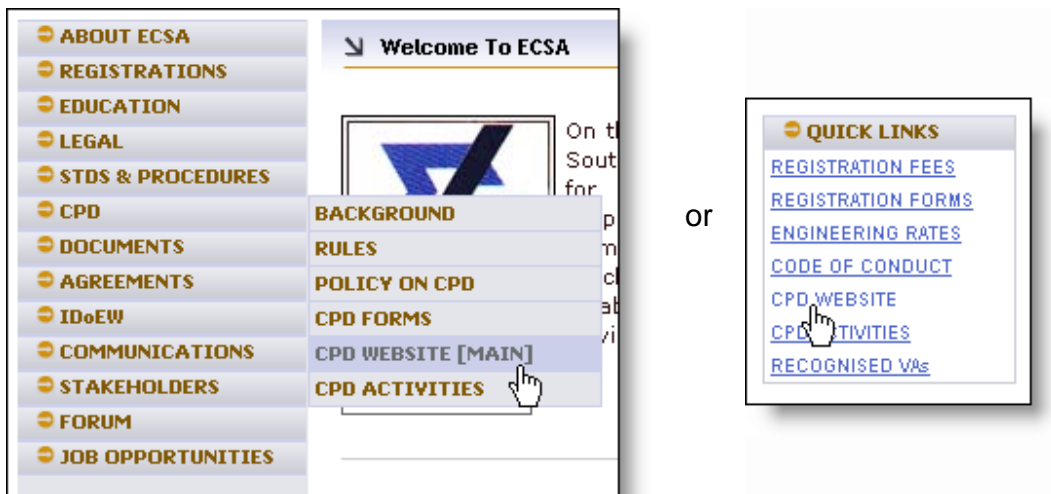


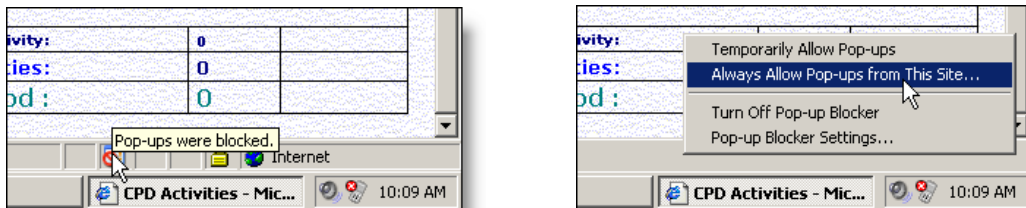
CPD

USING THE ECSA ELECTRONIC SYSTEM FOR ENTERING RECORDS

1. Access the ECSA website at www.ecsa.co.za. Internet Explorer is the preferred browser for this site.
2. Select “**CPD Website**” from the **Quick Links** or “**CPD Website [Main]**” from the navigation menu

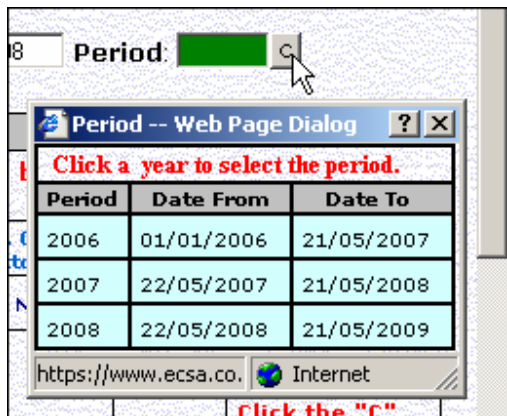


Please note that pop-ups must be allowed for www.ecsa.co.za in your browser in order to access the CPD site and display the various selection tables. If the CPD site or the pop-up tables are not appearing, right click on the pop-up icon in the status bar of Internet Explorer, select “**Always Allow Pop-ups from this Site...**” and confirm your selection when prompted.



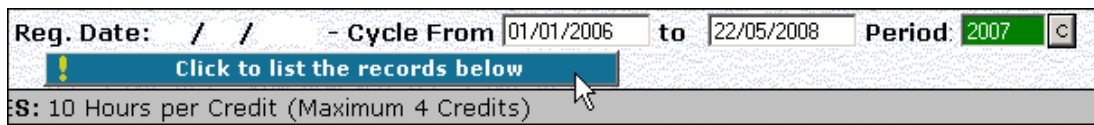
3. Enter your ECSA Registration No and your ID No in the corresponding boxes and then press **Enter**.

