CRITERIA AND PROCESS FOR THE ASSESSMENT OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) APPLICATIONS

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Revision	
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Supporting Policies	Continuing Professional Development Policy
Owner	Research and Policy Development Department
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Revision History

Version Revised	Approval Date

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LIST OF ANNEXURES

1. Purpose

The purpose of this document is to ensure that the assessment of CPD applications is set to minimum standards and provides guidance for the assessments to be credible and aligned to applicable legislation and relevant SACPCMP policies.

2. Applicable Legislation and/or Policies

- Section 13 (k) of the Project and Construction Management Act, Act No. 48 of 2000.
- Promotion of Administrative Justice Act, Act 3 of 2000

3. Appointment of CPD Assessors

According to the Revised CPD Policy Gazetted on 6 September 2019 Section 12.1., "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".

3.1. Requirements for eligibility to be considered for appointment as a CPD Assessor

The following criteria will be used for the appointment of CPD assessors, which will standardise the CPD validation process:

3.1.1. All assessors must have obtained at least one (1) the following SAQA registered unit standards:
  3.1.1.1. Facilitate learning using a variety of given methodologies
  3.1.1.2. Design outcomes-based learning programmes
  3.1.1.3. Develop outcomes-based learning programmes
  3.1.1.4. Evaluate a learning intervention using given evaluation instruments

3.1.2. Assessors are required to show competence in relation to the standards, qualifications, competency framework and/or designation against which they assess CPD content.

3.1.3. All assessors must have a minimum of three (3) years relevant, unbroken, industry and/or training experience.

3.1.4. Registration as a facilitator with any relevant SETA will be an advantage.

3.2. Disqualification criterion

The following criterion will disqualify a CPD assessor applicant:

3.2.1. Any applicant who is a member of the Council, a Council Committee or Operational Committee of the SACPCMP.

3.3. CPD Assessor Application Process

3.3.1. Assessors must apply for appointment using an application form (Attached as Annexure A).

3.3.2. Applications will be pre-assessed for completeness

3.3.3. All complete application will be provided to the Education Manager, who will recommend the relevant applicants to the Registrar for appointment

3.3.4. Assessors will be required to adhere to the Code of Conduct for CPD Assessors (Attached as Annexure B).

3.3.5. Once appointed the CPD Assessor must attend an induction workshop and system training.

3.3.6. Once appointed the CPD Assessor assess CPD applications as prescribed in this document.

3.4. Role and Responsibilities of an CPD Assessor

3.4.1. The role of CPD assessors is to rigorously assess CPD activities within best practice guidelines outlined in this document

3.4.2. The CPD assessor must judge whether the CPD applicant has provided enough evidence of sufficient quality to confirm that the CPD activity being assessed has reached the required standard

3.4.3. The CPD assessor must record their assessment decisions, with reasons, in the Council provided Evaluation Form (attached as Annexure D)

3.4.4. CPD assessors are required to conduct their work ethically in accordance with the CPD Assessor Code of Conduct (attached as Annexure B)

4. Approving of CPD activities

The CPD Assessors must only approve CPD activities where the following aspects are adequately covered by the provider:

4.1. Activities serve to maintain or enhance the knowledge, skills, work experience and competence of participants.

4.2. 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.

4.3. Activities meet both educational and professional development needs and requirements.

4.4. Activities clearly specify the participation of construction professions and this is reflected in the content of the activities.

4.5. The depth and breadth of the subject matter is appropriate, with enough time for discussion.

4.6. The subject covered provides a balanced view and is not unduly promotional.

4.7. The presenter has proven practical and academic experience and is assessed to be a good communicator.

4.8. 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.

5. Guidelines for allocating CPD hours

5.1. The CPD assessor will be required to assess the extent to which CPD activities add value to an individual's skills set and knowledge assigning hours to the learning outcome/s.

5.2. CPD activities must be awarded 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

5.3. Assessment of CPD applications is for Category A Core knowledge and Non-Core knowledge activities as described in the Table in Annexure C

6. CPD validation process

6.1. Service provider submits CPD application with all relevant supporting documents to the CPD department.

6.2. The CPD administrator does a pre-assessment.

6.3. The service provider is invoiced according to the gazetted Council fee structure.

6.4. The application with all supporting document is sent to the CPD assessor.

6.5. The assessor evaluates the CPD application using the Council approved evaluation form.

6.6. The CPD application is approved, conditionally approved or rejected with reasons, and CPD hours allocated (if applicable)

6.7. The CPD service provider is notified by the CPD administrator, once the assessment outcome is verified by the Education Manager and validation letter signed off, of the outcome and provided with a validation letter outlining the details of their validation, if applicable.

