



CropLife SA CPD Programme System Summary

Getting started

- Logging in
- Verifying/updating your details

Acquiring points

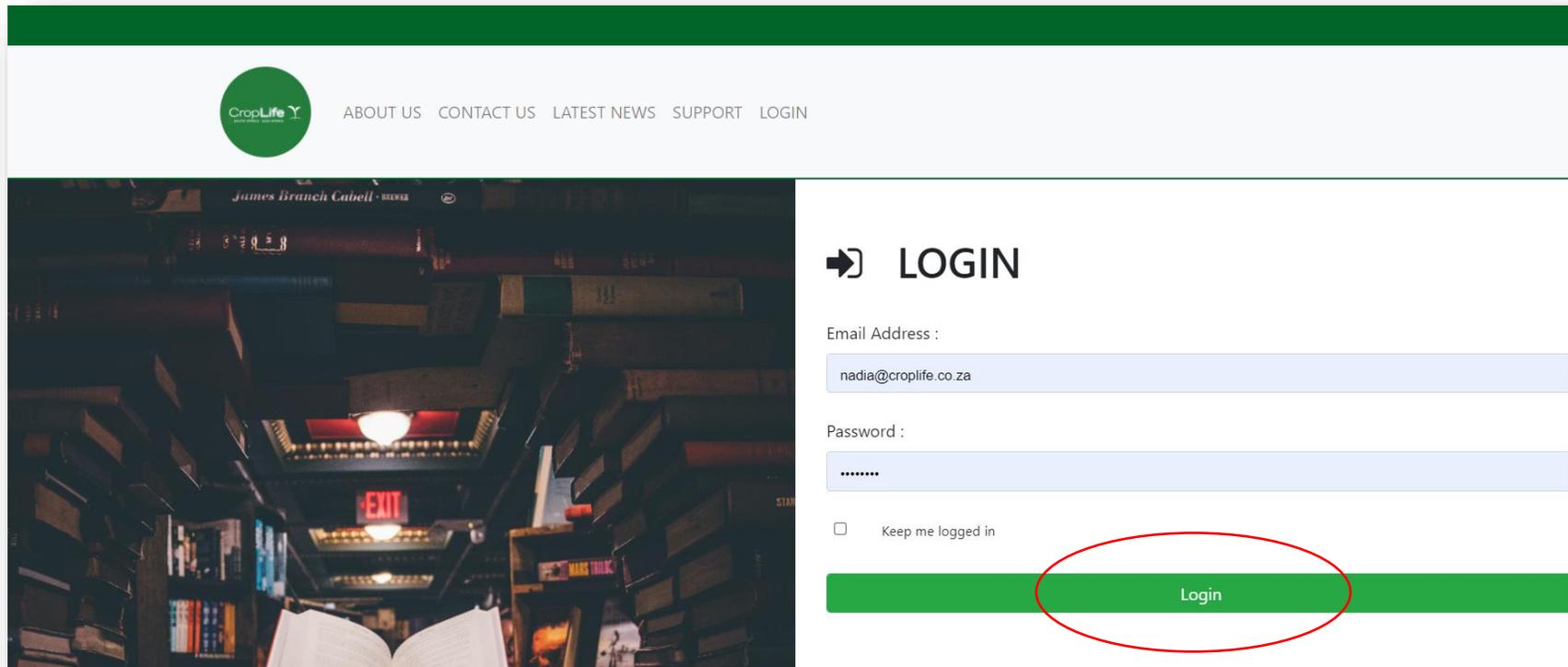
- Points needed for compliance
- Training completed through your company
- Completing the online quizzes

Viewing your progress

Digital card

GETTING STARTED

Go to <https://croplife.easy2learn.co.za/Login> and enter your email address. Your first password is “Password”, enter those details and click on “Login”. You will then be directed to a page where you can update a password of your choice:



CropLife

ABOUT US CONTACT US LATEST NEWS SUPPORT LOGIN

James Branch Cabell - 189312

LOGIN

Email Address :

nadia@croplife.co.za

Password :

.....

