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BOARD NOTICES • RAADSKENNISGEWINGS

BOARD NOTICE 163 OF 2019



Revised Continuing Professional Development Policy to be adhered to by Registered Persons

In terms of Section 13 (k) and 36 of the Project and Construction Management Professions Act (Act No 48 of 2000)

Commencement Date: 1st September 2019

The Revised Continuing Professional Development Policy for Registered Persons document can be downloaded from:
www.sacpcmp.org.za.

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ACKNOWLEDGEMENT

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- Council for the Built Environment (CBE)
- Engineering Council of South Africa (ECSA)
- Voluntary Associations (VAs) recognised by the Council Industry and Registered Persons' contributions.

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SACPCMP PROPOSED CPD POLICY FRAMEWORK

1. BACKGROUND: THE COUNCIL

The South African Council for Project and Construction Management Professions (SACPCMP) is a statutory body established by section two (2) of the Project and Construction Management Professions Act (Act No. 48 of 2000).

The SACPCMP was established to provide for statutory professional registration and regulation of the project and construction management professions in order to protect public interest and advance project and construction management, and construction health and safety education.

The objectives of the SACPCMP are therefore to provide guidance and frameworks within which the professionals within the construction management environment are to operate, and to ensure that effective guidance policies and frameworks on Continuing Professional Development (CPD) are established, implemented and consistently applied by the Council.

The SACPCMP is also empowered by section 13(k) of Act No. 48 of 2000 to determine, after consultation with the voluntary associations and registered professionals, the conditions relating to, and the nature and extent of CPD.

2. DEFINITION OF CPD

The Royal Institution of Chartered Surveyors (RICS) (1993) defines CPD as the systematic maintenance, improvement and broadening of knowledge and skills, and the ongoing development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

3. DEFINITION OF PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS

The management of projects within the built environment from conception to completion, including the management of related professional services.

4. PURPOSE OF THE CPD POLICY

The rationale for the CPD Policy is to develop, enhance and maintain professional competency of registered professionals to ensure that the technical knowledge base is improved in an orderly fashion and on a continuous basis. The CPD Policy is also aimed at:

- a. Harmonising standards and norms in the management and development of the Project and Construction Management Professions;
- b. Ensuring improved skills competencies and industry performance;
- c. Constructively engaging professionals at all levels within the construction sector in reconstruction and development initiatives, by addressing transformation in capacity development and to meet the growth needs of the South African economy;
- d. Encouraging a CPD culture amongst Registered Persons
- e. Addressing professional development limitations within the Project and Construction Management Professions;
- f. Ensuring national relevance (human resources development, skills development, poverty reduction etc.), international recognition, and professional integrity.

5. GOVERNING PRINCIPLES

The CPD Policy has been developed and aligned to the overall CBE Policy framework based on principles contained in the Council for the Built Environment (CBE) CPD Policy Framework of August 2007, including any other subsequent amendment(s) made thereafter.

These principles include:

- a. Recognition of the continued need for regulation of the construction industry to protect public interests
- b. Promotion of professionalism, trust and confidence within the Project and Construction Management Professions
- c. Support for broader national development priorities
- d. Stimulation of competition and an enabling environment
- e. Recognition of commonalities within the Project and Construction Management Professions.

The policy takes cognisance of the CBE CPD processes in fostering professional and industry development as mandated by the CBE Act, Act No. 43 of 2000. The legislative framework supports professional development and maintenance of standards for the public good.

6. INTERNATIONAL BEST PRACTICE

The CPD Policy is aimed at ensuring consistency with international best practice and serves as a remedial policy in addressing South Africa's past social economic imbalances. It serves as a tool to enhance professional development in policy priorities in South Africa through promoting and contributing to global competitiveness by promoting education, training and professional competency through the CPD activities.

7. CPD OBJECTIVES

In terms of Section 13(k) of Act No. 48 of 2000, the Council may determine, after consultation with the VAs and Registered Persons, the relevant conditions relating to and the nature and extent of, continuing education and training.

Council resolved that CPD is one of the conditions for the maintenance and renewal of registration. It is therefore compulsory for all registered professionals to undergo CPD. All registered professionals need to renew their registration every five (5) years to maintain their registration in a manner prescribed by the Council. Registered professionals are required to participate in CPD activities in order to:

- a. maintain competence and personnel development for the public good and retain of professional registration;
- b. ensure continuous improvement in the acquisition of academic and professional skills;
- c. develop deeper and specialised knowledge;
- d. broaden knowledge over a wider professional spectrum;
- e. acquire international recognition; and
- f. ensure skills growth acceleration and innovation.

8. CPD METHODOLOGY

Given the CPD activities that have to be undertaken, the policy requires that these approaches be applied in the CPD process to ensure the successful attainment of CPD objectives:

- a. **Input-based approach**—the Council requires that all CPD delivery methods are designed and focused on bringing out a high level of professionalism, ethical standards, integrity and competence, and relevant industry work experience in all registered professionals.

The Council requires that high quality input methods (including mentorship, lecturing, facilitating workshops, conferences, seminars and any other methods of delivery of professional development that are deemed appropriate by Council for on-the-job training, ongoing industry and professional practice, etc.) be applied throughout the CPD process.

