

Board Notice 31 OF 2009

The South African Council for the Architectural Profession

CONDITIONS RELATING TO CONTINUING PROFESSIONAL DEVELOPMENT AND RENEWAL OF REGISTRATION

The South African Council for the Architectural Profession has in terms of section 13(k) of the Architectural Profession Act, 2000 (Act 44 of 2000) determined the conditions relating to, and the nature and extent of continuing professional development required in order to qualify for the renewal of registration as contemplated in section 22(2) of the said Act

**The relevant conditions are set out in the Schedule hereto and came into operation on
1 January 2007**

SCHEDULE Part A

1. Interpretation

In these conditions,

- reference to the male gender includes the female gender;
 - a word or expression to which a meaning has been assigned by the Architectural Profession Act, 2000 (Act No 44 of 2000), has the same meaning unless the context otherwise indicates; and
- (i) "**accredited educational institution**" means an educational institution which offers architectural programs and which has been granted accreditation by **the Council** in terms of section 13(b) of **the Act**;
 - (ii) "**approved CPD provider**" means a **voluntary association** and an "**accredited educational institution**" which are recognised by **the Council** for the purposes of offering appropriate learning in respect of category 1 **CPD** activities as contemplated in clause 4.3 and Appendix A;
 - (iii) "**community activities**" means the pro bono involvement of the registered person in the enhancement of the quality of life for communities by advising them on building work and community projects through information sessions, facilitations, demonstrations or workshops, or work done on behalf of a community such as a representative on a Community Trust;
 - (iv) "**continuing professional development**", also referred to in these conditions as "**CPD**", means continuing education and training as contemplated in section 13(k) of **the Act**, and also means 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;
 - (v) "**expiry date**" as contemplated in section 22(1) of **the Act**, means the date marking every fifth anniversary of the date on which such registered person has been registered by **the Council**: Provided that, in the case of persons registered before 1 January 2007, expiry date shall mean 31 December of the year of first renewal of registration as set out in Table A (clause 15)
 - (vi) "**interactive**" means, in the context of development activities, full active participation in the activities such as organisation, presentation and active discussion;

- (vii) **"the Act"** means the Architectural Profession Act, 2000 (Act 44 of 2000);
- (viii) **"the Council"** means the Council established in terms of section 2 of **the Act** and in the context of these conditions means any committee, person or persons duly authorised by **the Council** to perform specified functions in terms of these conditions;
- (ix) **"Voluntary Association"** means an association, institute, institution or society which is recognised by **the Council** as a **voluntary association** in terms of section 25(3) of **the Act**, and **"recognised voluntary association"** has the same meaning.

2. Persons who will be required to undertake CPD

- 2.1 All persons who are registered in the professional categories listed under Section 18(1)(a) and (c) of **the Act** or who may be listed at a future date.
- 2.2 Registered persons who are practicing abroad, subject to the following:
 - 2.2.1 Where a system of **continuing professional development** is being applied in any particular country, such requirements may be accepted by **the Council** for purposes of these conditions: Provided that documentary proof of compliance with such **CPD** requirements is submitted, which may be in the form of a certification by the relevant accrediting authority in the country concerned;
 - 2.2.2 In the absence of the proof of compliance referred to in clause 2.2.1 or in the case where a formal **CPD** system is not in place in the country concerned, documentary proof of **CPD** activities undertaken abroad must be submitted for evaluation against the requirements of these conditions;
 - 2.2.3 If no **CPD** is undertaken whilst abroad, the registered person will on return to South Africa be treated as a newly registered person for **CPD** purposes.

3. Exemption from CPD Requirements

- 3.1 Any retired registered person who no longer carries out any architectural work either in a consulting capacity or in a salaried position is exempted from these conditions: Provided that such retired registered person is listed on **the Council's** database in the Non-Practicing Category.
- 3.2 In the event that any retired person referred to in clause 3.1 elects to return to active architectural practice, such person must apply to **the Council** for re-admission to the active register and he will be treated as a newly registered person for **CPD** purposes.
- 3.3 **The Council** may, upon receipt of a fully motivated and substantiated application from any registered person, grant full or partial exemption from the requirements of these conditions for such period within the five year cycle as **the Council** may deem appropriate and reasonable.

Each application will be considered on its own merits, but **the Council** will regard the following reasons, although not exhaustive, as justification for submission of an application for such deferment:

- (a) Debilitating physical or mental disability or chronic illness, and
- (b) Non-existent opportunity to undertake **CPD**.