- Your name and registration number will be displayed as well as your original registration date and your current CPD cycle. Please note that **your** cycle starts from your original registration date. i.e. If your registration date is 30 March, your 2007 CPD cycle runs from 30 March 2007 to 30 March 2008, your 2008 CPD cycle runs from 30 March 2008 to 30 March 2009, and so on. Because CPD only started on 1 Jan 2006, your 2006 CPD cycle would run from 1 Jan 2006 to 30 March 2007 and you would get an extra 3 months in your first CPD cycle, for example.
- Only Category 1 Activities (Developmental Activities) need to be validated – the rest rely on your integrity and adherence to the ECSA Code of Conduct.
- Above Category 1 on the screen there is a green block titled “**Period**”, click the button alongside it, marked **[C]**, to select the period.



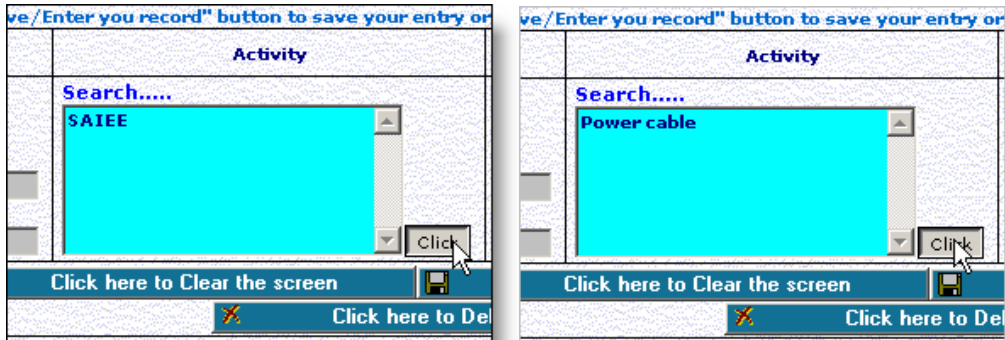
This brings up a pop-up table listing **your** current CPD cycles (periods). Select the cycle you wish to update, e.g. 2007, by clicking on the corresponding row.

- Select **[Click to list the records below]**



- The screen is updated to display all the activities that you have entered for the period that you have selected. If you have not entered activities for the period previously, the form will be blank.

- When registering Category 1 Activities, you can search by Activity name, Activity number or the Provider. If you type **SAIEE** in the blue "Search..." box under activity and click on **[Click]**, all SAIEE Validated Activities will be listed. If you type a part of the activity title, e.g. **Power cable**, matching activities will be displayed in the pop-up table.



Similarly you can list validated activities for other Voluntary Associations, Tertiary providers and ECSA (only for ECSA and overseas activities).

- By clicking on the required validation number on the pop-up table (e.g. *SAIEE-0001-V*), the activity will be automatically entered into your record page.
- Select period in right-hand column. By clicking on **[C]** a pop-up table will appear. Select the period for which you wish to record the activity.

| Activity | Hours Claimed | Provider | Validation Nr. | Credits Claimed | Period |
|---|---------------|---|----------------|-----------------|--|
| Search..... Electric Power Cables <input type="button" value="Click"/> | 10 | Aberdare Cables 011 4564414 <input type="button" value="Click"/> | SAIEE-0001-V | 1 | <input type="button" value="C"/> Click the "C" button to select a period. |
| <input type="button" value="Click here to Clear the screen"/> <input type="button" value="Click here to Save/Enter each record"/> <input type="button" value="Click here to Delete each record"/> | | | | | |

- Save the record by clicking on the button **[Click here to Save/Enter each record]**

| Dates | Activity | Hours Claimed | Provider | Validation Nr. | Credits Claimed | Period |
|---|--|---------------|---|----------------|-----------------|---|
| From 16/03/2006 To 16/03/2009 | Search..... Electric Power Cables <input type="button" value="Click"/> | 10 | Aberdare Cables 011 4564414 <input type="button" value="Click"/> | SAIEE-0001-V | 1 | 2007 <input type="button" value="C"/> Click the "C" button to select a period. |
| <input type="button" value="Click here to Clear the screen"/> <input type="button" value="Click here to Save/Enter each record"/> <input type="button" value="Click here to Delete each record"/> | | | | | | |