- b. **Output-based approach**—emphasis is placed on the need for innovation, skills growth, acquisition of deeper and specialised knowledge, attainment of high levels of professional competence and acquisition of practical and relevant work experience among professionals within the construction sector.
- c. **Non-cumbersome process** – requires that CPD processes and activities be well articulated in such a way that they can easily be followed or undertaken.

9. CPD STRUCTURE

9.1 DEFINITION OF CPD CYCLE

The reporting cycle is over a period of five (5) financial years. The following outline will assist professionals in determining their CPD needs, ensuring compliance and maintaining the currency of their professional qualification through CPD:

- Stage 1** Audit review and appraisal of current skills and knowledge.
- Stage 2** Identify critical competency needs and develop an action plan.
- Stage 3** Execute the action plan supported by the necessary records.
- Stage 4** Submit evidence records to SACPCMP for assessment.
- Stage 5** Receive feedback on the total number of hours accrued and advice on their CPD status from the Council.
- Stage 6** Remedial action resulting from non-compliance with CPD requirements.
- Stage 7** De-registration following non-compliance with remedial actions.

The CPD cycle runs parallel to the Council's financial year. The objective is to ensure that newly Registered professionals are not disadvantaged by the fixed cycle.

The cycle applicable to the newly Registered Persons runs from the beginning to the end of the financial year (1st April to the 31st March) as illustrated in the example in the table below:

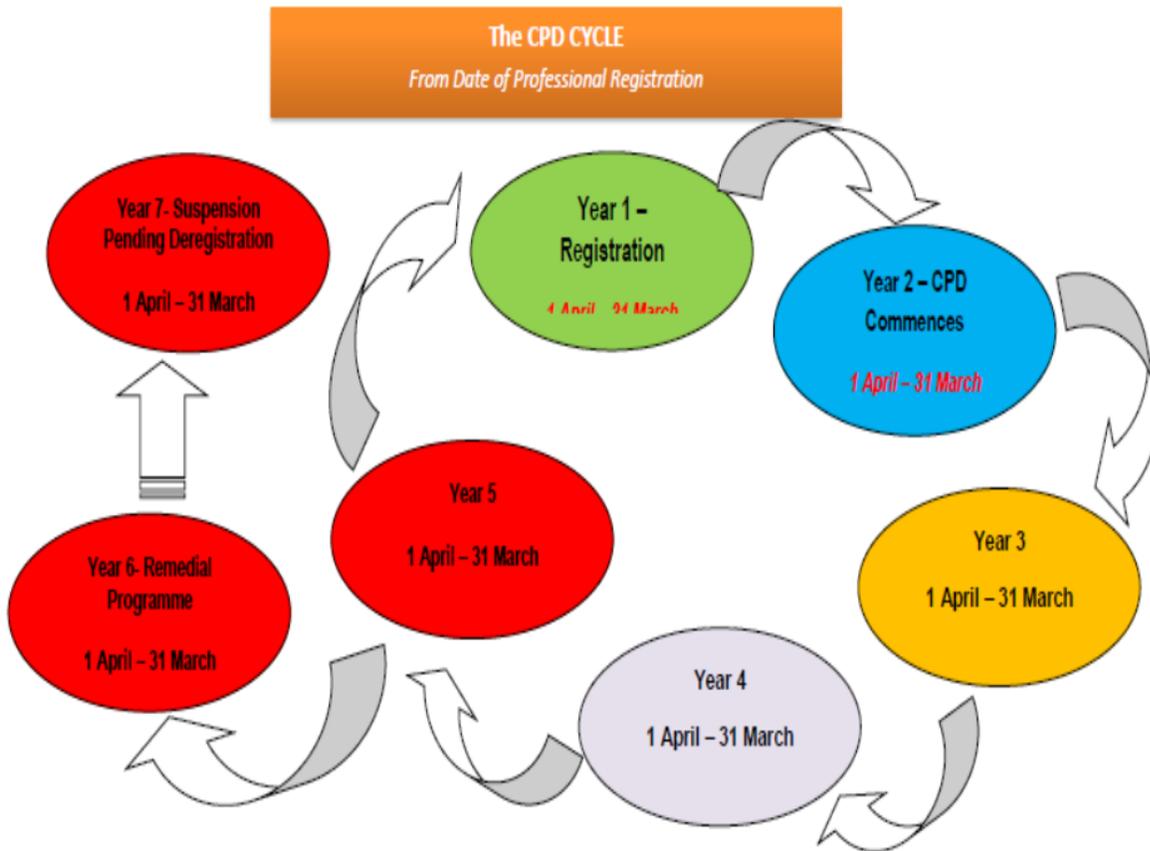
Table: FIVE-YEAR CPD CYCLE – example

Registration Date	Cycle Start Date	Cycle End Date
Before 1 April 2012	1 April 2012	31 March 2017
Before 1 April 2013	1 April 2013	31 March 2018
Before 1 April 2014	1 April 2014	31 March 2019
Before 1 April 2015	1 April 2015	31 March 2020

Every Registered Person's CPD cycle effectively begins at the start of the next financial year after registration. A registered professional will be required to complete the CPD process within five (5) years from the inception of each CPD cycle.

Any Registered Person who does not comply with the requirements of the cycle within the five (5) years, will be required to follow a remedial programme for twelve (12) months in his/her sixth (6th) year.

