



THE SOUTH AFRICAN COUNCIL
for the
QUANTITY SURVEYING PROFESSION

Established in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)

**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 came into effect and was implemented as of 1 January 2007.
3. The policy wording was revised and adopted by Council on 20th November 2013
4. Inclusion of compulsory Code of Conduct understanding on 30th March 2015

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Electronic Submission on the SACQSP website

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 annual 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:

- 2.1 enhance professional skills while supporting development in the quantity surveying profession
- 2.2 meet the requirements of the Act
- 2.3 serve as one of the means for renewal of registration
- 2.4 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. Registered Quantity Surveyors are to submit annual CPD records electronically on the SACQSP website, together with copies of evidence of the hours accumulated.

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 electronically on the SACQSP website, 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 statements to advise registered quantity surveyors of the total number of hours accruing to their credit and of their general CPD status will be available on-line and issued by SACQSP on demand.

5. Renewal of registration

The annual renewal of registration will be an administrative process for those who meet the CPD requirements in terms of clause 7 in conjunction with the payment of annual registration fees. Certificates of Good Standing will only be issued when dual compliance is in place

6. Categories of activities / allocation of CPD hours

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

6.1.1 Category 1: 10 hours minimum per annum

6.1.2 Category 2: 15 hours maximum per annum

6.2 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.

6.3 **Category 1: Appropriate activities that contribute to personal professional development** (which include, but are not restricted to attendance of formal learning opportunities):

6.3.1 Conferences

6.3.2 Congresses

6.3.3 Formal Workshops

6.3.4 Lectures

6.3.5 Seminars

6.3.6 Distance-learning seminars

6.3.7 Individual learning, e.g. skills training, short-term study at a tertiary education institution

6.3.8 Self-study which includes, but is not restricted to studying of journals or electronic or computerised material that is accompanied by formal evaluation; e.g. *GoLearning*, *Acta Structilia* and *CCN* (or other approved web-based learning)

- 6.3.9 Formal tertiary studies (CPD records must be accompanied by a declaration from the study leader) and proof of registration is required (25 hours maximum per annum and maximum 75 hours per qualification)
- 6.3.10 Publication in peer-reviewed journals (20 hours maximum per annum)
- 6.3.11 Papers presented at accredited conferences or congresses / poster presentations (10 hours maximum per annum)
- 6.3.12 Preparation of SACQSP Professional Skills Modules material, setting examinations, evaluations and assessments, monitoring of education standards at tertiary institutions, formal assessment of Candidate professional competence (diaries, logbooks, reports, interviews),
- 6.3.13 Formal training and promotion of the QS profession within set guidelines (10 hours maximum per annum)

6.4 **Category 2: Profession Interaction:**

- 6.4.1 In-house skills training sessions organised by individual practices
- 6.4.2 Organised, formal small-group discussions
- 6.4.3 Professional administration (committees, boards, annual general meetings where professional built-environment related presentations are included on the agenda, e.g. ASAQS chapter committees)
- 6.4.4 Self-study which includes, but is not restricted to studying of journals or electronic or computerised material – not formally evaluated
- 6.4.5 Under-graduate / post-graduate teaching
- 6.4.6 Supervision or evaluation of post-graduate research studies (treatises, dissertations, theses)
- 6.4.7 Items listed under 6.2.1, 6.2.2 and 6.2.3 shall be accepted on presentation of a signed attendance register detailing meeting objective, date, venue, meeting convener and attendees.

7 **CPD requirements**

- 7.1 CPD will run in 5-year cycles. A quantity surveyor whose name appeared on Council's register effective from 1 January 2008 will be required to accumulate 125 CPD hours over a 5-year cycle.
- 7.2 From implementation of this revised policy, registered professional quantity surveyors will be required to accumulate a minimum of 25 hours of CPD activities per annum. Excess hours obtained in Category 1 in any one year will be accumulated within the 5-year cycle

- 7.3 Quantity surveyors who have voluntarily resigned and, in due course, apply for re-instatement, will be required to submit 25 hours of SACQSP-approved CPD activity in terms of clause 7 prior to finalisation of their re-instatement processes.
- 7.4 Quantity Surveyors who have been “struck” / deregistered by the SACQSP due to non-payments of fees and/or failure to adhere to the CPD policy and, in due course, apply for re-registration, will be required to submit 50 hours of SACQSP-approved CPD activities in terms of clause 7
- 7.5 Registered candidates are not required to comply with the CPD requirements for purposes of renewal of registration for the first 5 years of registration. Once candidates have successfully complied with all requirements of the Assessment of Professional Competence (APC) of the SACQSP leading to registration as quantity surveyors, they will be required to start with their initial 5-year CPD cycle on 1 January of the year following their first year of registration. Candidates who do not complete their APC within 5-years of registration, will require to undertake CPD and submit annually per clause 6.
- 7.6 All Registered Candidates and Professionals must undertake annually a compulsory online assessment of their understanding of the Council’s Code of Professional Conduct. The minimum pass mark for the online assessment test shall be 72 percent.