6.8. The Council's list of validated CPD activities is updated.

6.9. The CPD assessor puts in a claim on a monthly basis for all the CPD applications they have evaluated, based on the approved Council fee structure for assessors.

Annexure A

APPLICATION FORM FOR CPD ASSESSOR APPOINTMENT

A. ASSESSOR INFORMATION

Title (Dr/Mr/Mrs/Ms/Prof)		
Name/s		
Surname		
ID or Passport no.		
Designation		
Gender (for equity purposes)		
Race (for equity purposes)		
Disability (for equity purposes)		
Postal Address		
Contact details	**Tel.**	
	Mobile	
	E-mail	

B. EMPLOYMENT VERIFICATION DETAILS

Employment status (*cross out relevant response*)	Unemployed	Employed	Self-employed
Position in Company (*if relevant*)			
Name of Employer (*if relevant*)			
Contact details of Employer (*if relevant*)	Address		
	Tel no.		
	Email address		

C. EXPERIENCE

Relevant Industry and/or Training Experience	
How many years of experience do you have?	

SETA registration	
Which SETA are you registered with?	

Professional Body registration	
Which Professional Body are you registered with?	

D. QUALIFICATION VERIFICATION DETAILS

No.	Name of Educational Institution	Name of Qualification attained	Date conferred
1.			
2.			
3.			
4.			

Achievement of unit standards (*Do you have any of these unit standards*?)		
Facilitate learning using a variety of given methodologies	YES	NO
Design outcomes-based learning programmes	YES	NO
Develop outcomes-based learning programmes	YES	NO
Evaluate a learning intervention using given evaluation instruments	YES	NO

I solemnly declare that, to the best of my knowledge, all the information contained in my application is true and correct.

Applicant's Signature: _____   **Date:** _____

Code of Conduct for CPD Assessors

I, the undersigned, am applying to become a Continuing Professional Development (CPD) assessor. I agree that, if my application is successful, I hereby commit myself to abide by the SACPCMP Code of Conduct in relation to all my work conducted as a SACPCMP CPD assessor. The Code of Conduct to which I agree is as follows:

1. I shall conduct my work as a SACPCMP assessor with integrity, seeking at all times to positively contribute to the assessment process;

2. Any conflict of interest, existing between any CPD applicant, and myself shall be declared in advance, and, if requested, I shall recuse myself from the process in such instances;

3. All information received during my work as an assessor about individuals or organisations will be treated with the strictest confidentiality; and

4. All relevant information about any irregularities in the assessment process of which I become aware will be reported to the SACPCMP.

Names in full: _____ **ID No.** _____

Signature: _____ **Date:** _____

Annexure C

Category A Core knowledge and Non-Core knowledge Activities Table

Category A	
Core knowledge	**Non-Core knowledge**
CPD ACTIVITIES	
1. Further studies to gain advanced knowledge leading to certification (certificate post graduate diploma, diploma, degree, masters, doctorate and others). 2. Attendance of local validated conferences, workshops and seminars. 3. 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: • Technical aspects • Managerial training • Financial aspects • Professional ethics • Health and safety • Project management • Relevant legislation and development workshops and congresses • Peer-reviewed research thesis/dissertation/journal papers in CPM, CM & CHS • 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	1. Computer usage skills 2. Image seminars 3. Technical and professional conferences, symposia 4. Refresher courses and short courses 5. Construction Marketing The above-mentioned recognised activities will be in the following fields, but not limited to: • 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

Annexure D

CPD ACTIVITY EVALUATION FORM: FOR USE BY CPD ASSESSORS

Please refer to both the *SACPCMP GUIDELINES FOR THE CPD COMMITTEE IN VALIDATING CPD ACTIVITIES* and the *GUIDELINES FOR CPD PROVIDERS FOR SUBMISSION OF APPLICATIONS FOR VALIDATION* when completing this evaluation form. A minimum of three reviewers are required to assess each activity in order to present a balanced view about the activity. Each reviewer must complete his/her own separate evaluation form for the particular activity. When assessing information submitted and allocating points to the applicant, Reviewers are required to take into consideration, all aspects regarding information submission requirements as stated by SACPCMP. Only activities with an average mark of 60% (average as assessed by the three reviewers) will be considered to have successfully completed the validation process and may then be offered for CPD. The activities will initially be provisionally approved for three months and upon successful submission of additional activity related materials, the activity will be finally approved for CPD provision by the SACPCMP Council

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

1. Full name of Providing Organization /Individual

2. Full Name of the Facilitator

   Facilitator's Title e.g. Mr. Ms. Mrs. Dr. Prof Etc.

