

BOARD NOTICE 43 OF 2017**The South African Council for the Architectural Profession****CONDITIONS RELATING TO
CONTINUING PROFESSIONAL DEVELOPMENT
AND RENEWAL OF REGISTRATION**

The South African Council for the Architectural Profession has in terms of Section 13(k) of the Architectural Profession Act, 2000 (Act 44 of 2000) determined the conditions relating to, and the nature and extent of continuing professional development (CPD) required in order to qualify for the renewal of registration as contemplated in Section 22(2) of the said Act.

The relevant conditions are set out in the Schedule hereto and will become effective from date of this Board Notice.

**SCHEDULE
Part A****1. Interpretation**

In this Board Notice, if reference is made to the male gender it includes the female gender; a word or expression to which a meaning has been assigned by the Architectural Profession Act, 2000 (Act No. 44 of 2000), (the Act) has the same meaning unless the context otherwise indicates; and

- (i) **“Architectural Learning Sites”** means an educational institution which offers architectural programs and which has been granted validation by **the Council** in terms of Section 13(b) of **the Act**;
- (ii) **“approved CPD provider”** means an entity that has been accredited by **the Council** for the purpose of offering appropriate learning in respect of category 1 **CPD** activities as contemplated in clause 4.2.1 and Appendix A;
- (iii) **“continuing professional development”** also referred to in these conditions as **“CPD”**, means continuing education and training as contemplated in Section 13(k) of **the Act**, and also means the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout a person’s architectural career;
- (iv) **“expiry date”** as contemplated in Section 22(1) of **the Act**, means the 31st of December of every year;
- (v) **“interactive”** means, in the context of development activities, full active participation in the activities such as organization, presentation and active discussion;
- (vi) **“Registered Professional”** means a person who is registered in terms of section 19(2)(a) of the Act;

- (vii) **“the Act”** means the Architectural Profession Act, 2000 (Act No. 44 of 2000);
- (viii) **“the Council”** means the Council established in terms of Section 2 of **the Act** and in the context of these conditions means any committee, person or persons duly authorized by **the Council** to perform specified functions in terms of these conditions;
- (ix) **“Voluntary Association”** means an association, institute or society which is recognised by **the Council** as a **voluntary association** in terms of Section 25(3) of **the Act**, and **“recognised voluntary association”** has the same meaning;
- (x) **“the CPD cycle”** means a period of five (5) years from date of professional registration.

2. Persons required to undertake CPD are the following

- 2.1 All persons who are registered in the professional categories listed under Section 18(1)(a) and (c) of **the Act** or who may be listed at a future date.
- 2.2 **Registered Professionals (RP’s)** who are practicing abroad, subject to the following:
 - 2.2.1 Where a system of **CPD** is being applied in any particular country, such requirements may be accepted by **the Council**, provided that documentary proof of compliance with such **CPD** requirements is submitted; which may be in the form of a certification by the relevant accrediting authority in the country concerned;
 - 2.2.2 Should the **RP** wish to remain registered during the period he is abroad and if no **CPD** is undertaken in terms of 2.2.1 above, whilst abroad, the **RP** must accumulate **CPD** credits upon return to South Africa, in the year following his return to SA or pro rata in the remaining months of the year;
 - 2.2.3 Any **RP** abroad may register for CPD courses in South Africa via e-learning.

3. Exemption from CPD requirements

- 3.1 Any retired **RP** who no longer carries out any architectural work either in a consulting capacity or in a salaried position is exempted from these conditions, provided that such retired **RP** is listed on **the Council’s** database in the Non-Practicing Category;
- 3.2 In the event that any retired **RP** referred to in clause 3.1 elects to return to active architectural practice, such a person must apply to **the Council** for re-registration to the active register and will have to start attending to CPD activities whilst practising ;
- 3.3 **The Council** may, upon receipt of a fully motivated and substantiated application from any **RP**, grant full or partial exemption from the requirements of these conditions for such period as **the Council** may deem appropriate and reasonable. Each application will be considered on its own merits.

4. General CPD Requirements

- 4.1 During each five year cycle, every **RP** must obtain a minimum of 25 credits in order to qualify for renewal of his registration;
- 4.2 The **RP** must obtain at least 3 credits per annum of which at least 1 credit should be obtained from Category 1.

- 4.3 Credits accumulated in excess of 5 during any particular year may be allocated to the subsequent years of the five year cycle, provided that no credits may be transferred to the next CPD cycle.