Any Registered Person who fails to comply with the remedial programme will be suspended in the seventh (7th) year, pending deregistration by the Council (**refer to the following figure**):



9.2 RE-REGISTRATION

A deregistered person wishing to apply for re-instatement of his/her registration must contact the Council to obtain guidance on the re-instatement process.

9.3 NON-COMPLIANCE

The SACPCMP CPD guidelines for dealing with non-compliant Registered Persons include the following:

- a. Registered Persons will be required to follow a remedial programme of CPD compliance within twelve (12) months of the end of the cycle and/or;
- b. Write an examination or be interviewed to demonstrate their skills.
- c. Failure to comply with (a) and (b) above within the CPD cycle will result in suspension for a period of twelve (12) months pending deregistration.
- d. Failure to comply at this stage would result in deregistration, i.e. the defaulter will be removed from the database of Registered Persons and defaulters' names will be published in the Government Gazette.

9.4 CPD ACTIVITIES PER CATEGORY

In order to obtain CPD hours, Registered Persons must be engaged in the activities of the categories outlined under each knowledge/skills domain in the table below:

Category A: Core knowledge and Non-Core knowledge

Category B: Mentorship and Development

Category C: Ongoing Practice

It should be noted that Category A is compulsory. Full compliance may be a combination of category A and B, A and C or A, B and C.

Category A		Category B	Category C
Core knowledge	Non-Core knowledge	Mentorship and Development	Ongoing Practice
CPD ACTIVITIES			
<ol style="list-style-type: none"> Further studies to gain advanced knowledge leading to certification (certificate post graduate diploma, diploma, degree, masters, doctorate and others). Attendance of local validated conferences, workshops and seminars. In addition, international best practise is encouraged in recognition of relevant accredited international conferences/ seminars/workshops. <p>The above-mentioned recognised activities will be in the following fields, but not limited to:</p> <ul style="list-style-type: none"> Technical aspects Managerial training Financial aspects Professional ethics Health and safety Project management Relevant legislation and development workshops and congresses 	<ol style="list-style-type: none"> Computer usage skills Image seminars Technical and professional conferences, symposia Refresher courses and short courses Construction Marketing 	<ol style="list-style-type: none"> Mentoring Registered Candidate in the same category of registration Mentoring experiential learners in work-integrated learning programme. Informal mentoring of staff on the job. Training of contractors in Project and Construction Management work (extends to include specified categories). Training of community members in Project and Construction Management work (extends to include specified categories). 	<p>Work-based activities such as:</p> <ul style="list-style-type: none"> Council participation Professional activities On the job training Unbroken, continuous service Teaching and training work Acting as examiner or moderator for accredited relevant exams Delivering of lectures or papers at accredited and registered formal congresses, conferences, educational meetings, seminars, workshops.

<ul style="list-style-type: none"> Peer-reviewed research thesis/dissertation/journal papers in CPM, CM & CHS 		6. Professional consultancy services provider (to government and private construction companies) 7. Work-based activities such as: devoting time to imparting knowledge in community development for the public good and promotion of the profession	
The Means of verification (MOV) will be by submission of evidence of attendance	The MOV will be by submission of evidence of attendance	The MOV will be as outline in Annexure 1	The MOV will be as outline in Annexure 1

9.5 Allocation of Hours

In order to assess the extent to which CPD activities add value to an individual's skills set and knowledge, the Council has assigned hours to the learning outcome. CPD activities will be rewarded based on hours commensurate with relevance and importance of the core areas of project and construction management, construction mentorship, construction health and safety, and contribution made towards professional development. It is recommended that Registered Persons engage in activities in the following manner over the five (5) year cycle.

All those registered in the Professional designated categories:

- Category A: Core and Non-Core **(30 Hours)**
- Category B: Mentorship and Development **(10 Hours)**
- Category C: Ongoing Practice **(10 Hours)**

These hours must accumulate up to a total maximum of 50 CPD hours within the five-year cycle and should reflect the above combination of CPD Categories for a Registered Person to maintain his/her professional status. The recognition and allocation of hours on Category A (compulsory) should be not less than 30 CPD hours and not more than 40 hours. The remaining hours will be recognised as a combination of Categories B and C, which should not amount to less than 10 hours each.

All those registered in the Non-Professional designated categories:

- Category A: Core and Non-Core (**20 Hours**)
- Category B: Mentorship and Development (**10 Hours**)
- Category C: Ongoing Practice (**20 Hours**)

These hours must accumulate up to a total maximum of 50 CPD hours within the five-year cycle and should reflect the above combination of CPD Categories for a Registered Person to maintain his/her professional status. The recognition and allocation of hours on Category A (*compulsory*) should be not less than 20 CPD hours and not more than 30 hours. The remaining hours will be recognised as a combination of Categories B and C, which should not amount to less than 10 hours on category B and 20 hours on category C.

In order to maintain CPD, Registered Persons are encouraged to engage in CPD activities on an annual basis.

9.5.1 Transferability of CPD Hours to the Next CPD Cycle

In terms of the current CPD policy, the maximum number of CPD hours that a Registered Person may transfer to the next cycle—where more than the required 50 hours have been completed—are 10 CPD hours only on Category A.