3. Does the provider have any other membership or registrations within the Built Environment or with similar interests and objectives as those of the SACPCMP?

   Yes ☐   No ☐

II. ACTIVITY EVALUATION

4. Activity Title

Length of Activity		CPD Hours applied for	

CPD Category applied for	Core		Non-Core		Mentorship and Development		On-going Practice	

III. DECLARATION (by Reviewer)

I the undersigned, certify that:

    i. I am not disqualified from participating in the validation process by SACPCMP for the proposed CPD activity.

    ii. I am not subject to suspension from registration by any professional body.

    iii. I do abide by the SACPCMP CPD assessor code of ethics.

    iv. I undertake to evaluate CPD activity in accordance with the requirements of the SACPCMP and to inform SACPCMP accordingly.

    v. I recognize the authority of the SACPCMP to cancel validation of the CPD activity in the event of non-compliance with the validation criteria.

    vi. The information provided is true and correct to the best of my knowledge.

    vii. I have no personal or conflicting interest in validating this CPD activity.

Full Name		Signature	
Designation		Date	dd mm yy

IV.   COURSE/ACTIVITY REVIEW

5.   Please rate the following according to the allocated score and provide comments/ recommendations where necessary.

	EVALUATION CRITERIA /CHECKLIST	Max score	Reviewer Score	COMMENT
			Reviewers Assessment and Comment	
1.	**Author / Presenter**			
	Are the teaching delivery methods appropriate to the learning aims?	5		
	Do the presenters have relevant knowledge, skill & experience to deliver the programme?	5		
2	**Content Goals & Objectives**			
	Is the content of this event relevant to the CPD of career Professionals?	10		
	Are the activities/course learning outcomes clearly defined, and do they reflect the overall aim(s) of the activity/course?	5		
	Course/activity content value to CPD and presents in a logical Sequence	20		
	The course content and deliverables are current and relevant to the profession	20		
3	**Time and Value**			
	Time allocated for content is consistent with objectives and appropriate for content to be presented.	5		
	The cost is reasonable given the time and content	5		
4	**Assessment**			
	Does the activity/course include an appropriate process for evaluating the intended learning? (If not applicable, give max. score)	10		
	Evaluation system for obtaining feedback from participants on the course/activity is provided for and appropriate.	5		
5	**Organization**			
	Is the organization SETA registered?	Yes	No	
6	**Quality**			
	Reviewers' overall impression of the course/activity as submitted	10		
	Maximum score	100		

6. Is conditional information or further action required from the applicant?

Yes ☐   No ☐

7. If your answer is YES to the question above, please explain briefly and concisely, what type of information is required.

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8. Proposed Category of CPD activity

Core		Non-Core		Mentorship and Development		On-going Practice	

9. Please indicate whether this activity must be approved as validated by SACPCMP or not? (*Please tick the relevant box*).

Approved ☐   Proposed CPD Hours to be awarded ☐

Provisionally approved ☐   Give reasons why (Please be concise and specific. Provide conditions that are required to be met)

Not approved ☐   Give reasons why (Please be concise and specific)

III.   DECLARATION (by Reviewer)

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

Full Name		Signature	
Designation		Date	dd mm yy

(End of Reviewers section)

Checked by	

I the undersigned, certify that the assessment provided is complete and correct

Full Name		Signature	
Designation		Date	dd mm yy

VI.   DECLARATION (by authorized representative of the SACPCMP Council)

I the undersigned, certify that:

i.   I am not disqualified from participating in the validation process by SACPCMP for the proposed CPD activity.

ii.   I am not subject to suspension from registration by any professional body.

iii.   I do abide by the SACPCMP professional code of ethics.

iv.   I undertake to evaluate CPD activity in accordance with the requirements of the SACPCMP and to inform SACPCMP accordingly.

v.   I recognize the authority of the SACPCMP to cancel validation of the CPD activity in the event of non-compliance with the validation criteria.

vi.   The information provided is true and correct to the best of my knowledge.

vii.   I have no personal or conflicting interest in validating this CPD activity.

I the undersigned, certify that the assessment provided is complete and correct

Full Name		Signature	
Designation		Date	dd mm yy