

## CRITERIA FOR CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

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## Table of Contents

<b>LIST OF ANNEXURES</b> .....	3
<b>LIST OF ABBREVIATIONS</b> .....	3
<b>1. Purpose</b> .....	4
<b>2. Applicable Legislation and/or Policies</b> .....	4
<b>3. CPD Criteria</b> .....	4
<b>3.1. CPD Categories and required CPD Credits</b> .....	4
<b>3.2. Competency-based subjects required in the CPD cycle</b> .....	5
<b>3.3. Acceptable CPD activities</b> .....	10
<b>3.4. CPD Records Recognition and Management</b> .....	13
<b>Annexure A</b> .....	14
<b>Annexure B</b> .....	18
<b>Annexure C</b> .....	20
<b>Annexure D</b> .....	21
<b>Annexure E</b> .....	22
<b>Annexure F</b> .....	23
<b>Annexure G</b> .....	34

## LIST OF ANNEXURES

<b>Annexure A</b>	Definition of Competencies
<b>Annexure B</b>	Project Profile Report Template for CPD
<b>Annexure C</b>	Template for Reporting Research Supervision
<b>Annexure D</b>	Template for Reporting Toolbox Talks
<b>Annexure E</b>	Template for Reporting Health and Safety Site Induction
<b>Annexure F</b>	Mentorship agreement and report template
<b>Annexure G</b>	Consulting Report Template

## LIST OF ABBREVIATIONS

<b>CPD</b>	Continuing Professional Development
<b>ETQA</b>	Education and Training Quality Assurance Body
<b>IHL</b>	Institution of Higher Learning
<b>NQF</b>	National Qualifications Framework
<b>PPPI</b>	Public Policy Priority Issues
<b>RP</b>	Registered Person
<b>SACPCMP</b>	South African Council for the Project and Construction Management Professions
<b>SAQA</b>	South African Qualification Authority

## 1. Purpose

The purpose of this document is to ensure that the Continuing Professional Development Activities are set to minimum standards and provides guidance for the assessments of CPD activities 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
- SACPCMP Continuing Professional Development Policy

## 3. CPD Criteria

According to the CPD Policy the Criteria for CPD Activities will indicate mandatory competencies for the cycle informed by legislative and other requirements as described in the CPD Policy. Thus, CPD aims at maintaining and enhancing competence, which leads to achieving progression in expertise throughout the registered person's (RP) professional practice. Registered Persons (RPs) must comply with the following CPD criteria for the CPD cycle:

### 3.1. CPD Categories and required CPD Credits

Registered Persons are required to undertake CPD activities in accordance with the prescripts of the CPD Policy. This means that in order for RPs to be compliant with CPD requirements to maintain their registration they need to:

- a) Complete CPD within a specific period which is known as a CPD cycle.
- b) Undertake CPD activities within a specific category.
- c) Accumulate the required amount of CPD credits for each category of CPD and the required cumulative total of CPD credits for the cycle.

Activities for CPD will be required in the following categories:

Professional practice	Personal development	Mentorship	Public policy priority issues
• To execute their professional and technical duties throughout their working life	• Ongoing development of personal qualities	• Ensuring of the sustainable development of profession	• Keep up with latest ideas, technology and related regulations

RPs are required to do 500 hours of CPD to be compliant at the end of their CPD cycle. This translates to 50 CPD credits. The CPD credits which must be accumulated are as follows:

CPD Category	CPD Credit Required	Conversion into hours
Professional Practice	30 CPD credits	300 hours
Personal Development	5 CPD credits	50 hours
Mentorship	10 CPD credits	100 hours
PPPI Credits	5 CPD credits	50 hours
<b>Total</b>	<b>50 CPD credits</b>	<b>500 hours</b>

As stipulated in the CPD policy a CPD cycle is a 3-year period from the beginning of the financial year following registration (i.e. 1<sup>st</sup> April) to the end of the financial year in the third year (i.e. 31 March).

Any RP who does not comply with the above requirements of the cycle within the three (3) years may result in their being deregistered.

### 3.2. Competency-based subjects required in the CPD cycle

During the CPD cycle RPs will be required to do CPD in the following subject areas related to the competencies for their registration category:

Registration Category	Required Competencies*	Possible Topics
<b>Professional Project and Construction Manager</b>	<ol style="list-style-type: none"> <li>1. Project Management</li> <li>2. Quality Management</li> <li>3. Financial Management</li> <li>4. Persuasiveness</li> <li>5. Leveraging Resources</li> <li>6. Customer-Centric Focus</li> <li>7. Managing Performance</li> <li>8. Building Collaborative Relationships</li> <li>9. Problem-Solving</li> <li>10. Decision-Making</li> <li>11. Resilience</li> </ol>	<ul style="list-style-type: none"> <li>• Construction design and construction processes</li> <li>• Ethics</li> <li>• Mentorship</li> <li>• Professionalism</li> <li>• Management acumen</li> <li>• Effective communication</li> <li>• Planning</li> <li>• Project management</li> <li>• Innovative construction technologies</li> <li>• Quality control and assurance</li> <li>• Site Analysis</li> <li>• Materials and components</li> <li>• Quantification and specification of construction:</li> </ul>