4. General CPD Requirements

4.1 Five Year Cycle

- 4.1.1 Subject to the initial phasing-in period referred to under transitional provisions in clause 15, the **CPD** system functions in cycles of five years;
- 4.1.2 The five-year cycle of a registered person commences either in accordance with the provisions of Table A of clause 15.3 or, in the case of persons registered after the commencement of **CPD**, from the date of registration. In the latter case, the dates of registration and termination of the five-year cycle will be indicated on the registration certificate. The date on which a person has been registered is also obtainable from **the Council's** website;
- 4.1.3 Where a person has been registered in a professional category and is subsequently re-graded to another category, the date applicable to the category in which such person was first registered will be recorded as the date on which his five-year cycle commences.

4.2 Credits

- 4.2.1 During each cycle of five years, every registered person must obtain a minimum of 25 credits in order to qualify for renewal of his registration;
- 4.2.2 A registered person must obtain at least 3 credits per annum out of the three categories of activities referred to in Appendix A, subject to at least one credit being obtained from Category 1. Additional credits may be accumulated up to the maximum number of credits prescribed for each activity listed in column 3 of the Appendix;
- 4.2.3 Credits accumulated in excess of 5 during any particular year may be carried over to subsequent years of the five year cycle: Provided that no more than the maximum permissible credits for the particular activity may be carried over.

4.3 Categories of Activities for CPD Credits

Categories of activities for **CPD** credits are as set out in Appendix A.

5. Recording of CPD Activities

- 5.1 Unless exempted in terms of these conditions, all registered persons must record their **CPD** activities in the following manner:
- (a) either manually on the relevant form by post or fax
 - (b) or electronically, in a password protected private domain for each registered person via **the Council's** website.
- 5.2 Registered persons may submit individual **CPD** activities on a continuous basis as they occur during each annual cycle: Provided that all **CPD** activities undertaken during each annual cycle must be submitted no later than 30 days after the completion of each annual cycle.
- 5.3 Every registered person must retain documentary evidence of all **CPD** activities undertaken during each five-year cycle until the renewal of his registration has been confirmed by the Council.

6. Auditing of recorded CPD activities

- 6.1 **The Council** may conduct random audits as it deems necessary and practicable of the **CPD** records of any registered person who is required to undertake **CPD** in terms of these conditions.
- 6.2 In the event that a registered person is selected for audit, such registered person must

send, within four weeks of receiving notification to this effect, documentary evidence of his or her **CPD** activities, which may be in the form of certificates, a list of results, records of attendance or receipts of course payment.

- 6.3 If a **voluntary association** or an **accredited institution** has provided a **CPD** activity, written verification from such recognised **voluntary association** or **accredited educational institution** will be recognised as sufficient evidence of attendance.
- 6.4 Where a **CPD** activity was provided by any other person or organisation who is not an **approved CPD provider**, approval of such **CPD** activity must be obtained from a recognised **voluntary association** and proof of attendance must be submitted.
- 6.5 **The Council** must advise a registered person, within 30 days after completion of an audit, of the outcome of such audit.
- 6.6 If during an audit a registered person is assessed as not having met the requirements, his **CPD** record and verification documentation must be referred to the audit committee established by **the Council** for a decision regarding remedial steps to be taken by him. Such persons will automatically be earmarked for re-audit during the next year.

7. **Renewal of Registration**

Application for Renewal and Assessment against requirements

- 7.1 In terms of section 22(1) of **the Act** and subject to the transitional provisions contained in clause 12 hereof, a registered person must, at least three months prior to the **expiry date** of his registration, apply to **the Council** for the renewal of his registration.
- 7.2 **The Council** may prior to the relevant **expiry date** applicable to a registered person, notify him of his obligation to submit an application for renewal.
- 7.3 The application for renewal must be submitted in the format as determined by **the Council** from time to time.
- 7.4 Upon receipt of an application, **the Council** must within 30 days consider the application and decide whether or not the requirements of these conditions have been complied with.
- 7.5 **The Council** may call for such documentary evidence from the applicant as it may deem necessary in order to validate the credits claimed.
- 7.6 If **the Council** is satisfied that the applicant has met the requirements of these conditions, **the Council** must record such decision in the applicable register maintained by **the Council** and, within 30 days of making the decision, inform the applicant of such decision and of the fact that his registration will, subject to these conditions, remain valid for a further period of five years until the next **expiry date**.
- 7.7 If **the Council** is of the opinion that the applicant has failed to comply with the requirements of these conditions, the relevant provisions pertaining to non-compliance contained in clause 8 apply. The applicant must be informed of the decision as well as of the implications flowing there from within 30 days from the date on which the decision was made.

8. **Non-Compliance with these conditions at Renewal Stage**

- 8.1 If after consideration of an application for renewal of a person's registration referred to in clause 7.3, **the Council** is of the opinion that the applicant has failed to comply with the requirements of these conditions, **the Council** must inform the non-compliant applicant of this fact and afford such applicant an opportunity to submit a written explanation why the requirements have not been met and to indicate how the applicant plans to remedy the deficiency.

