



# DMISA

## THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA

DMISA IS THE SAQA APPROVED PROFESSIONAL BODY FOR DISASTER MANAGEMENT

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## CPD Policy for DISASTER MANAGEMENT REGISTRATION

**SAQA DESIGNATION ID: 593**

DMISA received the following approval from SAQA:

*The SAQA Directorate: Registration and Recognition on 3 March 2015 informed DMISA that the SAQA Board approved the recognition of DMISA as a Professional Body for the purposes of the NQF Act, Act 67 of 2008 and also approved the registration of the designation Disaster Management Professional as a Professional Designation on the NQF.*

After Disaster Management designation registration approval, each registrant signed the code of ethics that included a commitment to continuous professional development. Following is a policy, indicating how DMISA envision this process to not only benefit the individual, but also the Disaster Management profession in its entirety.

Document title	Continuous Professional Development	Compiled by	Dr C Greyling
Revision number	1	Approved by	Mr Patric Adams
Effective date	01/01/2016	Title	DMISA Chairperson

## 1. What is CPD?

The purpose of continuing professional development (CPD) is to assist registered disaster managers to maintain and acquire new and updated levels of knowledge, skills and ethical attitudes on an ongoing basis, thereby enhancing and promoting professional practice and integrity.

Continuous professional development is a globally accepted commitment by professionals in a multitude of sectors to continually improve knowledge and skills. Sections 15 and 20(20) of the Disaster Management Act specify the promotion of education and training, the encouragement of a broad-based culture of risk avoidance, and the promotion of research into all aspects of disaster risk management. Ongoing training to capacitate disaster risk management stakeholders, are encouraged by training interventions that may include:

- Modular courses
- Short courses
- Workshops
- Conferences
- Seminars
- Mentorships
- In-service training
- Learnerships
- Self-teaching, experiential training
- Mass communication
- Indigenous knowledge
- Drills, exercises and rehearsals

A technical committee, appointed by the DMISA EXCO, will review such interventions on an annual basis to approve, and allocate credits to relevant interventions for approval by EXCO. The technical committee will comprise of no less than 3 qualified DMISA assessors, and no more than 7 qualified DMISA assessors. The official credit allocation will be in line with the CPD policy guidelines. Credit allocations of specific ongoing training interventions will be published on the DMISA website. Approval and credit allocations for alternative ongoing training interventions must be sought from DMISA – these may include [but is not limited to] international conferences, courses, and/or project participation.

## 2. CPD credit requirements for disaster management professionals

A registered person is required to accumulate 20 credits over each 2-year cycle. The first cycle starts on the date of registration approval, i.e. each person will have their own cycle. No more than 15 credits may be accumulated in any 1-year period within a 2-year cycle, and no less than 5 credits may be accumulated in any 1-year period within a 2-year cycle. Should a registered person accumulate more than the required 20 credits in a 2-year cycle, a maximum of 4 credits may be carried over to the next 2-year cycle.

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The total credit accumulation must be communicated to DMISA at the end of each 2-year cycle in hard copy [Appendix A], or electronic format [available on the website]. 5% of all registered professionals' CPD credit allocations will be audited on an annual basis.

If drawn in the 5% audit, the registered person will be required to provide DMISA with a full portfolio of evidence, including authentic documents of participation. Therefore, it is important to keep such documents. Examples may be:

- Certificates of attendance / course results
- Receipt of payment
- Signed attendance register
- Letter of recommendation
- Official documentation / minutes of meetings / journal acceptance letter
- Formal invitation
- Course outlines or teaching material

**Please note** that it remains the responsibility of the registrant to enquire about the approval, and specific credit allocation of any ongoing training intervention. Also enquire about accepted, authentic documents of participation if unsure.

### 3. CPD categories

There are three CPD categories:

Category	Examples	Credits
Developmental activities [input activities, i.e. mostly activities you attend]	<ul style="list-style-type: none"> <li>- Conferences</li> <li>- Congresses</li> <li>- Workshops</li> <li>- Lectures</li> <li>- Seminars</li> <li>- Short courses</li> <li>- Meetings</li> <li>- Post grad studies*</li> </ul>	8 hours [1 full day] = 1 credit Post grad studies = 4 credits  <b>Maximum:</b> 8 credits per 2-year cycle
Work-based activities	<ul style="list-style-type: none"> <li>- Since continuous learning also happens in the workplace, disaster management related work counts towards CPD. This may also include long-term projects, part-time consultation, mentoring, post graduate study guidance, and own post graduate studies*.</li> </ul>	300 hours = 1 credit Post grad studies = 4 credits  <b>Maximum:</b> 4 credits per 2-year cycle
Individual activities [output activities, i.e. mostly activities you present or complete on your own account like online training]	<ul style="list-style-type: none"> <li>- Membership of professional bodies</li> <li>- Membership of voluntary association</li> <li>- On-line training</li> <li>- Presenting papers</li> <li>- Write academic journal articles</li> <li>- Present approved disaster management training [including presenting or participating in drills and exercises]</li> <li>- Subscription to an international academic disaster management journal</li> <li>- Subscription to a national academic disaster management journal</li> </ul>	1 membership = 1 credit 1 presentation = 2 credits 1 article = 2 credits Present training = 1 credit per 8 hour day 1 international journal = 2 credits 1 national journal = 1 credit 1 online course = 1/2 credits depending on course duration Post grad studies = 4 credits

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	- Post grad studies*	<b>Maximum:</b> 8 credits per 2-year cycle
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\*post grad studies automatically affords the registrant 12 credits during a 2 year cycle.