Registration Category	Required Competencies*	Possible Topics
<b>Professional Construction Manager</b>	<ol style="list-style-type: none"> <li>1. Health and Safety Management</li> <li>2. Financial Management</li> <li>3. Quality Management</li> <li>4. Communication Skills</li> <li>5. Leveraging Resources</li> <li>6. Negotiation Skills</li> <li>7. Building and Maintaining Relationships</li> <li>8. Problem Solving</li> <li>9. Managing Performance</li> <li>10. Customer-Centric Focus</li> <li>11. Decision-Making</li> <li>12. Resilience</li> </ol>	<ul style="list-style-type: none"> <li>• Services management</li> <li>• Structural Stability</li> <li>• Engineering Technology and Operations:</li> <li>• Management Processes</li> <li>• Resource management</li> <li>• Planning and Scheduling of Construction projects</li> <li>• Operations Management</li> <li>• Stakeholder Management</li> <li>• Legal environment</li> <li>• Supply Chain Management and Procurement</li> <li>• Business development</li> <li>• Socio-cultural management</li> <li>• Aspects of sustainability</li> <li>• Pollution management and techniques</li> </ul>
<b>Professional Construction Mentor</b>	<ol style="list-style-type: none"> <li>1. Financial Management</li> <li>2. Quality Management</li> <li>3. Impact and Presence</li> <li>4. Analytical Thinking</li> <li>5. Leveraging Resources</li> <li>6. Mentoring Others</li> <li>7. Building Collaborative Relationships</li> <li>8. Decisiveness</li> <li>9. Self-Reliance</li> <li>10. Resilience</li> </ol>	<ul style="list-style-type: none"> <li>• Waste management</li> <li>• Building codes and standards</li> <li>• Construction Health and Safety Culture</li> <li>• Mathematical, Statistical and Scientific Models</li> <li>• Construction Health and Safety management</li> <li>• Team building, public liaison</li> <li>• Commissioning, operation, maintenance and post-completion review</li> </ul>
<b>Construction Mentor</b>	<ol style="list-style-type: none"> <li>1. Financial Management</li> <li>2. Health and Safety Management</li> <li>3. Impact and Presence</li> <li>4. Analytical Thinking</li> <li>5. Leveraging Resources</li> <li>6. Mentoring Others</li> <li>7. Building Collaborative Relationships</li> <li>8. Decisiveness</li> <li>9. Self-Reliance</li> <li>11. Resilience</li> </ol>	<ul style="list-style-type: none"> <li>• Procurement, supply chain management and contracting</li> <li>• Lean production methods and benchmarking</li> <li>• Partnering, constructability/buildability and value engineering</li> <li>• Human resources management</li> </ul>

Registration Category	Required Competencies*	Possible Topics
<b>Professional Construction Health and Safety Agent</b>	<ol style="list-style-type: none"> <li>1. Health and Safety Acumen</li> <li>2. Project Acumen</li> <li>3. Risk Acumen</li> <li>4. Financial Acumen</li> <li>5. Impact and Presence</li> <li>6. Analytical Thinking</li> <li>7. Leveraging Resources</li> <li>8. Customer-Centric Focus</li> <li>9. Building Collaborative Relationships</li> <li>10. Self-Reliance</li> <li>11. Mentoring/Coaching Others</li> <li>12. Resilience</li> <li>13. Decisiveness</li> </ol>	<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Mentorship</li> <li>• Professionalism</li> <li>• Human resource management</li> <li>• Team building, public liaison</li> <li>• Pollution management</li> </ul> <p><b>1. Construction Project Specific Health and Safety Management Systems:</b></p> <ul style="list-style-type: none"> <li>• Regulatory requirements regarding construction health and safety and its links to the health and safety management system.</li> <li>• Health and safety management systems and the key components of an effective system.</li> <li>• Principles of cause-and-effect analysis and its application to hazard identification and risk management on a project.</li> <li>• Principles of developing and implementing safe working practices.</li> <li>• Criteria and standards for effective documentation and document control.</li> <li>• Concepts and principles of developing an emergency preparedness plan and process for key approval, rehearsal and implementation steps.</li> <li>• Concept of behavioural safety management.</li> </ul>
<b>Construction Health and Safety Manager</b>	<ol style="list-style-type: none"> <li>1. Health and Safety Management</li> <li>2. Project Management</li> <li>3. Risk Management</li> <li>4. Financial Management</li> <li>5. Influencing Others</li> <li>6. Problem-Solving</li> <li>7. Leveraging Resources</li> <li>8. Customer-Centric Focus</li> <li>9. Interpersonal Skills</li> <li>10. Self-Reliance</li> <li>11. Mentoring/Coaching Others</li> <li>12. Stress Tolerance</li> <li>13. Decision-Making</li> </ol>	<p><b>2. Construction Health and Safety Management:</b></p> <ul style="list-style-type: none"> <li>• The principles of human resources planning and management and its application to the health and safety management system.</li> <li>• Concepts and principles of interpretation and the use of occupational hygiene survey results.</li> <li>• Health and safety project communication requirements.</li> <li>• Health and safety documentation and document control.</li> </ul>