9.5.2 Total Combined CPD Hours and Points for Category A, B and C

Within a full CPD cycle of 5 years, a registered person must maintain a combined minimum total of CPD activities, totalling 50 hours.

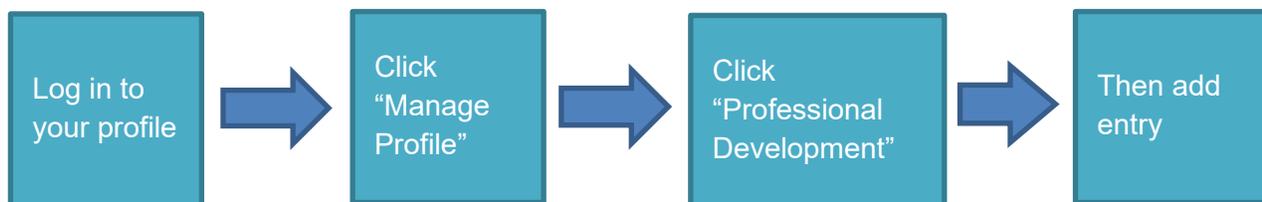
10. EXEMPTION

Only Registered Persons in good standing may be granted exemption from CPD requirements based on retirement on account of age as well as withdrawal from professional practice, temporary withdrawal from professional practice, or extended leave because of illness or relocation necessitating withdrawal from professional practice. The exemption application will only be considered if it is supported by an affidavit.

On their return, however, Registered Persons may be requested to submit a record of their professional practice within the first (1st) year. Once accepted, their CPD cycle will commence in the year following approval of the CPD record.

11. CPD RECORD SUBMISSION

Registered Persons are responsible for developing their own CPD plans, evaluating activities and keeping all relevant records. They are encouraged to upload their CPD records on to their profiles. These documents should be lodged under the CPD section. Below are the steps on how to upload the documents to the profile:



Applicants will be informed of the assessment outcome once the SACPCMP has finalised the review of the pending information evidence contained in the online submission.

The contact information for any CPD queries and for online uploads is as follows:

Telephone: +27 11 318 3402

Email: cpd@sacpcmp.org.za

Website: www.mycouncilonline.sacpcmp.org.za

12. CPD SERVICE PROVIDERS

For a Registered Person of SACPCMP to maintain his/her professional designation, a certain complement of CPD training hours must be completed over a five (5) year cycle. Registered Persons are encouraged to check with the Council if training activities are validated by SACPCMP, as this could influence their ability to claim the CPD points for the training activity. Only Service Providers who are recognised or assessed and have successfully completed the SACPCMP validation application form or have been recognised, will be allowed to provide CPD services to the SACPCMP or will be approved after submission of evidence by a registered professional, such as for international conferences, etc.

For the Council to maintain a reliable and structured stream of training activities in the sector that are quality assured, Service Providers who undertake such training activities are required to apply as approved Service Providers with SACPCMP in order to provide their service offerings to our Registered Persons. The bouquet of training opportunities will greatly benefit our Registered Persons as well as the Service Providers, because their validated activities will be marketed to all our Registered Persons in our various platforms.

Other submissions not formally recognised but included in the SACPCMP Annual Report will be approved after submission of evidence by the Registered Person. Examples would include attendance of international conferences or training where no validation is likely or possible to be obtained. It is imperative that Service Providers ensure quality service provision and keep abreast of new national and international standards and requirements within the Project and Construction Management Professions

CPD Service Providers are expected to comply with the CPD policy of Council, including any applicable laws of the Republic of South Africa (RSA).

12.1 Assessment of CPD Providers

To ensure that CPD processes are strengthened, materials provided by CPD service providers will be rigorously assessed within strict best practice guidelines by the team of assessors appointed by the SACPCMP Council. Assessment processes will be frequently revisited in line with changes in best practice guidelines.

In addition, CPD service providers are required to furnish necessary information such as content of courses, learning outcomes and the skills of CPD presenters for endorsement by Council before any CPD activity can be accredited.

The Council also recognises or validates the courses that have been validated by other Councils for the Built Environment Professions. However, the applications will have to go through an assessment phase as per the SACPCMP procedure.

The SACPCMP will, at its discretion and in consultation with other relevant voluntary associations and stakeholders, determine what “is” and what “is not” acceptable or appropriate CPD. For international events or recognised events, the programme and contents of the event must be submitted for recognition.

Please refer to Annexure C for the CPD application form.

12.2 Approving CPD Activities

The SACPCMP Council will only approve CPD activities where the following aspects are adequately covered by the provider:

- a. Activities serve to maintain or enhance the knowledge, skills, work experience and competence of participants.
- b. Activities are aimed at meeting individual needs for professionalism, ethics and professional development, employers’ needs for improved services, industry’s needs for excellence, and national needs for economic development.
- c. Activities meet both educational and professional development needs and requirements.
- d. Activities clearly specify the participation of construction professions and this is reflected in the content of the activities.
- e. The depth and breadth of the subject matter is appropriate, with enough time for discussion.
- f. The subject covered provides a balanced view and is not unduly promotional.
- g. The presenter has proven practical and academic experience and is assessed to be a good communicator.

- h. Evaluation forms for obtaining feedback on the activity are provided for rating of the relevance, quality and effectiveness of the activity.

Only programmes and activities meeting the above criteria will be recognised or registered by the SACPCMP.

