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BOARD NOTICE 381 OF 2022

SACPCMP
The South African Council for the Project and Construction Management Professions
— CONSTRUCTING NEW PERSPECTIVES —

SACPCMP POLICY ON CONTINUOUS PROFESSIONAL DEVELOPMENT

Revision No.	5-CPD-2-2023
Last Revision Date	06 September 2019
Effective Date	1 April 2023
Valid Until	31 March 2028

	NAME	POSITION	SIGNATURE	DATE
Approved by	Isaac M. Nkosi	SACPCMP President		29 June 2022

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Acronyms and Abbreviations

CBE	The Council for the Built Environment
CHE	Council on Higher Education
CPD	Continuing Professional Development
IPDM	Initial Professional Development Modules
NLRD	National Learners' Records Database
NQF	National Qualifications Framework
PPPI	Public Policy Priority Issues
QCTO	Quality Council for Trades and Occupations
SACPCMP	The South African Council for the Project and Construction Management Professions
SAQA	South African Qualifications Authority
SETA	Sector Education and Training Authority

Definitions

Registered Person	Is defined in the Act as a person registered under the categories referred to in section 18 of the Act but excluding candidates for the purpose of this policy.
The Act	In this policy 'the Act' refers to the founding legislation of the Council which is the Project and Construction Management Professions Act 48 0f 2000

1. Introduction

According to the *National Qualifications Framework (NQF) Standard Glossary of Terms* Continuing Professional Development (CPD) is defined as, "a range of learning activities through which professionals ensure that they retain their capacity to practice safely, effectively and legally within their scope of practice."

The concept of CPD ascribes to the notion of lifelong learning, as put forward by the South African Qualifications Authority (SAQA) and the National Skills Development Strategy. According to the National Qualifications Framework (NQF) Standard Glossary of Terms lifelong learning is defined as, "Learning that takes place in all contexts in life - formally, non-formally and informally. It includes learning behaviours and obtaining knowledge; understanding; attitudes; values and competencies for personal growth, social and economic well-being, democratic citizenship, cultural identity, and employability".

It is compulsory for all registered professionals to undergo CPD for a CPD period determined by the SACPCM and as specified in this policy on Continuing Professional Development. Failure to comply with this may result in deregistration. However, CPD should be self-motivated as suggested by the Council for the Built Environment (CBE). The *CBE Policy Framework on Continuing Professional Developments* states that, "personal effort should drive professionals towards gaining academic and professional skills, competence and personal development".

2. Legislative and Policy Framework

The powers given to SACPCMP concerning CPD are outlined in Sections 13(k) of the Act, namely that, the SACPCMP may determine, after consultation with Voluntary Associations (VAs) and registered persons, the relevant conditions relating to and the nature and extent of continuing education and training.

As a SAQA recognised Professional Body the SAQA *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008,* requires that the SACPCMP have a CPD Policy.

Furthermore, CPD by its nature falls within the Skills Development sector and thus is also in part governed by the Skill Development Act 97 of 1998. This is also relating to the NQF which has been described by SAQA as a competence management system. Thus, the NQF Act 67 of 2008 will also have a bearing on this policy.

The CPD policy hinges on paragraph 41 of the SAQA *Guidelines for Good Practice for Learning that does Not Lead to a Qualification or Part-Qualification (LNQ)* which recommends a "systematic approach to the establishment of an enabling environment for the appropriate management of quality assurance and promoting good practice" in leaning that takes place outside of the NQF for the purposes of lifelong learning, such

as CPD, in the interest of the public and those who participate in it. This also ensures that providers are guided "towards sustainable and ethical delivery" of learning opportunities.

Lastly, this CPD policy is guided by the CBE *Policy Framework on Continuing Professional Developments*.

3. Policy Prescripts

3.1. Competency-based CPD

The Council conducts competency assessments based on standards established through consultation with SAQA, its bodies and VAs as stated in Section 13 (d) of the Act, when a professional is initially registered.

Thus, CPD aims at maintaining and enhancing competence, which leads to achieving progression in expertise throughout the registered person's professional practice. There are two key elements connected to this:

a) demonstrating competence through the assessment of milestones, which are linked to the compliance cycle.

b) based on competency standards frameworks for the relevant category identifying gaps in professionals' skills, which are occasioned by the evolving scope of professional practice, to guide ongoing learning.

