



THE ZIMBABWE INSTITUTION OF ENGINEERS

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ZIE Assessment System for CPD Activities

1.0. Introduction

The introduction of compulsory Continuing Professional Development (CPD) credits by the Engineering Council of Zimbabwe (ECZ) for all registered engineering professionals put a responsibility on ZIE to assess CPD activities. This document is ZIE's response to its responsibility to ECZ to put a system in place to assess CPD activities. The ECZ mandate on CPD is stated in Engineering Council Act (Chapter 27:22) Section 5(h) read together with the associated By-laws of the Council. ZIE has no intention of centralising CPD and it still has to be implemented by all as it currently works. Through the assessment of CPD activities, ZIE is developing an information database of what happens where, which will be listed on the Institution's website and quarterly magazine.

ZIE approves all professional organisations recognised by ECZ in terms of the Act as well as accredited tertiary institutions to provide CPD activities. ZIE, however, has an obligation and responsibility to ensure that the activities that are assessed by the Institution are of adequate standard. The ZIE Education, Training & Manpower (ET&M) panel superintends the ZIE assessment of CPD activities. The panel does recognise that there are organisations that have been providing a valuable service in this regard for a number of years. Such organisations are revered members of the engineering profession and ZIE will be treating these organisations in the same way as we handle our branches and divisions in terms of CPD.

Conferences can only be assessed if the ZIE panel has had an opportunity to look at the proceedings of the conference or programme. The nature of conferences means that the material will in most cases be assessed retrospectively. Where presentations are available in advance, assessment could be done prior to the event. However, conference proceedings can also be submitted for assessment after the event. All organisations are encouraged to have their conferences assessed since they constitute a valuable source of CPD.

2.0 ZIE CPD Policy and Terms of Engagement:

2.1. Category 1 CPD Activities:

Participation in structured educational/developmental meetings or courses will be credited with one credit per 10 hours of attendance. A full day activity will be regarded as being for 10 hours and a half-day activity will be regarded as 5 hours and hence half a credit. A maximum of 5 credits (50 hours) may be accumulated annually under this category:

- Conferences
- Congresses
- Large group workshops

- Lectures
- Seminars
- Refresher courses
- Colloquiums

2.2. Assessment of Training (CPD) Courses

In Zimbabwe, the ZIE and accredited tertiary educational institutions render an invaluable service in offering a wide range of services that can be used by engineering professionals to maintain and improve their competence. ECZ expects that the recognized professional bodies should, where possible as part of their activities, assist their members in identifying CPD activities which meet their needs and present CPD activities as described in Category 1. Recognized professional bodies are also responsible for the assessment and monitoring of courses, seminars and conferences offered for CPD credits by other providers.

2.2.1. APPROVAL OF PROVIDERS OF CPD ACTIVITIES

ECZ has given approval to ZIE, in terms of the Engineering Council Act (Cap.27:22), as well as accredited tertiary educational institutions to run activities, which are acknowledged for obtaining CPD credits. ECZ regards these bodies as capable of ensuring that all their courses, seminars or conferences etc would be of adequate standard. All other bodies, such as private companies or state organizations, would need to have the contents of every event they provide for in this Category of CPD assessed by the ZIE for the assignment of the appropriate credits. The organisers of these courses, conferences or seminars etc would therefore have to approach the ZIE for assessment of the activity. A fee is charged for such assessment. ZIE and ECZ registered engineering professionals who intend participating in any activity provided by any other organisation or professional body should ensure that the activity is approved so that the credits awarded will be recognised by ECZ.

2.2.2. ECZ CPD Rules

- (1) Professional Organisations and Accredited Educational Institutions are hereby approved for purposes of offering Category 1 CPD activities, unless otherwise specified by the council and published on the council's website.
- (2) (a) Professional Organisations are hereby approved for purposes of assessing and monitoring of Category 1 CPD activities offered by providers who have not been approved in terms of these rules, and may allocate appropriate credits to such activities.
- (b) Professional Organisations may charge an appropriate fee for purposes of recovering costs reasonably incurred for assessing such activity.

2.2.3. Assessment Process

All private providers who wish to have their activities assessed by ZIE will be required to submit detailed training material to the ZIE National Office for assessment. In addition and to ensure that ZIE acts in a transparent manner in accordance with the ECZ delegated responsibility, the ZIE Education, Training & Manpower (ET&M) panel also requests its Technical divisions and branches to submit material presented in these units for assessment. The ZIE form for the approval of an activity (**ETM CPD A1/12**) should be completed and submitted with the relevant materials for consideration by the ZIE Education, Training & Manpower panel. The following process will be followed to **assess a course** (half day or longer):

- a) Provider (private, association, division, etc) submits application for course to be assessed using form **ETM CPD A1/12**. Application to be supported by **two full sets** of course material and the lecture material to be used.