13. CPD PROVIDERS' VALIDATION CRITERIA

CPD Service Providers are required to submit their proposed programmes and activities to the SACPCMP office. The CPD Committee will evaluate the content, CPD hour value and other relevant issues. CPD Service Providers are required to furnish the Council with the following information:

- a. Proposed programmes of activities indicating hours to be awarded with respect to each programme component
- b. Specified relevant fields in which CPD activities and programmes will be conducted and for which validation is sought;
- c. Details of the representation, expertise, general infrastructure and resources available within the applicant's organisation to ensure sustained excellence in the delivery of the CPD activities and programmes;
- d. Specified levels of development mean: the way(s) in which the CPD activity is targeting the needs, and how this will be met in the process. **See Figure 2 below for a model of the development needs.** This shows the required hierarchy of achievements in increasing order of CPD development needs, starting with individual and leading to national development needs.
- e. All programmes submitted by CPD service providers must be in line with the recommended SACPCMP core knowledge areas for validation.

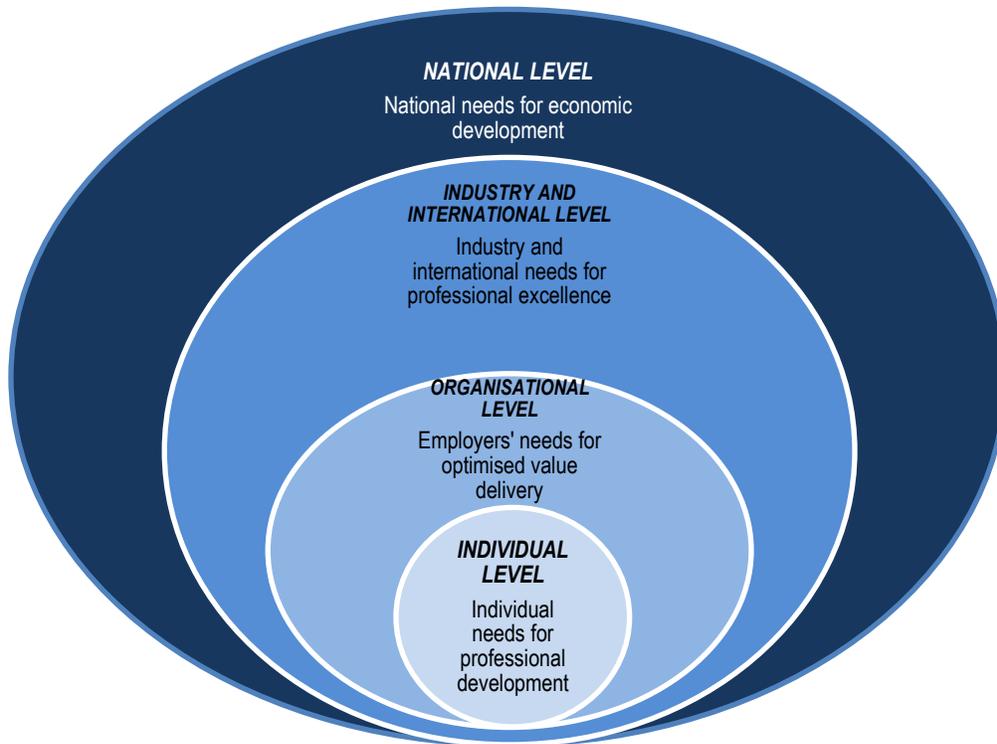


Figure 2: Levels of development needs to be met by CPD Activities

14. CPD AUDITS

The SACPCMP will conduct audits on approved CPD activities and programmes to ensure that high quality assurance measures and best practice are continually maintained. The purpose of the audits is to ensure verification of information submitted, identify areas of concern, and suggest ways of improvement.

The Council will, at its discretion, develop the best criteria for annual auditing of submissions based on a random selection of Registered Persons and CPD Service Providers. All Registered Persons and CPD Service Providers are always encouraged to meet the requirements in good faith and to abide by the SACPCMP Code of Conduct and ethical norms.

15. APPEAL

Registered Persons and CPD service providers who are not satisfied with their assessment results, and who wish to appeal against the decision of the Council, can refer to the **SACPCMP Appeal Policy** for guidance.

APPENDICES APPENDIX A

SACPCMP CPD ACTIVITIES SCORE SHEET FOR REGISTERED PERSONS

OVERVIEW

The SACPCMP Continuing Professional Development (CPD) score sheet contains detailed guidelines of the following:

a) The relevant CPD activities/programmes that an applicant may undertake:

Category A: Core knowledge and Non-Core knowledge

Category B: Mentorship and Development

Category C: Ongoing practice

b) The maximum scores (hours) allocated for each activity over a five (5) year cycle:

- Each of these activities and programmes is further broken down into significant parts with assigned weighting and achievement value.
- The quality and quantity of the CPD activities and programmes is assured by the development assessment criteria.