Keep me logged in

Login

UPDATE YOUR DETAILS

Once you have logged in, click on “My Profile” in the left navigation tab and check or update your details:

- Title
- Name
- Surname
- ID number
- Profile picture (**must** be a head & shoulders photo)
- Mobile number
- Landline
- Demographics

Click on “Update”

The screenshot displays the 'My Profile' page in the CropLife system. On the left, a dark green navigation sidebar contains the following items: Dashboard, ADMIN (My Alerts, My Messages), MY ACCOUNT (My Profile, Settings, Security, Activity Log, Logout), and MORE... (Support). The 'My Profile' item is circled in red. The main content area is titled 'My Profile' and has three tabs: Basic Information, Additional, and Address. The 'Basic Information' tab is active. It contains the following fields:

- Title: Mr. (dropdown)
- ID Type: RSA ID (dropdown)
- ID Number: 4321
- Email: rod@croplife.co.za
- First Name: Rod
- Last Name: Bell
- Mobile Number: Type in your mobile number
- Landline Number: Type in your phone number
- Gender: Male (dropdown)
- Race: White (dropdown)
- Language: English (dropdown)
- Profile Picture: Select a profile image (with a 'Browse' button) and a photo of a man in a blue vest.

At the bottom of the form, there are two buttons: a green 'Update' button (circled in red) and a red 'Back To Dashboard' button.

UPDATE YOUR DETAILS

You can also update your location by selecting the “Address” tab. Your address is **not** needed, but for referencing purposes, kindly update your city and province:

