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BOARD NOTICE

BOARD NOTICE 54 OF 2012

The South African Council for the Project and Construction Management Professions
· (SACPCMP)

CONTINUING PROFESSIONAL DEVELOPMENT POLICY
In terms of Section 13(k) (Act No. 48 of 2000)

Commencement Date : 1 April 2011

Via Post

The Registrar
Ms N. Rakolote
SACPCMP
P. O. Box 6286
Halfway House
1685

Hand Delivery Address

B9 International Gateway
Corner New and 6th Roads
Midrand
1685

Tel : 011 318 3402 / 3 / 4

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Email : admin@sacpcmp.org.za

ACKNOWLEDGEMENT

The SACPCMP acknowledges all references made to the following Councils' and Institutions' CPD Policies and are grateful for the contributions, input and insights gained in making the development of the SACPCMP CPD Policy possible :

   i.   Council for the Built Environment (CBE)

   ii.   Engineering Council of South Africa (ECSA)

   iii.   Association of the South African Quantity Surveyors (ASAQS)

   iv.   Chartered Institute of Building (CIOB)

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SACPCMP

SACPCMP PROPOSED CPD POLICY FRAMEWORK

1. BACKGROUND OF THE COUNCIL

The South African Council for Project and Construction Management Professions (SACPCMP) is a statutory body established by Section Two (2) of the Project and Construction Management Act (Act No. 48 of 2000). The SACPCMP was established to provide for statutory professional certification, registration and regulation of the project and construction management professions in order to protect public interest and advance construction and project management education.

The objectives of the SACPCMP are therefore to provide guidance and frameworks within which the professionals within the construction management environment are to operate and to ensure that effective guidance policies and frameworks on Continuing Professional Development (CPD) are established, consistently applied and implemented by the Council.

2. DEFINITION OF CPD

The Royal Institution of Chartered Surveyors (RICS) (1993) defines CPD as the systematic maintenance, improvement and broadening of knowledge and skills, and the on-going development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

3. PURPOSE OF SACPCMP CPD POLICY

The rationale for CPD is to develop, enhance and maintain professional competency of registered professional members to ensure that the technical knowledge base of the professional cadre is kept current and

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improved in an orderly and continuous basis. The CPD Policy is also aimed at :

a. harmonising standards and norms in the management and development of construction professions;
b. ensuring improved skills competencies and industry performance;
c. constructively engaging professionals at all levels within the construction sector in reconstruction and development initiatives, by addressing transformation in capacity development, in order to meet growth needs of the South African economy;
d. encouraging a CPD culture among industry professionals;
e. addressing professional development limitations within the construction management professions;
f. ensuring national relevance (human resource development, skills development, poverty reduction etc), international recognition and professional integrity.

4. GOVERNING PRINCIPLES AND LEGAL FRAMEWORK

The SACPCMP CPD Policy has been developed based on principles contained in the Council for the Built Environment (CBE) CPD Policy Framework of August 2007. These principles include :

i.   Recognition of the continued need for regulation of the construction industry to protect public interests
ii.   Promotion of professionalism, trust and confidence within the construction professions
iii.   Support for broader national development priorities
iv.   Stimulation of competition and an enabling environment
v.   Recognition of commonalities within the construction professions.

The Policy takes cognisance of the CBE CPD processes in fostering professional and industry development as mandated by the CBE Act No. 43 of 2000. The legislative framework supports professional development and maintenance of standards for the public good.

The SACPCMP is also empowered by Section 13(k) of Act No. 48 of 2000 to determine, after consultation with the voluntary associations and

registered persons, conditions relating to, and the nature and extent of CPD.

5. INTERNATIONAL BEST PRACTICE

The CPD Policy is aimed at ensuring consistency with international best practice and serves as a remedial policy in addressing South Africa's past social economic imbalances. It serves as a tool for enhancing professional development in policy priorities in South Africa through promoting and contributing to global competitiveness by promoting education, training and professional competency through CPD activities.

6. CPD OBJECTIVES

Council resolved that CPD is one of the conditions for maintenance and renewal of registration. It is therefore compulsory for all registered persons to undergo CPD. All registered persons need to renew their registration every five years to maintain their registration in a manner prescribed by the Council. Registered persons are required to participate in CPD activities in order to :

- i.   maintain competence and personnel development for the public good and retain the professional cadre;
- ii. ensure continuous improvement in the acquisition of academic and professional skills;
- iii. develop deeper and specialised knowledge;
- iv. broaden knowledge over a wider professional spectrum;
- v.   acquire international recognition;
- vi. ensure skills growth acceleration and innovation.

7. SACPCMP CPD METHODOLOGY

Given the CPD activities that need to be undertaken, the SACPCMP requires that the following approaches be applied in the CPD process in order to ensure the successful attainment of CPD objectives :

a. **Input-based approach** - the SACPCMP requires that all CPD delivery methods are designed and focused on bringing out a high level of professional competence and relevant industry work experience in all registered persons. The SACPCMP requires that high quality input methods (including mentorship, lecturing, facilitating workshops and seminars, on-the-job training, ongoing industry and professional practice, etc) be applied throughout the CPD process.

b. **Output-based approach** – emphasis is placed on the need for innovativeness, skills growth, deeper and specialised knowledge acquisition, attainment of high levels of professional competence and acquisition of practical and relevant work experience amongst professionals within the construction sector.

c. **Non-cumbersome process** – requires that CPD processes and activities be well articulated in such a way that they can easily be followed or undertaken.