Description of Activity	Maximum Hours (Per five (5) Year Cycle)	Maximum CPD hours per year
Category A: Core Knowledge		
Attendance of accredited programmes including:		
Attendance of local validated conferences and seminars. In addition, International best practise is encouraged in recognition of relevant accredited International conferences/seminars/workshops.		
The above-mentioned recognised activities will be in the following fields but not limited to;		
<ul style="list-style-type: none"> • Construction Health and safety management • Construction/project risk management • Project quality management • Project management roles, brief and scope management, team structures, execution, planning, organising and control • Environmental management systems • Project time and cost management, change variation and control • Innovation in construction and project management • Construction law • Construction contracts, (JBCC, GCC, FIDIC and NEC) • Ethics in Construction and Project Management • Innovation in construction and project health and safety management • Applicable legislation to the Project and Construction Management professions • Occupational health and hygiene • Commissioning, operation, maintenance and post-completion review • Procurement, supply chain management and contracting 	30 hours	10 hours
Further studies in Project and Construction Management related work (including that of specified categories)		
<ul style="list-style-type: none"> • Certificate 	20	5 hours
<ul style="list-style-type: none"> • BTech 	26	6 hours
<ul style="list-style-type: none"> • Diploma 	28	6 hours
<ul style="list-style-type: none"> • Post graduate diploma 	28	6 hours
<ul style="list-style-type: none"> • Degree 	36	7 hours
<ul style="list-style-type: none"> • Masters 	36	7 hours
<ul style="list-style-type: none"> • PhD 	40	8 hours

Description of Activity	Maximum Hours (Per 5 Year Cycle)	Maximum CPD hours per year
Category A: Non-Core Knowledge		
Attendance of accredited and non-accredited programmes including:		
• Team building, public liaison		
• Commissioning, operation, maintenance and post-completion review		
• Procurement, supply chain management and contracting		
• Lean production methods and benchmarking		
• Partnering, constructability/buildability and value engineering		
• Human resources management		
• Computer skills usage		
• Information management		
Research and publications including:	30 hours	10 hours
• Books		
• Monographs		
• Research reports/thesis		
• Refereed journal papers		
• Refereed conference papers		
• Non-refereed journal papers		
Category B: Mentorship and Development		
Training of contractors in Project and Construction Management work (extends to include specified categories).		
Training of community members in Project and Construction Management work (extends to include specified categories).		
Professional consultancy services provider (to government and private sector)	10 hours	4 hours
Signed commitment and undertaking to mentor registered candidates towards registration		
Mentoring registered candidates		
Mentoring experiential learner in work-integrated learning programme		
Informal mentoring of staff on the job		
Category C: Ongoing Practice		
Professional's position held in the company		
Researcher, lecturer or professor		
Examiner for accredited exams		
Moderator for accredited exams	10 hours	3 hours
Industry experience (minimum 8 years)		
Unbroken continuous work/service		
On the job training		
Teaching and training work		
Assessor/councillor/serving in Council committee		
Serving in Committees of Recognised Voluntary Association		

APPENDIX B

ACCEPTABLE EVIDENCE FOR CPD ACTIVITIES PER CATEGORY

In order to make it easier for registered professionals to claim CPD points, the varied type of documentary evidence for CPD activities by registered professionals under Category A, B and C has been tabulated as per below Table as follows:

CATEGORY A: CPD ACTIVITIES			
Core knowledge	Acceptable CPD Evidence	Non-Core knowledge	Acceptable CPD Evidence
1. Academic studies: Certificate, diploma, post-graduate diploma, degree, masters, doctorate	University certificate & curriculum	1. Computer training	Certificate & attendance register
2. Local and/or international accredited conferences/ congresses	Certificate of attendance	2. Technical/ professional annual general meetings	Certificate & attendance register
4. Registered formal educational meetings	Attendance register	3. Refresher courses	Certificate of attendance
5. Seminars	Certificate of attendance	4. Accredited research colloquia; presentations	Research paper
6. Workshops	Attendance register/certificate		
7. Accredited short courses in: <ul style="list-style-type: none"> • Technical training • Management aspects • Financial aspects • Professional ethics • Health and safety • Project management • Planning 	Certificate with CPD points/hours		
8. Peer-reviewed research thesis/dissertation/journal papers in CPM, CM & CHS non-refereed conference/journal papers; monographs/books	Conference/ journal paper/ thesis/dissertation		

CATEGORIES B & C: CPD ACTIVITIES			
Category B: Mentoring	Acceptable CPD Evidence	Category C: Ongoing Practice	Acceptable CPD Evidence
1. Signing of commitment and undertaking to mentor registered candidate towards professional registration	Signed commitment and undertaking form & candidate's candidacy application	1. Unbroken continuous work/service	Letter of service signed by Human Resources/direct supervisor on company letterhead
2. Mentoring registered candidate	Signed assessment report/logbook (by candidate & mentor)	2. On the job training	Attendance register/certificate
3. Mentoring experiential learner in work integrated learning programme	Signed-off logbook (signed by mentor)	3. Teaching and training work	Appointment letter/letter of service/recommendation (on an official letterhead of the company appointing the registered person)
4. Informal mentoring of staff on the job	Letter of confirmation by employer on company letterhead (signed by mentor and mentee) and <i>curriculum vitae</i> of mentee	4. Examiner/moderator for accredited relevant exams	Appointment letter
5. Training of contractors in Project and Construction Management work (extends to include specified categories).	Appointment letter or signed-off logbook (signed by contractors/mentee)	5. Assessor/councillor in Council committee	Appointment letter/confirmation on the company letter head
6. Professional consultancy services provider (to government and private sector)	Project appointment letter and completion certificate	6. Serving in committees of recognised Voluntary Association (VA)	Appointment letter and or confirmation letter from the VA
7. Training of community members in Project and Construction Management work (extends to include specified categories).	Appointment letter/ thank you letter from the community	7. Researcher/ lecturer or professor	Appointment letter/letter of service/recommendation (signed on an official letterhead of the company appointing the registered person)
		8. Industry experience	Letter of service by company/Voluntary Association
		9. Professional position held in company	Letter of service signed by Human Resources/direct supervisor on company letterhead/

