

SOUTH AFRICAN COUNCIL FOR PLANNERS

Draft for Discussion Only



Continuous Professional Development (CPD) Policy and Procedure

Competencies and Standards Project Phase 2

NOT FOR PUBLICATION

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CPD Policy and Procedures

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SACPLAN Policy and Procedures for Continued Professional Development (CPD)

1. Purpose and overview

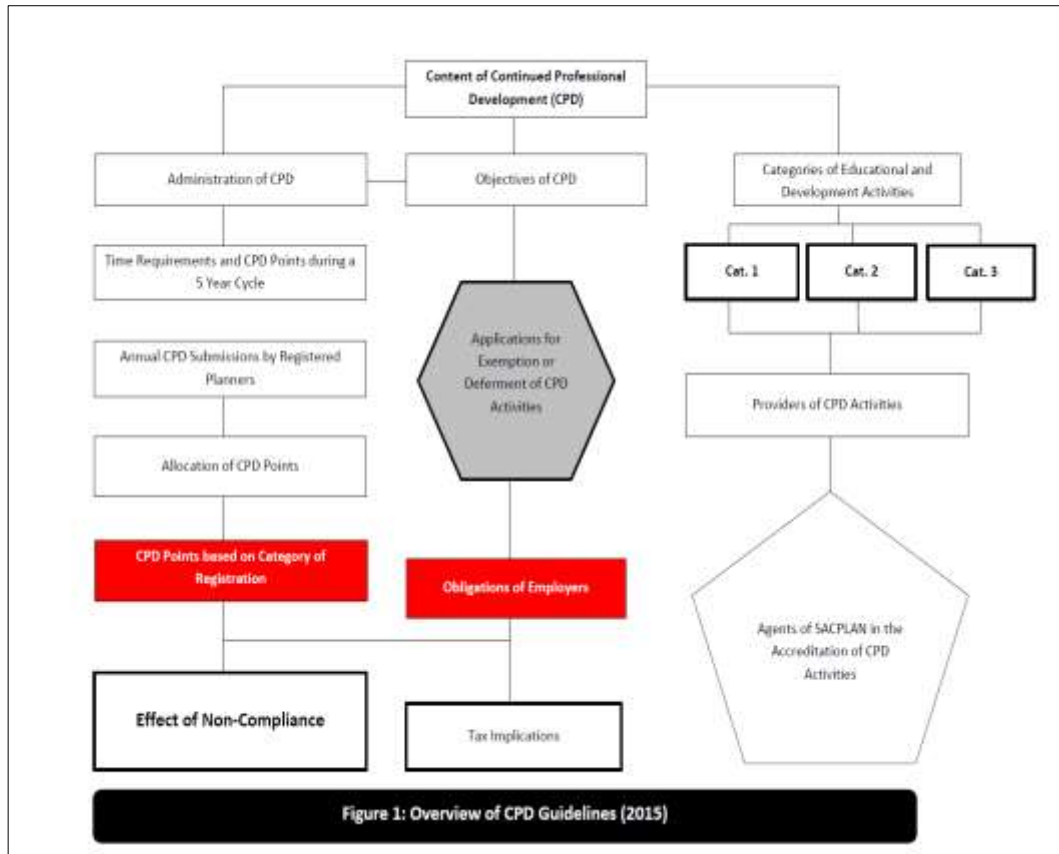
1.1 Overview of SACPLAN's role and functions

The South African Council for Planners (SACPLAN) is a statutory body established by the Planning Professions 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 the 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 seven years. The most useful sources, in addition to the draft Manual, were CBE's Policy Framework on CPD (2007) and the systems developed by 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.

SACPLAN's CPD process is summarised in **Figure 1**. Each aspect will be dealt with in the report as follows:

- Overview and guiding principles
- SACPLAN's CDP policy and process
- CPD activities and points
- CDP process and reporting
- CDP service providers.
- Effect of non-compliance
- Obligations of Employers
- Tax implications
- Implementation plan and programme
- Administration of CPD



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 qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

1.3 Rationale and aims of SACPLAN's 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. 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;
- ensuring national relevance international recognition and professional integrity.

1.4 Guiding principles

SACPLAN's 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 planning profession to protect public interests
- ii. Promotion of professionalism, trust and confidence within the planning profession
- iii. Support for broader national development priorities
- iv. Stimulation of competition and an enabling environment
- v. Recognition of commonalities within the planning profession.