- 8.2 If, after consideration of the applicant's response, **the Council** accepts the explanation and remedial measures proposed by the applicant, **the Council** may grant an extension of time to enable the applicant to comply with the requirements.
- 8.3 If **the Council** does not accept the explanation or the remedial measures proposed by the applicant, **the Council** must determine which other remedial measures must be taken by the applicant in order to comply with the requirements and also determine the period of further extension to be granted for this purpose.
- 8.4 The applicant must, within two weeks before the end of the period determined by **the Council** in terms of clause 8.3, submit documentary evidence of compliance.
- 8.5 If **the Council** is of the opinion that the applicant still fails to comply with the requirements, **the Council** must refer the matter to the Registration Committee to consider whether or not renewal of such person's registration should be refused and the Registration Committee must, before deciding on the matter, provide an opportunity to the applicant in person to give reasons why renewal of his registration should not be refused.
- 8.6 If the Registration Committee, after hearing the reasons offered by the applicant, is of the opinion that the registered person's application for renewal must be refused, the Registration Committee must within 30 days from the date of such decision inform the registered person thereof. At the same time, the registered person must be instructed to return the original certificate of registration to **the Council** within 30 days from the date of such instruction.
- 8.7 The provisions of section 23 of **the Act** apply *mutatis mutandis* in respect of a person whose registration has been cancelled as a result of the non-renewal of his registration in terms of these conditions.

9. **Refusal by Registered Person to comply with these conditions**

Any registered person who willfully refuses to undertake **CPD** activities or to comply with these conditions is guilty of improper conduct, and the provisions of sections 27(3), 28, 29, 30, 31, 32 and 33 of **the Act** apply *mutatis mutandis* in respect of such person.

10. **Right to Appeal**

The provisions of sections 24 (1) and 24(3) of **the Act** apply *mutatis mutandis* in respect of a person who is aggrieved by a decision of **the Council** to refuse renewal of a person's registration.

Part B

11. **Lapsing of Registration in terms of section 20(1)(a)(iii): Non-payment of annual fee**

If a person's registration is terminated due to non-payment of his annual fee, 30 days grace will be allowed for such person to pay the outstanding fee without losing any **CPD** credits earned up to the date of reinstatement of registration.

After the expiry of the 30 days mentioned above, the individual concerned will be required to re-register and **CPD** will recommence from the date of registration.

In such cases, a penalty of up to 5 additional credits may, at the discretion of the Registrar, be added to the total credits required for the new 5 year registration cycle.

Part C

12. Approval of providers of CPD activities

- 12.1 **Voluntary associations** and **accredited educational institutions** are hereby approved for purposes of offering Category 1 **CPD** activities, unless otherwise specified by **the Council**
- 12.2 **Voluntary Associations** are hereby approved for the purposes of validating and monitoring Category 1 **CPD** activities offered by providers who have not been approved in terms of these conditions and may allocate appropriate credits to such activities.
- 12.3 **Voluntary Associations** may charge an appropriate fee for the purposes of recovering costs reasonably incurred for validating such activity

13. Approval of CPD Activities

- 13.1 Subject to the definition of **CPD** as set out in this document, a **voluntary association** should, in approving a Category 1 **CPD** activity, take into consideration the following :
- (a) The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it;
 - (b) The activity should meet an educational and developmental need and provide an effective learning experience for the participants;
 - (c) The depth and breadth of the subject matter covered must be appropriate;
 - (d) The subject covered should provide a balanced view and should not be unduly promotional;
 - (e) Courses may be assessed by obtaining feedback from participants
- 13.2 Any provider who desires validation of a Category 1 **CPD** activity must apply to a **voluntary association** for approval of such activity.
- 13.3 Any registered person who intends to undertake a **CPD** activity offered by a provider other than a **voluntary association** or **accredited educational institution** should ascertain whether such activity is approved in terms of clause 13.2
- 13.4 An approved **CPD** activity is valid for such period as specified by **the Council** from time to time.

14. Representations to the Council

Any registered person or a non-approved provider may make representations to **the Council** should they feel aggrieved by an assessment by a **voluntary association** of a **CPD** activity, either in terms of content or credit allocated, and such representation must be made no later than 30 days after an assessment has been made by such **voluntary association**.

Part D

15. Transitional Provisions

- 15.1 Unless exempted, all registered persons must commence with **CPD** activities from 1 January 2007 and record such activities as required by these conditions.
- 15.2 Persons registered in the years listed in columns B to F of Table A must apply for renewal of registration in the year listed in their particular column, in row 9 (First Renewal of Registration) and must have accumulated the number of CPD credits listed in the particular column, in row 10 (Number of Credits required for First Renewal of Registration).
- 15.3 Following the same principle, the date for Second and Third Renewal of Registration and the amount of credits required for the Second and Third Renewal of Registration are set out in rows 11 - 12 and 13 – 14 respectively.

