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Approval: R. Zaid	<b>SAAS Guideline 305: Continuing Education Framework</b>	Effective: November 21, 2008



## **SOCIAL ACCOUNTABILITY ACCREDITATION SERVICES**

### **Subject:** *SAAS's Continuing Education (CE) Framework*

SAAS subscribes to the generally recognized CE framework as described below. As continuing education requirements for SA8000 auditors primarily address performance in the field, we do not include an “unstructured” learning category, as it is not applicable to this system.

As part of maintaining SA8000 auditor qualifications, SA8000 auditors must demonstrate the completion of at least 36 hours, 12 hours annually, of CE within every three year period after completing the SA8000 Advanced Course. The CE shall include topics broadly related to management systems auditing, corporate social responsibility and elements of SA8000.

### *CE Evidence Required by SAAS*

SAAS recognizes that there are a wide range of issues that can enhance SA8000 auditor competence, skills and auditing quality. SAAS categorizes these into sections relating to the main areas of competence required by auditors: technical skills in topics specifically related to SA8000 and social auditing; and auditing techniques in topics more broadly related to quality management systems auditing.

### *SAAS recognized CE methods of learning*

SAAS accepts CE that is acquired both informally (example: lectures) and formally (example: classroom training). Certain methods of acquiring CE are more effective than others; therefore, SAAS accords some activities greater recognition than others. Evidence can be provided from either or both categories below:

1. semi-structured: 2 hours are accepted as 1 CE hour
  - non-interactive lectures, talks etc.
  - informal professional body meetings of a more social nature (networking opportunities)
  - research, preparation and first delivery of lectures/courses
  - publishing articles
  - open and distance learning that involve assessment and result in a qualification
2. structured: each hour is accepted as 1 CE hour
  - interactive and highly participative training courses and seminars
  - professional body meetings with formal lectures
  - active participation in the development of standards

SA8000 auditors will need to submit sufficient, appropriate evidence to a Certification Body (i.e. course programs, meeting agendas etc.) making sure that it is properly verified where possible, so that such information can be audited by SAAS accreditation auditors when necessary.