

BOARD NOTICE 80 OF 2009



THE SOUTH AFRICAN COUNCIL
For the
QUANTITY SURVEYING PROFESSION

CONTINUING PROFESSIONAL DEVELOPMENT
POLICY

Notes:

1. This CPD policy document was approved and adopted by Full Council on Friday 23 March 2007
2. The policies contained in this document will come into effect and be implemented as from 1 January 2007.

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1. Introduction

Section 22 of the Quantity Surveying Professional Act 2000 (Act 49 of 2000) (hereinafter referred to as "the Act") imposes a duty on a registered person to apply for the renewal of his/her registration. Subsection (2) of this section confers the power on the Council to determine conditions for renewal of registration. Section 13(k) of the Act empowers Council to determine conditions relating to continuing education and training. The use of Continuing Professional Development (CPD) gives Council the opportunity to comply with both the renewal of registration and educational requirements.

Although the South African Council for the Quantity surveying Profession (SACQSP) has introduced a system of CPD under the previous Act (Act 36 of 1970) which was effective from 1 January 1999, Council has decided that, starting in 2007, CPD will be linked to the renewal of registration for all registered quantity surveyors according to the policy set out in this document.

2. Objective

The primary objectives of the CPD system are to:

- enhance professional skills while supporting development in the quantity surveying profession
- meet the requirements of the Act
- serve as one of the means for renewal of registration
- develop the quantity surveying profession as a learned society of skilled professionals

3. Administration

The CPD system is administered by the SACQSP in terms of its obligations under the Act.

4. Annual submissions in respect of a 12-month period commencing on 1 January and ending on 31 December of any year

Registered professional quantity surveyors will be required to record their CPD activities annually on the form QSCPD and submit their returns to the Council not later than 30 (thirty) days after completion of an annual cycle.

The number of hours accumulated in respect of each category of CPD activity during a specific annual cycle will be electronically recorded and annual statements provided to advise registered quantity surveyors of the total number of hours accruing to their credit and of their general CPD status.

5. Renewal of registration

As indicated in Council's Rules, all registered professional quantity surveyors will be required to apply for renewal of registration at least 3 months prior to the expiry of their registration. The annual renewal of registration will be an administrative process for those who meet the CPD requirements. The effective first date of compulsory re-registration will be 1 March 2008.

6. CPD requirements

CPD will run in 5-year cycles. A quantity surveyor whose name appeared on Council's register on 1 January 2007 will be required to satisfy the previous CPD criteria, i.e. having accumulated 200 credits over a 5-year cycle.

- From 1 January 2007, registered professional quantity surveyors will be required to accumulate 25 hours of CPD activities per year
- Quantity surveyors who do not re-register and, in due course, apply for reinstatement, will be required to undergo 12 months of SACQSP-approved CPD prior to finalisation of their re-registration processes.
- Registered candidates are not required to comply with the CPD requirements for purposes of renewal of registration. Once candidates have successfully complied with all requirements of the Assessment of Professional Competence of the SACQSP leading to registration as quantity surveyors, they will be required to start with their initial CPD cycle on 1 January of the year following their first year of registration.

7. Categories of activities / allocation of CPD credits

CPD credits must be obtained in the categories listed below. The minimum/maximum credits which may be accumulated annually are:

Category 1: 10 hours minimum

Category 2: 15 hours maximum

Any relevant educational or developmental activity that does not fall directly within the activities listed in the following categories may be submitted to Council for approval and, if this is granted, the activity will be accredited.

Category 1: Appropriate activities arranged by "external" organisations which include, but are not restricted to attendance of formal learning opportunities:

- Conferences
- Congresses
- Workshops
- Lectures
- Seminars
- Distance-learning seminars
- Individual learning, e.g. skills training, short-term study at a tertiary education institution
- *GoLearning* (or other approved web-based learning)
- Post-graduate studies (CPD records must be accompanied by a declaration by the study leader) - proof of registration is required
- Publication in peer-reviewed journals (20 hours maximum)
- Papers presented at conferences or congresses / poster presentations (10 hours maximum)

Category 2: Informal, internal activities which include but are not restricted to:

- In-house skills training sessions organised by individual practices
- Organised, formal small-group discussions
- Professional administration (committees, boards, annual general meetings where professional built-environment related presentations are included on the agenda)

