



The South African Institute of Architects

CPD INFORMATION GUIDE

07-SAIA CPD 2
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Continuing Professional Development (CPD) has arrived.

All practitioners in the field of architecture are now required by law to renew their registration with the South African Council for the Architectural Profession (SACAP) every five years. One of the requirements for registration is that the practitioner has undertaken certain prescribed Continuing Professional Development (CPD) activities. This is to ensure practitioners remain competent and up to date as professionals, and have opportunities to maintain, develop, enhance and broaden their skills and those of others throughout their working lives.

You are all hopefully aware of this having read the circular from the *SA Council for the Architectural Profession (SACAP)*

A Positive Development

The implementation of this requirement should be embraced as a way to help keep pace with developments in the dynamic architectural field and to develop the highest levels of competence in practice. The intention is to support and encourage 'life long learning' and to make the 25 credit cycle as attainable as possible.

The requirements are not at all onerous, with 25 credits ('points') to be accumulated within each five year period to ensure renewal of registration. Credits can be carried forward within certain limits. These credits are accumulated in each of three categories:

- Category 1 This relates to formal lectures, Seminars, Workshops, Conferences, etc;
- Category 2 This is work based, with points earned for working, teaching and mentoring;
- Category 3 Individual activities are scored and can include formal study, publication of papers or articles, personal study, community activities, membership of professional bodies, and many other such activities.

The SAIA CPD framework separates Category 1 activities into:

- Design;
- Professional Practice; and
- Building Technologies, Materials and Components.

Category 1 activities (courses) will need to be validated either by SAIA or one of the Regional Institutes. Full or Life members of SAIA earn one credit annually in Category 3.

For more clarity on the subtleties of sabbaticals, travel, etc. refer to the guidelines published by SACAP. A list of 'frequently asked questions' with answers and information on the mechanics of logging points and applying for renewal of registration is attached.

Frequently Asked Questions as derived from SACAP official CPD Guidelines

What is CPD?

Continuing Professional Development is 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

Who must comply with CPD?

All persons who are registered in the following SACAP categories:

- Professional Architectural Draughtsperson
- Professional Architectural Technologist
- Professional Senior Architectural Technologist
- Professional Architect

whether practising locally or abroad.

Who are exempt from CPD conditions?

A retired person who no longer carries out any architectural work and persons who are registered in the category of candidate. SACAP may also grant full or partial exemption upon fully motivated applications for reasons of e.g. debilitating physical or mental disability or chronic illness.

Will CPD obtained overseas count towards my credits?

Where a system of continuing professional development is being applied in any particular country, such requirements may be accepted provided that documentary proof of compliance with such CPD requirements is submitted.

Who are the approved providers?

The approved providers are educational institutions whose architectural programmes have been accredited by the Council, as well as voluntary associations such as SAIA and its Regional support structure which have been recognised by SACAP.

Who approves CPD activities?

All suppliers must apply in the required format to a recognised voluntary association such as SAIA for approval of a CPD activity.

Any registered person who intends to undertake a CPD activity offered by a supplier other than a voluntary association or accredited educational institution, should ascertain whether such activity has been approved by a recognised voluntary association.

What are the categories of CPD activities?

There are three categories of CPD activities in which credits may be obtained :

- Category 1 : Developmental Activities (workshops, congresses and lectures attended)
- Category 2 : Work-based Activities (practice or lecturing, mentoring, etc.)
- Category 3 : Individual Activities (Voluntary Association membership)

How many credits do I require?

Subject to the initial phasing-in period, the CPD system functions in cycles of five years, during which every registered person must obtain a minimum of 25 credits (i.e. 5 per year) in order to qualify for renewal of registration. Credits accumulated in excess of 5 during any particular year may be carried over to subsequent years of the five year cycle under certain conditions.

How does compliance with CPD reflect on my registration?

With effect from 1 January 2007, applications for registration will be approved for a maximum of 5 years after which you have to apply for renewal which is dependent on compliance with CPD requirements.

What if I were registered before 1 January 2007?

SACAP make provision for a phasing-in period in accordance with a table from which all persons registered before January 2007 will be able to ascertain their date for renewal. The table also indicates the number of CPD credits required for renewal of registration at a given date. For example, persons registered in 1973, 1978, 1983, 1988, 1993, 1998 and 2003, will have to apply before 30 September 2007 for renewal of their registration on 1 January 2008, and must demonstrate that they have earned five CPD credits for the year.

When should I apply for renewal of my registration?

At least three months prior to the expiry date of your registration, and in the required format.

- The SACAP Application for Re-Registration form
- The SACAP CPD Portfolio for a 12 month cycle.

How often and in what form do I record CPD activities?

Activities may be recorded either manually on the relevant form by post or fax, or electronically in a password protected private domain for each registered person via SACAP's website. Activities may be recorded on a continuous basis as they occur during each annual cycle and in any case no later than 30 days after the completion of each annual cycle.

How is compliance with CPD monitored?

The Council may conduct random audits as it deems necessary. If selected for an audit, the registered person must, within four weeks of receiving notification to this effect, send documentary evidence of his CPD activities to SACAP.

Who can I contact at SACAP regarding CPD enquiries?

Postal address : The CPD Officer, SACAP, Private Bag X02, Randpark Ridge, 2156
Telephone : (011) 794 8333
E-mail : nita@sacapsa.com
Website : <http://www.sacapsa.com>