



## SOUTH AFRICAN INSTITUTE OF PRINTING

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### APPLICATION FOR APPROVAL OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

Continuing professional development is a learning process whereby Members of the South African Institute of Printing, or those aspiring to become Members, earn or maintain professional credentials by undergoing a variety of accredited CPD point generating learning activities. These activities include, but are not limited to, the following:

1. Registering as a Learner on an accredited Occupational or Trade Qualification, including Skills Programmes and On-line Learning (e-Learning) programmes.
2. Enrolment to complete Technical Theoretical Studies.
3. Attending Industry Exhibitions.
4. Attending Industry Conferences.
5. Attending Technical Forums/Presentations/Webinars
6. Registered as Learner in any recognised Supervisory Leadership Programme (Including sales, marketing, estimating, production planning).
7. Enrolled to complete an accredited NQF Level 5 Business Management Programme.
8. Enrolled to complete accredited Trade Training programmes (Including Facilitator, Assessor, Moderator and the Instructing the Modular Way programme).
9. Lecturing, facilitating, assessing, moderating of practical or theoretical training.
10. Attending a recognised Printing, Packaging or Signage Industry Competition.
11. Mentoring or Coaching an Intern/Subordinate in Supervisory/Management roles.
12. Attending a recognised Industry Gala Dinner/Function.
13. Enrolled to complete an accredited NQF Level 7 Management Development Programme.
14. Presentation of a topic/paper at a recognised Industry Conference/Exhibition.
15. Presentation of a technical topic/paper at a recognised Industry Conference/Exhibition.
16. Publishing papers/research.
17. Publishing technical papers/research.

Training Providers, Industry Suppliers, Printing, Packaging or Signage Companies and or Professional Individuals wishing to provide such CPD activities must apply to the South African Institute of Printing, using the form overleaf, for accreditation and confirmation of the CPD points that may be awarded for such activities.



## APPLICATION FORM FOR THE APPROVAL OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

Name of providing organisation/individual			
Company registration number			
Individual ID Number			
Company address			
	Postal code		
Nature of business			
Address for correspondence			
	Postal code		
Contact person			
E mail			
Telephone			
Cell phone			
Proposed CPD Activity (Title)			
Type of learning activity			
Level of learning activity (NQF Level if applicable)			
Duration of learning activity (hours)			
Method of assessment (practical and or theoretical)			
Method of monitoring and reporting on attendance			
Is the activity SETA/QCTO accredited? If so, name the accrediting body and activity accreditation number	Yes		No
	Accrediting body:		
	Accreditation no:		



## SUPPORTING DOCUMENTATION

The Providing Company/Individual must provide the following supporting documentation with the submission of the above completed application form:

1. Draft advertisement of the proposed CPD Activity  
**NB: no advertisement may be published without prior SAIP CPD approval.**
2. Assessment instruments (Questionnaires and or practical assessment instruments).
3. Learning material (i.e.: manuals, presentations, handouts).
4. Proposed method of monitoring attendance (i.e.: Learner registration forms, attendance registers).

## ADMINISTRATIVE FEE

Free CPD activities		Provider charges for CPD activities	
Admin Fee:	R 200	Admin Fee:	R 1 500
<i>NB: Non-profit organisations are not required to pay an administrative fee</i>			
No application will be processed without proof of payment, of the applicable administrative fee, into the following banking account.			
Account holder:	SA Institute of Printing		
Bank:	Standard Bank		
Account number:	05-306-0717		
Branch code:	051-001		

## Declaration by Applicant

I hereby declare that the information provided in this application is true and correct to the best of my knowledge. I believe, and agree, that the South African Institute of Printing may recognise the proposed CPD Learning activity or retract such recognition in the event of non-compliance.

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Signature of Applicant

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Date

## Method of Delivery of Application

Completed application forms, together with the supporting documentation and necessary proof of payment, may be emailed to [info@saippro.org](mailto:info@saippro.org) or posted to the following address marked for the attention of the SAIP Company Secretary:

575 Lupton Drive  
Halfway House  
Midrand  
1682