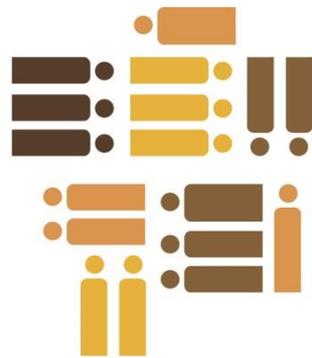


SOUTH AFRICAN COUNCIL FOR PLANNERS



The South African
Council *for* Planners
S A C P L A N

Continuous Professional Development (CPD) Policy and Procedure

May 2019

REPORT

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY AND PROCEDURE

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CPD Policy and Procedures

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List of Acronyms

CBE	Council for the Built Environment
CPD	Continuing Professional Development
ETC	Education and Training Committee
HEI	Higher Education Institution
IUDF	Integrated Urban Development Framework
NDP	National Development Plan
PPA	Planning Profession Act (Act 36 of 2002)
SACPLAN	South African Council for Planners
SAPI	South African Planning Institute
SAQA	South African Qualifications Authority
SETA	Services Sector Education and Training Authority
SACPCMP	South African Council for Project and Construction Management Professions.
SPLUMA	Spatial Planning and Land Use Management Act (Act 16 of 201)
SPLUMA Regs	Spatial Planning and Land Use Management Regulations (R.239. Published on 23 March, 2015)

1. PURPOSE AND OVERVIEW

1.1 Overview of SACPLAN's role and functions

The South African Council for Planners (SACPLAN) is a statutory body established by the Planning Profession Act (Act 36 of 2002) to provide for statutory professional certification, registration and regulation of the planning profession in order to protect public interest and advance planning education. One of the objectives of SACPLAN is to provide guidance and frameworks within which planning professionals are to operate and to ensure that effective policies and frameworks on continuing professional development (CPD) are established, consistently applied and implemented by the Council.

In 2008 SACPLAN produced a Draft Manual on CPD, but it was not implemented at the time. The purpose of the present report is to review the Draft Manual (2008) in light of local and international experience and best practice with CPD in built environment professions during the past years. The most useful sources, in addition to the draft Manual, were the Council for the Built Environment's (CBE) Policy Framework on CPD (2007) and the systems developed by the South African Council for Project and Construction Management Professions (SACPCMP). The Canadian Planning Services Board has a sophisticated system, appropriate for a very well-resourced country. The CPD system presented in this report is designed to meet the needs of the planning profession in South Africa.

Each aspect will be dealt with in the report as follows:

- Overview and guiding principles.
- CPD policy guidelines and objectives.
- Categories of CPD professional knowledge development, administration and reporting.
- CPD service providers.
- Effect of non-compliance.
- Obligations of employers.
- Implementation plan and programme.

1.2 Definition of CPD

SACPLAN has adopted a definition of CPD that is widely used by professionals operating in the built and natural environments.

CPD is the systematic maintenance, improvement and broadening of knowledge and skills, and the on-going development of personal competencies and qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

1.3 Rationale and aims of the SACPLAN's CPD Policy

The rationale for CPD is to develop, enhance and maintain professional competency of registered planners to ensure that their technical knowledge base is kept current and improved in an orderly and continuous basis. The CPD Policy is also aimed at:

- harmonising standards and norms in the management and development of the planning profession;
- ensuring improved skills, competencies and performance;
- encouraging a CPD culture among planning professionals;
- addressing professional development limitations within the planning profession; and
- ensuring national relevance, international recognition and professional integrity.

2. CPD POLICY GUIDELINES

2.1 Guiding principles

The following guiding principles inform the SACPLAN's CPD process:

Enhancement of the profession

- Enhancement of the professional role of the planning profession.
- Promotion of the interface of the profession with other professions.
- Enhancement of ethical values and professional practices and duties.
- Promotion of activities to enhance the accountability of the profession.
- Promotion of professionalism, trust and confidence within the planning profession.

Personal professional development

- Recognition of individual and professional needs.
- Enhancement of career development.
- Promotion of best practice and responsibility.