12. Note that there are also buttons to clear the screen or to delete a record if you have made an error and wish to correct it. To delete or update an activity record, click on the title of the activity in the activity table (shown highlighted below). The corresponding record will be displayed above the table.

| | | | | | | | |
|--|--------------------------|--|----|--------------------|--------------------|------------|------|
| Courses or Lectures | 01/12/2006 30/11/2009 | 2 Day Introduction to lighting with attendance certificate | 20 | IESSA | IESSA INTRO 002/06 | 2 | 2007 |
| Courses or Lectures | 01/12/2006 30/11/2009 | 1 day Relux computer Design software course | 5 | IESSA | IESSA Relux 003/06 | 0.5 | 2007 |
| Seminars | 21/02/2008 21/02/2008 | SAIEE KZN Centre | 2 | Life Side of Light | SAIEE-0190-S | 0.2 | 2007 |
| Seminars | 07/02/2008 07/02/2008 | Protection Relay Tutorial | 10 | SAIEE KZN Centre | SAIEE-0184-S | 1 | 2007 |
| Seminars | 11/02/2008 11/02/2011 | Energy Coping Forum | 5 | SAIEE Eskom | SAIEE-0188-S | 0.5 | 2007 |
| Courses or Lectures | 17/04/2007 17/04/2007 | SAIEE Presidents | 1 | Tan McKechnie | SAIEE-0094-S | 0.1 | 2007 |
| Total Credits for this Activity: | | | | | | 4.3 | |
| Total Credits for Developmental Activities: | | | | | | 4.3 | |

Either edit the entry in the form boxes above the table and click [\[Click here to Save/Enter each record\]](#) to save your changes, or click [\[Click here to Delete each record\]](#) to delete the activity record permanently.

13. Repeat the above procedure (items 9 to 13) for each developmental activity you wish to record.
14. Similarly, Overseas Activities validated by ECSA will be listed by typing **ECSA** in the blue "**Search...**" box and clicking **[Click]**.
15. Category 2 Activities (Work-based Activities) are entered by typing in the details in the designated rows. Pop-up pages are again available to assist with dates and the period.
16. The record needs to be saved as described in item 12.
17. Under Category 3 (Individual Activities) one can claim 1 CPD credit for being a member of a voluntary association. By clicking on **[Click]** next to the blue "**Search...**" box under "**Name of Voluntary Association**" a list of the recognised voluntary association will appear in the pop-up table. Click on the one required and it will be selected. Enter the rest of the required information, namely your membership grade, your membership number, and the period. Then save as above.

18. Additional Category 3 Individual Activities are entered by clicking **[C]** under **Type of Activity** and selecting the type of activity from the pop-up table.

| Name of Activity | Credits | Units | Unit of Measure |
|--|---------|-------|-----------------|
| Part time: Lecturing Under + Post graduates | 1 | 10 | Hours |
| Supervision of Students: postgraduates | 2 | 1 | Year |
| Evaluation: M dissertations / PhD thesis | 2 | 1 | Year |
| Publication: peer journals: single author | 2 | 1 | Publication |
| Publication: peer journals: multiple authors | 1 | 1 | Publication |
| Presentation and/or poster | 1 | 1 | Presentation |
| Participation: Committee | 1 | 10 | Hours |
| Evaluation of Educational Qualifications | 1 | 10 | Hours |
| Accreditation of Educational Programmes | 1 | 10 | Hours |
| Evaluation of Professional Competence | 1 | 10 | Hours |
| A completed post graduate qualification | 5 | 1 | Qualification |
| Self study | 1 | 10 | Hours |
| Oral exams of final year and postgraduate students | 1 | 10 | Hours |

You then need to capture the date range for the activity by selecting the start and end dates on the pop-up calendar and manually entering the number of hours you are claiming for the activity in accordance with the hours apportionment given for that activity in the CPD guidelines (also shown in the pop-up table). Enter a description of the work undertaken during that activity and then select the CPD cycle (period) for which it is being claimed.

19. Please note that one needs to repeat the above procedure for each period. A new period is selected by following the procedure in item 6.
20. Once you have finished all updating and editing your activity records, please log out of the CPD system by clicking **Log Out** at the top of the page. Your session will be closed and you will be returned to the login page.

