CPD Hours or course duration on the completion Certificate will be accepted.

Course Duration should run for a minimum of 1 hour and only additional durations of 30 minutes can be counted towards CPD Hours. Alternatively, the course should provide a minimum of 1 CPD Hour with additional increments being at a minimum of 0.5 CPD Hours. Examples of course duration would be:

1. CPD Hours or Course Duration: 50 Minutes = 0 CPD Hours
2. CPD Hours or Course Duration: 1 Hour 50 Minutes = 1.5 CPD Hours

3. CPD Hours or Course Duration: 1 Hour 20 Minutes = 1 CPD Hours

5.3.3. Certification

Certifications covers structured courses specifically developed to train members on a specific product culminating with a defined Certification Exam. Certification attained in this manner can count towards CPD Hours only if the service provider provides a certificate of completion. Furthermore, CPD Hours for such Certifications will be calculated in one of two ways; Service Provider clearly indicates CPD Hours on the Certificate or Exam Duration when attaining the certificate.

In the case of Exam Duration, the Exam should run for a minimum of 1 hour and only additional durations of 30 minutes can be counted towards CPD Hours. Alternatively, where CPD Hours are indicated, the course should provide a minimum of 1 CPD Hour with additional increments being at a minimum of 0.5 CPD Hours. Examples of course duration would be:

1. CPD Hours or Exam Duration: 50 Minutes = 0 CPD Hours
2. CPD Hours or Exam Duration: 1 Hour 50 Minutes = 1.5 CPD Hours
3. CPD Hours or Exam Duration: 1 Hour 20 Minutes = 1 CPD Hours

5.4. 3rd Party Trainings, Work Shops and Activities

Non ICTAZ Organised Training Seminars, Workshops and Activities organised by 3rd Parties will carry CPD hours only if:

1. they are registered accordingly with the Association based off guidelines defined in this policy.
2. Indicate Clearly CPD Hours available for the Event in the Event Notification
3. Indicate Clearly if CPD Hours are Recognised by ICTAZ in the Event Notification
4. Provide a Certificate at the end of the event clearly stating participants name and CPD Hours attained.

5.5. Exam and Course Development

CPD Hours can be gained by preparation of courses and/or Exams within the IT space for a recognised Education Institute. CPD hours will be determined at 2 times the duration of the Exam prepared (Exam Hours * 2) or 4 times the rate for the duration of the exam set for a course prepared (Prepared course Exam Hours * 4). Exam should run for a minimum of 1 hour and only additional durations of 30 minutes can be counted towards CPD Hours. Examples of this are:

1. Only Preparation of Exam: Exam Duration 1 Hour 30 Minutes = 3 CPD Hours
2. Only Preparation of Exam: Exam Duration 2 Hours = 4 CPD Hours
3. Prepared Course with Exam: Exam Duration 1 Hour 30 Minutes = 6 CPD Hours
4. Prepared Course with Exam: Exam Duration 2 Hours = 8 CPD Hours

5.6. Presentation

Presentation speaks to being an individual giving a talk, participating on a panel discussion, representing as a subject expert or any such similar event recognised by ICTAZ on a publicly available platform.

Presentation should run for a minimum of 30 minutes and only additional durations of 30 minutes can be counted towards CPD Hours. CPD hours are calculated at 5 times the Duration of the Presentation. Example of this is:

1. Presentation Duration 30 Minutes = 2.5 CPD Hours
2. Presentation Duration 1 Hour = 5 CPD Hours
3. Presentation Duration 1 Hour 30 Minutes = 7.5 CPD Hours

5.7. Publication

Publication relates to publication and review of ICT related books, papers, articles, or similar material on/in recognised platforms such as journals, newspapers, websites, print media and other modes of publication publicly available. CPD Hours will be attained based the word count of the publication, 1 CPD hour per 1000 words. Co-authored publication will be split based on the overall percentage contribution of each authors contribution to the publication. Example of this:

1. Publication with 500 words = 0 CPD Hour
2. Publication with 1000 words = 1 CPD Hour
3. Publication with 1300 words = 1 CPD Hour
4. Publication with 1500 words = 1.5 CPD Hour
5. Publication with 1800 words = 1.5 CPD Hour

5.8. ICTAZ Committee Meetings and Activities

Activities undertaken on behalf of ICTAZ earn CPD hours. Activities including, but not limited to, Board Meetings, Committee and Sub Committee meetings, representing ICTAZ in different capacities and activities.

Activity should run for a minimum of 30 minutes and only additional durations of 30 minutes can be counted towards CPD Hours. Each 30 minute interval will earn the participant 0.5 CPD Hours.

5.9. Volunteering

Volunteering for Activities Organised/Undertaken by of ICTAZ can earn CPD hours. Voluntary activities that include eligibility for CPD Hours as well as CPD Hours attained for each of these activities will be detailed as part of the Activity Notification and call for volunteers.

5.10. Mentoring

ICTAZ recognised mentoring initiatives in the area of ICT. Mentoring activities include but not limited to, direct coaching, review of mentees work and providing career guidance.

5.11. ICTAZ Recognition

ICTAZ through Professional Development Committee or Council can award CPD hours in recognition of an activity that seeks to further the ICT industry via different channels, events, and efforts.

6. Third 3rd Party Organisers Responsibilities

Third (3rd) Party Organised Activities that wish to carry ICTAZ Recognised CPD Hours will need to register with the Association. The following Conditions must be met before the activity can be recognised by ICTAZ

1. Registration Application made At least 10 working days before the Event.
2. Event should align with ICT recognized activities
3. Any Fees settled in accordance with the agreement.
4. Value of CPD Hours agreed to.
5. Pre-requisites defined and presenting on the ICTAZ Site

ICTAZ reserves the right to approve or reject CPD Recognition for an activity.

7. CPD Administration

Although the ICTAZ Professional Development Committee is ultimately responsible for the CPD policy and management, ICTAZ Secretarial will be responsible for the Day to Day Administrative tasks around CPDs. Committee members can be tasked with working on specific tasks.

Below are some of the administrative tasks to be carried out:

7.1. Review Submissions

Continuously review CPD submissions made to ensure no adjustments to policy or administration is required.

Furthermore, review submissions made to ensure they qualify for CPD Hours.

7.2. CPD Submission Audit

Perform audits of member CPD submissions to ensure validity of provided information. Audits can be performed on randomly sampled entries or any flagged entries.

7.3. Provide Documentation

Provide supporting documentation for CPD Hours activities Provided and Managed by ICTAZ

7.4. Manage Non ICTAZ CPD Registration

Provide updated requirements and costing for third (3rd) Party Organised CPD Recognised Activities as well as manage the maintained list of approved Activities.

Registration process will be managed by ICTAZ, and a published copy kept available on the ICTAZ Site.

8. Non-Compliance

Any member of ICTAZ that isn't compliant with this policy can have their request to renew their practicing certificate rejected until fully compliant.

In the event that a member is suspected of falsifying CPD records or in any way breaching ICTAZ Professional Ethics policies in relation to CPD activities, the case will be reviewed by the Professional Development Committee and if need be, referred the Ethics and Compliance Committee for review and action.

9. Implementation of the Policy

In the implementation of the Policy, where determined necessary by the Professional Development Committee or the Council, exceptions may be made to ensure the effective administration of the intended objectives on this policy. Exceptions may include but are not limited to:

1. General or Individual exemptions to the minimum required CPD hours needed to renew a Practicing Certificate
2. Duration a member can have a backlog of CPD hours owed to the Association.

Any general exemption deemed necessary **MUST** be published on the ICTAZ Website and shared in a manner determined by the Professional Development Committee or Council.