APPENDIX C

CPD APPLICATION FORM



**SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION
MANAGEMENT PROFESSIONS**

A-CPD 0001

APPLICATION FOR VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITY

Please refer to the SACPCMP CPD ACTIVITY APPROVAL GUIDELINES FOR CPD PROVIDERS in the policy document (**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY FRAMEWORK**) and its annexures when completing this application form.

- For every CPD activity, you are required to submit one hard copy and one electronic copy. The application fee is non-refundable, as it is used for the validation process regardless of outcome.
- **Hard copies** of the application may be hand delivered or posted to:

**SACPCMP
First Floor Gateway Creek
International Business Gateway
Corner New Road and 6th Road
1685 Midrand**

OR (Postal address):

**PO Box 6286
Halfway House
1685, Midrand, Johannesburg**

- Kindly submit the **electronic copy** of your application on a USB/memory Stick/CD. The electronic copy must be in either Ms Word or PDF format, and may also be emailed to: cpd@sacpcmp.org.za

PLEASE NOTE: Applications should be made **at least three (3) months** before commencement of the programmes/activities concerned.

NB Please ensure that the following documentation is submitted with this application:

1. Detailed Programme of the proposed CPD Activity. Please ensure that the following information is included in your proposed programme: background/context, objectives, expected outcomes, course structure, presentation structure and length of activity.
2. Copies of activity/course material to be provided with the handouts issued during training
3. The course presenter's CV
4. Certified copies of course presenter/presenter's certificates (educational and professional development certificates)
5. Certified copies of course presenter/presenter's Identity Document (ID)/ Passport
6. Proof CPD Activity provider's accreditation status with other institutions (if any)
7. Lesson Plan and Learning Outcomes
8. Description of facilities and equipment to be used during the course/presentation
9. Copy of the proposed attendance register
10. Copy of the proposed certificate of attendance
11. Copy of the proposed CPD Activity evaluation questionnaire.

I. DETAILS OF THE CPD ACTIVITY ORGANISER/PROVIDER AND ACCREDITATION STATUS

A. ORGANISATIONAL/INSTITUTIONAL CPD ACTIVITY PROVIDERS:

Please complete this section only if you are an organisational/institutional CPD activity provider. *Please tick the relevant box where applicable.*

1	Name of Service Provider/ Organisation/Institution	
2.	Presenter's details: Full name(s) of the presenter(s) including title(s)	

B. INDIVIDUAL CPD ACTIVITY PROVIDERS:

Please complete this section only if you are an individual CPD activity/programme provider. *Please tick the relevant box where applicable.*

1	Name of the Individual CPD Activity Provider	Title (e.g. Mr, Ms, Mrs, Dr, Prof. etc.)	
2	Please provide your SACPCMP CPD Provider Accreditation Number and <i>attach proof of accreditation</i>		
	Individual's SACPCMP CPD Provider Accreditation Number		
3	Are you currently registered with any other professional bodies or institutions within the Built Environment or with similar interests and objectives to those of the SACPCMP?	Yes	No
	If your answer is YES to the question above, state the name(s) of the institution(s) and provide details and proof of your registration number(s) with the respective institutions.		
	Full name of professional body/ Institution	Professional registration category	Professional registration number
	i		
	ii		

II. CONTACT DETAILS

Postal Address of Organisation /Individual Activity Provider		Physical Address of Organisation/ Individual Activity Provider	
Post Box		Street	
Town		Town	
City		City	
Post Code		Post Code	
Country		Country	
Tel: (Including area code)		Fax: (Including area code)	
Cell: (Including area code)		Email:	
Website (if any)			
Full name of contact person			
Tel. number (contact person)			
Full name of activity organiser, including title (e.g. Mr, Ms, Mrs, Dr, Prof. etc.)			

III. DETAILS OF THE ACTIVITY

1	Activity Title	
2	Date(s) of activity/ programme	
	Venue (full address) of activity	
3	Provide brief reasons for your choice of the CPD programme presenter (in no more than 100 words)	

ACTIVITY STRUCTURE, FACILITIES etc.		
4	<p>Proposed Category of CPD Activity e.g. Category A -Core Knowledge etc. (please refer to the guidelines of the proposed SACPCMP CPD Activities contained in the CPD ACTIVITY VALIDATION GUIDELINES FOR PROVIDERS when completing this part)</p>	
5	<p>Please explain why this CPD activity must be classified under the proposed category (no more than 100 words)</p>	
6	<p>Target Audience e.g. Construction Site Agents, Construction Managers etc.</p>	
7	<p>Nature of the activity: e.g. Lecture, workshop, seminar, demonstration, web supported presentation or e-learning</p>	
8	<p>In no more than 200 words, explain the structure of CPD activity, e.g. provide a brief outline or abstract of content indicating scope or coverage (<i>E.g. course to commence with a tutorial, followed by demonstrations, then a debate, self-study, computer based, etc.</i>)</p>	
9	<p>Please describe the facilities to be used during the presentation (<i>e.g. Conference room at Sun International Hotel, Johannesburg</i>)</p>	

10	Please describe the equipment to be used during the presentation (<i>e.g. overhead projectors</i>)	
11	State the activity/course material to be provided: e.g. photo-copies of slide presentations, examples of best practice, practical work or application tasks etc.	