8. CATEGORIES OF CPD, ALLOCATION OF POINTS AND MEASUREMENT

8.1 CPD CATEGORIES

In order to obtain CPD hours or points, professionals need to be engaged in one or more of the following categories outlined under each knowledge/skills domain in Table 1 below :

Category A :   Core knowledge and non-core knowledge
Category B :   Mentorship
Category C :   Ongoing practice

Table 1 - CPD Categories

Category A		Category B	Category C
Core knowledge	Non-core knowledge	Mentorship	Ongoing practice
1. Further studies to gain advanced knowledge leading to certification	Examples • Computer usage skills	Work-based activities such as : • Devoting time to	Professional activities : • On the job

(certificate, post graduate diploma, diploma, degree, masters, doctorate and others). 2. Attendance at accredited courses in accordance with the SACPCMP accreditation criteria, and registered formal educational meetings, seminars, workshops, and short courses. etc in the following fields but not limited to : • Technical aspects • Managerial training • Financial aspects • Professional ethics • Health and safety • Project management • Planning • Relevant legislation workshop • Peer reviewed research work and publications in CPM and/or CM 3. Attainment of relevant Prior Learning within the construction and project management industry	• Professional ethics • Image seminars • Technical and professional conferences, symposia, refresher courses, - short courses without a measurable outcome. • Delivering of lectures or papers at accredited and registered formal educational meetings, seminars, workshops, etc • Construction marketing	imparting knowledge in community development for the public good and promotion of the profession • Should be done in an approved, planned, programmed approach with measurable milestones and outcomes	training • Unbroken continuous service • Professional contribution • Teaching and training work • Acting as examiner or moderator for accredited CPM or CM exams
The means of verification (MOV) will be by submission of evidence of attendance.	MOV will be by submission of evidence of attendance.	Complete a prescribed form detailing the nature of the activities.	Complete a prescribed form detailing the nature of the activities.

8.2 ALLOCATION OF POINTS

In order to assess the extent to which CPD activities add value to an individual's skills set and knowledge, the SACPCMP has assigned points to the learning outcome. CPD activities will be rewarded on the basis of points commensurate with relevance and importance of core areas of

construction management, construction project management and construction mentorship and contribution to professional development.

The SACPCMP will use the points allocation criteria for CPD activities as shown in Table 2 below. The points will be allocated on the basis of the importance of the categories. All members are required to participate in more than one category to ensure points are earned from a combination of different activities.

Table 2 - CPD Points and Hours

Category A 60 points		Category B 20 Points	Category C 20 Points
Core knowledge 40 points	Non-core knowledge 20 Points	Mentorship	Ongoing practice
20 hours p/a	10 hours p/a	10 hours p/a	10 hours p/a

CPD activities will be allocated points/hours based on the following guidelines :

i.   **Personal Professional Development** – includes voluntary CPD activities which enhance knowledge, experience and competence such as attending seminars, workshops, conferences and colloquiums or educational short courses. Because there is a clear distinction between a facilitator or presenter and an attendee of the CPD activity, an attendee will be awarded fewer points than those awarded to a facilitator or presenter.

ii.   **Further Studies** - are CPD activities individuals can undertake in their own field, to gain deeper understanding of concepts and their application in a specific profession. These may be in the form of short courses to gain advanced knowledge and to be awarded a certificate of attendance or competence. Other forms of further studies are postgraduate diplomas, masters or doctoral degrees and post-doctoral qualifications.

The points awarded for further studies will be commensurate with the level of study. For instance, a certificate will earn few points

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whereas a doctorate will earn more points. No points will be awarded for further studies which do not add value to the profession and which are undertaken outside the construction management professions. Exceptions may be made where knowledge acquired adds to professional development.

iii.   **Research and Publications** - must be focused on professional development and the advancement of the profession as a whole, and should be reflected in published papers, reports and books. Research and publications will be considered in the following order of increasing importance :

- Non-refereed conference papers
- Non-refereed journal papers
- Refereed conference papers
- Refereed journal papers
- Research reports and thesis
- Monographs
- Books

A professional who produces any or all the above will earn CPD hours or points within a current cycle of registration commensurate with the contribution to learning processes and professional development. Non-refereed papers will earn fewer hours or points than refereed papers; conference papers will earn fewer hours or points than journal papers, and research reports will earn fewer points than published books.

iii.   **Teaching and Training** - Because teaching and training in tertiary institutions contributes to professional development, credits will be awarded to professionals who teach at tertiary institutions. Hours and points will be awarded on the basis of work experience and level of competence, seniority; therefore a junior researcher, lecturer or professor earns fewer points or hours than a senior researcher, lecturer or professor, respectively. Part-time employees will earn fewer hours or points than full -time employees.

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iv.   **Professional Practice** - Full-time engagement in the construction management sector will be considered as professional development, particularly in situations where the registered person can provide documented and verified evidence of alignment with best practice standards.

The SACPCMP will at its own discretion decide on the number of credits to be awarded based on the professional person's position. Part-time engagements are not considered in this category. Chief executives, partners, persons in other top management positions, and those who lead, direct and mentor others, will be awarded hours or points commensurate with the position they hold in an organisation. In addition, hours or points will be awarded to professionals who are involved in managing unique and challenging projects to successful conclusion. These professionals are required to show evidence that information relating to the respective project has been well documented and can be shared with others requiring to learn from it.