Registration Category	Required Competencies*	Possible Topics
<b>Construction Health and Safety Officer</b>	<ol style="list-style-type: none"> <li>1. Health and Safety Awareness</li> <li>2. Project Team Support</li> <li>3. Risk Awareness</li> <li>4. Communication Skills</li> <li>5. Detail Orientation</li> <li>6. Planning and Organising</li> <li>7. Customer Service Excellence</li> <li>8. Conflict Handling</li> <li>9. Self-Reliance</li> <li>10. Mentoring/Coaching Others</li> <li>11. Teamwork</li> <li>12. Resilience</li> </ol>	<ul style="list-style-type: none"> <li>• Project emergency preparedness planning and implementation.</li> <li>• The principles of developing and implementing safe working procedures.</li> <li>• The evaluation of health and safety training requirements for a specific project.</li> <li>• The application of monitoring tools and technical reports related to occupational health and safety.</li> <li>• Occupational health and hygiene</li> </ul> <p><b>3. Health and Safety Performance Measurement and Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Project health and safety compliance auditing, internal, external and third party.</li> <li>• Legal compliance inspections.</li> <li>• Project health and safety reporting.</li> <li>• Analysis of audit results and trends - continual improvement.</li> <li>• Verification of implementation and close out of corrective actions.</li> </ul> <p><b>4. Continual Improvement:</b></p> <ul style="list-style-type: none"> <li>• Principles and leading practices associated with continuous improvement.</li> <li>• Management of change.</li> <li>• Verification of implementation and close out of corrective actions.</li> <li>• Environmental management systems</li> </ul>
<b>Professional Building Inspector</b>	<ol style="list-style-type: none"> <li>1. Quality Management</li> <li>2. Health and Safety Management</li> <li>3. Communication Skills</li> <li>4. Problem Solving</li> <li>5. Leveraging resources</li> <li>6. Stress tolerance</li> <li>7. Interpersonal Relationships</li> <li>8. Focus</li> <li>9. Customer Service Excellence</li> <li>10. Decision Making</li> </ol>	<ul style="list-style-type: none"> <li>• Relevant National, Provincial and Municipal Acts;</li> <li>• National Building Codes, Standards and Specifications;</li> <li>• Law enforcement – specific powers of the inspector and procedures required to address deviations and non-compliances in terms of the approved plans, codes or Acts;</li> <li>• Inspection processes to ensure that building projects meet the structural, safety, fire protection, energy saving and accessibility requirements of the National Building Regulations;</li> <li>• Communication skills in order to: <ul style="list-style-type: none"> <li>○ co-ordinate site inspections with other departments (fire, health, sewerage).</li> <li>○ advise on building-related issues, specifically regarding approved building plans to reduce technical risks and prevent construction errors.</li> <li>○ address complaints and respond to building-development related correspondence in an effective and efficient manner.</li> </ul> </li> </ul>
<b>Certified Building Inspector</b>	<ol style="list-style-type: none"> <li>1. Quality Orientation</li> <li>2. Health and Safety Orientation</li> </ol>	



Registration Category	Required Competencies*	Possible Topics
	3. Communication Skills 4. Detail orientation 5. Planning and organising 6. Stress Tolerance 7. Assertiveness 8. Energy and drive 9. Accountability 10. Customer Service Orientation	<ul style="list-style-type: none"> <li>• Documentation processes to:               <ul style="list-style-type: none"> <li>○ give assurance that building projects achieve legal building certification.</li> <li>○ issue relevant Certificates of Occupancy.</li> <li>○ prepare site inspection reports and legal notices in cases of unauthorised building work or building regulation contraventions.</li> <li>○ serving legal notices in the correct manner including attending court where deemed necessary.</li> </ul> </li> <li>• The principles of quality control and quality assurance;</li> <li>• The requirements for proper construction health and safety practises and the necessary steps required to correct/prevent unsafe conditions;</li> <li>• Innovative construction technologies.</li> </ul>
<b>All Registration Category</b>	1. Sustainable Development and Environmental Protection 2. Diversity, equity and inclusion 3. Digitisation	<ul style="list-style-type: none"> <li>• Information Technology and innovation</li> <li>• Artificial Intelligence (AI) and machine learning</li> <li>• Resource and Workforce Management Software</li> <li>• Virtual Reality (VR)</li> <li>• Augmented Reality (AR)</li> <li>• Sensor data</li> <li>• Digital twins</li> <li>• Advanced Takeoff and Estimating Tools</li> <li>• Robotics</li> <li>• BIM</li> <li>• 3D Printing</li> <li>• Light detection and Ranging (Lidar)</li> <li>• Wearable devices</li> <li>• Drones</li> <li>• People culture and performance</li> <li>• Intersectionality</li> <li>• Work microaggressions</li> <li>• Bullying</li> <li>• Socio-economic diversity</li> <li>• Age diversity</li> <li>• Disability diversity</li> <li>• Social equality</li> <li>• Cultural competence</li> <li>• Socio cultural understanding</li> <li>• Gender diversity</li> <li>• Sexual orientation diversity</li> <li>• Neurodiversity</li> <li>• Racism</li> <li>• Disability awareness</li> <li>• Universal design</li> <li>• Bystander intervention</li> </ul>

Registration Category	Required Competencies*	Possible Topics
		<ul style="list-style-type: none"> <li>• Unconscious Bias</li> <li>• Green building</li> <li>• Green energy</li> <li>• Sustainable design</li> <li>• Green retrofitting</li> </ul>
	Public Policy Priority	<ul style="list-style-type: none"> <li>• New legislation and/or regulation impacting construction industry</li> <li>• Social Development and cohesion</li> <li>• Includes 3 council specific competencies for all professions</li> </ul>

\* Competencies are defined in Annexure A

PCM



CHS



BI



ALL



### 3.3. Acceptable CPD activities

The activities recognised for CPD are as follows:

#### 3.3.1. Activities recognised for Professional Practice

ACTIVITIES	REQUIRED EVIDENCE
<b>Research</b>	<ul style="list-style-type: none"> <li>• Conference paper or proceedings</li> <li>• Research paper</li> <li>• Journal paper</li> </ul>
<b>Assessment of SACPCMP applications</b>	<ul style="list-style-type: none"> <li>• Report on no. of applications assessed.</li> <li>• Report on no. of interviews conducted.</li> </ul> <p><i>The above will be verified by internally</i></p>
<b>Projects (using Annexure B template)</b>	<ul style="list-style-type: none"> <li>• Project profile report (Annexure B) with duration of project/s (even if the project is ongoing)</li> <li>• Completion certificate</li> </ul>
<b>Professional Consulting and advising (including advisory boards)</b>	<ul style="list-style-type: none"> <li>• Report of consulting services provided indicating hours - with contactable reference/s (Annexure G)</li> <li>• Record of advisory meeting indicating duration with contactable reference/s</li> </ul>
<b>Training contractors</b>	<ul style="list-style-type: none"> <li>• Attendance registers indicating duration of the session and showing RP as trainer.</li> <li>• Appointment letter indicating duration or signed-off logbook (signed by contractors/mentee)</li> </ul>
<b>Serving in technical committees and Forums</b>	Attendance register/record indicating the duration of the meeting
<b>Research supervision</b>	<p>Submission of report (Annexure C) with no. of students under RP's supervision with no. and duration of consultations held.</p> <p><i>Indication must be given with regards to hours spent on reviewing of research documents</i></p>