1.5 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. CDP Policy Guidelines

2.1 CPD objectives

SACPLAN 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
- ii. retain and enhance the professional cadre;
- iii. ensure continuous improvement in the acquisition of academic and professional skills;
- iv. develop deeper and specialised knowledge;
- v. broaden knowledge over a wider professional spectrum;
- vi. ensure skills growth and innovation;
- vii. acquire international recognition.

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

2.2 SACPLAN's CPD Process

With effect from 1 January 2016 (tbc) SACPLAN will introduce a system of CPD for all persons registered as Professional Planners and 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 180 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.

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

The system has been developed to make CPD processes and activities well-articulated and easy to follow or undertake. These have also been tailored to suit reciprocal international accreditation agreements; and to be administered on-line. SACPLAN's CPD process is summarised in **Figure 1**.

2.3 CPD Process principles

The following guiding principles inform SACPLAN's CPD process:

Enhancement of the profession

- To enhance 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.
- Activities to enhance the accountability of the 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.
- 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.
- Recognised new professional tendencies and development of new approaches and technologies

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.

3. Categories of CDP Professional Knowledge Development

3.1 Classification of educational and developmental knowledge areas and focuses

- **Category A:** Professional Knowledge (Core knowledge and non-core knowledge)
- **Category B:** Mentorship
- **Category C:** Ongoing practice

The interface between the categories of professional knowledge development is shown in **Figure 2**.

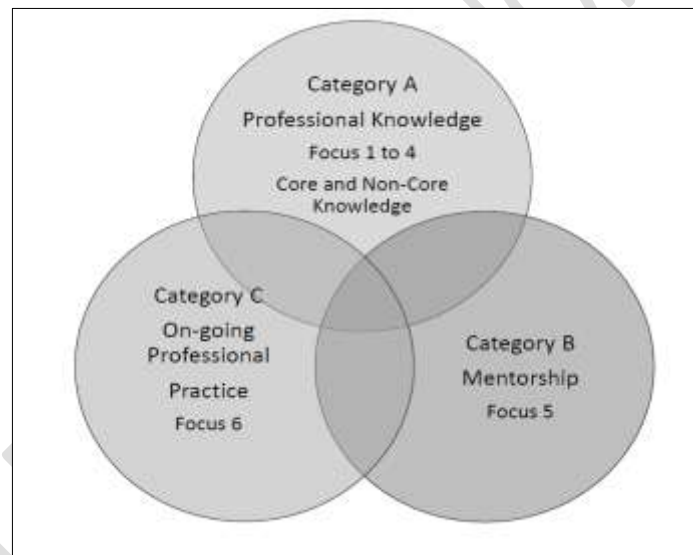


Figure 2: Categories of professional knowledge development from a CPD perspective.

Table 1 shows a definition and description of the categories of professional development focuses in context to CPD development.

Table 1: Categories of CPD professional development focuses

Category A: Professional Knowledge	
Core Professional Knowledge	
Focus 1	Further studies to gain advanced knowledge leading to certification (certificate, post graduate diploma, diploma, degree, masters, doctorate and others).
Focus 2	Attendance at accredited courses in accordance with the SACPLAN accreditation criteria, registered formal educational meetings, seminars, workshops, and short courses. etc. in the following fields but not limited to : <ul style="list-style-type: none"> • Technical aspects • Managerial training • Financial aspects • Professional ethics • Health and safety • Project management • Planning • Relevant legislation workshops • Peer reviewed research work and publications in the field of planning and leadership in Post Graduate Dissertations and Theses. Serving as moderator and examination of post graduate students and assessing papers for publication.
Focus 3	Attainment of relevant Prior Learning within the field of planning
Non-Core Professional Knowledge	
Focus 4	<ul style="list-style-type: none"> • Computer usage, GIS and CAD skills • 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.
Category B: Professional Mentorship	
Focus 4	<ul style="list-style-type: none"> • Devoting time to 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.
Category C: Ongoing Professional Practice	
Focus 5	<ul style="list-style-type: none"> • Professional activities (amongst others) inclusive of: • On the job training • Unbroken continuous service • Professional contribution • Teaching and training work • Acting as examiner or moderator for accredited planning examinations • Serving on Development Tribunals • Spatial Planning and Development Task teams within all spheres of government • serving on Municipal Tribunal Councils and Appeal Boards

Table 2 shows the CPD activities in order to develop the professional focus (**Table 1**)