5. Recording of CPD Activities

- 5.1 Unless exempted in terms of the conditions as described in Paragraph 3 above, all **RP's** must record their **CPD** activities electronically, to the **RP's** private password protected domain.
- 5.2 **RP's** must capture individual **CPD** activities and credits accrued, with proof, on a continuous basis as they occur during each annual cycle.
- 5.3 **RPs** who are at the end of their renewal cycle must submit their claim before the end of December of the 5th year (i.e. if the date for renewal is 2017, you need to submit your documents by 31 December 2016).
- 5.4 Certificates of attendance of Category 1 activities must be uploaded with the claim for the credits.
- 5.5 All documentary evidence of all **CPD** credits accrued must be retained for a period of 5 years for auditing purposes.

6. Auditing of recorded CPD activities

- 6.1 **The Council** may conduct random audits as it deems necessary and practicable of the **CPD** records of any **RP** who is required to undertake **CPD** in terms of these conditions.
- 6.2 **The Council** must advise the **RP** within 30 days after completion of an audit, of the outcome of such audit.
- 6.3 If during such an audit the **RP** is assessed as not having met the requirements, his **CPD** record and verification documentation must be referred to the **CPD** Education Committee or the delegated entity thereof established by **the Council** for a decision regarding remedial steps to be taken by the **RP**. Such persons will automatically be earmarked for a re-audit during the next year.
- 6.4 If a **voluntary association** or an **accredited institution** such as an Accredited Learning Site (ALS) has provided a **CPD** activity, written verification from such recognized **voluntary association** or **accredited learning institution** will be recognised as sufficient evidence of attendance.
- 6.5 Persons or organisations who desires validation of a Category 1 CPD activity must submit their portfolio of activities to a **voluntary association** or an **architectural learning institution such as an ALS**, to be validated.

7. Renewal of Registration and Assessment against requirements

- 7.1 **The Council** will notify the **RP** during the third term (July – September of the fifth year of the cycle) regarding the renewal of their registration and will send electronic renewal notices to all **RP's**, in terms of the **CPD** requirements, for renewal of their registration.

- 7.2 **The Council** may call for such documentary evidence from the **RP** as it may deem necessary in order to approve the credits claimed.
- 7.3 If **the Council** is satisfied that the **RP** has met the requirements of these conditions, **the Council** must indicate such decision in the applicable register maintained by **the Council** and, within 30 days of making the decision, inform the **RP** of such decision and of the fact that his registration will, subject to these conditions, be valid for the next five (5) year CPD cycle.
- 7.4 If the **RP** has failed to comply with the requirements of these conditions, the relevant provisions pertaining to non-compliance contained in paragraph 8 below will apply. The **RP** must be informed of the decision as well as of the implications within 30 days from the date on which the decision was made.
- 8. Non-compliance with these conditions at Renewal Stage**
- 8.1 If the **RP** has failed to comply with the requirements of these conditions, **the Council** must inform the non-compliant **RP** of this fact and afford such person an opportunity to submit a written explanation why the requirements have not been met and to indicate how he plans to remedy the deficiency.
- 8.2 If, after consideration of the **RP's** response, **the Council** accepts the explanation and remedial measures proposed by the **RP**, **the Council** may grant an extension of time, which may not be more than one year, to enable the **RP** to comply with the requirements.
- 8.3 If **the RP** still fails to comply with the requirements, **the RP** must pay a renewable fee of R10 000 (ten thousand rand) for his registration to be renewed.
- 9. Refusal by the RP to comply with these conditions**
- Any **RP** who wilfully refuses to undertake CPD activities or to comply with these conditions is guilty of improper conduct, and the provisions of Sections 27(3), 28, 29, 30, 31, 32 and 33 of the Act apply *mutatis mutandis* in respect of such person.
- 10. Right to Appeal**
- The provisions of section 24(1) and 24(3) of the Act apply *mutatis mutandis* in respect of a person who is aggrieved by a decision of **the Council** to refuse the renewal of the person's registration.

Part B

- 11. Deregistration**
- 11.1 If the **RP's** registration is cancelled due to non-payment of his annual fee in terms of Section 20(1)(a)(iii), the **RP** must apply for re-registration and may not practice his profession until he has been re-registered.
- 11.2 Such **RP** must accrue at least 2 CPD credits from Category 1, within three (3) months of re-registration.
- 11.3 In addition to the original registration date, a current registration date, being the date of re-registration, will be noted on the **RP's** online profile. The 5 year CPD cycle will be determined by the current registration date.

ANNEXURE A**CPD CONDENSED**

This table reflects a summary of the calculation of the CPD credits, and the required credits per annum as well as over the 5 (five) year cycle.