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-instatement and a new 5-year cycle will commence on 1 January of the year following re-entry into practice.

- 8.1 Acceptable reasons for exemption / deferment may include:
- 8.1.1 Temporary withdrawal from active practice
 - 8.1.2 Physical disability, illness or pregnancy, with documented proof of such condition
 - 8.1.3 Other extenuating circumstances as reviewed and approved by the SACQSP CPD sub-committee
- 8.2 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

- 9.1 Recognised voluntary associations such as the ASAQS will be responsible for the validation and monitoring of courses, seminars, manufacturing organisation lectures and conferences offered for CPD hours. The SACQSP CPD Committee shall assess the validation protocols utilized by the voluntary associations on a 4 – yearly basis.
- 9.2 Any of the following institutions or organisations may market their programmes and hours:
 - 9.2.1 Tertiary institutional faculties or departments
 - 9.2.2 Built Environment Professional Councils, societies or associations.
 - 9.2.2.1 One CPD point as evaluated by ECSA and SACAP shall be equal to 7-CPD hours
 - 9.2.2.2 One CPD point as evaluated by SACPCMP shall equal 2-CPD hours
- 9.3 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 automatic re-registration:

- 10.1 Registered persons must submit proof of their 125 hours of CPD activities electronically on the SACQSP website when applying for re-registration
- 10.2 Every registered person must retain their original detailed documentary evidence of all CPD activities during each 5-year cycle
- 10.3 Council will conduct 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

11 Non-compliance

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

- 11.1 After 31st of January of a 5-year cycle, the Registrar shall advise non-complaint persons in writing of the need to comply to the prescripts of the CPD Policy and grant a further 2-months to normalise the situation.
- 11.2 If, after the 2-month extension the registered person's CPD submission (or non-response) is still not satisfactory, the Registrar shall suspend registration and issue a formal notice that the applicant has failed to comply with the requirements of the CPD Policy, and afford them an opportunity to submit a written explanation of why the requirements have not been met and to indicate how the CPD deficiency is to be

rectified, failing which the registered person shall be removed off the registration roll within 30-days.

- 11.3 If, after consideration of the response, the Registrar accepts the explanation and remedial measures proposed, the Registrar may grant a maximum 2-month further extension of time to enable compliance with the requirements
- 11.4 If the registered person fails to respond to communication and the extensions granted in clause 11.2 and 11.3, the Registrar will refer the matter to the CPD Committee to determine if and which other remedial measures must be taken in order to demonstrate compliance with the requirements.
- 11.5 If the CPD Committee is of the opinion that compliance with the requirements has still not been demonstrated, the CPD Committee must refer the matter to the Executive Committee of the Council to consider whether or not the person's registration should be cancelled as per the 30-day notice issued. If the Executive Committee is of the opinion that the registered person's registration should be cancelled, the Registration Committee must be informed. The Registration Committee through the Registrar 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.
- 11.6 Deregistration due to CPD non-compliance shall be published in the Government Gazette and on the SACQSP website.

12 Registration Rehabilitation

Persons who have been formally de-registered as a PrQS or a Candidate due to non-compliance to the CPD Policy may apply to the Registration Committee to be re-registered. The following remedial action by the deregistered person is required;

- 12.1 The 5-year CPD cycle that was incomplete has to be caught-up comprising;
- 12.1.1 50-hours of CPD Category 1 and
- 12.1.2 75-hours of CPD Category 2
- 12.2 A penalty of additional 25-hours of CPD Category 1 is to be submitted.
- 12.3 The re-enrolment fee as prescribed annually is to be paid
- 12.4 All 3 conditions listed above need to be met prior to re-registration will be considered by the Registration Committee.
- 12.5 All the CPD submissions are to be done in the prescribed format.

13 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