Table 2: CPD activities to achieve the knowledge focuses

CPD Activities to achieve formulated focuses
• Conferences
• Congresses
• Workshops
• Formal lectures
• Seminars
• Refresher courses
• Colloquiums
• Distance learning
• Individual learning
• Research reports
• Papers published
• Poster presentations
• Additional completed qualifications
• Professional practice
• In-house skills development
• Journal forums
• Organized and group discussions
• Professional administration
• Professional management
• Meeting administration
• Office administration
• Practice related presentations
• Formulation of business plans
• Formulation of project proposals
• Formal organizational support
• Support rendering towards professional bodies
• Self-study coursework
• Undergraduate teaching
• Post-Graduate teaching
• Post-Graduate research leadership
• Moderation of post graduate research
• Assessment of examination papers
• Support in SACPLAN Board Examinations
• RPL assessment
• Serving of formal SACPLAN Committees
• Professional practice
• Planning policy and legislation
• Evaluation of planning research and academic output
• External examinations
• Other

The CPD Process can be summarised graphically as follows (**Figure 3**)

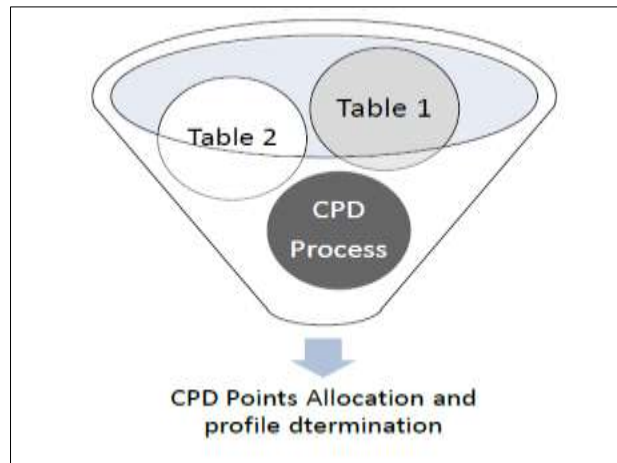


Figure 3: Summary of the CPD process.

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, the 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.

The SACPLAN will use the points allocation criteria for CPD activities as shown in **Table 2** below. Points aligned to the guideline provided hereunder will be allocated by SACPLAN to all CPD Activities submitted for approval by CPD Service Providers. The points (**Table 2**) 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 3: Maximum CDP points requirements to uphold Registration with SACPLAN for Professional Planners.

Category A		
Core knowledge	90 points	20 hours/annum
Non-core knowledge	20 points	5 hours/annum
Total Category A	110 points	25 hours/annum
Category B		
Mentorship	20 points	5 hours/annum
Category C		
On-going practice	70 points	10 hours/annum
Total for all Categories	200 points (full cycle)	40 hours/annum*

**An average of 3.64 hours or half a day per month (calculated over 11 months/annum)*

Detailed description of the CPD activities (**Table 3, 4 and 5**) that will be used to allocate points/hours based on the following guidelines (**Table 2**):

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 with 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 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 theses
- 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.

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.

SACPLAN 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 SACPLAN accreditation panel to determine their uniqueness, the challenges, amount of work experience and level of competence involved in managing the project, and must provide with evidence that the projects align with industry's best practice standards.

v. **Prior Learning** – All persons who have acquired prior learning in either formal or informal learning disciplines, will be considered for professional development. Recognition of Prior Learning (RPL) will apply particularly in situations where such persons can provide documented and verified evidence to show that:

- Such a person have worked over five years in the field of planning;
- Such a person possess relevant industry work experience and a high level of competence;
- Such a person learning and practical activities are aligned with industry best practice standards.

SACPLAN will, at its own discretion, decide on the number of credits to be awarded, based on the person's position. RPL persons in 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 those who are involved in managing unique and challenging projects to successful conclusion. All RPL persons are required to show evidence that information relating to their respective projects 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 SACPLAN accreditation panel to determine their uniqueness,

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 SACPLAN 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 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 **SACPLAN CPD Activities Score Sheet (refer to Appendix A)**. SACPLAN may amend the guidelines from time to time at its discretion.

3.3 Measurement of CPD activities

The maximum number of points that a member can earn each year is 66,67 points (with minimum of 40 hours per annum for the full cycle). This means that every professional can theoretically earn a maximum of 200 points (cumulatively) within 3 calendar years for a fully scheduled cycle. Candidates may apply to SACPLAN to earn less CPD points if at least 66 CPD points were accrued in any previous year. The contents of **Table 3** should be consulted in this regard. This scope is provided as to provide some latitude to Registered Planners in completing CPD within the 5 year cycle.