In order to decide on the number of points to be awarded, however, such projects need to be assessed by the SACPCMP accreditation panel to determine their uniqueness, the challenges, amount of work experience and level of competence involved in managing the project, and must be provided with evidence that the projects align with industry's best practice standards.

v.   **Professional Administration and Community Service** - Professionals who are involved in the SACPCMP Council and other similar councils and associations within the construction management professions as committee members, and who contribute and promote development in the construction professions, will be awarded hours, or points, for their respective roles. Further, professionals involved in construction community development projects for the public good and who promote the construction profession in that capacity, will also be awarded hours or points on the basis of their activities and position occupied in the Council, association or community.

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The number of hours or points awarded, will be commensurate with the seniority of the position held, e.g. a president will earn more points than a secretary, and a secretary will earn more points than a treasurer, who shall in turn earn more points than any committee member.

Registered persons holding positions in associations other than in the construction field of expertise (such as social clubs), will not be considered for CPD points unless documented evidence which shows that such activities contribute to professional development is provided,.

CPD activities' scores will be based on the level of content of the CPD activity and following guidelines contained in the **SACPCMP CPD Activities Score Sheet (refer to Appendix A)**. The SACPCMP may amend the guidelines from time to time at its discretion.

8.3 MEASUREMENT

The maximum number of points that a member can earn each year is 20 (equivalent to 10 hours per year). This means that every professional can earn a maximum of 100 points (cumulatively) per-five year cycle (equivalent to 50 hours per cycle). The minimum number of points a member can earn each year is 10.4 (i.e 5.2 hours). These points must accumulate to a total minimum of 52 points (26 hours) for each five-year cycle and must be reflected in the combination of categories, for each candidate to maintain CPD professional status.

Therefore, for each five-year cycle, professionals must earn at least :

From Category A : 24 points = 12 hours (equal to 60% - core knowledge)
                       12 points = 6 hours(equal to 60% non-core knowledge)

From Category B : 8 points = 4 hours (equal to 40% - mentorship)

From Category C: 8 points = 4 hours   (equal to 40% - ongoing practice)
                       52 points = 26 hours

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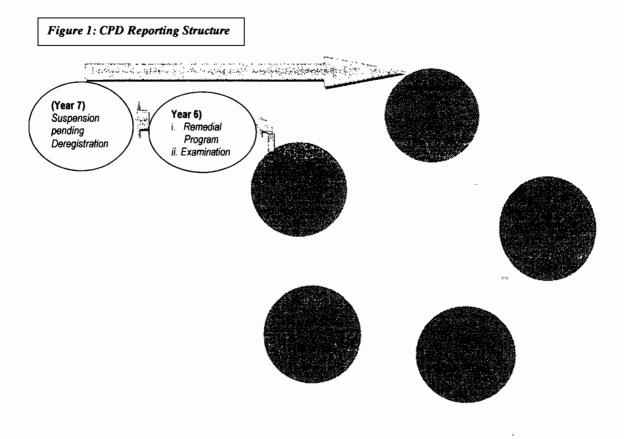## 9. <u>CPD CYCLE AND REPORTING STRUCTURE</u>

9.1 THE CYCLE

The reporting cycle will be five calendar years starting from 1 April 2011. During each five-year cycle, every professional member is required to accumulate a minimum total of 52 points or 26 hours (*at least 10.4 points or 5.2 hours annually*) as explained in Section 8.3, in order to maintain registration.

The following outline will assist professionals in determining their CPD needs, ensuring compliance and maintaining the currency of their professional qualification through CPD:

Stage 1   Audit review and appraisal of current skills and knowledge
Stage 2   Identify critical competency needs and develop an action plan
Stage 3   Execute the action plan supported by necessary records
Stage 4   Submit evidence records to SACPCMP for assessment
Stage 5   Receive feedback on the total number of points accrued and advice on their CPD status from the Council

9.2 REGISTRATION EFFECTIVE DATE AND REPORTING DEADLINES STRUCTURE

Every registered person's CPD cycle effectively begins on the date of his/her CPD registration with the Council. A registered person will be required to complete the CPD process within five (5) years from the inception of each CPD cycle. Any professional who does not comply within the five (5) years, will be required to follow a remedial programme for twelve (12) months in the sixth (6th) year. Any registered person who fails to comply with the remedial programme will be suspended in the seventh (7th) year, pending deregistration by the Council (*Refer to Figure 1 below*).

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Figure 1: CPD Reporting Structure

9.3 RE-REGISTRATION

A de-registered person wishing to apply for re-registration must contact the Council to obtain guidance on the re-registration process.

10. SOURCES OF CPD INFORMATION

Professionals are required to be increasingly proactive and imaginative in searching for useful CPD information. Sources may include, but are not limited to, local and international training and CPD providers, local and regional conferences, construction books and publications, the SACPCMP website.

11. CPD RECORD SUBMISSION

Professionals are responsible for developing their own CPD plans, evaluating activities and keeping all relevant records. They can submit their CPD records on the enclosed SACPCMP *CPD Annual Reports* (refer to the form attached – Appendix C of this policy) at any time by post, fax, and via email to :

Physical Address
The Registrar
SACPCMP
B9 International Business Gateway, Corner New and 6th Roads
Midrand, Johannesburg, South Africa
Postal Address
The Registrar
P.O Box 6286, Halfway House
1685, Midrand, Johannesburg, South Africa

Telephone : +27 11 318 3402/3/4   **Fax** : +27 11 318 3405 **Email** : admin@sacpcmp.org.za

The information must be submitted not later than sixty (60) days from completion of the annual cycle and must include, but is not restricted to:

    a.   CPD activity content
    b.   Learning outcomes
    c.   Hours and points earned
    d.   Details of CPD service providers such as physical and postal addresses, full names and designation of contact person, contact telephone numbers and email address.

