

CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY



KNOWLEDGE MANAGEMENT SOUTH AFRICA (KMSA) CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

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CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY



ACRONYMS

CKM-Mas.	Certified Knowledge Management Master
CKM-Prac.	Certified Knowledge Management Practitioner
CKM-Spec.	Certified Knowledge Management Specialist
CPD	Continuous Professional Development
KMSA	Knowledge Management South Africa
NQF	National Qualification Framework
POE	Portfolio of Evidence
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority

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DEFINITIONS

Continuous Professional Development	A commitment to lifelong learning and keeping up to date with skills and knowledge required in a particular profession.
KMSA Board	A structure responsible for the management of KMSA.
KMSA Board Member	A member elected to assist with the management of KMSA.
KMSA Member	A professional with KMSA annual membership.
KMSA Non-Member	A professional without KMSA annual membership.
KM Professional Designation	A title or status conferred by KMSA in recognition of a person's expertise and/or right to practice.
KMSA Secretariat	An entity involving multiple individuals executing daily administrative tasks on behalf of KMSA Board.
Panel	A group of individuals with varying expertise tasked to provide input / opinion and make recommendations.
Professional Body	An organisation with individual members practicing a profession or occupation in which the organisation maintains an oversight of the knowledge, skills, conduct and practice of that profession or occupation.
Professional Designation Committee	A structure responsible for examining the application and supporting documentation to determine if the applicant holds the necessary and required qualifications.
Portfolio of Evidence (PoE)	It is a showcase of skills and accomplishments, tailored for the specific designation that one is applying for.
South African Qualifications Authority	The Authority established by the National Qualifications Framework Act (Act 67 of 2008)

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1. INTRODUCTION

- 1.1 The KMSA's mission is to advance and promote the status of Knowledge Management while at all times acting in the interests of the society (community, constituency) whom the profession serves;
- 1.2 To ensure that KMSA members uphold a level of knowledge associated with the accredited designation, KMSA has developed a CPD policy that sets the standards and requirements for continuous professional development, after accreditation;
- 1.3 CPDs refer to learning activities that develop and maintain capabilities to enable members and associates to continuously perform competently within their professional environment;
- 1.4 KMSA recognises three (3) different professional designations that can be achieved within the profession (more detail regarding designations is provided in the KMSA Designation Policy):
 - 1.4.1 Certified Knowledge Management Practitioner (CKM-Prac.)
 - 1.4.2 Certified Knowledge Management Specialist (CKM-Spec.)
 - 1.4.3 Certified Knowledge Management Master (CKM-Mas.)

2. OBJECTIVES

- 2.1 The objective of this policy document is to assist members to develop and maintain professional competence in order to provide services of high quality in the public interest and to protect the reputation of the Knowledge Management profession.

3. PRIMARY RESPONSIBILITY

- 3.1 The primary responsibility for ensuring that this policy is complied with lies with the member;
- 3.2 It is expected that all members who have been accredited in terms of a professional designation continuously develop and maintain their professional competence.

4. REPORTING PERIOD

- 4.1 The reporting cycle is a two-year cycle, which commences the calendar year after the designation is awarded;
- 4.2 Knowledge Management practitioners who are accredited for the first time during a calendar year, will be required to participate in the CPD cycle that starts in the year following accreditation;
- 4.3 The required number of points stated in this document, must be achieved by the end of this reporting period.

5. CPD REQUIREMENTS

- 5.1 Members are required to complete the following number of points, cumulatively, over a period of two years:

	Professional Designation	Number of Points
6.1.1	Certified Knowledge Management Practitioner (CKM-Prac)	30

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6.1.2	Certified Knowledge Management Specialist (CKM-S)	45
6.1.3	Certified Knowledge Management Master (CKM-M)	60

6. GROUP ACTIVITIES

	Type of Group Activity	Evidence	CPD Points
7.1	Seminars, Conferences and Symposiums	Submission of the programme, proof of attendance	02 points per day
7.2	Workshops	Proof of registration and attendance	02 points per workshop
7.3	KMSA Workshops	Proof of registration and attendance	04 points per workshop
7.4	Webinars	Proof of attendance, written summary of session	02 points per webinar
7.5	KMSA Webinars	Proof of attendance, written summary of session	04 points per webinar
7.6	KMSA Convention	KMSA Secretariat will provide evidence of attendance	10 points per convention; 03 points per day)
7.7	KMSA meetings (including board and committee meeting)	Submission of the programme / invitation, proof of attendance	02 point per meeting

7. INDIVIDUAL ACTIVITIES

	Type of Individual Activity	Evidence	CPD Points
8.1	Formal Knowledge Management related studies	Short Courses & Certificate (6 – 12 months)	15 points
		Diploma	20 points
		Undergraduate Degree	25 points
		Honours Degree	30 points
		Master's Degree	35 points
		PhD	40 points
8.2	Facilitation of workshops related to Knowledge Management	Proof of invitation and programme	02 points per day
8.3	Mentoring, coaching and supervision activities	Submission of the programme and evidence of the activities	05 points per activity
8.4	Presentation, chairing a session / panel or member of a session or panel at a Conference	Submission of the programme, proof of registration / invitation and presentation	05 points per activity

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	Type of Individual Activity	Evidence	CPD Points
8.5	Scholarly publication and publishing on Knowledge Management	Articles or chapter in an accredited journal / publication	10 points for sole authorship; 05 points for co-authorship
8.6		Review of an article / publication	05 points
8.7		Editor of an article or publication	05 points

8. The CPD PROCESS / CYCLE

8.1 Participation in the CPD programme involves the following five (5) steps

- 8.1.1 **Understand CPD requirements** – study the policy and obtain additional details if required;
- 8.1.2 **Plan** – plan the activities and/or events that you would like to participate in, in order to achieve the points required;
- 8.1.3 **Participate** – participate in the appropriate activities that will facilitate the accumulation of the required points. Make sure that the relevant dates are diarised and you have registered for identified events. Set realistic goals with training and self-development;
- 8.1.4 **Record** – record your participation in the activities. As you participate in each of the identified activities, record the completed activity on the online CPD register (link to be shared when available). Ensure you keep records of the evidence of your participation; and
- 8.1.5 **Monitor** – every quarter, check the progress you have made on your CPD. Highlight areas of concern and focus on these areas. CPD should be a continuous process, and not something that should be attended to once a year only.

9. ACTIVITIES WHICH DO NOT QUALIFY FOR CPD

- 9.1. Preparatory meeting for events / activities;
- 9.2. Preparing for conferences, workshops, and seminars; and
- 9.3. Mentoring / supervision activities which are not relevant to the KM profession.

10. RECORDING ACTIVITIES

- 10.1. Members will be required to maintain a detailed record of professional development activities. A detailed activity record includes the following information:
 - a. The date(s) of the activity.
 - b. The title and description of the activity as well as the organiser / provider of the activity.
 - c. The CPD category in which the activity belongs.

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- 10.2. Members must upload all supporting documentation of CPD activities to the designated repository / online system (to be shared when available)

11. EXCEPTIONS

- 11.1. Supporting documentation must be presented. Each case will be reviewed and addressed according to its own merit. Exceptional circumstances may include the following:
- a. Incapacity due to Illness
 - b. Career Break
 - c. Maternity/ Paternity Leave
 - d. Lengthy Sabbaticals

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