Further information on the categories of activities, and the requirements can be found in **Annexure 'B'**.

CATEGORY 1 DEVELOPMENTAL ACTIVITIES			
ACTIVITY	CREDITS REQUIRED PER ANNUM	CREDITS TO BE CLAIMED PER 5 YEAR CYCLE	
Attendance of structured educational/developmental meetings (conferences, seminars, workshops, lectures, etc.) <ul style="list-style-type: none">Presented or validated by SACAP Recognised Voluntary Associations; orPresented by accredited SACAP Architectural Learning Sites	Compulsory 1 Credit	Compulsory 5 Credits	
Mentoring architectural students in studio at any of the accredited SACAP Architectural Learning Sites (ALS) on voluntary basis for at least 4 hours per week over a period of a year to the maximum of 3 credits per year			
CATEGORY 2 WORK BASED ACTIVITIES			
ACTIVITY	CALCUATION OF CREDITS	MAXIMUM TO BE CLAIMED	
		Per Annum	Per 5 year Cycle
a. Architectural work: <ul style="list-style-type: none">Project work; orLecturing at an accredited SACAP Architectural Learning Site (ALS)	400 hours = 1 credit	2 Credits	10 Credits
b. In-house training or mentoring of: <ul style="list-style-type: none">Candidates (registered as such with SACAP)Architectural students, as required by validated architectural programmes	50 hours = 1 credit	1 Credit	5 Credits
CATEGORY 3 INDIVIDUAL ACTIVITIES			
ACTIVITY	CALCUATION OF CREDITS	MAXIMUM TO BE CLAIMED	
		Per Annum	Per 5 year Cycle
a. Membership of one or more SACAP Recognised Voluntary Associations	1 Full financial year membership = 1 credit	1 Credit	5 Credits
b. Individual activities	As per table in Annexure ‘B’	3 Credits	15 Credits

ANNEXURE 'B'**CATEGORIES OF CPD ACTIVITIES****CATEGORY 1: DEVELOPMENTAL ACTIVITIES****1. WHAT CAN BE CLAIMED IN THIS CATEGORY?**

Credits for this category can be claimed for the following:

1.1 Attendance of structured educational/ developmental activities such as:

- Workshops
- Conferences
- Congresses
- Lectures
- Seminars
- Refresher Courses
- E-learning

Provided that such an activity is accredited by a SACAP:

- Recognised Voluntary Associations; or
- Accredited Architectural Learning Site

1.2 Attendance of any programmes by the accredited Schools of Architecture at the accredited Architectural Learning Sites (ALSs).**1.3 Mentoring architectural students at any of the ALS' will be acknowledged for a maximum of 3 credits per annum.**

1.3.1 The mentor will be required to spend at least 4 hours per week on assisting and mentoring the students at the university.

1.3.2 The university has to complete a report on the mentoring that was done. This report will serve as confirmation of the CPD credits claimed.

1.3.3 All mentors must be listed as such with SACAP.

2. CALCULATION OF CREDITS

Save for the mentoring of architectural students, as set out in 1.3 above:

2.1 1 Credit will be allocated for attendance of a 10 hour activity, depending on whether participation is **interactive** or **non-interactive**.

2.2 A full day activity will be regarded as being for 10 hours and a half day activity will be regarded as 5 hours and hence half a credit.

2.3 The credits to be claimed for attendance of Category 1 CPD activities will normally be determined by the VA or ALS accrediting the activity and will be indicated as such.

3. NUMBER OF CREDITS TO BE CLAIMED

3.1 It is compulsory to claim at least 1 Credit from Category 1 annually.

3.2 This implies that a **minimum of 5 Credits** are required from this category at the end of the 5 year cycle in order to renew the registered person's registration.

- 3.3 It further implies that 5 credits may be accrued and claimed in category 1 within a calendar year and may therefore be claimed for the full 5 year CPD cycle.

Category 1	Activities	Calculation of Credits	Per Annum		Over 5 Year Cycle	
			Minimum	Maximum	Minimum	Maximum
Developmental Activities	Interactive: Workshops Conferences Congresses	10 hours = 1 credit	1 Credit Compulsory	No Maximum	5 Credits Compulsory	No Maximum
	Non-interactive: Workshops Conferences Congresses Lectures Seminars Refresher Courses					
	Self-study through e-learning					
	Mentoring of students at ALS	At least 4 hours per week, over a period of 32 weeks		3 Credits		

CATEGORY 2: WORK-BASED ACTIVITIES**A. ARCHITECTURAL WORK****1. WHAT CAN BE CLAIMED IN THIS CATEGORY?**

Since registered persons also improve their knowledge and competence by performing their day-to-day architectural responsibilities, credits can be claimed in this category for:

- Architectural related work (including management)
- Full time lecturing at an accredited ALS

2. CALCULATION OF CREDITS

1 Credit for 400 hours per year for architectural related work and lecturing.

3. NUMBER OF CREDITD TO BE CLAIMED?

A maximum of 2 credits (for 800 hours) may be claimed in respect of this activity per annum and thus 10 credits over the 5 year cycle.

