

SOUTH AFRICAN COUNCIL FOR PLANNERS



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

SACPLAN

CONTINUING PROFESSIONAL DEVELOPMENT

MANUAL

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1. INTRODUCTION

- 1.1 With effect from 1 July 2009, the South African Council for Planners (SACPLAN) will introduce a system of Continuing Professional Development (CPD) for all persons registered as Professional Planners and Planning Technicians in terms of the Planning Profession Act of 2002 (Act 36 of 2002) (the "Act").
- 1.2 Registered persons will be required to accumulate a minimum number of points over a 5-year cycle, to prove compliance with the set criteria so as to maintain their registered status in terms of the Act.
- 1.3 The CPD system has been developed as a user-friendly process and the 200 points to be acquired over a 5-year cycle, should be easily achieved. The process will be:
 - neither complicated; nor
 - prohibitively expensive; and
 - tailored to suit reciprocal international accreditation agreements

2. OBJECTIVE

- 2.1 The statutory function and role of SACPLAN is to ensure quality in any planning education program being offered by service providers.
- 2.2. SACPLAN is mindful of the challenges and constraints currently experienced by higher education institutions in effectively carrying out their functions to deliver quality education programs due to issues of budget staff; lack of resources and shortage of qualified staff.
- 2.3. Accordingly, SACPLAN wishes to encourage other possible education service providers such as voluntary associations; NGO's and Further Education Training (FET's) institutions to involve themselves in the provision of CPD for planners.
- 2.2. The primary objective of the CPD system is to continually enhance professional skills while supporting ongoing development of registered persons in the Planning Profession.
- 2.2 CPD will only apply to persons who have already met the entry requirements for registration in terms of the Act. The ongoing maintenance of a person's registered status will be subject to compliance with the CPD criteria. CPD will focus on post graduate, in practice training and development.

3. ADMINISTRATION

- 3.1 In maintaining standards and outcomes of ongoing professional development and training leading to renewal of registration of persons in terms of the Act, the SACPLAN will administer, monitor and review the CPD system with the support of the Registrar.
- 3.2 In future, other recognised professional societies and associations may apply to SACPLAN for accreditation of their activities and programmes for CPD purposes, according to specific criteria and guidelines.

4. ANNUAL CPD SUBMISSIONS BY REGISTERED PLANNERS

- 4.1 Persons registered in terms of the Act will be required to submit information on the enclosed form (Form CPD 01) to the Registrar annually, not later than 30 (thirty) days after completion of an annual cycle. The annual cycle will commence on 1 July every year and end on 30 June of the following year.
- 4.2 The number of points accumulated in respect of each category of CPD activity during a specific annual cycle will be electronically recorded by the Registrar and annual statements will be provided to advise registered persons of:
 - the total number of points accruing to their credit; and
 - their general CPD status

5. TIME REQUIREMENTS AND POINTS DURING 5-YEAR CYCLES

- 5.1 CPD will run in 5-year cycles, during which periods every registered person will be required to accumulate a total of not less than 200 points in order to retain registered status in terms of the Act.
- 5.2 In any one annual cycle, the required accumulation will be a minimum of 40 points.
- 5.3 The *initial* period of the first 5-year cycle will extend over 30 months from 1 January to 30 June..... to afford an opportunity to :
 - eliminate any problems with the system that may arise during the initial period of the system; and
 - accommodate international reciprocal agreements
- 5.4 A planner whose name appears on the SACPLAN register on 1 January will be required to comply with the prescribed CPD conditions before 30 June..... and thereafter, during five sequential annual cycles of 12 months within every 5-year cycle
- 5.5 Planners who register for the first time *after* 1 July will commence their initial cycle on 1 July of the following year and will be required to comply with the CPD conditions during five sequential annual cycles of 12 months within every 5-year cycle thereafter
- 5.6 Planners who register during the course of any annual cycle will commence their initial cycle on 1 July *following the date of registration*
- 5.7 Planners who deregister or whose registration lapses as a result of non-compliance with the CPD conditions and, in due course, apply for reinstatement, will be required to undergo 12 months of SACPLAN-approved CPD prior to finalisation of the re-registration process
- 5.8 Successful compliance with all requirements of the Assessment of Professional Competence of SACPLAN leading to initial professional registration in terms of the Act, will be deemed to have satisfied the CPD requirements for the first year of a new cycle

6. ALLOCATION OF CPD POINTS

- 6.1 In any one of the three specified CPD categories, over a 5-year cycle, the minimum number of points which must be accumulated will be as follows:

DESCRIPTION	POINTS TOTAL	NOTES
● Category 1	80 points minimum	1 hour = 2 points
● Category 2	60 points	2 hours = 1 point
● Category 3	60 points	2 hours = 1 point
TOTAL	200 points	

Please note that at least 40 points must be accumulated in a single annual cycle. If more than 40 points are accumulated, the surplus will not be subtracted from the requirement relevant to the next annual cycle(s).

- 6.2 The prerogative for adjusting sub-optimal activities downwards to an appropriate point allocation per time unit, rests with SACPLAN.
- 6.3 Any relevant educational or developmental activity that does not fall directly within the activities listed in the following categories may be submitted to SACPLAN for approval and, if this is granted, the activity will be accredited accordingly. Only activities approved by SACPLAN will be recognised for CPD points.