The aim of competency-based approach is to:

a) improve is the performance in the workplace and the standards of service rendered by registered persons, which address Section 14 (h) of the Act.

b) guide professionals who are striving to acquire new competencies in response to, amongst others, changes in professional practice, new technology and community norms.

c) describe the competencies that must be maintained in general.

d) identify of professional practice-specific needs.

3.1.1. Incorporation of Public Policy Priority Issues

Public Policy Priority Issues (PPPI) will be incorporated to the competencies required for registered persons to maintain through a given CPD period. This ensures that registered persons are aware of and apply national, government and societal developments, so as to maintain relevance, as part of their professional practice and expertise.

3.2. Criteria for CPD Activities

At the commencement of each CPD period (known as a cycle), as determined by the Council, Criteria for CPD Activities for that cycle will be gazetted. The Criteria for CPD Activities will indicate mandatory competencies for the cycle informed by legislative and other requirements as described in Sub-Section 3.1. above.

The criteria will:

a) Be used by CPD Providers to develop relevant CPD activities for that cycle.

b) Guide registered persons on the CPD activities that should be undertaken during a particular cycle.

c) Guide CPD administration in the auditing of registered persons' CPD cycles.

3.3. Validation of CPD Providers and activities

For the SACPCMP to maintain a reliable and structured stream of CPD activities in the sector that are quality assured, Providers who undertake such CPD activities are required to apply for the validation of their CPD activities in order for them to be recognised by the SACPCMP.

Activities should be aimed at meeting the requirements of the gazetted Criteria for CPD Activities for a CPD cycle as well as meet the professional development, employer's, industry and economic development needs.

Materials/Content provided by CPD Providers and the CPD Provider themselves will be rigorously assessed within strict best practice guidelines by the team of CPD assessors appointed by the SACPCMP. Assessment processes will be frequently revisited in line with changes in best practice guidelines and these will be outlined in *The Criteria and Process for the Assessment of CPD Applications*.

In terms of formal qualifications, only qualifications that are SAQA registered and obtained from an accredited institution (i.e. accredited by the CHE or QCTO) will be considered for CPD.

In terms of registered unit standards, only unit standards that are SAQA registered and obtained from duly SETA accredited institution will be considered for CPD.

3.4. Unit of Measurement for CPD

The unit of measurement used by the SACPCMP to track CPD achievement is the CPD credit. This is aligned with the credit system of the NQF but is not directly linked to the NQF. This will allow the SACPCMP to recognise CPD activities as follows:

a) 1 CPD Credit = 10 notional hours (the time it takes the average person to master the embedded knowledge skills and understanding required as per *SAQA Criteria and Guidelines for Short Courses and Skills Programmes*).

This allows the Council to definitively recognise and measure learning activities which are registered on the NQF (such as registered Unit Standards and Qualifications), that have been undertaken by registered person, as well as use the same concept to measure all forms of CPD.
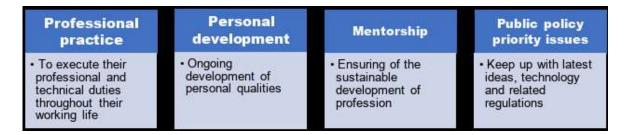
3.5. CPD Compliance

3.5.1. CPD Cycle

Through the Competency-based CPD approach and the delineation of milestones the CPD cycle is three (3) financial years. Thus, the cycle applicable to the newly registered persons runs from the beginning of the financial year following the registration (i.e. 1st April). Any Registered Person who does not comply with the requirements of the cycle within the three (3) years may result in their being deregistered.

To comply with the CPD cycle the registered person will be required to:

a) Follow the gazetted Criteria for CPD Activities for the cycle

b) Accumulate the requisite number of CPD credits in each category of CPD

3.5.2. CPD Categories and required CPD Credits

Activities in 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

The CPD credits that will be required are as follows:

Timeframe	Professional Practice Credits	Personal Development Credits	Mentorship Credits	PPPI Credits
Year 1	50	25	50	25
Year 2	30	15	30	15
Year 3	20	10	20	10
TOTAL (per category)	100	50	100	50
CYCLE TOTAL	300 CPD Credits			

3.6.   Exemption from CPD Requirements

Only Registered Persons in good standing may be granted exemption from CPD requirements. The application for exemption will considered through the *Criteria and Process for Exemption from CPD Requirements*.

