Go to www.sapc.za.org and click the [Login] button on the top right hand side of the screen. Select the [Registered person block] where you will be requested to enter your login details (P number, ID and Password). Fig 1.1 → 1.3
On a successful login, you will be redirected to the secure section dashboard page. Here a number of transactions can be performed including personal information updates, online applications, payments, workshop bookings etc. Fig.1.4
Annual Declaration

In order to add a CPD entry, you need to submit an Annual Declaration for the current year. If no Annual Declaration has been submitted, you will not be able to access the CPD pages. To complete an Annual Declaration – Select the [Annual Declaration] link on the left hand side of the screen (main menu). Complete all 3 steps by clicking the [Next] button. Once successfully completed, a message will be displayed under the [4. History] section. Fig.2.1, Fig.2.2

Fig.2.1

Fig.2.2
Add a CPD entry

To add a CPD entry, click the [CPD] link on the left hand side of the screen (main menu). You will be redirected to the [CPD] main page. Here a brief explanation is given on how to complete an entry. To proceed, Click the [Continue to CPD] button on the bottom right hand side of the screen. This will redirect to the [CPD Dashboard] page. To start a new Reflection, select the [Reflection] block. Fig.3.1, Fig.3.2

Fig.3.1

![Continuing Professional Development](image1)

Fig.3.2

![Continuing Professional Development](image2)
Reflection

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs. Use the [Reflection Action] button arrow to identify a new learning need, proceed to planning or return to your CPD dashboard. On the [identify a new learning need] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Reflections] where the newly added core competence record will be displayed. Fig.4.1, Fig.4.2

Fig.4.1

To edit a Reflection, select the core competence record link which displays details of the reflection. Click the drop down arrow on the [Action] button to edit or proceed to Planning. NB: If an entry has been submitted for verification the [Action] button will not be available. Fig.4.3
Planning

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome. Use the **Planning Action** button arrow to identify a new learning plan, proceed to implementation or return to your CPD dashboard. On the [identify a new learning plan] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Planning’s] where the newly added planning record will be displayed by the learning title. Fig.5.1, Fig.5.2
To edit a Plan, select the learning title record link which displays details of the plan. Click the drop down arrow on the [Action] button to edit or proceed to Implementation. NB: If an entry has been submitted for verification the [Action] button will not be available. Fig.5.3
Implementations

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs. Use the **Implementation Action** button arrow to record a new learning activity, proceed to evaluation or return to your CPD dashboard. On the [new learning] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Implementations] where the newly added planning record will be displayed by the learning title. Fig.6.1, Fig.6.2

Fig.6.1

Fig.6.2

3. Implementation-Edit learning activity
To edit an Activity, select the learning title record link which displays details of the activity. Click the drop down arrow on the [Action] button to edit, manage activity documents or proceed to evaluation. NB: If an entry has been submitted for verification the [Action] button will not be available. Fig.6.3,6.4

Fig.6.3

To manage activity documents, click [Manage activity documents] on the [Action] button. On the [Documents], browse/choose the document from your local machine and click the [Upload] button. The newly added document will appear with a [Remove] button. To update the document, click the remove button and repeat the process. Click the [<< Implementations] link to return to implementations where the activity documents can also be viewed. Fig.6.4, Fig.6.5, Fig.6.6

Fig.6.4
Evaluation

Evaluation is the step where registered persons assess the progress made towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they are able to apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle. On the [Evaluations] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Submissions] where all CPD entries are displayed. Fig.7.1, Fig.7.2

Fig.7.1

Fig.7.2
Submissions

Use the [Submission Action] button arrow to return to your reflections, planning, implementations, to evaluate or return to your CPD dashboard. To submit for verification, click on a [Competency Standard] link. This displays details of the CPD entry status. Use the [Action] button arrow to return to reflection or to submit for verification by your tutor. NB: If an entry has been submitted for verification the [Action] button will not be available. Fig.8.1

Submit for verification

The [Submit for verification] page displays details of all the CPD steps. Click the [Step] link to view and use the action button to edited if needed. Click the [Submit for verification] button to submit for verification. On a successful submission, you will be redirected to the [Submission] page where the status of the CPD entry will reflect as “Submitted for verification”. Fig.8.2, Fig.8.3