Industry needs

- Recognition of industry and practice needs.
- Recognition of the continued need for regulation of the planning profession to protect public interests.
- Content to be appropriate to training and practical needs.

Supporting development foci

- Enhancement of planning theory, practice and knowledge.
- Educational and professional development needs.

- Activities to be related to Generic, Core and Functional Competencies.
- Recognition of new professional trends and development of new approaches and technologies.
- Support for broader national development priorities.

Measurement principles

- Application of CPD Quality Assessment Practice to be included in all CPD Training Activities.
- Enhancement of accountability and sustainability in planning and development.

2.2 Best Practice Principles

The CPD Policy is aimed at ensuring consistency with national and international best practice. At the same time, it serves as a tool for enhancing professional development in policy priorities in South Africa, at national, regional and local scales. Furthermore, it seeks to contribute to global competitiveness by promoting education, training and professional competency through CPD activities.

2.3 CPD objectives

CPD is one of the instruments and mechanisms for professional growth and development of all registered members. The registered planner must submit the required CPD points that were obtained within a specified timeframe to enable a person to keep the registration current and to keep up with the latest knowledge and practice related to the profession. It is thus a development tool for the registered person.

SACPLAN encourages Planning Schools and other service providers that provide education programmes, such as voluntary associations, NGOs and Further Education Training (FET) institutions, to involve themselves in the provision of approved courses for CPD for planners.

2.4 The SACPLAN's CPD Process

With effect from 1 April 2018 SACPLAN will introduce a 3-year transition phase to establish a system of CPD for all persons registered as Professional Planners, Planners¹ and Technical Planners in terms of the Act and proposed revisions based on the Guidelines for Registration of Planners (2014). Registered planners will be required to accumulate a minimum number of 75 points over a 3-year cycle to prove compliance with the set criteria so as to maintain their professional status in terms of the Act and subsequent revisions.

¹ Category of Planner subject to the amendment of the PPA to include this category of registration.

CPD will only apply to persons who have already met the entry requirements for registration in terms of the Act² and the Registration Guidelines (2014), and after formal education has been completed. The ongoing maintenance of a person's registered status will be subject to compliance with the CPD criteria.

The system clearly articulates the CPD processes and activities to facilitate compliance and implementation. These have also been tailored to suit reciprocal international and local accreditation agreements³.

3. CATEGORIES OF CPD PROFESSIONAL KNOWLEDGE DEVELOPMENT

3.1 Classification of educational and developmental knowledge areas and focuses

For purposes of CPD, professional knowledge and practice for registered planners has been arranged in three categories:

- **Category A:** Professional knowledge (core knowledge and non-core knowledge)
- **Category B:** Mentorship
- **Category C:** Active participation in profession

The interface between the categories of professional knowledge development is shown in **Figure 1**, while **Table 1** lists the categories of professional development.

² Persons registered as Technical Planners and Professional Planners. Persons registered as Candidate Student Planners (Student Planners) are excluded from the requirement to obtain CPD points. Candidate Planners are not required to report on CPD activities attended as part of the CPR reporting process.

³ This could include CPD programmes from other professional bodies (such as bodies from the Independent Professional Bodies Forum) that have signed the Parktown Declaration that SACPLAN can "approve" for SACPLAN CPD without the service provider having gone through our assessment / accreditation.



Figure 1: Categories of professional knowledge development from a CPD perspective.

Table 1: CPD Point Allocation⁴

Focus	Sub area	Activity	Points	Max points p.a.	Notes
Focus 1	1.1	Credit Bearing Courses / modules at an accredited Planning School ⁵	NQF level 5 & 6 Credit value x 2.5 NQF level 7 & 8 Credit value x 5 NQF level 9 & 10 Credit value x 10	n/a	<i>Evidence = Certificate of attendance / completion or transcript of results For research modules = Evidence to be provided in the form of a progress report from supervisor, subject to minimum time period for completion as set out by DHET</i>
	1.2	Recognised courses / modules / training programmes and other planning related courses / modules at recognised institutions ⁶	Credit value of course / module subject to NQF level point allocation as indicated above	n/a	

⁴ A person may not claim points for the same work / action under more than one activity area.

