



DMISA

THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA
DMISA IS THE SAQA APPROVED PROFESSIONAL BODY FOR DISASTER MANAGEMENT

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD): SUPPORT COACH MANUAL

DMISA received the following approval from South African Qualifications Authority [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 [PrDM]** as a Professional Designation on the NQF. SAQA DESIGNATION ID: 593*

Since the initial SAQA approval, DMISA pursued the registration of additional designations, and as of November 2016, the following designations have been approved:

- **Disaster Management Technician** DMT [SAQA designation ID: 760]
- **Disaster Management Associate** DMA [SAQA designation ID: 761]
- **Disaster Management Practitioner** DMPc [SAQA designation ID: 762] The aim of the different levels is to allow and encourage professional career progress.

1. Introduction

Thank you for being part of DMISA's support coaches – you play a valuable part in making disaster management a quality and regulated profession. Disaster managers play an increasingly vital part in the well-being of all living beings and environments. Therefore, we aspire to equip all involved with the best support to fulfil their essential roles.

After registration, continuing professional development (CPD) is required of all registered members. To optimise the process, support coaches are appointed in each region to assist applicants with the registration process, and registered members with the continual professional development requirements. This user-friendly manual will assist all coaches to explain these processes, and to answer frequently asked questions.

The Disaster Management Institute of Southern Africa (DMISA) aims to advance the discipline and create learning and networking opportunities. Hence, the registration of a professional designation and subsequent CPD programme. The designation framework is structured in such a way, that in time, designation status should grow to become a preferred requirement when recruiting employees, consultants or contractors. Designations were designed to suit our national industry.

It is not compulsory for professional bodies to register with SAQA, however, DMISA saw much value in participating in this process. SAQA have strict registration protocol and DMISA is proud to have succeeded in this rigorous process. SAQA seeks to promote "coordination and collaboration across education, training, development and work". By working with professional bodies that meet the SAQA criteria, the profession is advanced, and the designations regulated. This, in turn, promotes public awareness, inspires pride in the profession, and sets the scene for public protection via the code of conduct. Individuals, who meet the designation criteria, are recorded on a national register.

NB: Please note that there is a difference between being a DMISA member, and being a registered against a professional designation [DMT, DMA, DMPc, PrDM]. Being a normal DMISA member, does not afford the member professional designation status as approved by SAQA. [Please refer to the DMISA website for more information regarding the different DMISA membership – it is excluded from this manual to avoid confusion.]

2. Why continuous professional development?

Registrants are required to follow the CPD programme that is set out in the CPD policy. The purpose of CPD is to assist registrants 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. CPD 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; and
- Drills, exercises, and rehearsals.

Since professional registration and CPD is new to DMISA members and the Disaster Management profession in general, we do expect some uncertainty. To make the process as easy as possible, this manual will provide you with the needed information to address anticipated enquiries. However, there may be areas that we overlooked and we would appreciate your assistance in addressing any gaps. Please inform us of such instances, so that we can update the manual accordingly. Thank you in advance.

6. What to expect from CPD?

A registered person [on all four levels] 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.

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

If selected 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; or
- 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.

6.1 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"> - Conferences - Congresses - Workshops - Lectures - Seminars - Short courses - Meetings - Post grad studies* | 8 hours [1 full day] = 1 credit Post grad studies = 4 credits Maximum: 8 credits per 2-year cycle |
| Work-based activities | <ul style="list-style-type: none"> - 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*. | 300 hours = 1 credit Post grad studies = 4 credits Maximum: 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"> - Membership of professional bodies - Membership of voluntary association - On-line training - Presenting papers - Write academic journal articles - Present approved disaster management training [including presenting or participating in drills and exercises] - Subscription to an international | 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 or 2 credits depending on course duration |

| | | |
|--|---|--|
| | academic disaster management journal - Subscription to a national academic disaster management journal - Post grad studies* | Post grad studies = 4 credits Present drills = 2 credits Participate in drill = 1 credit Maximum: 8 credits per 2-year cycle |
|--|---|--|

*post grad studies automatically afford 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]

6.2 CPD Specialties

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

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

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

7. Conclusion

Your support in the successful implementation and continued execution of this process, is vital and highly appreciated. The main aim of this endeavour is to benefit all stakeholders involved in disaster management by improving quality of service, and networks between registrants.

We attempted to keep the entire CPD process as simple as possible, without failing quality. Any professional body is required to renew their status every five years, which affords DMISA to review, renew and better during each re-registration process. Please do not hesitate to contact us if you have any questions, or suggestions for improvement. We are eager to become the best professional body in South Africa, and embrace the learning curve during the first round of implementation.

Thank you!