12. NON-COMPLIANCE

The SACPCMP CPD guidelines for dealing with non-compliant professionals include the following:

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i.   Professionals will be required to follow a remedial programme of CPD compliance within twelve (12) months of the end of the cycle and /or;

ii. Write an examination, or be interviewed, to demonstrate their skills;

iii. Failure to comply with (i) and (ii) within the CPD cycle will result in suspension for a period determined by the SACPCMP pending deregistration;

iv. Failure to comply at this stage would result in deregistration, ie the defaulter will be removed from the database of registered persons and defaulters' names will be published in the Government Gazette.

13. **EXEMPTION OR DEFERMENT**

Only registered persons with good standing may be granted exemption/deferment from CPD requirements on the basis of retirement, temporary withdrawal from professional practice, or extended leave because of illness or relocation. On their return, however, members 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 CPD record.

14. **ADMINISTRATION**

14.1 THE ADMINISTRATOR

CPD will be administered by the CPD Administrator appointed or outsourced by the SACPCMP. The CPD Administrator will be responsible for promotion, accreditation, hours or points allocation, auditing and dealing with issues of non-compliance. The Administrator will be responsible for development, maintenance and updating of a database of CPD providers and will work closely with the CPD Committee to ensure policy objectives are met.

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14.2 CPD COMMITTEE

To ensure administrative effectiveness, the SACPCMP CPD Committee will work closely with the Administrator and all relevant stakeholders to encourage and promote CPD activities, to create awareness and inform professionals within the discipline about CPD.

Stakeholders include: statutory councils, government, voluntary associations, teaching/learning institutions and other organisations operating in the construction management sector. CPD Committees will work in partnership to ensure co-ordinated recognition of needs, skills, emerging trends and promotion of research. It is the responsibility of the CPD Committee to integrate these into professional development programmes, facilitate implementation and relevance of such programmes to the benefit all role players/stakeholders.

The Committee will facilitate access to CPD activities by encouraging convenient and innovative ways of accessing CPD opportunities whenever possible. In addition the SACPCMP will benchmark its own CPD activities in terms of local and international best practice.

The Committee will also ensure that CPD Policy is reviewed annually to ensure that all reciprocal agreements with other institutions and any changes in the domains of professional knowledge, skills and techniques are taken into account.

15. CPD SERVICE PROVIDERS

CPD service providers may be outsourced from voluntary associations, accredited tertiary institutions and other recognised service providers. Only service providers who have been assessed and have successfully completed the SACPCMP accreditation evaluation programme, will be allowed to provide CPD services to the SACPCMP. It is imperative that service providers ensure quality service provision and keep abreast of new national and international standards and requirements within the construction management sector. All service providers intending to work with the SACPCMP are required to apply for CPD Service Provision Accreditation with the Council.

15.1 ASSESSMENT OF CPD PROVIDERS

To ensure that CPD processes are strengthened, materials provided by CPD providers will be rigorously assessed within strict best practice guidelines by the team of assessors appointed by the SACPCMP Council. Assessment processes will be frequently revisited in line with changes in best practice guidelines. In addition, CPD service providers are required to furnish necessary information such as content of courses, learning outcomes and the skills of CPD presenters, for endorsement by the Council before any CPD activity can be accredited. The SACPCMP will at its discretion and in consultation with other relevant voluntary associations and stakeholders, determine what "is" and what "is not" acceptable or appropriate CPD.

15.2 APPROVING CPD ACTIVITIES

The SACPCMP Council will only approve CPD activities where the following aspects are adequately covered by the provider :

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

ii. Activities are aimed at meeting individual needs for professional development, employers' needs for improved services, industry's needs for excellence, and national needs for economic development.

iii. Activities meet both educational and professional development needs.

iv. Activities clearly specify the participation of construction professions and reflect it in the content of activity.

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

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

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

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viii.   Evaluation forms for obtaining feedback on the activity are provided for rating of the relevance, quality and effectiveness of the activity.

Only programmes meeting the above criteria will be registered by the SACPCMP.

16. CPD PROVIDERS' ACCREDITATION CRITERIA

CPD providers are required to submit their proposed activities to the SACPCMP team of assessors. The team of assessors will evaluate the content, CPD credit value and other relevant issues. CPD providers must furnish the Council with the following information, among other things:

a. Proposed programmes of activities indicating hours, or points, to be gained with respect to each programme component;
b. Specified relevant fields in which CPD activities and programmes will be conducted and for which accreditation is sought;
c. Details of the representation, expertise, general infrastructure and resources available within the applicant's organisation t o ensure sustained excellence in the delivery of the CPD activities and programmes;
d. Specified levels of development means the way in which the CPD activity is targeting the needs and how they will be met in the process. *See Figure 2 below for a model of the development needs* which shows the required hierarchy of achievements in increasing order of CPD development needs, starting with individual and leading to national development needs.

All programmes submitted by CPD providers must be in line with the recommended SACPCMP core courses and non-core courses for programme accreditation.
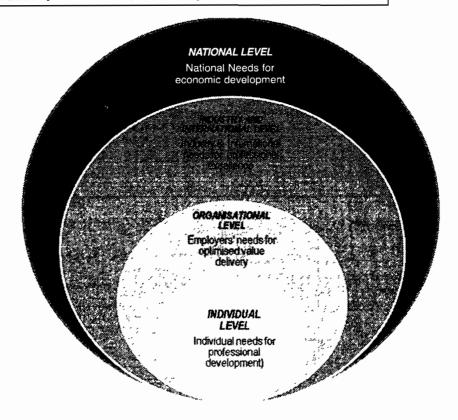
Figure 2 :   Levels of development needs to be met by CPD activities

17. CPD AUDITS

The SACPCMP will conduct audits on CPD activities to ensure high quality assurance measures and best practice. The purpose of the audits is to ensure verification of information submitted, identify areas of concern and ways of improvement.