The only exception to the above is in the following example – A person may claim for attending a conference, doing a presentation, and the published of his/her paper in the peer reviewed conference proceedings.

⁵ Accredited Planning Schools include SACPLAN Accredited Planning Schools, and Planning Schools that had been accredited by the National Planning Body of a different country (e.g. RTPI, APA, etc.).

⁶ Recognised institutions include RSA public universities, UN accredited courses, and World Bank accredited courses. SACPLAN will from time to time publish a list on its website to list recognised institutions and / or any additional recognised modules / courses.

Focus	Sub area	Activity	Points	Max points p.a.	Notes
Focus 2	2.1	Non-Credit Bearing Planning related courses / modules as per accreditation criteria at recognised institutions ⁷	1 point per hour	n/a	<i>Evidence = Certificate of attendance / completion or transcript of results</i>
	2.2	Reading planning / planning related peer-reviewed academic literature ⁸	5	25	<i>Evidence = 1000 word / 2 page review of the article or approved questionnaire</i>
Focus 3	3.1	Teaching a module at a planning school ⁹	1 point per credit	25	<i>Evidence = Letter of appointment</i>
	3.2	Moderating examination papers (per module) as external examiner	5 points per subject / module 1 point per hour moderating	25	Persons in academic posts may not claim CPD points for moderating examination papers as external examiners in the same department / programme at the same academic institution <i>Evidence = Letter of appointment</i>

⁷ Any additional modules / courses not in the above list as may be recognised for CPD points.

⁸ Does not apply to persons in academic posts.

⁹ Does not apply to persons in academic posts.

Focus	Sub area	Activity	Points	Max points p.a.	Notes
	3.3	Examining dissertations	10 points per dissertation ¹⁰ 15 points per thesis ¹¹	25	Persons in academic posts may not claim CPD points for examining dissertations of persons registered in the same department / programme at the same academic institution <i>Evidence = Letter of appointment</i>
	3.4	Study leader / supervisor for dissertation	20 points per dissertation / thesis	40	Persons in academic posts may not claim CPD points when acting as a study leader to persons registered in the same department / programme at the same academic institution <i>Evidence = Letter of appointment</i>
	3.5	Reviewing papers for publication, conferences, or research proposals	5 point per paper / proposal	10	<i>Evidence = Copy of reviewer's comments</i>
	3.6	Published peer-reviewed conference paper	15 points per author to a maximum of three (3) authors. More than three (3) authors – 10 points per author	n/a	<i>Evidence = Copy of paper with letter of publication</i>

¹⁰ Honours and Master's degrees

¹¹ PhD and Doctoral degrees

Focus	Sub area	Activity	Points	Max points p.a.	Notes
	3.7	Presentation of conference paper	10 points per presenter	30	<i>Evidence = Copy of presentation and programme</i>
	3.8	Published peer reviewed paper in an academic journal or peer reviewed chapter in a book	25 points per author to a maximum of three (3) authors. More than three (3) authors – 20 points per author	n/a	<i>Evidence = Copy of published paper / book chapter</i>
	3.9	Published Book review of a planning related book	10 points	n/a	<i>Evidence = Copy of published review</i>
	3.10	Publication of articles in popular (non-peer reviewed) journals, magazines, SACPLAN Newsletter	5 points per publication	25	<i>Evidence = Copy of paper / review published</i>
	3.11	Research reports	10 points divided by number of authors	20	The focus must be planning-related research <i>Evidence = Copy of research report / cover page with executive summary and list of authors / Close out report signed by the client / confirmation letter of completion from client</i>