The following on-line modules are **compulsory**, once in every 4-year cycle:

- Disaster Management Legislation
- Disaster Management Ethics
- Financial Management for Disaster Managers

ONE of the following attendance courses is **compulsory**, once in every 2 year cycle:

- Leadership course [various themes available]
- Personal development course [various themes available]

#### 4. CPD specialities

In order to ensure that disaster management professionals remain knowledgeable in fields other than their own speciality, it is required that at least 4 credits in every 2-year cycle falls in a field outside of the registered person's own speciality. The different specialities are:

- Disaster management legislation
- Disaster management policies
- Disaster risk assessment
- Disaster risk reduction
- Response
- Recovery
- Information management
- Communication
- Education
- Awareness
- Research

The technical committee will allocate credits to courses from approved providers in the above specialities. The list of courses will be updated annually, to ensure the latest developments pertaining to ongoing training interventions are included.

#### 5. Conclusion

Registered persons failing to accumulate the required 20 credits in a 2-year cycle may face de-registration. A remedial process may ensure re-registration. Each case will be evaluated individually to determine the cause of failing to accumulate the required credits.

Please visit the DMISA website regularly for an updated list of approved ongoing training interventions, and the credits awarded to each.

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**APPENDIX A: DMISA CPD Credit Accumulation Submission Form****Please complete all fields****A: CPD cycle upload**

Initial registration date: \_\_\_\_\_

Current cycle: [date from – date to]: \_\_\_\_\_

Was the pervious cycle uploaded satisfactorily?  YES       N/A [first upload]       NO

If no, please provide a summary of the cause and remedial action outcome: \_\_\_\_\_

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Registration type:       Disaster Management Professional [DMPr]  
 Disaster Management Practitioner [DMPr]  
 Disaster Management Associate [DMA]  
 Disaster Management Technician [DMT]

**B: CURRENT DMISA MEMBERSHIP**

To be completed ONLY by Existing DMISA Members

DMISA Membership Number	
DMISA Membership Category	
Date of Registration as Member	

**C: DEMOGRAPHIC INFORMATION**

SURNAME:	
NAME:	
MIDDLE NAME:	
MAIDEN NAME OR PREVIOUS SURNAME:	
TITLE:	
GENDER:	

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RACE:	
IDENTITY NUMBER:	
PREVIOUS IDENTITY NUMBER / ALTERNATIVE ID:	
ALTERNATIVE ID TYPE:	
BIRTH DATE:	
TELEPHONE (HOME):	
TELEPHONE (WORK):	
FAX NUMBER:	
CELL NUMBER:	
ALTERNATIVE CELL NUMBER:	
E-MAIL ADDRESS:	
ALTERNATIVE E-MAIL ADDRESS:	
HOME ADDRESS 1:	
HOME ADDRESS 2:	
POSTAL CODE:	
POSTAL ADDRESS 1:	
POSTAL ADDRESS 2:	
POSTAL CODE:	
PROVINCE:	
NATIONALITY:	
HOME LANGUAGE:	

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**D: CREDIT UPLOAD**

<b>Developmental activities</b> [max 8 credits in total]				
<b>Activity</b>	<b>Institution</b>	<b>Date</b>	<b>Hours</b>	<b>Credits</b>
<i>E.g. Conference</i>	<i>DMISA</i>	<i>14-15/09/16</i>	<i>16h</i>	<i>2</i>

<b>Work-based activities</b> [max 4 credits in total]				
<b>Activity</b>	<b>Institution/project</b>	<b>Date</b>	<b>Hours</b>	<b>Credits</b>
<i>E.g. Study guidance for 10 students</i>	<i>DiMTEC</i>	<i>2016</i>	<i>300h</i>	<i>1</i>
<i>E.g. full time employment</i>	<i>Aurecon</i>	<i>2015-2016</i>	<i>1200h</i>	<i>4</i>

<b>Individual activities</b> [max 8 credits in total]				
<b>Activity</b>	<b>Institution</b>	<b>Date</b>	<b>Hours</b>	<b>Credits</b>
<i>E.g. Present Risk Reduction course</i>	<i>DiMTEC</i>	<i>15/10/2016</i>	<i>16h</i>	<i>2</i>
<i>E.g. National journal subscription</i>	<i>Jamba</i>	<i>2016</i>	<i>N/A</i>	<i>1</i>

NB: Keep all verifiable records safe for possible audit selection. These documents do not have to be sent to DMISA, unless selected for the audit process.

I, \_\_\_\_\_ (insert full name and surname) declare that the information I have provided above is, to the best of my knowledge, correct. All records are available for verification.

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE**

**DATE**

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