7. CATEGORIES OF EDUCATIONAL AND DEVELOPMENTAL ACTIVITIES

7.1 CATEGORY 1: ORGANIZATION ACTIVITIES

Appropriate activities arranged by "outside" organisations which include but are not restricted to attendance of formal learning opportunities. These activities include:

- conferences;
- congresses;
- workshops;
- lectures;
- seminars;
- refresher courses;
- colloquiums;
- distance learning seminars;
- individual learning, e.g. skills training or short-term study in a FET facility;
- research reports and papers published in journals approved by the / an accredited provider;
- papers read at conferences or congresses / poster presentations; and
- additional completed qualifications obtained, related to professional practice

7.2 CATEGORY 2: SMALL GROUP ACTIVITIES

Small group activities which include, but are not restricted to:

- in-house skills training sessions organised by individual practices;
- journal clubs;
- organised, formal small-group discussions; AND
- professional administration (serving on committees, boards, attending annual general meetings where professional practice-related presentations are included on

the agenda, e.g. regional committees of the S.A. Planning Institution (SAPI), South African Property Owners' Association, SATABCO, SACPLAN and ACTRP)

7.3 CATEGORY 3: INDIVIDUAL ACTIVITIES

Individual activities which include, but are not restricted to:

- self-study which includes but is not restricted to studying of journals or electronic or computerised material;
- undergraduate teaching / training;
- postgraduate teaching / supervision of research studies (treatises, dissertations, theses); and
- examinations, evaluations and assessments undertaken on behalf of the/accredited provider e.g. monitoring of education standards at universities and technikons, assessment of professional competence (diaries, reports, interviews), evaluation of MSc dissertations and Ph.D theses (external examination)

8. APPLICATIONS FOR EXEMPTION FROM OR DEFERMENT OF CPD ACTIVITIES

8.1 Individual applications for exemption or deferment by Planners (who maintain their good standing), with annual review, will be considered by the SACPLAN.

8.2 Following a period of exemption or deferment, any registered Planner who returns to the South African system will be required to submit a resumé of professional activities during the first year of professional practice following re-entry to practice in South Africa, and a five-year CPD cycle will commence in the year following approval of the activities submitted in the resumé.

8.3 Acceptable reasons may include:

- temporary withdrawal from active professional practice; or
- off-shore residence or international travel for a period exceeding 12 months

9. NON-COMPLIANCE

9.1 SACPLAN may impose any one of the following, should a registered Planner not comply with the requirements of the Continuing Professional Development system:

(1) Deregistering the Planner and prescribing a course of remedial action to be undertaken by the individual concerned prior to re-registration and the commencement of a new 5-year CPD cycle;

(2) Requiring the Planner to:

- write a special examination; or
- enter a remedial CPD programme which may include specific training courses (or both); or

9.2 Granting the Planner an extension of 1 year to the 5-year cycle, during which the individual concerned will be mentored by peers nominated by SACPLAN and assisted in attaining upgraded skills. An appropriate fee may be levied by SACPLAN.

10. PROVIDERS OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

10.1 Institutions or Organisations :

- may apply to SACPLAN for the accreditation of specific CPD programmes; institutions will not be accredited as CPD providers
- should submit their proposed programme/s of activities supported by the points to be credited in respect of each programme component;
- may market only the programmes accredited and points to be credited only after procuring SACPLAN's written approval and notice of registration of the CPD programme

10.2 Any of the following institutions or organisations may apply for registration as providers of CPD activities:

- professional councils, societies or associations; and
- further education tertiary (FET) institutions offering education and development programmes or courses
- private education & training service providers

10.3. due to resource capacity, higher education institutions (universities and university of technologies) currently offering full qualifications, shall continue to deliver only full qualifications and not CPD Programs, so as not to detract from its central core function of providing education at higher level

10.4. SACPLAN may, at its discretion, provisionally accredit any bona fide institution that may present a CPD programme until such time as the criteria for the accreditation of CPD programs has been finalized

10.5. SACPLAN may retrospectively recognize CPD education from the date of publication of this draft manual to stakeholders as a means to incentivize planners and service providers, with the objective of addressing the planning of shortage skills.

11. TAX IMPLICATIONS

11.1 The South African Revenue Service (SARS) supports the principle of expenses, incurred by registered Planners in compliance with the requirements of this Continuing Professional Development system, being tax deductible.

11.2 Individual applications for tax deduction must be made to SARS by the relevant Planner.

12. AGENTS OF SACPLAN IN THE ACCREDITATION OF CPD ACTIVITIES

12.1 Other Professional societies and associations may apply to SACPLAN for accreditation of their specific activities and programmes), according to specific criteria and guidelines.

12.2 Applications:

- will be received and assessed by the Registrar on behalf of SACPLAN, for approval and ratification by the Council;
- should specify in detail the field / s in which CPD activities and programmes will be provided and for which accreditation is sought; and
- must be supported by full details of the representation, expertise, general infrastructure and resources available within the applicant organisation to ensure sustained excellence in the delivery of the CPD activities and programmes.

12.3 Assessment by SACPLAN of all applications will be based on the:

- professional content of the proposed activities / programmes; and
- points value relative to those activities and programme components
 - Specific quality assurance systems consistent with QA norms such as the CHE Framework and Criteria

12.4 Approved programmes will be:

- registered by SACPLAN;
- allocated a registration number; and
- reviewed / monitored from time to time

13. ENQUIRIES

All correspondence and enquiries related to this Continuing Professional Development system should be addressed to :

The Registrar
SACPLAN
Tel : 011 318 0460
Email : registrar@sacplam.co.za or admin@sacplan.co.za
