

# ZIMBABWE INSTITUTION OF ENGINEERS

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## RECOMMENDATIONS ON CPD COURSE PARTICIPANTS' FEE SHARING POLICY

1. ZIE "accredits" all CPD courses that ZIE Members attend. As such, ZIE provides quality assurance of such courses and will administer Questionnaires on the course participants after each course to assess relevance and quality of the course and services provided.
2. Most ZIE Members attend the CPD courses that are advertised through ZIE. This is due to the "goodwill" that the ZIE has.
3. ZIE issues both attendance and CPD Certificates at the end of each course. These Certificates have to be purchased and are signed at a cost.
4. The Terms of Reference (ToR) and conditions of service for providing CPD courses should be set by the ZIE Education, Training & Manpower (ET&M) Committee and not by the Service Providers.
5. Adverts should be placed in the ZIE Magazine and Newsletter calling for CPD course Service Providers to send to the ZIE Secretariat details of their proposed CPD related courses, the details of the Lecturers, total costs for each participant, proposed Venue and minimum number of participants required for the course to be run viably. A closing date for submissions from the Service Providers should be set, say by 30 November of each year to enable ET&M to scrutinize the submissions and notify successful bidders. ZIE/ET&M would then prepare the CPD course annual calendar and advertise these courses throughout the following year.
6. The CPD course service provision should not be ad hoc, but structured, with a known annual calendar. This will help participants and Service Providers to plan.
7. ZIE for its efforts should receive twenty-five percent (25%) of the gross participants' fees for each CPD course offered.
8. The CPD Service Provider will be responsible for conducting the course successfully with the seventy-five percent (75%) of the participants' fees which includes all costs, overheads and profit. However, ZIE, through the ET&M, will ensure a quality service is being provided through Questionnaires administered on the participants by ZIE/ET&M.
9. If a CPD Service Provider is found wanting, and this being a condition and part of the ToR, then that Service Provider will not be allowed to continue providing his services through ZIE in future.

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