

**SAVC: AUDIT CPD LOG FORM - PARA VET PROFESSIONALS
CONTINUING PROFESSIONAL DEVELOPMENT RECORD CHART**

PLEASE NOTE: THIS FORM MUST BE SENT WITH THE FOLLOWING SUPPORTING DOCUMENTS

- ONLY submit proof of CPD activities (certificates) attended for this period as indicated by you.
- A minimum of 60 points is required for the three year cycle, of which:
 - o 15 points must be for structured activities; and
 - o 30 points must be for unstructured activities.
- Registrars who are enrolled for formal educational programme in the field of veterinary work are exempted from CPD requirement and not required to accumulate CPD points during this period. Must submit proof of enrolment annually.
- Cycle starts 1 April following completion/ deregistration of programme.

PLEASE COMPLETE THE CPD LOG FORM & SUBMIT TO: CPD@SAVC.ORG.ZA

PERSONAL DETAILS

Name and Surname			
SAVC Registration Number			
CPD Cycle [3-year cycle]	01 April		31 March

ONLY submit proof of CPD activities (certificates) attended for this period as indicated by you.

1. STRUCTURED ACTIVITIES - POINTS

Structured Activities	Points value	Date	CPD Event Accreditation no:	Points claimed
Include SAVC accreditation number where required *** Ask your service provider for this number or see the CPD list of accredited activities on the SAVC's website www.savc.org.za	See CPD regulations for more information			
Structured Activities: <u>A minimum of 20 structured points is required per three year cycle.</u> <u>Proof of structured points need to be submitted</u>				
1.1 CPD courses *** (reg 5.1)	1 hour = 1point			
1.2 Conferences, seminars *** (reg 5.1)	1 hour = 1point			
1.3 Presentation/publication of refereed papers *** (reg 5.10)	5 points			
1.4 Presentation/publication of non-refereed papers *** (reg 5.9)	3 points			
1.5 Presentation/publication of papers for lay public *** (reg 5.7)	2 points			
1.6 Correspondence courses, audio/video/CD/Web *** max 10 points /cycle (reg 5.13)	day = 2 points			
1.7 Written assessment tests *** (reg 5.2)	1 point			

1.8 Lecture preparation/presentation undergraduate *** (reg 5.3)	1 point			
1.9 Lecture preparation/presentation postgraduate *** (reg 5.3)	2 points			
1.10 Masters promoter *** (reg 5.11)	5 points			
1.11 PhD promoter *** (reg 5.12)	10 points			
1.11 Examinations *** max 10 points/ cycle (reg 5.4)	day = 2 points			
1.12 Review of articles/books *** (reg 5.5)	2 points			
1.13 Policy/curriculum defence *** max 10 points/ cycle (reg 5.6)	1 day = 2 points			
1.14 Inquiry bodies/expert witness *** max 10 points/ cycle (reg 5.8)	1 day = 2 points			
Total Points Structured Activities				

2. UNSTRUCTURED ACTIVITIES - POINTS

Unstructured activities: - You must submit written confirmation of unstructured points obtained	Points value See CPD regulations for more information	Date	CPD activity	Points claimed
2.1 In-practice training and instruction: *** max 20 points/ cycle				
i) new graduates/ new field *** (reg 6.1)	1 week = 1 point			
ii) collegial discussion *** (reg 6.3)	2 hrs = 1 point			
iii) undergraduate supervision *** (reg 6.2)	1 day = 1 point			
2.2 Reading *** max 15 points/ cycle (reg 6.4)	2 hrs = 1 point			
2.3 Non-assessed audio/video tapes/IT packs *** max 15 points/ cycle (reg 6.5)	2 hrs = 1 point			
2.4 Non-veterinary related courses *** max 10 points/ cycle (reg 6.6)	1 hr = 1 point			
Total Points Unstructured Activities				

I declare that the above information is true and correct.

ANY DISHONESTY IN THE COMPLETION OF THIS FORM WILL BE CONSIDERED A SERIOUS OFFENCE

Applicant's Signature

Date