



**TEACHING COUNCIL OF ZAMBIA**

**GUIDELINES FOR  
RECOGNITION OF  
CONTINUING  
PROFESSIONAL  
DEVELOPMENT SERVICE  
PROVIDERS**

**June 2021**

**LUSAKA**

## **1.0. Introduction**

The Council shall recognise CPD service providers who shall provide CPD activities that shall be in line with the TCZ CPD policy for the award of CPD credit points. This document provides guidelines for that purpose.

## **2.0. Qualified CPD Service Providers**

The following shall be the prospective CPD Service providers that shall be considered for recognition as partners in the provision of CPD:

- (a)** Registered or accredited education institutions, colleges of education, universities, and qualifications awarding bodies: local or foreign.
- (b)** Government recognised local, regional and international organisations.
- (c)** Local and foreign government agencies, bilateral, multinational institutions such as the World Bank, IMF.
- (d)** United Nations agencies such as UNESCO, UNICEF and WHO.
- (e)** Registered local and foreign NGOs.
- (f)** Registered professional groups or individual experts.

## **3.0. Categories of CPD Recognition Status to be Applied for:**

The Teaching Council of Zambia shall register any of the CPD Service providers stated in above under the following categories:

- (a)** Training Program as a Recognised CPD Program;
- (b)** Institution as a Recognised CPD Service Provider;
- (c)** Organisation as a Recognised CPD Service Provider
- (d)** An Association as Recognised CPD Service Provider
- (e)** Group of Experts as Recognised CPD Service Providers
- (f)** A Registered/Affiliated Individual Expert as a Recognised CPD Service Provider

## **4.0. Recognition Requirements**

Any service provider wishing to provide CPD training programmes for teachers shall furnish the Council with the following information which will be part of recognition application requirements:

- (a) Name of the Institution/organisation/association/group/expert, evidence of legal registration/ affiliation/ accreditation;
- (b) Contact information, physical and postal location;
- (c) Titles, objectives, programme curriculum/ course outline, and expected outcomes of the CPD program;
- (d) Modes/forms of training, platforms, locations and forms of study materials for the programme delivery;
- (e) Forms of assessment, such as projects, practical, assignments and examinations;
- (f) Form(s) of certification at the end of the CPD course/program;
- (g) Duration of the programme, sessional calendars and target groups;
- (h) Names, qualifications and professional registration status of staff;
- (i) Participant registration fees (if any);
- (j) Evidence of certification such as course attendance/completion certificates and/or attendance lists, etc.
- (k) Verification mechanisms for participants final programme qualifications in any of the following informs of *verification portal, authenticated copies of participant qualifications; digital data with names of learners, courses, completion grades/records/* and other relevant information the Council may need to verify applicant CPD performance during the training program;
- (l) Or Areas of cooperation/collaboration/Services (If the institution does not intend of offer direct CPD training).

**5.0. Focus of the Continuing Professional Development service being applied for:** Continuing Professional Development courses/support services to be recognised should focus on updating and enhancing teacher competencies in the following competence areas:

- (a) **Pedagogy**  
Demonstration of knowledge and competencies in the use of different methods of teaching;
- (b) **Subject Content of the Teaching Area**  
Command of the subject matter in the subject of or level of specialisation;
- (c) **Management and Administration**  
Competencies to manage oneself, others, resources, time and facilities;
- (d) **Professional Knowledge and Ethics**

Demonstrate competencies and knowledge of education policies, legal provisions in education and adherence to the code of ethics in the teaching profession;

**(e) Digital Literacy & Teaching with Technology**

Demonstration of competencies in the use of technology to teach and or administer;

**(f) Crosscutting Issues Affecting Education and Research Practices**

Demonstration of knowledge of crosscutting issues that affect education as well as research practices.

**6.0. Application for recognition procedure**

- (a)** Applicant shall submit an application for recognition through the appropriate Council application form that shall be accessed on the Council website: [www.teacher.tcz.ac.zm/downloads](http://www.teacher.tcz.ac.zm/downloads) (*not yet activated - use hardcopy form*);
- (b)** The application shall be either made in-person, postal or online to an address that shall be specified on the application form;
- (c)** Applicant shall deposit an application fee as shall be specified on the CPD service provider fee schedule. The application fee shall be deposited through ZANACO TCZ account that shall be provided from time to time (At the moment the application process for recognition is free).

**7.0. Process of considering the recognition:** The Council shall consider the application through the following approaches:

- (a)** critically examining the content of the application;
- (b)** contact the applicant for any clarification or interview;
- (c)** The Council may contact or physically visit the premises of the applicant to seek for additional information.

**8.0. Grant of recognition:** The Council shall issue a written authorization for the grant of registration to a successful applicant as a CPD service before commencement of the programme and may provide the ministry responsible for general education with copies. This will be within 30 days after receiving an application.

**9.0. Denial of Recognition:** The Council shall not recognise a service provider whose programme(s) may not meet requirements for recognition

as a CPD service provider. Where a service provider is denied recognition, the Council shall issue a notice of denial of recognition stating reason for the denial and may appeal to the Minister responsible for general education with 14 days.

**10.0. Renewal of Recognition:** A recognised service provider shall apply for renewal of recognition every five (3) years, manually or online following a similar process stated in 4.0. and 5.0. above.

**11.0. Revocation of Recognition:** The Council shall, where the service provider is in violation of recognition requirements, inform the provider in writing, of the Council's intention to revoke the recognition and give it an opportunity to be heard within twenty-one (21) days.