The recommended minimum number of points a member can earn each year will be 40 (i.e. 3.64 hours per working month calculated over 11 months). These points must accumulate to a total minimum of 200 points (40 hours/annum) for the five-year cycle and must be within in the categories as depicted in **Table 2**, for each candidate to maintain CPD professional status.

Therefore (Refer to **Table 3**, for each five-year cycle, **Professional Planners** must earn at least :

- **From Category A** : 90 points = 20 hours/annum (equal to 80% - core knowledge) and 20 points = 5 hours/annum (equal to 20% non-core knowledge)
- **From Category B** : 20 points = 5 hours/annum (equal to 12.5% mentorship for all categories)

- **From Category C:** 70 points = 10 hours (equal to 35% - ongoing practice for all categories)

3.4. CPD points by CPD category per Registration Category Quality Control (mix versus time)

- **Registration Category of Professional Planners (Table 2 above):** 200 points or 40 hours/annum hours per 5 year cycle (55% Core Knowledge and 45% Non-Core Knowledge. Category B: 20% in terms of Mentorship and Category C: 35% in On-going Practice.

Based on the abovementioned principles the following is recommended for the other Registration Categories:

- **Registration category of Planner (Table 4 hereunder)**

Table 4: Maximum CPD points requirements to uphold registration for Planners with SACPLAN

Category A: Planners		
Core knowledge	55 points	7 hours/annum
Non-core knowledge	20 points	5 hours/annum
Total Category A	70 points	12 hours/annum
Category B: Planners		
Mentorship	10 points	2.5 hours/annum
Category C: Planners		
On-going practice	80 points	17.5 hours/annum
Total for all Categories	160 points (full cycle)	32 hours/annum*

- **Registration category of Assistant Planner (Table 5 hereunder)**

Table 5: Maximum CPD points requirements to uphold registration for Assistant Planners with SACPLAN

Category A: Assistant Planners		
Core knowledge	20 points	5 hours/annum
Non-core knowledge	25 points	5 hours/annum
Total Category A	45 points	10 hours/annum
Category B: Assistant Planners		
Mentorship	10 points	2.5 hours/annum
Category C: Assistant Planners		
On-going practice	65 points	12.5hours/annum
Total for all Categories	120 points (full cycle)	25 hours/annum*

- **Student Planners:** No provision.

4. CDP administration and reporting

4.1. CPD activities score card

All CPD activities will be recorded by SACPLAN in a form and format to be developed. From this a standard scorecard for each Registered person will be captured and updated as CPD Activities are completed (**Annexure 1**).

4.2. Administration of CPD

a) CPD Administrator

CPD will be administered by the CPD Administrator (and /or the Registrar of SACPLAN) appointed or outsourced by the SACPLAN. 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.

b) CPD Committee

To ensure administrative effectiveness, the SACPLAN 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, professional associations, teaching learning institutions and other organisations operating in the planning field.

SACPLAN and the CPD Committee 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.

c) **CPD Record Submission Route**

All registered persons shall submit proof of all CPD related activities on a monthly basis to the Registrar of SACPLAN. The CPD Record must be submitted electronically to:

MLewis@sacplan.co.za.

The form and format will be prescribed by SACPLAN. Further information, if required will have to be provided to SACPLAN on any CPD Activities if a Registered Person is required to do so. Acknowledgement of all Records of Submission will be Provided by the CPD Administrator or the Office of the Registrar of SACPLAN.

4.3 CPD cycle and reporting structure.

CPD will run during its initiation in a 5 year cycle starting on 1 January 2016 (tbc), during which period every registered planner will be required to accumulate the points specified in section 3.4 above. In any one year the required accumulation CPD Points per Registration Category (Refer to Tables 2, 3 and 4) will, in summary be as follows:

- Professional Planners: 70 points/annum
- Planners: 32 points/per annum
- Assistant Planners: 24 points/per annum.

Registered planners will be required to submit information on the specified form (tbc) to the CPD Administrator by 30 January each year. An online system will be developed using an experienced CPD service provider.

SACPLAN may in future the 5 year cycle to a shorter period of 3 years.

5. CDP Service Providers

5.1. Providers of CPD activities

CPD service providers may be outsourced from voluntary organisations, accredited tertiary institutions and other recognised service providers. Only service providers who have been

assessed and have successfully completed the SACPLAN accreditation evaluation programme, will be allowed to provide CPD services to the SACPLAN. 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 SACPLAN are required to apply for CPD Service Provision Accreditation with the Council.