Focus	Sub area	Activity	Points	Max points p.a.	Notes
Focus 4	4.1	Presentation of guest lectures at universities, symposia, seminars and workshops	5 points per guest lecture	25	<i>Evidence = Copy of invitation or agenda / presentation</i> Does not include teaching a regular course in a different department / programme in the same university
Focus 5	5.1	Mentorship of interns / Candidate Planners	1 point per hour	25	<i>Evidence = record of discussions / interactions / report</i>
Focus 6	6.1	Active participation in Recognised Voluntary Associations ¹² and serving on SACPLAN	2 point per meeting If serving member of committee - 2 points per committee	25	<i>Evidence = attendance registers or minutes of meetings</i>
	6.2	Attending SACPLAN accreditation visits on behalf of industry or voluntary association (excluding SACPLAN Council Members)	10 points per day of visit	n/a	
	6.3	<i>Pro bono</i> work in service to community	1 point per hour	20	<i>Evidence = Affidavit from appointing client to say that done.</i> Max of 10 points per appointment

¹² Voluntary Associations recognised in terms of the Planning Profession Act, 2002.

Focus	Sub area	Activity	Points	Max points p.a.	Notes
	6.4	Presenting in-house training ¹³	5 points per session	25	<i>Evidence = Agenda and attendance registers</i>
	6.5	Attending recognised conferences, symposia, and seminars	see note	n/a	As per approved CPD point allocation per conference e.g. Planning Africa; ISOCARP: 1 point per hour to a maximum of 20 points per conference, symposia and seminars <i>Evidence = Certificate of attendance / attendance register</i>
	6.6	Attending DRDLR / COGTA SPLUM workshops / HDA and similar trainings	1 point per hour to a maximum of 4 points per workshop	20	<i>Evidence = Attendance Register</i>
	6.7	Attendance of other conferences, workshops, seminars, symposia, and inhouse training	2 points per session to a maximum of 5 points per day	n/a	<i>Evidence = Certificate of attendance / attendance Register</i>

¹³ Does not apply to persons in academic posts.

The following guidelines, coupled with Table 1, provide the framework for registered planners to record their CPD activities using the **SACPLAN CPD Activities Score Sheet (refer to Annexure 1)**. SACPLAN may amend the guidelines from time to time at its discretion.

- 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, compared to 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 fewer 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 planning profession. Exceptions may be made by SACPLAN 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, research 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
- Research reports, master dissertations and theses
- Books and book chapters
- Refereed journal papers

A professional who produces any or all the above will earn CPD points within a current 3-year cycle commensurate with the contribution to learning processes and professional development. Non-refereed papers will earn fewer points than refereed papers; conference papers will earn fewer 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, points will be awarded to professionals who teach at tertiary institutions other than those who are academics teaching at their place of employment.

- v. **Professional and Community Service** - Professionals who are involved in the SACPLAN Council and other similar councils and associations within the planning profession as committee members, and who contribute and promote development in the planning profession, will be awarded points for their respective roles. Further, professionals involved in planning, built environment or community development projects for the public good and who promote the planning profession in that capacity, will also be awarded points on the basis of their activities and position occupied in the Council, association or community. The activity areas that can qualify for CPD points are set out in Table 1 CPD Point Allocation.

3.2 Allocation of CPD points

In order to assess the extent to which CPD activities add value to an individual's skills set and knowledge, SACPLAN 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 planning and contribution to professional development.

SACPLAN will use the point allocation criteria for CPD activities as shown in **Table 1** above. Points aligned to this guideline will be allocated by SACPLAN to all CPD activities submitted for approval by CPD Service Providers. All registered planners are required to participate in more than one category to ensure points are earned from a combination of different activities.

3.3 Measurement of CPD activities

When the CPD policy is implemented every registered Professional Planner, Planner¹⁴, or Technical Planner needs to earn 75 points cumulatively over a 3-year cycle. The minimum number of points every registered Professional Planner, Planner, or Technical Planner are required to accumulate during a year is 25 points, provided that where a registered Professional Planner, Planner, or Technical Planner has already met the minimum of 25 points during a year due to carry over, the planner must do a CPD activity(ies) if a minimum of 5 points during that year. This is to ensure that at least one CPD activity is done per year.

A Professional Planner, Planner, or Technical Planner will be allowed to carry a maximum of 25 points from one 3-year cycle to the next 3-year cycle.

