

CPD Troubleshooting Guide

System is offline

We can assist by declaring self-compliance on your behalf - please email the following to CPDCompliance@saica.co.za

- SAICA ID
- Year that you are declaring self-compliance
- Statement indicating that you are compliant with SAICA's CPD policy for the year indicated

If you would like to record CPD hours, please email CPDCompliance@saica.co.za to be notified when the CPD system is online

Due to a system upgrade, members who have changed their username from their SAICA ID, will not be able to log in to the CPD system

If you would like to access the system to record CPD hours or declare self-compliance, you would be required to change your username back to your SAICA ID. You can do this online or email saica@saica.co.za to revert your username back to your SAICA ID.

Alternatively we can assist by declaring self-compliance on your behalf - please email the following to CPDCompliance@saica.co.za

- SAICA ID
- Year that you are declaring self-compliance
- Statement indicating that you are compliant with SAICA's CPD policy for the year indicated

Error when saving CPD hours on CPD system

Please email CPDCompliance@saica.co.za with a screenshot of the error and we will investigate and communicate when the issue is resolved

PDF declaration form not submitting

We can assist by declaring self-compliance on your behalf - please email the following to CPDCompliance@saica.co.za

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Apple/Safari incompatibility with CPD system

Unfortunately the CPD system is only compatible with the latest versions of Chrome, Internet Explorer and Firefox

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CPD Application – How to Guide

The username must be the saica id number

The screenshot shows the SAICA website homepage. At the top, there is a navigation menu with buttons for ABOUT, MEMBERS, LEARNERS & STUDENTS, TRAINING, ASSOCIATES, TECHNICAL, and CONTACT US. Below the navigation is a large banner featuring a woman's portrait and the text: "YOU SEE A TOP 35 UNDER 35 CA(SA) COMPETITION WINNER" and "WE SEE POTENTIAL MEET Performance THROUGH DEDICATION". Below the banner, it says "BRONWYN CORBETT CA(SA) COO & CFO: DELTA PROPERTY FUND 2015 WINNER: TOP 35 UNDER 35 CA(SA) COMPETITION".

On the left side, there is a login form with fields for "User Name" (containing "20052922") and "Password:". Below the fields is a "LOGIN" button and a link for "Forgot your password?". There is also a "Register" link. Below the login form, there is a section for "Indicators" with a table of exchange rates and a "Forex" section with a table of gold and platinum prices. At the bottom left, it says "Powered by: INET BFA".

In the center, there is a "Last Updated Friday, November 20, 2015 02:03:33 PM" timestamp. Below this, there are four circular images representing different user groups: MEMBERS, PUBLIC, TRAINEES, and LEARNERS. Each image has a corresponding list of links:

- MEMBERS:** Record your CPD, Update your details, Products and Services, Click2Start e-learning, Ask a technical question, Online Shopping, My Account.
- TRAINEES:** Find a Training Office, CA(SA) Training Programme, Training Officer Resources, Trainee Resources.
- PUBLIC:** SAICA News, Media Kit, Find a CA, Verify a Member, Seminars and Events, Regions, Alliance Partners.
- LEARNERS:** Becoming a CA, NowiCan Youth Website, Accredited Education Programs, Information for prospective trainees &.

On the right side, there is a green banner for "MAKE PROFESSIONAL BANKING HAPPEN" with a logo. Below that is a "CAMAF MEDICAL SCHEME" banner. At the bottom right, there is a "2015 SME INSIGHTS REPORT" banner with a bar chart icon.

<https://www.saica.co.za/Default.aspx>

Click on link to access the cpd system

Click on below link to record your cpd

Welcome : Nazeer Patel
Logout

Compatibility view
instructions

Click here to access CPD

ABOUT MEMBERS LEARNERS & STUDENTS TRAINING ASSOCIATES TECHNICAL CONT

Professional Development > CPD Recording System

CPD Recording System

Last Updated Monday, October 26, 2015 01:39:10 PM
Printer Friendly Version

CONTINUING PROFESSIONAL DEVELOPMENT

CPD RECORDING SYSTEM



Are you recording your CPD?

