

# CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

## PROVIDER APPLICATION FORM

Please complete the information below and email to [info@iob.co.za](mailto:info@iob.co.za).

This application form is divided into 6 sections:

Section 1	Company Information
Section 2	CPD Approval Format
Section 3	Evidence for Reporting
Section 4	Company Documentation Required
Section 5	Costs
Section 6	Standard Conditions in the Agreement

The Association would like to thank you for supporting the continued growth and development of your Employees.

## Section 1 : Company Information

Legal name of Provider / Company													
Company Registration Number													
Trading Name													
VAT Number													

SETA / QCTO / DHE accreditation (if applicable)							
Web Address							
Type of Business	Professional Body		Corporate		University		
	Accredited Training Provider		Private Company		Partnership		
	Other		Description				

Authorised Contact Person			
Name			
Surname			
Position			
Contact Details	Business Number	Cell Number	
Email Address			
Physical Address			
	Suburb	City	Province
	Postal Code		

Alternate Contact Person			
Name			
Surname			
Position			
Contact Details	Business Number	Cell Number	
Email Address			

Section 2 : CPD Approval Format per Event

Learning Event		Description
1.	Title and brief description of the CPD event	
2.	Summary of events (Provide brochures if available)	
3.	Provide outcomes of programme via separate documents	
4.	Delivery medium (facilitated, seminar, online etc.)	
5.	Speaker Bios via separate documents	
6.	Duration of event	
7.	Fee charge to attend (not applicable to in-house training)	
8.	Assessment process (where applicable of methods and tools)	

### Section 3 : Evidence for Reporting

Type of Activity	Supporting documentation required
CPD Events	<ul style="list-style-type: none"> <li>○ Outline of topics being presented</li> <li>○ Copies of reviews required</li> <li>○ Agenda of programme including- Presenters/Facilitators (including bios)</li> <li>○ Attendance register</li> </ul>
Formal workshops / training sessions	<ul style="list-style-type: none"> <li>○ Session times, topics and presenters</li> <li>○ Copies of reviews required</li> <li>○ Presenters/Facilitators: summary</li> <li>○ CV/qualifications and experience</li> <li>○ Attendance registers</li> </ul>
Conferences	<ul style="list-style-type: none"> <li>○ Session times, topics and presenters</li> <li>○ Copies of reviews required</li> <li>○ Attendance registers</li> </ul>

### Examples to be Submitted

Copies of:	Attached ✓
Format of CPD Programme (example of agenda)	
Template of attendance register	
Template of learner evaluation form	

Section 4 : Company Documentation Required

Document	Submitted
CIPC Certificate / CC Documentations	
ID Copies of Directors / Members	
Company Letterhead	
VAT Registration Number	

**FOR OFFICE USE ONLY**

Section 5 : Costs

Contact Time	Fee for Approval

## Section 6 : Standard Conditions in the Agreement

- All agreements are effective for 12 months.
- The agreement can be annually renewed at the option of IOBSA. Application for renewal must be submitted 1 month prior to expiry. All renewals of agreements will be subject to the formal endorsement process and criteria as detailed above;
- All risks associated with any CPD session or hosting of the event such as unpaid fees and cancellation of a scheduled course or event at short notice, for whatever reason, will be borne by the training provider or the applicant, and not the IOBSA.
- Evaluations must be conducted after each CPD intervention and provided to IOBSA within two weeks of the CPD session. The IOBSA may recommend remedial action and require relevant proof if applicable.
- All application fees must be received before the organisation will be recorded and advertised on the approved provider list for IOBSA CPD endorsement.
- Standard breach of contract clause applies.

I (Full Names and Surname) \_\_\_\_\_  
duly representing \_\_\_\_\_ (Organisation Name)  
agree to the terms and conditions stipulated in this agreement.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_