Every registered Professional Planner, Planner, or Technical Planner must do at least one ethics course within the 3-year cycle. In addition, every registered Professional Planner, Planner, or Technical Planner must do at least one law course within the 3-year cycle.

SACPLAN may, on application, grant a registered person exemption from having to earn CPD points for valid reasons such as illness, pregnancy leave, family matters.

¹⁴ Category of Planner subject to the amendment of the PPA to include this category of registration.

There is no CPD requirement for Student Planners. Candidate Planners are not required to report on the CPD activities as part of the CPD reporting process.

4. CPD ADMINISTRATION AND REPORTING

4.1. CPD activities score card

All CPD activities must be recorded by the registered person in a form and format prescribed by SACPLAN and be submitted to SACPLAN on a yearly basis. During the transition phase all registered persons are required to use the standard scorecard to capture and update CPD Activities. (**Annexure 1**) SACPLAN may request any registered person to submit additional information on a CPD activity to enable SACPLAN to evaluate such activity.

4.2. Administration of CPD

a) CPD Administrator

CPD will become a responsibility of the Committee to whom the responsibility of CPD has been allocated by Council (hereafter referred to as the Committee), with the support of a CPD Administrator (and /or the CEO of SACPLAN) appointed or outsourced by SACPLAN. The option of managing this function “in house” or by outsourcing will be determined by capacity and resource availability. The CPD Administrator (and/or CEO) will be responsible for communication / marketing, accreditation, points allocation, auditing and dealing with issues of non-compliance. The CPD Administrator (and/or CEO) will be responsible for development, maintenance and updating of a database of CPD providers and will work closely with the Committee to ensure policy objectives are met.

b) CPD Committee

The Committee should decide on allocation of points and accreditation of conferences as well as adjudication of disputes. The SACPLAN Transformation, Communication and Liaison Committee (TCLC) should be responsible for the marketing and communication.

To ensure administrative effectiveness, the Committee will work closely with the Administrator (and/or CEO) 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, professional associations, teaching learning institutions and other organisations operating in the planning field.

The Committee will strive to ensure co-ordinated recognition of needs, skills, emerging trends and promotion of research. It is the responsibility of the Committee to integrate these into professional development programmes, facilitate implementation and relevance of such programmes to the benefit all role players and stakeholders.

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

SACPLAN will also ensure that the CPD Policy is reviewed regularly 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. Table 1 will also be reviewed regularly and amended if necessary. Any amendments will be communicated to registered planners.

c) CPD Record Submission Route

CPD records will operate manually until such time that an online system has been developed, and should be recorded personally by the registered planner. The registered person will typically submit information on the points claimed within a period of one year, according to the minima set out in the Tables above. When a specific person is audited (this will be done on a random selection basis), the person must submit the proof (portfolio of evidence). The intention is that any non-compliance will be detected automatically.

The CPD Record must be submitted electronically to:

planner@sacplan.co.za

The form and format will be prescribed by SACPLAN. A Registered person may be required to provide SACPLAN with further information on any CPD activities. Acknowledgement of all Records of Submission will be provided by the CPD Administrator or the Office of the CEO of SACPLAN.

4.3 CPD cycle and reporting structure.

CPD will initially operate in a 3-year cycle starting on 1 April 2018, during which period every registered planner will be required to accumulate the points specified above.

Registered persons will be required to submit information on the specified form to the CPD Administrator and CEO by 30 January each year (for persons that have registered before 31 March 2018). All persons that register after 1 April 2018 must submit their information on the specified form to the CPD Administrator and CEO within 30 days following their registration anniversary date.

5. CPD SERVICE PROVIDERS

5.1. Providers of CPD activities

CPD service providers may be outsourced from voluntary associations and organisations, accredited educational institutions and other recognised service providers. Only service providers who have been assessed and have successfully completed the SACPLAN CPD

accreditation evaluation programme, will be allowed to provide CPD services to SACPLAN. SACPLAN may approve CPD activities that had been approved / are being offered by any other recognised Professional Body¹⁵. It is imperative that service providers ensure quality service provision and keep abreast of new national and international standards and requirements within the planning and built environment sector. All service providers intending to work with SACPLAN are required to apply for CPD Service Provision Accreditation with the Council. SACPLAN will determine the period of validity of accredited activities and / or service providers.

