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# The NLA-SA Personnel Certification Scheme for Metrologists, MetCert.

## Guideline for Providers making Application for evaluation of an Activity

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## 1. Purpose

The purpose of this document is to give guidance on the evaluation process by the NLA-SA for providers making application for evaluation of activities in order for the activity to qualify for the allocation of CPD points under the NLA-SA Metrologist Certification Scheme (MetCert). Note that the emphasis is on the evaluation of the CPD activity and not the Provider. The CPD activity must enhance the competence and professionalism of the attendee.

Activities cover the following:

Courses, Lectures, Workshops, Seminars, Tutorials, Colloquiums, Conferences and Congresses.

These activities facilitate Metrologists certified under the NLA-SA Metrologist Certification Scheme; to achieve continuous professional development and obtain CPD credits.

## 2. Scope

Providers presenting an appropriate CPD Activity, such as training , may request that these activities be evaluated by the NLA-SA in order for the activity to qualify for the allocation of CPD points under the NLA-SA Metrologist Certification Scheme.

## 3. References

NLA-MC-I-03-XX	MetCert Continuous Professional Development
NLA-MC-I-09-XX	MetCert Scheme Price list
NLA-MC-F-07-XX	MetCert Application for Approval of a Continuing Professional Development (CPD) Activity

## 4. Glossary

CPD - Continuous Professional Development

## 5. Areas of responsibility

Changes to this document can only be approved by the Director of the NLA-SA.

## 6. Background

Metrologists certified under the NLA-SA Metrologist Certification Scheme; need to renew their certification every 3 years. Renewal of the Metrologist Certification is subject to the applicant meeting certain criteria, based on the concept of continuing professional development (CPD).

One of the categories of CPD is Individual Development and in this category there is a requirement that the Metrologist keep abreast of changes in technology, which can be achieved by attending relevant activities.

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The NLA-SA has given approval to recognized voluntary associations and accredited tertiary educational institutions to run their own activities. The NLA-SA will evaluate the content of the CPD activity applied for and assign appropriate CPD points.

## **7. Duration of evaluation**

Once an activity has been evaluated, approved and registered, the activity is valid for 3 years after which it must be re-applied for. If the content or presenter change within the 3 years, re-application must be made.

## **8. Requirements for CPD activity evaluation**

Providers wishing to have a CPD activity evaluated should submit the following documentation, which will be treated confidentially and kept at the NLA-SA:

### **8.1 Application form (NLA-MC-F-07-XX)**

Completed application form indicating the type of activity and company's VAT no. for invoicing purposes.

### **8.2 Presenter's resume (Curriculum vitae)**

Presenters should have proven practical and academic experience and be good communicators.

### **8.3 Activity notes**

- Sufficient information to enable the NLA-SA to allocate CPD credits;
- Material to be distributed to the attendees,
- Presentations to be used during lecturing,
- The program and a description of the method of presentation,

### **8.4 Attendance register of attendees**

(See paragraph 14)

### **8.5 Activity attendee's evaluation sheets**

Feedback questionnaire – See paragraph 14

### **8.6 Activity completion certificate/s**

One sample of a certificate issued to attendees

## **9. Criteria for evaluation of CPD activities**

The criteria against which each provider and CPD activity will be evaluated will generally be as follows:

### **9.1 Institute/Company**

- Type of organization
- Acknowledged standing

### **9.2 Presenter/s**

- Acknowledged expertise
- Appropriate experience
- Effective communication

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**9.3 Objective of Program – Evaluate in terms of:**

- What the activity claims to be achieving
- For whom the activity is intended
- Outcome statement

**9.4 Scope**

- Technical nature
- Relationship to activity attendees

**9.5 Contents**

- Clearly defined scope
- Technically correct
- Appropriate standard
- Level of theory matching intended audience
- Quality of material, eg. clarity of examples and diagrams
- Comprehensive
- Verifiable reference
- Relevance
- Material should be mainly generic but product promotion can be used to emphasize generic or technology aspects

**10. Approval of Training Providers**

Providers are to ensure that the following aspects are covered:

- 10.1** The activity should serve to maintain or enhance the knowledge, skills and competence of the CPD attendee.
- 10.2** The activity should meet an educational and developmental need and provide an effective learning experience for the attendees.
- 10.3** The attendees and discipline shall be specified.
- 10.4** The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- 10.5** The presenter should have proven practical and academic experience and be a good communicator.
- 10.6** Evaluation forms for obtaining feedback from attendees on the activity must be provided for rating of relevance, quality and effectiveness of the activity (Feedback questionnaire – See paragraph 14).

**11. Results of evaluation process**

The NLA-SA will evaluate the application whereupon a formal reply will be made in a validation letter to the applicant. The validation letter will include the following:

- A unique validation number,
- The CPD points awarded,
- Date of approval and expiry date.

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The CPD event provider shall include the validation number and the CPD points awarded, on the attendance certificates for attendees claiming CPD points.

The review reports are confidential and will become the property of the NLA-SA.

**12. Non approval of course/activity**

In the event of the NLA-SA not approving the activity for CPD credits, the applicant may add to the content or introduce changes and re-submit the application.

**13. Amendments/Updates to Activity**

Providers who have their activities evaluated for 3 years and during this time make minor changes, additions and enhancements to the content or structure of the activity without changing the objective, or change the presenter, must re-submit the revised program to the NLA-SA for re-evaluation, before implementation.

**14. Attendance and Feedback Register**

The Provider is responsible for supplying a typed attendance and feedback register, as per the recommended attendance and feedback forms.

**15. Application and Registration Fee**

The application and registration fee, which is not refundable, shall be paid to the NLA-SA with application. See MetCert Price list (NLA-MC-I-09-XX).

On receipt of the application form and required documentation, a quotation will be forwarded to the applicant.

Proof of payment must be forwarded to the NLA-SA in order for the office to proceed with the evaluation.

The evaluation may include an on-site evaluation of the activity at the discretion of the NLA SA, or at any time the activity is due to be presented.

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