The Council will, at its discretion, develop the best criteria for annual auditing of submissions based on a random selection of registered persons and CPD providers. Therefore all professionals and CPD providers are encouraged to meet the requirements in good faith and to abide by the SACPCMP Code of Conduct and ethical norms at all times.

18. <u>APPEAL</u>

Registered persons and CPD providers who are not satisfied with their assessment results and wish to appeal against the decision of the Council, can refer to the SACPCMP Appeal Policy for guidance.

SACPCMP

SACPCMP CPD ACTIVITIES SCORE SHEET AND GUIDELINES

A. OVERVIEW

The SACPCMP Continuing Professional Development (CPD) score sheet contains detailed guidelines of the following:

a) the relevant CPD activities/programmes that an applicant may undertake under three categories:

    i.   **Category A** : Core knowledge
              Category A : Non-core knowledge

    ii.   **Category B** : Mentorship

    iii. **Category C** : Ongoing practice

b) the maximum scores (points/hours) allocated for each activity over a five year cycle.

Each of these activities is broken down further into significant parts with assigned weighting and achievement value. The quality and quantity of the CPD activities is assured by the development assessment criteria indicated in Sections 8.2 and 8.3 of this CPD Policy Framework.

B. GUIDELINES FOR ALLOCATING CPD POINTS

CPD *activities'* scores will be based on the level of content of the CPD activity. Therefore, assessors and applicants must, ensure that each completed and submitted CPD Annual Report *(Refer to Appendix C of*

the SACPCMP CPD Policy) is supplemented with supporting documents including copies of certificates, references, proof of payment of registration and assessment fees etc. The supporting documents and references will be used as competency standards and will form the benchmark for assessing the applicant's capabilities and abilities in knowledge, skill, professionalism, decision making and ethical integrity.

The SACPCMP will only allocate points where an applicant is able to prove that he/she has developed new competences by gaining new technical knowledge, taken on new and more responsible roles in his/her job experience and is able to complete more complex tasks successfully.

CPD activities will also be allocated scores based on the following general guidelines:

i. **Personal Professional Development** – includes voluntary CPD activities which enhance knowledge, experience and competence such as attending seminars, workshops, conferences and colloquiums or educational short courses. Because there is a clear distinction between a facilitator or presenter and an attendee of the CPD activity, an attendee will be awarded fewer points than those awarded to a facilitator or presenter.

ii. **Further Studies** - are CPD activities individuals can undertake in their own field, to gain deeper understanding of concepts and their application in a specific profession. These may be in the form of short courses to gain advanced knowledge and to be awarded a certificate of attendance or competence. Other forms of further studies are postgraduate diplomas, masters or doctoral degrees and post-doctoral qualifications.

The points awarded for further studies will be commensurate with the level of study. For instance, a certificate will earn few points whereas a doctorate will earn more points. No points will be awarded for further studies which do not add value to the profession and which are undertaken outside the construction

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management professions. Exceptions may be made where knowledge acquired adds to professional development.

iii. Research and Publications - must be focused on professional development and the advancement of the profession as a whole, and should be reflected in published papers, reports and books. Research and publications will be considered in the following order of increasing importance :

- Non-refereed conference papers
- Non-refereed journal papers
- Refereed conference papers
- Refereed journal papers
- Research reports and thesis
- Monographs
- Books

A professional who produces any or all the above will earn CPD hours or points within a current cycle of registration commensurate with the contribution to learning processes and professional development. Non-refereed papers will earn fewer hours or points than refereed papers; conference papers will earn fewer hours or points than journal papers, and research reports will earn fewer points than published books.

iv. Teaching and Training - Because teaching and training in tertiary institutions contributes to professional development, credits will be awarded to professionals who teach at tertiary institutions. Hours and points will be awarded on the basis of work experience and level of competence, seniority; therefore a junior researcher, lecturer or professor earns fewer points or hours than a senior researcher, lecturer or professor, respectively. Part-time employees will earn fewer hours or points than full -time employees.

v. Professional Practice - Full-time engagement in the construction management sector will be considered as professional development, particularly in situations where the registered

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person can provide documented and verified evidence of alignment with best practice standards.

The SACPCMP will at its own discretion decide on the number of credits to be awarded based on the professional person's position. Part-time engagements are not considered in this category. Chief executives, partners, persons in other top management positions, and those who lead, direct and mentor others, will be awarded hours or points commensurate with the position they hold in an organisation. In addition, hours or points will be awarded to professionals who are involved in managing unique and challenging projects to successful conclusion. These professionals are required to show evidence that information relating to the respective project has been well documented and can be shared with others requiring to learn from it.

In order to decide on the number of points to be awarded, however, such projects need to be assessed by the SACPCMP accreditation panel to determine their uniqueness, the challenges, amount of work experience and level of competence involved in managing the project, and must be provided with evidence that the projects align with industry's best practice standards.

vi. **Professional Administration and Community Service** - Professionals who are involved in the SACPCMP Council and other similar councils and associations within the construction management professions as committee members, and who contribute and promote development in the construction professions, will be awarded hours, or points, for their respective roles. Further, professionals involved in construction community development projects for the public good and who promote the construction profession in that capacity, will also be awarded hours or points on the basis of their activities and position occupied in the Council, association or community.