My Profile

Basic Information Additional **Address**

Geolocation Address:
Type in your Geo Address

Address:
Type in your address

Postal Code: Type in your postal address

City: Centurion

Province: Gauteng

Country: South Africa

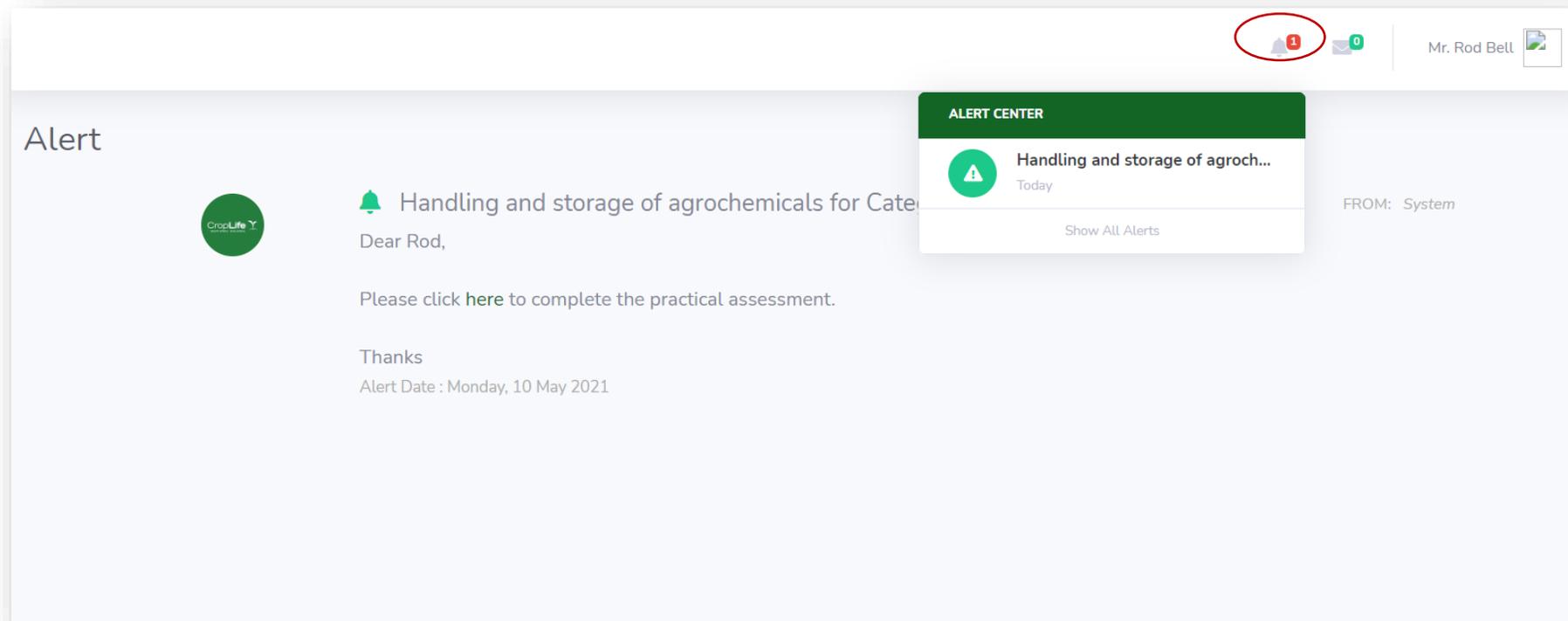
Update Back To Dashboard

POINTS NEEDED FOR COMPLIANCE

- The CPD cycle runs each year from 1 May to 30 April.
- During this cycle you need to acquire a number of points to be compliant within 3 respective categories:
 - Category 1 (Crop protection specific technical and product training): 75 points
 - Category 2 (Integrated crop management): 50 points
 - Category 3 (Compliance with industry responsibility): 75 points
- In contact training, 1 hour of training equals 10 CPD points
- In the CropLife SA online assessments, 1 correct answer equals 1 CPD point
- Training sessions from member companies will only be considered if it was accompanied by a quiz/assessment. Only those attendees with proof of passing the assessment qualify for CPD points.
- **Note:** A training session can only be submitted for a period of 2 months after the session has taken place. In other words, no training will be accepted after 2 months have passed from the date of training.

ACQUIRING POINTS – THROUGH COMPANY TRAINING

Once you have attended a training session, your SDF will load the training onto the system. The system will automatically send you an email and an alert on the system, which you must action in order to get your points. **NB** You will not receive the points if you do not action the alert/email, but you only need to action one of them. On the system, the alert will appear on the top left:

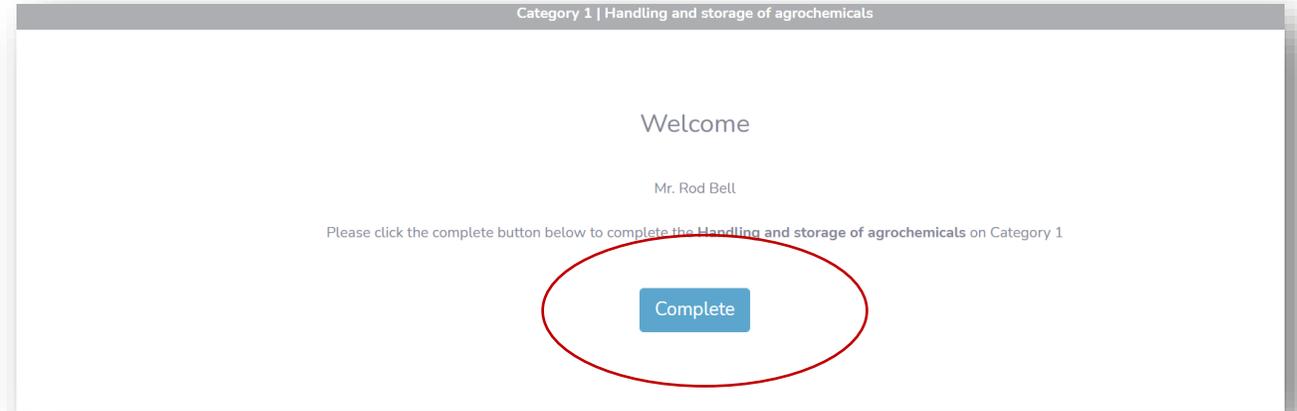


ACQUIRING POINTS

When you click on the email link or the alert, you will be directed to a page where you need to click on “Complete”.

You will then need to submit an electronic signature, which can be done by pressing down on the keypad, mouse or screen in the case of mobile devices and drawing the signature. Once finished, click on “Save”

The system will then automatically allocate your points.



AQUIRING POINTS - COMPLETING THE ONLINE QUIZZES

When you log onto your profile, there will be 2 options displayed, one for CropLife SA and another for your company.