ACTIVITIES	REQUIRED EVIDENCE
<b>Site Audits</b>	Signed off site audit reports indicating duration of site visit
<b>Books/textbook or book chapters</b> ( <i>aligned with professional competencies or subjects for CPD cycle</i> )	eBook or copies of book chapters clearly showing authorship of RP
<b>External examiner</b> ( <i>SACPCMP accredited endorsed or aligned programmes</i> )	Appointment/invitation letter indicating programmes
<b>Delivering of lectures</b>	Signed off teaching schedule/timetable with name of the RP indicated and the duration and frequency of each class.
<b>Toolbox talks</b>	<ul style="list-style-type: none"> <li>Annual submission of report (Annexure D) with no. and duration of toolbox talks held with contactable reference.</li> <li>Attendance registers indicating RP as coordinator or speaker and duration of toolbox talks held.</li> </ul>
<b>H &amp; S Site Inductions</b>	<ul style="list-style-type: none"> <li>Annual submission of report (Annexure E) with no. and duration of induction held with contactable reference.</li> <li>Attendance registers indicating RP as coordinator or speaker and duration of induction.</li> </ul>

### 3.3.2. Activities recognised for Personal Development

ACTIVITIES	REQUIRED EVIDENCE
<b>Skills and other training</b>	Certificate of attendance or completion
<b>Technical or professional meetings</b>	Attendance register/record indicating the duration of the meeting
<b>Refresher courses</b>	Certificate of attendance or completion
<b>Educational meetings</b>	Attendance register indicating the duration of the meeting
<b>Mentoring and coaching</b>	<ul style="list-style-type: none"> <li>Mentorship/Coaching agreement/confirmation from mentor of mentorship/coaching undertaking with a record of the meetings/sessions undertaken with RP.</li> <li>If it is a registered professional the CV of mentor/coach should be provided (<i>the mentor must be a more senior professional to the RP with more years of experience than the RP</i>)</li> </ul>
<b>Academic Studies*</b>	<ul style="list-style-type: none"> <li>Academic transcript with modules and credits allocation (if ongoing)</li> <li>Qualification Certificate (if completed)</li> </ul>
<b>Reading of industry related material</b> (through recognised providers e.g. VAs or SACPCMP platform)	Completion certificate or record

\* *The qualification and institution must be accredited by the relevant ETQA*

### 3.3.3. Activities recognised for Mentorship

ACTIVITIES	REQUIRED EVIDENCE
<b>Mentorship of registered candidate towards professional registration</b>	<ul style="list-style-type: none"> <li>Signed commitment and undertaking form (Annexure F) &amp; candidate's registration certificate</li> <li>Signed assessment report/logbook (by candidate &amp; mentor)</li> </ul>
<b>Mentoring experiential learner in work integrated learning programme</b>	<ul style="list-style-type: none"> <li>Signed assessment report/logbook (by student &amp; mentor)</li> <li>Letter of confirmation by employer or institution requesting WIL opportunity on company or university letterhead</li> </ul>
<b>Informal mentoring of staff on the job</b>	Letter of confirmation by employer on company letterhead (signed by mentor and mentee) and curriculum vitae of mentee
<b>Community mentoring (relevant to profession)</b>	Thank-you letter detailing the hours worked in one particular year with contactable reference
<b>Participation in an adopt a school or ambassador programme (STEM, or construction related)</b>	<ul style="list-style-type: none"> <li>Letter of appointment, formal invitation and letter or attendance register from programme organisers or NGO indicating duration, and confirming attendance. or</li> <li>Letter from VA indicating advocacy activities and duration with confirmation of RPs participation.</li> </ul>

### 3.3.4. Activities recognised for Public Policy Priority Issues

ACTIVITIES*	REQUIRED EVIDENCE
<b>Government Briefing Sessions</b>	Attendance register/record indicating duration (excluding tender briefing sessions)
<b>Short courses</b>	Certificate of completion or competence (indicating NQF credits where applicable)
<b>Workshops</b>	Certificate of attendance or attendance register
<b>Accredited Conferences</b>	Certificate of attendance or attendance register
<b>Symposia</b>	Certificate of attendance or attendance register
<b>Seminars/webinars</b>	Certificate of attendance or attendance register
<b>Industry Round Tables</b>	Certificate of attendance or attendance register
<b>International Conferences</b>	Certificate/record of attendance or attendance register

*\* These activities must either be SACPCMP accredited or recognised or accredited by a relevant ETQA or recognised by a SACPCMP partner*

### 3.3.5. Allocation of CPD credits

As required by the CPD Policy, CPD credits will be awarded as follows: **1 CPD Credit for 10 hours of CPD**. If an event or activity is less than 10hours, part credits will be awarded towards that event.

In respect of formal qualifications or short learning programmes and unit standards registered on the NQF, the credits stipulated on the qualification will be awarded as CPD credits.

Where the duration is unclear the CPD credits will be awarded as follows, to cater for specific scenarios:

<b>CPD activity</b>	<b>CPD Credits awarded</b>
Full day event	1 CPD credit
Half day event	0.5 CPD credit
Conference paper	2 CPD credits
Journal/research article	4 CPD credits
Book chapter	6 CPD credits
Book/Textbook	10 CPD credits
External examiner	1 CPD credit (per programme)

### 3.4. CPD Records Recognition and Management

Registered Persons are responsible for developing their own CPD plans based on the criteria stipulated herein, evaluating activities, and keeping all relevant records. The SACPCMP CPD platform allows registered persons to upload their CPD records on to their profiles for assessment and/or auditing.

Registered persons are encouraged to regularly check their CPD progress through downloading their CPD statement from their profile.