The number of hours or points awarded, will be commensurate with the seniority of the position held, e.g. a president will earn more points than a secretary, and a secretary will earn more points than

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a treasurer, who shall in turn earn more points than any committee member.

Registered persons holding positions in associations other than in the construction field of expertise (such as social clubs), will not be considered for CPD points unless documented evidence which shows that such activities contribute to professional development is provided.

SACPCMP CPD ACTIVITIES SCORE SHEET –
(A GUIDELINE OF RECOMMENDED SACPCMP CPD ACTIVITIES AND MAXIMUM ALLOCATED SCORES)

Description of activity	Points/Hours (Per Five Year Cycle)				
	Maximum Allocated hours	Actual Hours earned	Maximum Allocated points	Actual Points earned	
Category A:Core knowledge					
Attendance of accredited programmes including :					
• Health and safety management	6		12		
• Construction/project risk management	6		12		
• Project quality management	6		12		
• Project management roles, brief and scope management, team structures, execution, planning, organising and control	6		12		
• Environmental management systems	6		12		
• Project time & cost management, change variation and control	6		12		

• Innovation in construction and project management	6		12		
• Construction Law	4		8		
• Construction contracts: Including JBCC, GCC, FIDIC and NEC	3		6		
• Ethics in Construction and Project Management	3		6		
Further studies in construction and construction project management:					
• Certificate	10		20		
• BTech	13		26		
• Diploma	14		28		
• Post graduate diploma	14		28		
• Degree	18		36		
• Masters	18		36		
• PHD	20		40		
Total	**20**		**40**		
Category A : **Non-core knowledge**					
Attendance of accredited programmes including :					
• Team building, public liaison	5		10		
• Commissioning, operation, maintenance and post completion review	5		10		
• Procurement, supply chain management and contracting	6		12		

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• Lean production methods and benchmarking	6		12		
• Partnering, constructability and value engineering	6		12		
• Human resources management	5		10		
• Computer skills usage	5		10		
• Information management	5		10		
Research and publications including :					
• Book	10		20		
• Monographs	7		14		
• Research reports/ theses	6		12		
• Refereed journal papers	5		10		
• Refereed conference papers	4		8		
• Non- refereed journal papers	3		6		
Total	**10**		**20**		
Trainer for contractors in construction and project management	9		18		
Trainer of community members in construction, project management and community development	9		18		
Professional consultancy services provider (to government and private construction companies)	9		18		
Total	**10**		**20**		

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Professional's position held in the company	8		16		
Researcher, lecturer or professor	8		16		
Examiner for accredited exams	6		12		
Moderator for accredited exams	8		16		
Industry experience (minimum 8 years)	6		12		
On the job training	4		8		
Total	**10**		**20**		
Overall Total	**50 Hours**		**100 Points**		

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Appendix B

GUIDELINES FOR COMPLETING CPD ANNUAL REPORTS

A. OVERVIEW

The South African Council for Project and Construction Management Professions (SACPCMP) is a statutory body established by Section Two (2) of the Project and Construction Management Act, 2000 (Act No.48 of 2000). The SACPCMP was established to provide for statutory professional certification, registration and regulation of the project and construction management professions in order to protect public interest and advance construction and project management education.

The objectives of the SACPCMP are therefore to provide guidance and frameworks within which the professionals within the construction management environment are to operate and to ensure that effective guidance policies and frameworks on continuing professional development · (CPD) are established, consistently applied and implemented by the Council.

B. PURPOSE OF SACPCMP CPD POLICY

The rationale for CPD is to develop, enhance and maintain professional competency of registered professional members to ensure that the technical knowledge base of the professional cadre is kept current and improved in an orderly and continuous basis. It is also aimed at ensuring consistency with international best practice and serves as a remedial policy in addressing South Africa's past social economic imbalances. All registered persons are required to renew their registration every five years to maintain their registration in a manner prescribed by the Council *(Please refer to the SACPCMP CPD Policy for further information).*

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C. SACPCMP CPD CYCLE

The reporting cycle will be five (5) calendar years starting from 1 April 2011. During each five-year cycle, every registered persons is required to accumulate a minimum total of 52 points or 26 hours (*at least 10.4 points or 5.2 hours annually*), in order to maintain registration (as explained in Section 8.3 of the SACPCMP CPD Policy). Points earned must be reflected in a combination of the three categories for each applicant to maintain CPD professional status. Applicants are therefore required to participate in activities listed in all the three SACPCMP CPD categories (i.e. core and non- core knowledge, mentorship and on-going practice), during each five (5) year CPD cycle, to maintain CPD professional status.

Every registered person's CPD cycle effectively begins on the date of his/her CPD registration with the Council. A registered person will be required to complete the CPD process within five (5) years from the inception of each CPD cycle. Any professional who does not comply within the five (5) years, will be required to follow a remedial programme for twelve (12) months in the sixth (6th) year. Any registered person who fails to comply with the remedial programme will be suspended in the seventh (7th) year, pending deregistration by the Council

D. CPD ACTIVITIES

The SACPCMP Continuing Professional Development (CPD) programmes include:

a) Core and Non-core knowledge update through added qualifications

b) Mentorship update through service provision to communities and government

c) On-going practice/professional expertise and management skills upgrade through additional training and experience.

Please refer to the guidelines contained in **Appendix A** *(SACPCMP CPD Activities Score Sheet)* of the SACPCMP CPD Policy Framework for a detailed outline of the relevant and recommended CPD Activities/Programmes under each category. Each of these activities is

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further broken down into significant parts with assigned weighting and achievement value. The quality and quantity of the CPD activities is assured by the development assessment criteria indicated in Sections 8.2 and 8.3 of the CPD Policy Framework.