- Self-study which includes, but is not restricted to studying of journals or electronic or computerised material
- Under-graduate / post-graduate teaching
- Supervision of post-graduate research studies (treatises, dissertations, theses)
- Examinations, evaluations and assessments undertaken on behalf of an accredited provider e.g. setting and evaluation of Parts I and II of the Council Examination, monitoring of education standards at tertiary institutions, assessment of professional competence (diaries, logbooks, reports, interviews), evaluation of MSc dissertations and PhD theses (external examination)
- Mentoring of candidate practitioners (5 hours maximum)

8. Exemptions or deferment of CPD activities

Individual applications by registered persons will be considered by the SACQSP, on their merits. Following a period of exemption or deferment, any registered quantity surveyors who wish to resume their professional activities, shall apply for re-registration and a new five-year cycle will commence on the 1st January of the year following re-entry into practice.

Acceptable reasons for exemption / deferment may include:

- Temporary withdrawal from active practice
- Physical disability or illness
- Other extenuating circumstances as reviewed and approved by the SACQSP CPD sub-committee

Registered persons who are practising abroad should meet the same requirements as those in South Africa and will not be granted deferment. Documentary proof of compliance with CPD requirements in any particular country will be accepted for CPD accreditation purposes in South Africa.

9. Providers of CPD activities

Recognised voluntary associations will be responsible for the validation and monitoring of courses, seminars, lectures and conferences offered for CPD credits.

Any of the following institutions or organisations may market their programmes and hours to be credited:

- Tertiary institutional faculties or departments
- Professional councils, societies or associations
- Bodies or groups offering education and development programmes or courses
- Manufacturing organisations

Applications by external bodies unrelated to the quantity surveying profession as service providers, should be submitted to the CPD committee for a decision on the suitability of the skills enhancement material and number of hours to be allocated.

10. Auditing of recorded CPD activities

To assist Council in administering the CPD process, the following procedure will apply to re-registration:

- Registered persons may either submit proof of their CPD activities when applying for re-registration, or they can complete an affidavit in which they declare their CPD compliance
- Every registered person must retain detailed documentary evidence of all CPD activities during each five-year cycle
- Council may conduct random audits as it deems necessary and practicable, of the CPD records of any registered person who is required to undertake CPD in terms of the prescribed conditions
- In the event that a registered person's CPD records are selected for audit, such person must, within four (4) weeks of receiving notification to this effect, submit documentary evidence of their CPD activities, which may be in the form of certificates, records of attendance, receipts of course payments, etc.
- Within 30 days after completion of an audit, the Council must advise the registered person of the outcome of the audit process

- If during an audit, a registered person is assessed as not having met the requirements, their CPD records and verification documents must be referred to the Registration Committee of the Council for a decision regarding steps to be taken

11. Non-compliance

The SACQSP may take the following steps in cases of non-compliance:

- If, after consideration of a registered person's CPD submission (or non-response), the Registration Committee is of the opinion that the applicant has failed to comply with the requirements, the Registration Committee must inform the non-compliant person of this fact and afford them an opportunity to submit a written explanation of why the requirements have not been met and to indicate how the deficiency is to be rectified
- If, after consideration of the response, the Registration Committee accepts the explanation and remedial measures proposed, the Registration Committee may grant an extension of time to enable compliance with the requirements
- If the Registration Committee does not accept the explanation or the remedial measures proposed, the Registration Committee may determine which other remedial measures must be taken in order to demonstrate compliance with the requirements and also determine the period of further extension to be granted for this purpose. Before the end of the period determined by the Registration Committee, documentary evidence of compliance must be submitted
- If the Registration Committee is of the opinion that compliance with the requirements has still not been demonstrated, the Registration Committee must refer the matter to the Executive Committee of the Council to consider whether or not the person's registration should be cancelled. If the Council is of the opinion that the registered person's registration should be cancelled, the Registration Committee must be informed. The Registration Committee will inform the registered person within 30 days from the date of such a decision and instruct the registered person to return their original certificate of registration to the Council within 30 days from the date of such instruction

12. Enquiries

All correspondence and enquiries related to the CPD system should be addressed to:

The Registrar

SACQSP

PO Box 654

Halfway House, 1685

Telephone : (011) 312 - 2560

Facsimile : (011) 312 - 2562

Website : www.sacqsp.org.za