3.6.1. Full exemption

The granting of a full exemption for one (1) year of the CPD cycle:

a) withdrawal from professional practice,
b) temporary withdrawal from professional practice, or
c) extended leave because of illness or relocation necessitating withdrawal from professional practice.

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

3.6.2. Partial Exemption

Partial exemption from CPD requirements will be granted based on retirement on account of age. Retired registered persons will be required to only comply with the Mentorship category of CPD and ensure that the requisite credits are accumulated during their CPD cycle.

3.7.   CPD Records Recognition and Management

Registered Persons are responsible for developing their own CPD plans based on the gazetted Criteria for CPD Activities, evaluating activities, and keeping all relevant records. The SACPCMP registration 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.

Acceptable evidence of participation in CPD activities, which is to be submitted for assessment and/or auditing in stipulated in the Criteria for CPD Activities for the cycle.

4. PAJA Imperatives

To give effect to the right to administrative action that is lawful, reasonable and procedurally fair and to the right to written reasons for administrative action as contemplated in section 33 of the Constitution of the Republic of South Africa.

4.1. Procedurally fair Administrative Action

(1) Administrative action which materially and adversely affects the rights or legitimate expectations of any person must be procedurally fair.

(2) A fair administrative procedure depends on the circumstances of each case.

In order to give effect to the right to procedurally fair administrative action, an administrator (SACPCMP), must:

 i. give a person adequate notice of the nature and purpose of the proposed administrative action.

 ii. Provide a reasonable opportunity to make representations.

 iii. Provide a clear statement of the administrative action.

 iv. Provide adequate notice of any right of review or internal appeal, where applicable; and

 v. Provide adequate notice of the right to request reasons for the administrative action to give effect to the right to procedurally fair administrative action.

In order to give effect to the right to procedurally fair administrative action, an administrator (SACPCMP) may, in his or her or its discretion, also give a person

 vi. The opportunity to obtain assistance and, in serious or complex cases, legal representation.

 vii. The opportunity to present and dispute information and arguments; and

 viii. The opportunity to appear in person.

If it is reasonable and justifiable in the circumstances, an administrator (SACPCMP) may depart from any of the requirements referred to above. In determining whether a departure is reasonable and justifiable, an administrator (SACPCMP) must consider all relevant factors, including:

 ix. the objects of the empowering provision.

 x. the nature and purpose of, and the need to take, the administrative action.

 xi. the likely effect of the administrative action.

 xii. the urgency of taking the administrative action or the urgency of the matter; and

 xiii. the need to promote an efficient administration and good governance.

Where an administrator (SACPCMP) is empowered by any empowering provision to follow a procedure which is fair, the administrator may act in accordance with that different procedure.

An administrator (SACPCMP) must convene an internal tribunal to hear a case convened by a person aggrieved and seeking relief for just administrative action. The tribunal shall follow the same procedure as that of a case of against a professional for misconduct.

4.2. Remedies of Administrative Action

The tribunal, in proceedings for review, may grant any order that is just and equitable, including orders directing the administrator (SACPCMP):

 i. to give reasons; or

 ii. to act in the manner the tribunal requires.

 iii. prohibiting the administrator from acting in a particular manner.

 iv. setting aside the administrative action and

 v. remitting the matter for reconsideration by the administrator, with or without directions; or

 vi. in exceptional cases, substituting or varying the administrative action or correcting a defect resulting from the administrative action; or

 vii. directing the administrator or any other party to the proceedings to pay compensation.

viii.   declaring the rights of the parties in respect of any matter to which the administrative action relates.

ix.   granting a temporary interdictor or temporary relief or

x.   as to costs.

5. Version Control

5.1.   Maintenance of the policy

The current policy will be reviewed every five (5) years and will be scheduled. Unscheduled reviews will be triggered by the following:

i.   Legislation changes
ii.   Benchmarking (changes in benchmarks or new benchmarks)
iii.   Changes in technology

5.2.   Dissemination

The policy will be made available to SACPCMP stakeholders and the general public on the SACPCMP website after publishing in the Government Gazette. It will be disseminated externally on request.