Acceptable evidence of participation in CPD activities, which is to be submitted for assessment and/or auditing is stipulated herein and only this will be recognised for CPD.

A random sample of submitted CPD records will be verified on from time to time to check authenticity of these records.

At the end of each CPD cycle (from 1 April), the CPD portal will be closed for a short period which will allow the Council to audit each RPs compliance through the auditing and processing of their CPD records. Communication will be sent to RPs at least a month in advance to alert them of the portal closure and to give them an opportunity to submit any outstanding records.

## Annexure A

### DEFINITION OF COMPETENCIES

COMPETENCY	DEFINITION
<b>Accountability:</b>	Accepting full responsibility for one's own actions, being reliable and taking ownership of job role; accepting the consequences of my actions without making excuses and/or blaming others.
<b>Analytical Thinking:</b>	The ability to analyse and evaluate data methodically; reading with and drawing conclusions from facts and data.
<b>Assertiveness:</b>	The ability to confidently express one's ideas and feelings in an open and honest way without putting others down or violating their rights.
<b>Building Collaborative Relationships/ Building and Maintaining Relationships:</b>	The ability to build and effectively maintain relationships with others, including clients and stakeholders; engaging and influencing others in a collaborative way.
<b>Communication Skills:</b>	The ability to listen and respond effectively to others; to convey information and/or ideas in a written or oral format
<b>Conflict Handling:</b>	The ability to effectively resolve disagreements, complaints and/or confrontations in a constructive way; anticipating potential conflict and dealing with it timeously and appropriately.
<b>Customer-Centric Focus:</b>	The ability to anticipate and/or to identify customer needs and expectations, developing and maintaining a strong relationship with the customer whilst taking appropriate and timeous action for improving customer service.
<b>Customer Service Excellence:</b>	The ability to exceed customer expectations by consistently delivering an exceptional customer experience; going the extra mile for the customer.
<b>Decision-Making:</b>	The ability to gather all information to identify gaps and shortcomings; considering all alternatives before deciding on an appropriate course of action.
<b>Decisiveness:</b>	The ability to act quickly and decisively in critical situations; ability to assess risks to the business; committing to a course of action with a sense of urgency.

COMPETENCY	DEFINITION
<b>Detail Orientation:</b>	The ability to take all relevant and important detail into account to ensure effective task completion.
<b>Diversity, Equity and Inclusion:</b>	The ability to work effectively with people from different backgrounds, culture, gender, race, ethnic origin, age etc., being mutually inclusive and being impartial, fair and committed to equal opportunities.
<b>Energy and Drive:</b>	The ability to sustain a high level of energy consistently over long periods of time; demonstrating enthusiasm and positive “can do” attitude
<b>Financial Acumen:</b>	Demonstrating an advanced level of competence with regards to financial management.
<b>Financial Management:</b>	Knowledgeable of the financial processes of the organisation. Prepares, justifies and administers the financial budget. Oversight of the procurement process. Monitors expenditures and profits to ensure sound fiscal responsibility.
<b>Focus:</b>	The ability to stick (concentrate) with the task at hand amidst competing demands and distractions.
<b>Health and Safety Acumen:</b>	Demonstrating an advanced level of knowledge; understanding and insight into health and safety risks in the working environment; maintaining and continuously improving health and safety standards in the workplace
<b>Health and Safety Awareness:</b>	Demonstrating a basic understanding of health and safety in the workplace; basic awareness regarding maintaining health and safety standards within the work environment
<b>Health and Safety Management:</b>	Actively managing health and safety in the workplace to minimize the risk of injury and illness; proactively identifying, assessing and controlling health and safety risks.
<b>Health and Safety Orientation:</b>	The ability to learn and understand the associated hazards and risks of your working environment; following instructions on health and safety
<b>Impact and Presence:</b>	The ability to make an immediate positive impression on others; comes across with force and credibility.
<b>Influencing Others:</b>	The ability to win others over to a course of action through clear and articulate verbal reasoning in either written or oral format.

COMPETENCY	DEFINITION
<b>Interpersonal Skills:</b>	The ability to build and maintain relationships with others; demonstrating the ability to easily build rapport with a wide variety of people.
<b>Leveraging Resources:</b>	The ability to obtain, allocate and effectively utilize resources, people, information, budget and time to manage projects and support the accomplishment of key initiatives and strategic objectives.
<b>Managing or leading Digitization:</b>	The ability to stay abreast of digital trends, to leverage new digital technologies and optimize their application
<b>Managing Performance:</b>	The ability to set clear performance standards and objectives for people; continuously monitoring and tracking the progress whilst providing timeous feedback; effectively addressing any performance issues promptly.
<b>Mentoring Others:</b>	The ability to support, guide and/or direct someone in developing certain skills; showing others how to perform a task; actively demonstrating a willingness to assist individuals with improving their performance.
<b>Negotiation Skills:</b>	The ability to elicit support and co-operation from both parties; utilizing win-win strategies acceptable to both parties; actively demonstrating a willingness to resolve differences.
<b>Persuasiveness:</b>	The ability to influence the viewpoint of others; gaining commitment to new ideas/proposals through clear and articulate verbal reasoning.
<b>Planning and Organising:</b>	The ability to pro-actively plan, monitor and follow through on work objectives, ensuring a logical flow and completion of activities within specified time frame; timeous delivery of work results.
<b>Project Acumen:</b>	Demonstrating an advanced level of competence with regards to project and programme management.
<b>Project Management:</b>	The ability to manage assigned projects; applying project management principles, methods and/or tools where relevant; developing, scheduling, coordinating, monitoring, evaluating and managing project resources.
<b>Problem Solving:</b>	The ability to anticipate and define problems; identifying alternatives and implementing timeous solutions.
<b>Project Team Support:</b>	Demonstrating an awareness and understanding of the basic Project