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 SACPLAN 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 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.

5.2 Approving CPD activities

The SACPLAN 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;
- 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 SACPLAN. SACPLAN intends to enter into CPD Service Delivery Contracts with Voluntary Organizations, 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 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 to ensure sustained excellence in the delivery of the CPD activities and programmes.

Figure 4 shows a model of the CPD development needs in terms of an hierarchy of CPD development needs for all Registration Categories of Planners.

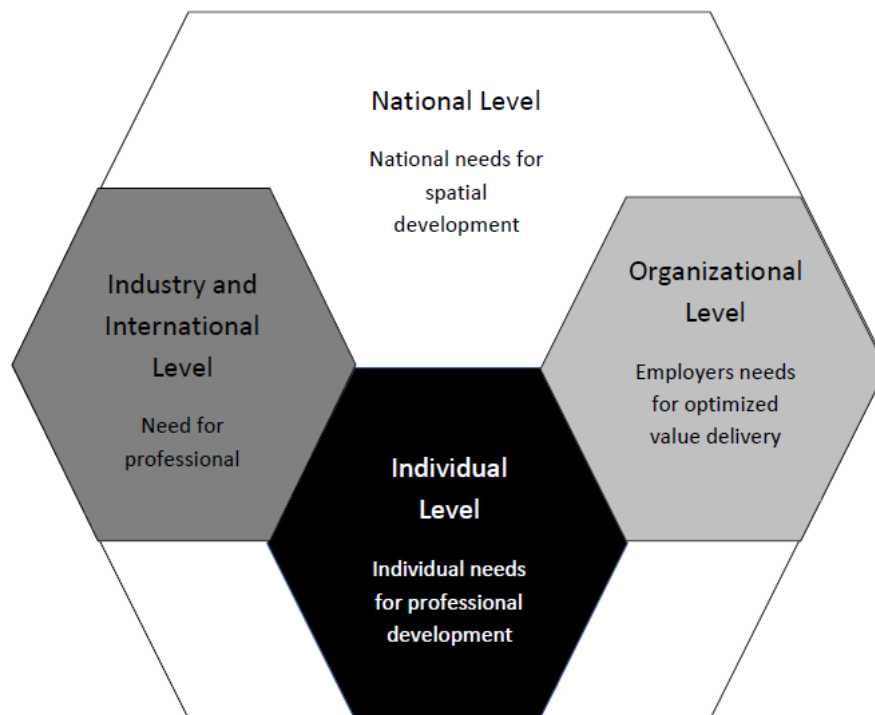


Figure 4: Needs for CPD development for all Registration Categories

6. Effect of Non-compliance and Appeal Mechanism

6.1 Non-compliance

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

- i. Professionals will be required to follow a remedial programme of CPD compliance within 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 SACPLAN pending deregistration.
- iv. 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 in the Government Gazette.

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 or relocation. On their return, however, members may be requested to submit a record of their professional practice 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 Member that 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 CPD Committee on such issue/s. Formal notice of this with detailed motivation and supportive evidence should be submitted to the 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 Members. All further rights to appeal will lapse.

Notifications: All notifications related to CPD practice will be communicated to Registered members in writing and electronically.

A formal CPD Appeal Body will be established by SACPLAN consisting of registered members engaged in the Public and Private Sector, a Member from the Department of Rural development and Land Affairs; a Legal Representative and other members and necessary. The CPD Appeal Board will function in indecency from any SACPLAN Committee.

7. Obligations of Employers

7.1. Employers of Professional Planners or any Category of Planners registered by SACPLAN

All employers of Professional Planners in any Registration Category will allow such persons time to attend CPD training in context to the policies and principles as contained in this CPD Policy. SACPLAN, the Registered Planner and the Employer will sign a contract to this effect for every 5 year Cycle of CPD Training. This will apply to all Registered planners within all sectors.

7.2. Self-Employed Professional Planners

Self-Employed planners will be obliged to conform to the policies and principles on CPD Points as included in this CPD Guideline document. Where such persons employ the services of any Registered Planner, the content of section 7.1 will apply.

8. Tax implications

The South African Revenue Services (SARS) supports the principle of expenses incurred by Registered Planners in compliance with the requirements of SACPLAN's CPD system being tax deductible. Individual applications for tax deduction must be made to SARS by the planner concerned.

9. Implementation plan and programme

The plan and programme for implementation of CPD will be finalised after the consultative workshops with stakeholders between 27 February and 13 March 2015.

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