B. MENTORING**1. WHAT CAN BE CLAIMED IN THIS CATEGORY?**

Credits can be claimed for the mentoring of:

- Candidates, registered with SACAP; and/or
- Architectural students, as required as part of their validated programme.

In-house training sessions organised by an employer/architectural company and career guidance for candidates may also be presented under this category.

2. CALCULATION OF CREDITS

1 Credit can be claimed for 50 hours of mentoring.

3. NUMBER OF CREDITS THAT CAN BE CLAIMED

A maximum of 1 CPD credit can be claimed in this category per annum. This implies that no more than 5 credits can be claimed for this activity over the 5 year cycle.

Category 2	Activities	Calculation of Credits	Per Annum		Over 5 Year Cycle	
			Minimum	Maximum	Minimum	Maximum
Work-based Activities	A. Architectural work or Full time Lecturing	400 Hours = 1 Credit	Not compulsory	2 Credits	Not compulsory	10 Credits
	B. Training or mentoring of Registered Candidates; and/or Full time students	50 Hours = 1 Credit		1 Credit		5 Credits

CATEGORY 3: INDIVIDUAL ACTIVITIES**A. MEMBERSHIP OF ONE OR MORE VOLUNTARY ASSOCIATION RECOGNISED BY SACAP****1. WHAT CAN BE CLAIMED IN THIS CATEGORY?**

A credit can be claimed in this category for being a member of a SACAP recognised voluntary association.

2. CALCULATION OF CREDITS

1 Credit can be claimed for membership of a full financial year, of one of the SACAP recognised voluntary associations.

3. NUMBER OF CREDITS TO BE CLAIMED

A maximum of 1 credit can be claimed in this category per annum.

B. INDIVIDUAL ACTIVITIES**1. WHAT CAN BE CLAIMED IN THIS CATEGORY?**

With the exception of post-graduate studies credits can be claimed under the individual categories listed in the table below.

2. CALCULATION OF CREDITS

1 Credit can be claimed for every 10 hours of participation on the listed activities.

3. NUMBER OF CREDITS TO BE CLAIMED

The maximum number of credits that can be claimed for these activities per annum, and during the 5 year cycle, is indicated in the table below.

Category 3	Activities	Calculation of Credits	Per Annum		Over 5 Year Cycle	
			Minimum	Maximum	Minimum	Maximum
Individual Activities	A. Membership of 1 or more SACAP recognised AV	1 Credit for membership of a full financial year	Not Compulsory	1 Credits	Not Compulsory	5 Credits
	B. Credits can also be claimed for the following individual categories					
	• Relevant postgraduate degree	3 credits per year	Not Compulsory	3 Credits	Not Compulsory	15 Credits
	• Other relevant postgraduate qualifications	2 credits per year of study				
	• Evaluation of Masters or Doctorate theses as an external examiner	2 credits per year				
	• Supervision of students undertaking post-graduate studies	2 credits per year				
	• Oral examinations of final year and post-graduate studies	1 credit for every 10 hours of active involvement				
	• Validation of educational programs for accreditation purposes	1 credit for every 10 hours of active involvement				
	• Publication of refereed articles:					
	• Single author	❖ 2 credits per article				
	• Two authors	❖ 1 credit per article				
	• Publication of professional or technical articles	1 credit per article				
	• Papers presented at conferences or congresses	1 credit each				
	• Presenter at workshops, seminars, refresher courses, etc.	2 credits for 10 hours				
	• Part-time lecturing to under-graduate and post-graduate students	1 credit for every 10 hours				
	• Participation in statutory professional, institutional and technical or non-technical committees	1 credit for every 10 hours of active involvement				
	• Self-study which includes but is not restricted to studying of journals or electronic or computerised material. Activities under this item must be verified					
	• Relevant community activities					
	• Specialist activities such as arbitrator, mediator, forensic architecture, environmental impact assessment, etc.					
	• Adjudication of awards and recognised architectural competitions					