Applicants must refer to the *SACPCMP CPD Score Sheet* for guidance in identifying relevant CPD activities, and to self-certify whether or not they are currently meeting CPD requirements when completing CPD annual reports. Applicants are advised to contact SACPCMP for assistance i s required.

E. SUBMITTING ANNUAL REPORTS

The SACPCMP CPD Annual Report consists of four different reports:

  i.   **Category A** : Core knowledge
  ii.   **Category A** : Non-core knowledge

  iii. **Category B** : Mentorship

  iv.   **Category C** : Ongoing practice

Application can be made by filling in the relevant annual report/application form. Each annual report consists of six (6) parts that must be completed by each applicant giving :

  a) Personal data including professional registration number, etc
  b) Description of CPD activity (e.g. name of course attended, title of book/journal published, mentorship service provided, experience and competencies gained
  c) Name and contact details of CPD provider
  d) Information on whether the CPD provider is accredited with the SACPCMP or not
  e) Information on whether evidence of CPD records are attached
  f) Declaration by applicant.

Each annual report has a *'For Office Use'* section. Please note that this section must only be filled in by the assessors.

All applicants are advised to ensure that each completed annual report is supplemented with supporting documents such as copies of certificates, references, proof of payment of membership and assessment fees, etc. The supporting documents and references will be used as competency standards and will form the benchmark for assessing the applicant's capabilities and abilities in knowledge, skill, professionalism, decision making and ethical integrity. Applicants must prove that during the period, they have developed new competences by gaining new technical knowledge, taking new and more responsible roles in their job experiences and that they are able to complete more complex tasks successfully.

The application form/annual report may be submitted at any time electronically, by post, fax or via email not later than 60 days from completion of the annual cycle.

F. ASSESSMENT OUTCOME

Applicants will be informed of the assessment outcome once the SACPCMP has finalised the review of the information evidence contained in the report.

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Appendix C

SACPCMP CPD ANNUAL REPORTS

SACPCMP CPD ANNUAL REPORT	CATEGORY A : Part 1 *Core Knowledge*

Please refer to the *'Guidelines For Completing CPD Annual Reports'* contained in **Appendix B** of the *SACPCMP CPD Policy Framework* when completing this report. *Please complete and return to:* SACPCMP, P.O Box 6286, Halfway House, 1685, Midrand, Johannesburg

Fax : +27-11-318 3405, Email : admin@sacpcmp.org.za

CPD RECORD FOR THE ANNUAL CYCLE ENDING : 31 Dec 20--------

Surname			SACPCMP reg. number						
First names			**To be completed by Applicant (Self Assessment)**						
Description of Activity	Maxmum Hours/Points That Can Be Earned *in a five year CPD Cycle*		***Actual* Hours/Points Earned By the Applicant *for the Year***		Name & contact details of provider	Accredited provider? Yes/No	Evidence of records attached? Yes/no	**For office use**	
	Hours Allocated	**Points Allocated**	**Hours Earned**	**Points Earned**				**Hours earned**	**Points earned**
Category A : core knowledge Activities									
Attendance of accredited programmes including :									
• Health and safety management	6	12							
• Construction/project risk management	6	12							
• Project quality management	6	12							
• Project management roles, brief and scope management, team structures, execution, planning, organising and	6	12							

control										
• Environmental management systems	6	12								
• Project time & cost management, change variation and control	6	12								
• Innovation in construction and project management	6	12								
• Construction Law	4	8								
• Construction contracts: • Including FIDIC and NEC	3	6								
• Ethics in Construction and Project Management	3	6								
Further studies in construction and construction project management										
• Certificate	10	20								
• BTech	13	26								
• Diploma	14	28								
• Post graduate diploma	14	28								
• Degree	18	36								
• Masters	18	36								
• PHD	20	40								
Total hours/points earned	**20**	**40**								

To be completed by the Applicant

I, the undersigned, …………………………………………….. certify that the information contained in this document and attached certificates is correct.

Signature : ----------------------------------   Date : ----------------------------------

TO BE COMPLETED BY ASSESSORS			
ASSESSED BY :		VERIFIED BY :	
Full name of Assessor No. 1		Full name of Assessor No. 2	

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Signature		Signature	
Date		Date	
Overall comment		Overall comment	

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SACPCMP CPD ANNUAL REPORT   CATEGORY A : Part 2 *Non-core Knowledge*

Please refer to the *'Guidelines For Completing CPD Annual Reports'* contained in **Appendix B** of the *SACPCMP CPD Policy Framework* when completing this report. *Please complete and return to:* SACPCMP, P.O Box 6286, Halfway House, 1685, Midrand, Johannesburg
Fax : +27-11-318 3405, Email : admin@sacpcmp.org.za

CPD RECORD FOR THE ANNUAL CYCLE ENDING : 31 Dec 20--------

Surname			**SACPCMP reg. number**							
First names			**To be completed by Applicant (Self Assessment)**							
Description of Activity	**Maxmum Hours/Points That Can Be Earned *in a five year CPD Cycle***		**Actual Hours/Points Earned By the Applicant for the Year**		**Name & contact details of provider**	**Accredited provider? Yes/No**	**Evidence of records attached? Yes/no**	**For office use**	
	Hours Allocated	**Points Allocated**	**Hours Earned**	**Points Earned**				**Hours earned**	**Points earned**
Category A : Non-core knowledge Activities									
Attendance of accredited programmes including :									
• Team building, public liaison	5	10							
• Commissioning, operation, maintenance and post completion review	5	10							
• Procurement, supply chain management and contracting	6	12							
• Lean production methods and benchmarking	6	12							
• Partnering, constructability and value engineering	6	12							
• Human resources management	5	10							
• Computer skills usage	5	10							
• Information management	5	10							
• Research and publications including :									
Book	10	20							
Monographs	7	14							
• Research reports/ theses	6	12							

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• Refereed journal papers	5	10								
• Refereed conference papers	4	8								
• Non- refereed journal papers	3	6								
Total hours/points earned	10	20								

To be completed by the Applicant

I, the undersigned, ...certify that the information contained in this document and attached certificates is correct.