COMPETENCY	DEFINITION
	Management principles, tools and techniques within a construction environment.
<b>Quality Management</b>	The ability to monitor and manage the accuracy and quality of the work of others; checking on progress and quality of work; taking corrective action if and when needed.
<b>Quality Orientation:</b>	The ability to learn and understand the principles of quality and quality improvement; demonstrating an understanding of the importance of quality improvement; knowledgeable of the organisation's quality assurance standards.
<b>Resilience:</b>	The ability to deal calmly and effectively and prevails in stressful situations; taking a long-term view of success and failure and persist in pursuing goals despite obstacles and setbacks, including the capacity to bounce back from adversity.
<b>Risk Acumen:</b>	Demonstrating an advanced level of knowledge, understanding and insight into the principles, methods and tools utilized for risk assessment and mitigation.
<b>Risk Awareness:</b>	Demonstrating a basic understanding of the principles, methods and tools used for risk assessments and mitigation thereof.
<b>Risk Management:</b>	Knowledgeable of the principles, methods and tools used for risk assessment and mitigation, including assessment of failures and consequences.
<b>Self-Reliance:</b>	The ability to work on one's own with minimum supervision, support or approval by others whilst consistently maintaining a high level of motivation, energy and drive.
<b>Stress Tolerance:</b>	The ability to thrive under pressure and to effectively manage unexpected demands; maintaining effectiveness in high pressure situations.
<b>Sustainable Development and Environmental Protection:</b>	Sustainable development embraces environmental, social and economic objectives to deliver long-term equitable growth which will benefit current and future generations whilst environmental protection aims at maintaining (including recovery if and when necessary) a healthy and natural environment.
<b>Teamwork:</b>	The ability to work effectively with others in an interdependent way in order to achieve common team goals and objectives.

## Annexure B



### PROJECT PROFILE REPORT TEMPLATE FOR CPD

#### A. REGISTERED PERSON INFORMATION

Title (Dr/Mr/Mrs/Ms/Prof)	
Name/s	
Surname	
ID or Passport no.	
SACPCMP Designation	
Registration No.	

#### B. PROJECT(S) REPORT

PROJECT 1		
<b>1. Project Details</b>		
Name of Project		
Duration of project ( <i>provide dates</i> )		
Type and description of Project		
Total value of Project		
Geographical location of Project		
<b>Client Details</b>	Name of Client	
	Full Names of Client Representative	
	Position	
	Tel.	
	Mobile	
	E-mail	
List of participating Organisations ( <i>bulleted list</i> )		

<b>Your specific role and position (with a description of reporting lines)</b>													
<b>2. Full Report</b>													
<b>Which stage(s) were you involved in? (Indicate with a cross)</b>		1		2		3		4		5		6	
<b>Describe your role according to the project stages as it relates to this project</b>		<b>Stage 1</b>											
		<b>Stage 2</b>											
		<b>Stage 3</b>											
		<b>Stage 4</b>											
		<b>Stage 5</b>											
		<b>Stage 6</b>											
<b>3. Project Outcomes</b>													
<b>Project Successes</b>													
<b>Project Failures</b>													



## Annexure D



### TEMPLATE FOR REPORTING TOOLBOX TALKS

<b>Name/s and Surname</b>	
<b>SACPCMP Designation</b>	
<b>Registration No.</b>	

<b>Title of Toolbox Talk</b>	<b>Date of Toolbox Talk</b>	<b>Site location</b>	<b>Duration of Toolbox talk</b>
<b>TOTAL</b>			

<b>SIGNED OFF BY Pr.CM or Pr.CPM (on project)</b>	<b>Full Names</b>		
	<b>Contact details for verification purposes</b>	E-mail	
		Direct no.	
	<b>Date</b>		
<b>Signature</b>			

Annexure E



**TEMPLATE FOR REPORTING HEALTH AND SAFETY SITE INDUCTION**

<b>Name/s and Surname</b>	
<b>SACPCMP Designation</b>	
<b>Registration No.</b>	
<b>Project Name</b>	
<b>Project Location</b>	

<b>Date of Site Induction</b>	<b>Employee Name</b>	<b>Employee Surname</b>	<b>Employee ID Number</b>	<b>Employee Signature</b>
<b>TOTAL duration of induction</b>				

<b>SIGNED OFF BY Pr.CM or Pr.CPM (on project)</b>	<b>Full Names</b>		
	<b>Contact Details</b> <i>For verification purposes</i>		
		E-mail	
		Direct No.	
	<b>Date</b>		
	<b>Signature</b>		

## Annexure F



### MENTORSHIP AGREEMENT

Mentee's Full Name		
Mentee' Membership No.		
Mentor's Full Name		
Mentor's Designation		
Mentor's Membership No.		
Duration of Mentorship	Start Date:	
	End Date:	

We are both voluntary entering into the mentorship and we commit to the following responsibilities.

#### Mentee's Responsibilities:

1. Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
2. Actively listen to the mentor and act on tasks when relevant.
3. Share the progress with the mentor and reflect on learnings.
4. Keep an open line of communication.
5. Arrange meetings and draft the agenda.
6. Agree to keep contents of all conversations confidential.

#### Mentor's Responsibilities:

1. Play a supportive role in developing the Mentee.
2. Provide guidance and support to the Mentee based on his or her unique developmental needs.
3. Arrange access to projects and reference material for research and assignment purposes (this information will always be kept confidential).
4. Make time for the Mentee to ask questions and to be enriched by the Mentor's knowledge and experience.
5. Identify resources to help Mentee enhance personal development and career growth.
6. Act as sounding board for ideas/concerns about career choices and provide insights into possible opportunities.
7. Document the development, activities and time spent with the mentee.
8. Agree to keep contents of all conversations confidential.