To ensure that CPD processes are strengthened, materials provided by CPD providers will be rigorously assessed within strict best practice guidelines by the Committee. 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, level of outcomes, and the skills of CPD presenters, for endorsement by the Council before any CPD activity can be accredited. SACPLAN 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.

Consideration should be given to establishing linkages with Voluntary Associations, Universities and private sector providers of CPD activities. As far as on-line courses are concerned, the private sector and Universities should be encouraged to provide this function. SACPLAN may also invite tenders based on topics service providers identify to present ‘face to face’ or as online-courses

5.2 Approving CPD activities

The SACPLAN Council will only approve CPD activities where the following aspects are adequately covered by the provider in addition to those under ‘Guiding Principles’:

- Activities serve to maintain or enhance the knowledge, skills, work experience and competence of participants.
- Activities are aimed at meeting individual needs for professional development, employers’ needs for improved services, industry’s needs for excellence, and national needs for socio-economic development.
- Activities meet both educational and professional development needs.
- Activities clearly specify the participation of planning and built environment professions and reflect it in the content of activity.

¹⁵ A Statutory Professional Body or Professional Body recognised by SAQA.

- The depth and breadth of the subject matter is appropriate, with sufficient time for discussion.
- The subject covered provides a balanced view and is not unduly promotional.
- The presenter has proven practical and academic experience and is assessed to be a good communicator;
- 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 SACPLAN. SACPLAN can enter into CPD Service Delivery Contracts with Voluntary Associations, Private Sector Role Players and Education Sector and Institutions in supporting the Profession with a workable and sustainable CPD Framework and Practice.

5.3. Assessment of CPD Service Providers.

CPD providers are required to submit their proposed activities to the CEO of SACPLAN. The CEO will then submit the proposal to the Committee, which will evaluate the content, CPD credit value and other relevant issues. CPD providers must furnish SACPLAN with the following information, among other things:

- a) Proposed programmes of activities indicating 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 to ensure sustained excellence in the delivery of the CPD activities and programmes.

These activities will fall under the oversight of the ETC.

SACPLAN will, where appropriate, support courses approved by a SETA, which are directly related to planning, as CPD activities. SACPLAN should consider entering into an agreement with the respective SETA in this regard.

6. EFFECT OF NON-COMPLIANCE AND APPEAL MECHANISM

6.1 Non-compliance

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

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

- b) Failure to comply with (a) within the CPD cycle will result in suspension for a period of 3 years, pending deregistration.
- c) Failure to comply at this stage would result in deregistration, such a defaulter will be removed from the database of registered persons and defaulters' names will be published on the SACPLAN website.

6.2 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. In cases where such a registered person has left the profession for longer than one year, on their return, they will be required to submit a detailed CV with specific focus on the time that they were not active in the profession within the first year. Once accepted, their CPD cycle will commence in the year following approval of the CPD record.

6.3 Appeal policy and procedures

Any registered person who does not agree with the application or output of any of the components included in the CPD Policy and Guidelines, has the right to appeal to the Committee on such issue(s). Formal notice of this with detailed motivation and supportive evidence should be submitted to the CEO / Registrar within 30 days of the announcement of the annual outcome of points earned during any cycle. After 45 days of the notification of the points earned in any cycle and no objection is formally lodged in terms of the appeal procedure, the outcome will be deemed to be final and accepted by all defaulted registered persons. All further rights to appeal will lapse.

Notifications: All notifications related to CPD practice will be communicated to registered persons electronically.

7. OBLIGATIONS OF EMPLOYERS

All employers of planners in any registration category need to be sensitised to the importance to permit registered persons time to attend CPD training in context of the policies and principles as contained in this CPD Policy. SACPLAN needs to communicate this through its communication platforms. This applies to all registered planners within public and private sectors.