- b) Documents to be submitted no less than four weeks prior to the course in order to provide assessors with adequate assessment time and to ensure that a reference number is available at the date of the CPD activity.
- c) National Office confirms application fee and prepares an invoice based on duration of the course.
- d) Applicant pays the requisite assessment fee to ZIE.
- e) National Office appoints assessors from Education, Training & Manpower panel (one subject specialist and one academic specialist). Where a panel member has a vested interest in the course being assessed they may not be appointed as an assessor.
- f) Assessors evaluate a course using ZIE form **ETM CPD A2/12**. Where a course has a deficiency, this must be detailed in order for the provider to make the necessary amendments and re-submit.
- g) Education, Training & Manpower Panel ratifies assessors' assessment and issues CPD reference number – e.g. ZIECPD12-0001-05
- h) National Office issues assessment certificate reflecting CPD reference number and expiry date. Course approval should be valid for a period of 12 months after which the approval has to be renewed.

2.3. Terms of Reference / Engagement:

- i. Approved CPD course should have certificates of participation /competency dually signed for accrual of requisite CPD credits.
- ii. A certification fee of **25% of the gross of the participants' fees** is payable to ZIE each time an approved CPD course (Category 1: see Item2.1. above) is run.
- iii. In cases where participation fees is payable, ZIE members should be entitled to a 10% discount on participation fee payable by non-ZIE members.
- iv. Provider **MUST** submit course reviews/evaluation summary to ET&M panel each time an approved course is run to ensure that standards are maintained.
- v. CPD credits offered on the merit of an individual course.
- vi. CPD courses offered by 'state accredited tertiary institutions' should have their CPD credits duly recognized, provided such courses were lodged with ZIE for the issuance of a CPD reference number.

2.4. Assessment of Lectures and Site Visits

Lectures presented at branch or division meetings, or an afternoon/evening lecture series are also regarded as CPD activities in Category 1 and will be assessed in the following manner: The ECZ CPD system requires all activities to be assessed and issued with a reference number. This number will be added to the CPD website for members to select as an activity. ZIE Branches, Divisions, and sister organisations or private providers are required to submit a summary of what will be presented and/or the notes of the lecture together with a brief profile (150 words) of the presenter. In case of a site visit, the details of the site presentation are required. The ZIE Education, Training & Manpower (ET&M) panel will issue a reference number for the lecture or site visit in order for members to claim it as CPD. Lectures or site visits without reference numbers will not be of any CPD benefit to the members. Material should reach the ZIE National Office/ET&M at least four weeks prior to the presentation of the lecture/site visit in order to issue a reference number in time.

2.4.1. Assessment of Conference

Conferences can be assessed in advance or retrospectively. If the conference organising committee has a paper review/referee system in place, assessment can be done upon receipt of the detailed programme and abstracts/papers. Abbreviated profiles of speakers to be provided to delegates at the conference may also be made available. Assessment of Conferences is only due for the duration of that specific conference.

2.5. Assessment Fees

Sister organisations that ZIE recognises will receive a 50% discount on all fees. State accredited tertiary institutions, ZIE branches and divisions will have their CPD courses assessed at no payment of assessment fees. However, the courses should be lodged with ZIE with the same details as required of private CPD course providers.

2.5.1. Course Assessment Fee:

Half day course = \$400.00

Three to seven-day course = \$1250.00

Full day course = \$750.00

More than seven days= \$ 2000.00

Two-day course = \$1000.00

2.5.2. Lecture Assessment Fee:

NO fee will be charged for the *assessment of lectures of up to two hours* offered by the ZIE recognised organisations or its members.

2.5.3. Conference Assessment Fee:

\$200.00 for the first day of the conference

\$50.00 for every consecutive day

2.6. Assessment Specialists

The ET&M panel has established a database of specialists to serve on the assessors' panel to conduct the assessment.

2.7. Exemption and Special Arrangements

In special instances where a specific activity will undoubtedly be of service to the ZIE Members, the ET&M panel reserves the right to waive the fee altogether by exemption on receipt of a formal request. At this early stage of the process, the reference number may not be available in advance or on advertising material for a specific event, but members will be able to access and update their CPD portfolio after the event. Providers who submit activities for such assessment will be informed as soon as possible of the assessment status and will inform delegates accordingly.

2.8. Contact Details:

Please submit your application for assessment to:

2.8.1. Postal Address:

The ET&M Chairperson
Attention: The Membership
Services and Training Office
Cell: +263 774 460 434
P.O. Box 660
Harare
Zimbabwe

2.8.2. Physical Address:

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