Mentee's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Mentor's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

## **CANDIDATE PRACTICAL EXPERIENCE LOGBOOK FOR PrCPM AND PrCM**

Candidate's Name	
Candidate's Registration Number	
Approved Training Employer	
Mentor's Name	
Manager's Name	
Practical Experience Start Date	
Practical Experience End Date	
Technical Competencies	

### **I. INTRODUCTION**

- Describe the whole planning for your candidature and clearly provide the milestones which will be accomplished during the period.
- It is important that your plan should aim at making sure that all knowledge areas are covered during your candidature.
- Logbooks must be submitted at the end of each year, signed by the Registered Supervisor / Mentor(s) of the Candidate
- Candidates are allowed to have Registered Supervisors / Mentors who work in different organisations to the one the Candidate is working for, but this must be by a registered person in the category the candidate is registered in
- The employer representative is required to sign a monthly practice report clearly indicating the Knowledge Areas the Candidate is being mentored on.
- Candidates must provide evidence regarding competence within all knowledge areas recommended. The candidature period may be extended where the candidate cannot prove competence in a specific area during the initial prescribed period.
- A Candidate must personally complete (by typing) the Logbook and any other documents required, in his / her own personal capacity. It is against the Code of Conduct for a different person to complete the Logbook or other documents, on behalf of the Candidate.
- On successful completion of the Candidature period, a candidate will be recommended to a Professional Interview. After passing the Professional Interview, the Candidate will be registered in the relevant Category.
- Candidates (Can CPM or Can CM) who adequately provide the deliverables and prove active involvement providing the services as identified in the scope of service of the category they are registered in over their prescribed candidature period, will be recommended to proceed to a Professional Interview.
- Candidates are required and expected to adhere to the Code of Conduct for registered professionals, undertake their own Professional Development Programmes and pay applicable Fees in terms of Section 12 of the Act.



## II: RECORD OF PRACTICE DURING THE CANDIDATURE PERIOD

Candidates must maintain a comprehensive and continuous record of all their practical experience during the entire period of candidature. A comprehensive reference source for the candidate and the mentor is important to track and plan progress against practical professional requirements.

It is the responsibility of the candidate to maintain a record of practical experience, and it is the mentor's responsibility to verify the experience gained against the competencies set by SACPCMP. It is therefore important that the candidate and the mentor keep records in case of any discrepancies. The records to be kept must be in sufficient detail to justify how the requirements have been met against the required competencies. Records must be described and kept for the various tasks and activities that the candidate has completed to support achievement of each competency.

It is compulsory that each activity practice report is signed by a registered supervisor who can either be a Professional Construction Project Manager or Professional Construction Manager and this would be dependent on the category in which the candidate is registered.

The following format should be followed when recording practice activities:

Ethics, Professionalism and Code of conduct	Record of Evidence	Mentor Initials	Date

Communication and Team Building	Record of Evidence	Mentor Initials	Date

Programming and Scheduling	Record of Evidence	Mentor Initials	Date

Procurement and Tendering	Record of Evidence	Mentor Initials	Date


Contracts and Project Administration	Record of Evidence	Mentor Initials	Date

Risk Management	Record of Evidence	Mentor Initials	Date

Feasibility Analysis, Project Cost Control and Appraisal	Record of Evidence	Mentor Initials	Date

Health, Safety Management and Rules and Regulations	Record of Evidence	Mentor Initials	Date

Conflict Resolution and Management	Record of Evidence	Mentor Initials	Date

Stakeholder Management	Record of Evidence	Mentor Initials	Date

Construction Technology and Innovation	Record of Evidence	Mentor Initials	Date

Sustainable Construction and Management	Record of Evidence	Mentor Initials	Date

BIM Management	Record of Evidence	Mentor Initials	Date

Financial Modelling and Project Finance	Record of Evidence	Mentor Initials	Date

Environmental Management	Record of Evidence	Mentor Initials	Date

Please note that all registered Candidates must incorporate the hours worked on the Body of Knowledge which should be a minimum of 1600 hours and maximum of 3000hours in a three-year period and a minimum of 3000 hours to a maximum 5000hours in a four - five-year period.

**III. UNDERTAKING BY A CANDIDATE AND REGISTERED PROFESSIONAL**

I the undersigned, hereby state that:

- I confirm that the information furnished in this logbook is true and correct in every respect.
- I am registered with the SACPCMP as a Pr. CPM/Pr.CM
- I am authorized to sign this logbook due to my appointment as mentor.
- I understand that the information submitted in this logbook will be used by the SACPCMP in the assessment process for the above-mentioned candidate to assess his/her competency to register as a Pr.CPM/Pr.CM
- I and the candidate have separately entered into a mentor/mentee agreement which was deposited with the SACPCMP

**Name of Candidate**.....

**Surname of Candidate**.....

Category of the Candidate – CCPM/CCM.....

**Registration Number**.....**Signature**.....**Date**.....

Name and Surname of Registered Professional with SACPCMP

1. (Supervisor).....

Category of the Professional – Pr.CPM/Pr.CM.....

**Registration Number**.....**Signature**.....**Date**.....

*Please note that each Registered Supervisor must complete the undertaking for a specific area of activity practice report. (Make a copy of this page if need be)*

2. (Employer Representative) .....