To complete the online modules, you need to click on “CropLife SA” and select the category for which you would like to complete the online quiz.

The image displays two screenshots of the CropLife user interface. The top screenshot shows a user profile page for 'Ms. Chana-Lee White' with a 'Select a course' header. Two options are visible: 'CropLife SOUTH AFRICA SUID-AFRIKA' (marked 'In Progress') and 'Company X' (marked 'Start'). A red oval highlights the CropLife logo. The bottom screenshot shows the 'CropLife SA' progress page with a 'Select a Category' header. Two category options are shown: 'Category 1' and 'Category 2', both marked 'In Progress'. A red oval highlights 'Category 1'.

COMPLETING THE ONLINE QUIZZES

A list of the available quizzes will be displayed. The ones that are greyed out have been completed already. **The pass rate for these assessments is 70% and you only have 3 attempts to pass.**

You need to click on the quiz you wish to complete, read through the instructions and then click on “Start Training Session”.

The screenshot displays the CropLife online training interface. On the left, a sidebar lists several quizzes under 'Category 1'. The first two quizzes are checked and greyed out, indicating they have been completed. The third quiz, 'Dink mooi oor voorplant onkruid- en insekbeheer (3 CPD points)', is highlighted with a green play button icon. Below the list, a green button labeled 'Start Training Session' is circled in red. The main content area shows the details for the selected quiz, including a progress bar (6% of module) and a list of training sessions. The 'Start Training Session' button is also visible in the top right corner of the main content area. The bottom of the screenshot shows a preview of the quiz content, featuring a large image of a green tractor in a field with the text 'Dink mooi oor voorplant onkruid- en insekbeheer' overlaid.

COMPLETING THE ONLINE QUIZZES

Then you need to click on the “Content” section of the quiz and read through the available material. Once you are confident that you are familiar with the content, you can start the quiz. To do this, click on “Complete Training Session” at the top left of the page.

On the next page you need to click on “Start Assessment” to complete the quiz.

The screenshot shows a web interface for a training session. At the top left, a green button labeled "Complete Training Session" is circled in red. Below it, the title "Dink mooi oor voorplant onkruid- en insekbeheer (3 CPD points)" is displayed. A navigation menu includes "Instructions", "Content" (circled in red), "Resources", "Assessments", and "Discussions". The main content area shows a PDF viewer with a large image of a green tractor in a field and the text "Dink mooi oor voorplant onkruid- en insekbeheer".

The screenshot shows the assessment start screen. At the top, it says "CropLife SA" and "Answer these 3 questions". Below this is an "INFORMATION" section with the following details:

Duration:	Marks: 3 Marks	Examinator: -
Date: 18 OCT 2021	Pass Rate: 20 Percent	Facilitator: Nadia van Niekerk
Location: South Africa		Candidate: Chana-Lee White

Below the information is an "INSTRUCTIONS" section and a green button labeled "START ASSESSMENT" circled in red.

COMPLETING THE ONLINE QUIZZES

Select the answer you think is correct and click on “Submit” after each question until the quiz is complete, then click on “Finish Assessment”.