The provision for online CPD courses for registered persons will also cater for situations where persons are employed far away from centres where CPD training normally occurs. Alignment with other professions facing similar challenges may result in addressing some of the potential problems.

8. IMPLEMENTATION PLAN AND PROGRAMME

8.1 Transition phase

It is proposed that the introduction of CPD be phased, with the accreditation process being considerably more flexible in the transition phase. This will allow for training providers to offer courses from 2018, as opposed to having to wait out a SACPLAN CPD accreditation process, in which time there will effectively be limited, if any, training programs available to SACPLAN registered persons.

It is therefore proposed that, during the 3-year transition phase, starting 1 April 2018:

- Any course related to planning offered by an accredited planning school,
- Any course related to planning offered by a Voluntary Association as recognised by SACPLAN in terms of the PPA,
- Any training provider offering a SAQA accredited course or module relating to planning (these courses should be identified by the Committee and listed on the website),
- List of accredited conferences, seminars and workshops will be available on the SACPLAN website

should automatically qualify for CPD status for a period of one (1) year. The continuous accreditation of the course / module during the transition phase will be evaluated by SACPLAN after the Planning School, Voluntary Association, or training provider offering SAQA accredited courses relating to planning, had provided SACPLAN with a report on the aspects set out in 5.2 above.

SACPLAN reserves the right to withdraw the CPD status of a course or module if it is found that the course / module outcomes are not addressing the aspects claimed.

Each course must be submitted for evaluation and approval by SACPLAN. SACPLAN must determine the value of the course.

There must be an evaluation of each course by attendees/students. Such evaluation forms may be prescribed by SACPLAN if the service provider does not have their own methods. An attendance register must be submitted by the provider, together with stipulation as to what is satisfactorily attendance (e.g. at least three quarters of the day, etc.) for that particular activity.

The transition phase may last for three (3) years, to allow SACPLAN to streamline the process, and to start the accreditation process of training providers in a more formal manner, if it turns out that this is necessary. It might very well turn out that the above process is all that is required for a quality CPD process.

It is further proposed that, towards the end of the Transition Phase, SACPLAN give consideration to the merits and practicality of introducing differential CPD points totals per 3-year cycle for different categories of registered planners.

During this Transition Phase consideration should also be given to provision of courses on-line to enable people to manage their workloads, and particularly, to assist planners based in areas far from the centres from which CPD courses are generally offered.

8.2 Implementation plan

The steps in implementing the CPD policy are as follows:

- Adoption of the CPD policy by SACPLAN.
- Making the necessary amendments to the PPA, Rules and Regulations where appropriate.
- Establishment of a Committee, whose first tasks will be to:
 - Initiate a 3-year transition phase (see above);
 - Establish a system for accreditation of CPD service providers based on the Policy Framework;
 - Establish an online system using an experienced CPD service provider;
 - Appoint a CPD Administrator if and when required; and
 - Prepare communications for registered planners and potential CPD service providers.

REFERENCES

Ad hoc written inputs by registered persons, Government Departments, Planning Schools and Voluntary Associations, March/April 2015.

CBE's Policy Framework on CPD (2007)

Input by Stakeholder Workshops in February-March 2015 and the SSC of 31 March, 2015.

SACPLAN Competencies and Standards Reports Phase 1 (2014)

SACPLAN Competencies and Standards Reports Phase 2 (2015)

SACPLAN draft CPD Manual (2008)

SACPCMP (2012) "Continuing Professional Development Policy Framework"

The Canadian Planning Services Board (2015) <http://www.psb-planningcanada.ca/ABOUTUS/index.php>

ANNEXURE 1: CPD SCORECARD:

Registration Number:		Name/Surname:		Date of submission:	
Email address:		Contact Tel number:		Period: (e.g. Jan 2018 – Dec 2018)	
				Cycle: (e.g. Jan 2018 – Dec 2020)	

Focus	Sub area	Activity undertaken	Date	Service Provider (Contact details – email, postal address, and telephone number)	Points Claimed (Duration in hours in brackets)	Evidence available
TOTAL						