Revised Table A

	A	B	C	D	E	F
1	Year of first registration				1971	1972
2		1973	1974	1975	1976	1977
3		1978	1979	1980	1981	1982
4		1983	1984	1985	1986	1987
5		1988	1989	1990	1991	1992
6		1993	1994	1995	1996	1997
7		1998	1999	2000	2001	2002
8		2003	2004	2005	2006	2007
9	First Renewal of Registration	2009	2009	2010	2011	2012
10	Number of Credits required for First Renewal of Registration	5	5	10	15	20
11	Second Renewal of Registration	2013	2014	2015	2016	2017
12	Number of Credits required for Second Renewal of Registration	20	25	25	25	25
13	Third Renewal of Registration	2018	2019	2020	2021	2022
14	Number of Credits required for Second Renewal of Registration	25	25	25	25	25

*In the case of persons registered before 1 January 2007, the dates in row 9 may be read as meaning 1 January of the year stated

APPENDIX A

CATEGORIES OF CPD ACTIVITIES

Category 1: Development Activities

Attendance of structured educational/developmental meetings will be credited with one credit per 10 hours of attendance depending on whether participation is **interactive** or non-interactive. A full day activity will be regarded as being for 10 hours and a half day activity will be regarded as 5 hours and hence half a credit. A maximum of 4 credits (40 hours) may be accumulated annually under this category.

Category 1	Credits	Maximum credits which may be accumulated p/a	Activities	Credits per Activity
Developmental Activities	40 hours (10 hours/credit)	4 credits	Interactive: Workshops Conferences Congresses	2 credits for 10 hours
			Non-interactive Workshops Conferences Congresses Lectures Seminars Refresher Courses	1 credit for 10 hours

Category 2: Work-based Activities

Since registered persons also improve their knowledge and competence by performing their day-to-day architectural responsibilities, a weighting of one credit for every 400 hours per year for architectural related work (including management) is awarded for this category. A maximum of 2 credits for every 800 hours per year may be obtained in respect of this activity.

Full time lecturing at an educational institution will also fall within this category.

In addition, the mentoring of candidate persons in the workplace will be recognised as **CPD** with a maximum of 1 credit for 50 hours of mentoring per year. In-house training sessions organised by an employer/architectural company and career guidance for candidates may also be presented under this category.

Category 2	Credits	Maximum Credits which may be accumulated p/a	Activities	Credits per activity
Work-based Activities	(a) : 800 hours (400 hrs/credit)		Architectural work or Full-time lecturing	1 credit for every 400 hours per annum
	(b) : 50 hours (50 hours/credit)		In-house training or Mentoring of candidate practitioners	1 credit for 50 hours per annum

Category 3: Individual Activities

Membership of a recognised voluntary association will attract a maximum of 1 credit per annum.

With the exception of post-graduate studies and membership of a recognised voluntary association, a maximum of 3 credits (30 hours) may be accumulated under the following individual categories:

Category 3	Credits	Maximum Credits which may be	Activities	Credits per Activity

		accumulated p/a		
Individual Activities	Activity (b) : 30 hours (10 hours/credit)	3 credits	<p>Other activities:</p> <ul style="list-style-type: none"> • Relevant postgraduate degree • Other relevant postgraduate qualifications • Evaluation of Masters or Doctorate theses as an external examiner • Supervision of students undertaking post-graduate studies • Oral examinations of final year and post-graduate students • Validation of educational programs for accreditation purpose • Publication of refereed articles : <ul style="list-style-type: none"> * Single author * Two authors • Publication of professional or technical articles • Papers presented at conferences or congresses • Presenter at workshops, seminars, refresher courses, etc • Part-time lecturing to undergraduate and post-graduate students • Participation in statutory professional, institutional and technical or non-technical committees • Self-study which includes but is not restricted to studying of journals or electronic or computerised material. Activities under this item must be verified • Relevant community activities • Specialist activities such as arbitrator, mediator, forensic architecture, environmental impact assessments, etc • Adjudication of awards and recognised architectural competitions 	<ul style="list-style-type: none"> • 5 credits per year • 2 credits per year of study • 2 credits per year • 2 credits per year • 1 credit for every 10 hours of active involvement • 1 credit for every 10 hours of active involvement • * 2 credits per article • * 1 credit each per article credit per article • 1 credit each • 2 credits for 10 hours • 1 credit for every 10 hours • 1 credit for every 10 hours of active involvement • 1 credit for every 10 hours of study • 1 credit for every 10 hours incl travel time • 1 credit for every 10 hours of active involvement • 1 credit for every 10 hours of active involvement