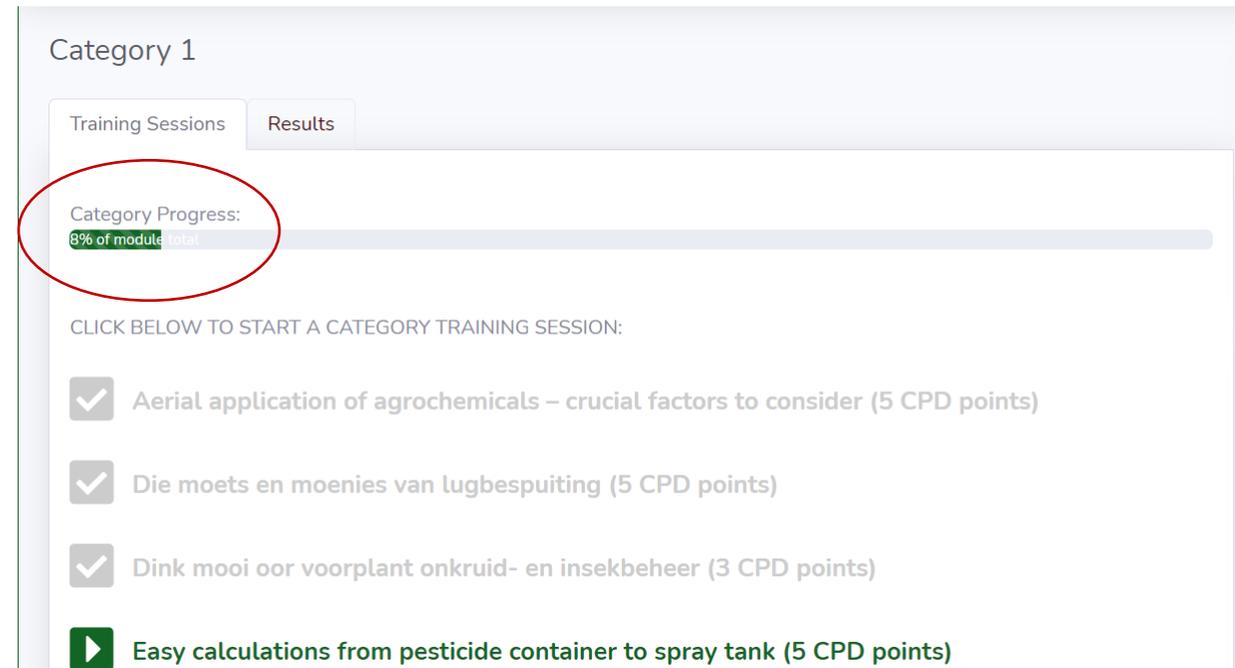
Remember, you need 70% to pass. Each correct answer equals 1 CPD point. If you fail the quiz, you will have 2 more attempts to pass the quiz. To redo the quiz, go to your dashboard and scroll down to “Activity Feed”. Click on the highlighted red text to redo the applicable quiz.

The screenshot displays the CropLife online quiz interface. At the top right, the CropLife logo is visible with the text 'SOUTH AFRICA SUID-AFRIKA'. Below the logo, a green header bar contains the text 'CropLife | Category 1' and 'Answer these 5 questions'. The main content area shows a question: 'Sometimes aerial application could be the only appropriate application method (of an agricultural remedy that is registered for aerial application) due to the _____ (1)'. Below the question are four multiple-choice options: 'Oa. availability of the aircraft', 'Ob. availability of product', 'Oc. pilot's schedule', and 'Od. crop growth stage or structure'. The 'Submit' button is highlighted with a red circle. Below the question area, a green bar contains the text 'Answer these 5 questions'. The next section shows 'End of ASSESSMENT' with the instruction 'When you're ready please click the FINISH button below.' The 'FINISH ASSESSMENT' button is highlighted with a red circle. At the bottom, there is a section for 'Available Tasks' with a red box containing the text 'Start Answer the following questions (20 CPD Points)'.

VIEWING YOUR PROGRESS

To see your progress for a particular category, click on your company in the dashboard section and select the category for which you would like to view your progress. The progress bar will be displayed above the training sessions. The progress is calculated as a percentage (out of 100).

If you would like to know how that translates to CPD points, then you can calculate it with this formula:
 $(\text{Progress} / 100) \times \text{amount of points needed for the category}$.
Using the example from the screenshots: $(8 / 100) \times 75 = 6$. In other words you have 6 points and still require a further 69 points to comply.



SUMMARY

- For any queries, please reach out to your designated company SDF
- If you have lost/forgotten your password, please try to reset it on the login page, or ask your SDF to reset it for you
- Categories and points required:
 - Category 1 (Crop protection specific technical and product training): 75 points
 - Category 2 (Integrated crop management): 50 points
 - Category 3 (Compliance with industry responsibility): 75 points
- Member company training: 1 hour = 10 CPD points
- Online assessments: 1 correct answer = 1 CPD point
- The pass rate for the online assessments is 70% and you only have 3 attempts to pass.

Thank you