ACTIVITY BACKGROUND/CONTEXT, OUTCOMES, EVALUATION etc.		
12	In no more than 100 words, provide a brief summary of the background/context and purpose of the proposed CPD activity	
13	In no more than 100 words, justify why the activity must be considered for CPD validation in terms of the outcomes e.g. Participants are enabled to: perform a specific task, apply knowledge gained in executing construction contracts, use specific equipment, train others, etc.	
14	Monitoring and evaluation a. Specify intended method of activity evaluation (<i>e.g. Questionnaire</i>)	

	b. Specify intended method of monitoring attendance per hour or per session (E.g. use of attendance register)	
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PROPOSED POINTS/CREDITS TO BE EARNED	
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15	Duration of the learning activity (number of hours)	
16	Proposed hours/credits to be earned	

PROPOSED FEES	
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17	Registration fee for each participant	R
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IV. INFORMATION PERTAINING TO ACCREDITATION OF CPD ACTIVITY WITH OTHER INSTITUTIONS/BODIES

1	Have you ever applied to another accreditor to have this activity approved? Please tick the relevant box.	Yes		No	
2	If your answer is "YES" to question 1 above, please state to whom (i.e. provide the name of the institution)				
3	What was the outcome of the application? Please tick the relevant box.	Approved		Not Approved	
4	If your application was approved, please provide the approval/accreditation reference number:				
5	If not approved, please specify reasons why the above-named accreditor did not approve the learning activity				

V. DECLARATION

With the submission of this application I/we the applicant, declare that:

I am/my/our organisation is not disqualified from having the proposed CPD activity validated by SACPCMP or any other professional body

- a. I am/my/our organisation is not subject to suspension from registration by any other professional body.
- b. All the particulars furnished by me/us in this form are true and correct.
- c. I am/my/our organisation will abide by the SACPCMP professional code of ethics.
- d. I hereby undertake to monitor attendance or conduct assessments of attendees for the duration of the activity, evaluate the presentations as specified and to inform SACPCMP accordingly.
- e. I recognise the authority of the SACPCMP to cancel validation of the CPD activity in the event of non-compliance with the validation criteria.

With the submission of this application I/we the applicant(s), further agree to allow a maximum of two (2) SACPCMP representatives to attend the activity free of charge for evaluation purposes.

I, the undersigned, certify that the information provided in this application is true and correct

Full name:

Designation:

Date:

Signature:

VI. FOR OFFICE USE ONLY (To be completed by CPD Administrator)

Has the applicant provided the following information/attachments? (Please tick the relevant box)

1	Detailed Programme of the proposed CPD Activity	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2	Copies of activity/course material to be provided	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3	The Presenter's CV	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4	Certified copies of presenter's certificates	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5	Certified copies of presenter's ID	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6	Proof of CPD Activity provider accreditation status with other institutions (if any)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8	Copy of the proposed attendance register	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9	Copy of the proposed CPD Activity Evaluation Questionnaire	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10	Proof of payment of CPD Activity validation fees	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11	Description of facilities and equipment to be used during the presentation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I, the undersigned, certify that the information provided in this application is true and correct

Full name:

Designation:

Date:

Signature:

VII. FOR OFFICE USE ONLY

To be completed by Chairperson of the CPD Committee (or nominee)

This section to be completed after the application has been considered by the Committee.

Has the activity been approved/ validated as a suitable CPD activity? Yes No

If not, provide brief reasons

Period of validation (up to a maximum of 3 years)

Validation Number

Full name:

Designation:

Date:

Signature:

APPENDIX D

CPD FIVE YEAR SUMMARY REPORT

Note: Only hours earned from Validated activities will be considered for Category A Core Knowledge CPD Hours

CPD 5 YEAR SUMMARY REPORT								
This is a consolidation of all CPD activities undertaken in the three categories (please note that category A is compulsory, for full compliance it can be a combination of category A and B or category A and C or category A, B and C) over the entire five (5) year CPD cycle.								
CPD FIVE- YEAR CYCLE ENDING 31 MARCH 20.....								
Surname		SACPCMP Number	Registration					
First Name								
CATEGORY		For office use only						
		Minimum required	Year 1	Year 2	Year 3	Year 4	Year 5	Total Hours earned
Category A	Core and non- core							
Total								
Category B	Mentorship and development							
Total								
Category C	Ongoing practice							
Total								
Comments								

To be completed by the CPD Administrator (see next page)

To be completed by the CPD Administrator

I, the undersigned, certify that the information contained in this document is correct.

Signature:

Date:

COMPLETED BY:		VERIFIED BY :	
Full name		Full name	
Position held		Position held	
Signature		Signature	
Date		Date	
Overall comment		Overall comment	