The knowledge needed to function effectively as a professional accountant in public practice, commerce, education, the public sector or any other environment continues to expand and change at a rapid rate. Therefore continuing the development of your professional competence by enhancing your knowledge and skills will ensure that you deliver the best possible service to your stakeholders and protect the CA(SA) designation.

Being a professional means having an attitude of lifelong learning. In this context, as a SAICA member you are assuredly aware of your obligation to develop and maintain your professional competence.



<https://www.saica.co.za/Members/ContinuingProfessionalDevelopment/CPDRecordingSystem/tabid/755/language/en-ZA/Default.aspx>

- Log Cpd Hours
- Edit/delete the cpd
- Indicate compliance status

Home

CPD Hours ▶ Log CPD Hours

Questionnaires ▶ View / Edit CPD hours

Questions ▶ Member Self Compliance

Membership Type ▶ Current Cycle : 01 Jan 2013 - 31 Dec 2015

Reports ▶

Help Packs ▶

Exit CPD ▶

SAICA Hours

Type	Required Hours	Logged Hours	Outstanding Hours	Excess Hours
Total CPD hours for the cycle	120.00	56.50	63.50	0.00
CPD Hours for 2015	20.00	26.50	0.00	6.50
Verifiable for the cycle	0.00	44.00	0.00	44.00
Non Verifiable for the cycle	0.00	12.50	0.00	12.50

IRBA Hours

Type	Required Hours	Logged Hours	Outstanding Hours	Excess Hours
Total	90.00	24.00	66.00	0.00
Professional Knowledge	45.00	19.00	26.00	0.00
Professional Skills	9.00	3.00	6.00	0.00
Ethical Values	9.00	2.00	7.00	0.00

Member Self Compliant Years

2013	2014	2015

http://members.saica.co.za/CPD/CPD/CPD_Main.aspx

CPD Exemptions

The following exemptions will be considered:

- Maternity leave
- Not professionally active :
 - a) Maternity leave for a minimum period of 6 months
 - b) Medically unfit (medical certificates)
 - c) Unemployed for a minimum of 6 months
 - d) Retired and not working (not limited to accounting work)

The exemption page is currently being rebuilt; therefore the process is a manual one at this stage.

- ✚ Member to send an email requesting an exemption.
- ✚ Exemption policy and exemption application will be forwarded to the member
- ✚ Once the application form is completed, member can send back to saica@saica.co.za, cpd@saica.co.za or cpdcompliance@saica.co.za
- ✚ Member will be advised on the outcome

The form to apply for exemption can be accessed here <https://www.saica.co.za/Portals/0/Members/CPD/CPDExemptionApplication.pdf>

The exemption policy can be accessed here <https://www.saica.co.za/Portals/0/Members/CPD/CPDExemptionsPolicy.pdf>

SAICA CPD requirements

Members are required to meet the following requirements in terms of the revised SAICA CPD Policy:

- Complete 120 hours of relevant CPD activity in a **three year rolling cycle**;
- Of which 60 hours should be **verifiable**; and
- A **minimum** of 20 hours (verifiable/non verifiable) of CPD activity completed in **each year**.

CPD Non-compliance Penalties

- Queries relating to penalties issued in 2015 to be sent to Cpdcompliance@saica.co.za
- If members do not settle the penalties they are then handed over to the legal department
- Members are given 30 days in which to log queries relating to the penalties.

Reciprocity agreements

A member based abroad and has registered with the professional body of that country would be able to comply with the cpd requirements of that professional body as long as on the cpd system they would indicate their GAA compliance.

>The Institute of Chartered Accountants in England and Wales (ICAEW)

> The Institute of Chartered Accountants of Scotland (ICAS)

> The Institute of Chartered Accountants in Ireland (ICAI)

> The Institute of Chartered Accountants in Australia (ICAA)*

> The New Zealand Institute of Chartered Accountants (NZICA)

> The Canadian Institute of Chartered Accountants (CICA)

The implication of this is that CA (SA) can become members of these professional bodies if they so wish as a result of formal agreements between SAICA and these professional bodies.