**Position in the Organisation**.....

**Signature**.....**Date**.....

## **CANDIDATE PRACTICAL EXPERIENCE LOGBOOK FOR PrCHSA, CHSM and CHSO**

Candidate's Name	
Candidate's Registration Number	
Approved Training Employer	
Mentor's Name	
Manager's Name	
Practical Experience Start Date	
Practical Experience End Date	
Technical Competencies	

### **A. INTRODUCTION**

- Describe the whole planning for your candidature and clearly provide the milestones which will be accomplished during the period.
- It is important that your plan should aim at making sure that all knowledge areas are covered during your candidature.
- Logbooks must be submitted at the end of each year, signed by the Registered Supervisor / Mentor(s) of the Candidate
- Candidates are allowed to have Registered Supervisors / Mentors who work in different organisations to the one the Candidate is working for, but this must be by a registered person in the category the candidate is registered in.
- The employer representative is required sign a monthly practice report clearly indicating the Knowledge Areas the Candidate is being mentored on.
- Candidates must prove competence all knowledge areas recommended. The candidature period may be extended where the candidate cannot prove competence in a specific area during the initial prescribed period.
- A Candidate must personally complete (by typing) the Logbook and any other documents required, in his / her own personal capacity. It is against the Code of Conduct for a different person to complete the Logbook or other documents, on behalf of the Candidate.
- On successful completion of the Candidature period, a candidate will be recommended to either a Professional Interview or Examination. After passing the Professional Interview, the Candidate will be registered in the relevant Category.
- Candidates (Can CHSA or Can CHSM or Can CHSO) who satisfactorily provide the deliverables and prove active involvement providing the services as identified in the scope of service of the category they are registered in over their prescribed candidature period, will be recommended to proceed to a Professional Interview.
- Candidates are required and expected to adhere to the Code of Conduct for registered professionals, undertake their own Professional Development Programmes and pay applicable Fees in terms of Section 12 of the Act.

## II. RECORD OF PRACTICE DURING THE CANDIDATURE PERIOD

Candidates must maintain a comprehensive and continuous record of all their practical experience during the entire period of candidature. A comprehensive reference source for the candidate and the mentor is important to track and plan progress against practical professional requirements.

It is the responsibility of the candidate to maintain a record of practical experience, and it is the mentor's responsibility to verify the experience gained against the competencies set by SACPCMP. It is therefore important that the candidate and the mentor keep records in case of any discrepancies. The records to be kept must be in sufficient detail to justify how the requirements have been met against the required competencies. Records must be described and kept for the various tasks and activities that the candidate has completed to support achievement of each competency.

It is compulsory that each activity practice report is signed by a registered supervisor who can either be a Professional Construction Health and Safety Agent or Construction Health and Safety Manager or Construction Health and Safety Officer and this would be dependent on the category in which the candidate is registered.

The following format should be followed when recording practice activities:

Ethics, Professionalism and Code of conduct	Record of Evidence	Mentor Initials	Date

Health and Safety Management	Record of Evidence	Mentor Initials	Date

Health and Safety Management systems	Record of Evidence	Mentor Initials	Date

Health and Safety Performance (audit and reviews)	Record of Evidence	Mentor Initials	Date

--	--	--	--

Health and Safety Hazards Identification	Record of Evidence	Mentor Initials	Date

Health and Safety Risk Management	Record of Evidence	Mentor Initials	Date

People and Health and Safety Culture	Record of Evidence	Mentor Initials	Date

Health and Safety Standards	Record of Evidence	Mentor Initials	Date

Innovation and Technology in Health and Safety	Record of Evidence	Mentor Initials	Date

Health and Safety Procurement Management	Record of Evidence	Mentor Initials	Date

Health and Safety Cost Management	Record of Evidence	Mentor Initials	Date

Health and Safety Accident and Incident Investigation	Record of Evidence	Mentor Initials	Date

Health, Hygiene and Environmental Management	Record of Evidence	Mentor Initials	Date

Health and Safety Communication Management	Record of Evidence	Mentor Initials	Date

Emergency Preparedness Management	Record of Evidence	Mentor Initials	Date

**Please note that all registered Candidates must incorporate the hours worked on the Body of Knowledge which should be a minimum of 1600 hours and maximum of 3000hours in a three-year period and a minimum of 3000 hours to a maximum 5000hours in a four-year period.**



**III. UNDERTAKING BY A CANDIDATE AND REGISTERED PROFESSIONAL**

I the undersigned, hereby state that:

- I confirm that the information furnished in this logbook is true and correct in every respect.
- I am registered with the SACPCMP as a PrCHSA/CHSM/CHSO
- I am authorized to sign this logbook due to my appointment as mentor.
- I understand that the information submitted in this logbook will be used by the SACPCMP in the assessment process for the above-mentioned candidate to assess his/her competency to register as a PrCHSA/CHSM/CHSO
- I and the candidate have separately entered into a mentor/mentee agreement which was deposited with the SACPCMP

**Name of Candidate**.....

**Surname of Candidate**.....

Category of the Candidate –

CanCHSA/CanCHSM/CanCHSO.....

**Registration Number**.....**Signature**.....**Date**.....

Name and Surname of Registered Professional with SACPCMP

3. (Supervisor).....

Category of the Professional –

PrCHSA/CHSM/CHSO.....

**Registration Number**..... **Signature**.....**Date**.....

*Please note that each Registered Supervisor must complete the undertaking for a specific area of activity practice report. (Make a copy of this page if need be)*

4. (Employer Representative) .....

**Position in the Organisation**.....

**Signature**.....**Date**.....

## Annexure G



### CONSULTING REPORT TEMPLATE

#### REGISTERED PERSON INFORMATION

<b>Title (Dr/Mr/Mrs/Ms/Prof)</b>									
<b>Name/s</b>									
<b>Surname</b>									
<b>ID or Passport no.</b>									
<b>SACPCMP Designation</b>									
<b>Registration No.</b>									
<b>Time Period of Report</b>	Month		Year		- to -	Month		Year	

#### RECORD OF CONSULTATION SERVICES

Date	Meeting/Project	Nature/Description of Expertise Provided	Estimated Duration	Contactable Referee	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	

Date	Meeting/Project	Nature/Description of Expertise Provided	Estimated Duration	Contactable Referee	
				Email	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	
				Email	
				Names	
				Tel.	
				Email	
<b>TOTAL DURATION</b>					

I \_\_\_\_\_ (*full names*) confirm that the information furnished in this report is true and correct in every respect. I understand that the information submitted in this report will be used by the SACPCMP in the verification process in order for me to be awarded the relevant CPD credits according to the information provided under the professional practice CPD category.

Thus signed \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_