Signature : ----------------------------   **Date : ----------------------**

To be completed by Assessors			
ASSESSED BY:		**VERIFIED BY**	
Full name of Assessor No. 1		Full name of Assessor No. 2	
Signature		Signature	
Date		Date	
Overall comment		Overall comment	

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SACPCMP CPD ANNUAL REPORT   **CATEGORY B:** *Mentorship*

Please refer to the *'Guidelines For Completing CPD Annual Reports'* contained in **Appendix B** of the **SACPCMP CPD Policy Framework** when completing this report. *Please complete and return to:* SACPCMP, P.O Box 6286, Halfway House, 1685,Midrand, Johannesburg
Fax : +27-11-318 3405, Email : admin@sacpcmp.org.za

CPD RECORD FOR THE ANNUAL CYCLE ENDING : 31 Dec 20--------

Surname			SACPCMP reg. number						
First names			To be completed by Applicant (Self Assessment)					For office use	
Description of Activity	* Maxmum Hours/Points That Can Be Earned *in a* *five year* CPD Cycle		Actual Hours/Points Earned By the Applicant *for* *the Year*		Name & contact details of provider	Accredited provider? Yes/No	Evidence of records attached? Yes/no	For office use	
	Hours Allocated	Points Allocated	Hours Earned	Points Earned				Hours earned	Points earned
Category B: *Mentorship* Activities									
• Trainer for contractors in construction and project management	9	18							
• Trainer of community members in construction, project management and community development	9	18							
• Professional consultancy services provider (to government and private construction companies)	9	18							
Total hours/points earned	**10**	**20**							

To be completed by the Applicant

I, the undersigned, ...certify that the information contained in this document and attached certificates is correct.

Signature : ----------------------------   Date : -----------------------

To be completed by Assessors			
ASSESSED BY :		**VERIFIED BY :**	
Full name of Assessor No. 1		**Full name of Assessor No. 2**	
Signature		**Signature**	
Date		**Date**	
Overall comment		**Overall comment**	

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SACPCMP CPD ANNUAL REPORT   **CATEGORY C *Ongoing Practice***

Please refer to the *'Guidelines For Completing CPD Annual Reports'* contained in **Appendix B** of the **SACPCMP CPD Policy Framework** when completing this report. *Please complete and return to:* SACPCMP, P.O Box 6286, Halfway House, 1685, Midrand, Johannesburg

Fax : +27-11-318 3405, Email : admin@sacpcmp.org.za

CPD RECORD FOR THE ANNUAL CYCLE ENDING : 31 Dec 20--------

Surname		SACPCMP reg. number							
First names		To be completed by Applicant (Self Assessment)						For office use	
Description of Activity	* Maxmum Hours/Points That Can Be Earned *in a five year* CPD Cycle		Actual Hours/Points Earned By the Applicant *for the Year*		Name & contact details of provider	Accredited provider? Yes/No	Evidence or records attached? Yes/no	For office use	
	Hours Allocated	Points Allocated	Hours Earned	Points Earned				Hours earned	Points earned
Category C : **On-going Practice** **Activities**									
Professional's position held in the company	8	16							
• Researcher, lecturer or professor	8	16							
• Examiner for accredited exams	6	12							
• Moderator for accredited exams	8	16							
Industry experience (minimum 8 years)	6	12							
On the job training	4	8							
	10	**20**			.				

To be completed by the Applicant

I, the undersigned, ... certify that the information contained in this document and attached certificates is correct.

Signature : -----------------------------   **Date :** ----------------------

To be completed by Assessors			
ASSESSED BY :		**VERIFIED BY :**	
Full name of Assessor No. 1		*Full name of Assessor No. 2*	
Signature		*Signature*	
Date		*Date*	
Overall comment		*Overall comment*	

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CPD FIVE YEAR SUMMARY REPORT

Note : *Only hours/points earned from accredited providers will be considered for*

CPD 5 YEAR SUMMARY REPORT

Please refer to the *'Guidelines For Completing CPD Annual Reports'* contained in **Appendix B** of the **SACPCMP CPD Policy Framework** and the *applicant's five (5) year CPD records* when completing this report.

CPD FIVE- YEAR CYCLE ENDING 31 Dec 20...............

SURNAME of applicant		SACPCMP reg. Number			
FIRST NAMES					
CATEGORY		**For office use only**			
		Hours		**Points**	
		Credits	**Total**	**Credits**	**Total**
Category A – Core activities					
Category A – Non-core activities					
Total					
Category B - Mentorship					
Total					
Category B – Ongoing activities					
Total					
Comments					
Total hours/points earned					

CPD purposes

To be Completed by the CPD Administrator

I, the undersigned, ... certify that the information contained in this document is correct.

Signature : -------------------------------   **Date :** ---------------------

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COMPLETED BY :		VERIFIED BY :	
Full name		Full name	
Position held		Position held	
Signature		Signature	
Date		Date	
Overall comment		Overall comment	

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