

## **SACPLAN CPD Policy – Amendments**

### **1. Amendments to CPD Point allocation and requirements**

- The minimum number of points required per year has been reduced from 30 points to 25 points<sup>1</sup>.
- The minimum number of points per 3-year cycle have been reduced from 120 points to 75 points<sup>2</sup>.
- A proviso had been included stating that any number of points more than 25 points during a year may be carried over to the next year within a three year cycle. This is included to provide clarity on the carrying over of CPD points from one year to another within a specific cycle.
- A proviso has been included stating that if a planner has already met the minimum of 25 points per year due to a carry over, the planner must do a CPD activity(ies) of a minimum of 5 points during that year. This is to ensure that at least one CPD activity per year is done.
- A planner may carry over a maximum of 25 points to the next cycle where this was not possible previously<sup>3</sup>.
- Candidate Planners are not required to report of CPD activities attended as part of the CPD reporting process.
- Technical Planners and Professional Planners must do at least one ethics course within the three-year cycle (new requirement).
- Technical Planners and Professional Planners must do at least one law course within the three-year cycle (new requirement).

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<sup>1</sup> Section 3.3 of the SACPLAN CPD Policy and Procedure document

<sup>2</sup> Section 2.4 and Section 3.3 of the SACPLAN CPD Policy and Procedure document

<sup>3</sup> Section 3.3 of the SACPLAN CPD policy and Procedure document

2. Amendment to Table 1: CPD Point Allocation (amendments underlined bold)

Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
Focus 1 Sub area 1.1	Credit Bearing Courses / modules at an accredited Planning School <sup>4</sup>	NQF level 5 & 6 Credit value / 4  NQF level 7 & 8 Credit value / 2  NQF level 9 Credit value	NQF level 5 & 6 Credit value <u><b>x 2.5</b></u>  NQF level 7 & 8 Credit value <u><b>x 5</b></u>  NQF level 9 <u><b>&amp; 10</b></u> Credit <u><b>x 10</b></u>	n/a	<i>Evidence = Certificate of attendance / completion or transcript of results</i>	Point allocation per credit value had been increased  Included specific requirement for research modules
Focus 1 Sub area 1.2	Recognised courses / modules / training programmes and other planning related courses / modules at recognised institutions <sup>5</sup>	Credit value of course / module subject to NQF level point allocation as indicated above	Credit value of course / module subject to NQF level point allocation as indicated above	n/a	<b><u>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</u></b>	No change
Focus 2 Sub area 2.1	Non-Credit Bearing Planning related courses / modules as per	0.5 points per hour	<u><b>1</b></u> point per hour	n/a	<i>Evidence = Certificate of attendance / completion or transcript of results</i>	Increase point value per hour

<sup>4</sup> 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.).

<sup>5</sup> 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 and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
	accreditation criteria at recognised institutions <sup>6</sup>					
<b>Focus 2</b> Sub area 2.2	Reading planning / planning related peer-reviewed academic literature <sup>7</sup>	5	5	<b><u>25</u></b>	<i>Evidence = 1000 word / 2 page review of the article or approved questionnaire</i>	Reduced the maximum points to be aligned with new point allocation
<b>Focus 3</b> Sub area 3.1	Teaching a module at a planning school <sup>8</sup>	1 point per credit	1 point per credit	25	<i>Evidence = Letter of appointment</i>	No change
<b>Focus 3</b> Sub area 3.2	Moderating examination papers (per module) as external examiner	2 points per subject / module 1 point per hour moderating	<b><u>5</u></b> points per subject / module 1 point per hour moderating	<b><u>25</u></b>	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	Increase point allocation per subject / module  Reduced the maximum points to be aligned with new point allocation  The notes have been amended to provide more clarity

<sup>6</sup> Any additional modules / courses not in the above list as may be recognised for CPD points.

<sup>7</sup> Does not apply to persons in academic posts.

<sup>8</sup> Does not apply to persons in academic posts.

Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
					<i>Evidence = Letter of appointment</i>	
<b>Focus 3</b> Sub area 3.3	Examining dissertations	10 points per dissertation <sup>9</sup> 15 points per thesis <sup>10</sup>	10 points per dissertation <sup>11</sup> 15 points per thesis <sup>12</sup>	<b>25</b>	<b><u>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</u></b>  <i>Evidence = Letter of appointment</i>	Reduced the maximum points to be aligned with new point allocation  The notes have been amended to provide more clarity
<b>Focus 3</b> Sub area 3.4	Study leader / supervisor for dissertation	20 points per dissertation / thesis	20 points per dissertation / thesis	40	<b><u>Persons in academic posts may not claim CPD points when acting as a study leader to persons registered in the same</u></b>	The notes have been amended to provide more clarity

<sup>9</sup> Honours and Master's degrees

<sup>10</sup> PhD and Doctoral degrees

<sup>11</sup> Honours and Master's degrees

<sup>12</sup> PhD and Doctoral degrees

Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
					<u>department / programme at the same academic institution</u> <i>Evidence = Letter of appointment</i>	
<b>Focus 3</b> Sub area 3.5	Reviewing papers for publication, conferences, or research proposals <sup>13</sup>	1 point per paper / proposal	<b>5</b> points per paper / proposal	10	<i>Evidence = Copy of reviewer's comments</i>	Increase point allocation per paper / proposal
<b>Focus 3</b> Sub area 3.6	Published peer-reviewed conference paper	5 points per author to a maximum of three (3) authors. More than three (3) authors – 10 points divided by number of authors	<b>15</b> points per author to a maximum of three (3) authors. More than three (3) authors – <b>10 points per author</b>	n/a	<i>Evidence = Copy of paper with letter of publication</i>	Increase point allocation per author  Change the point allocation per author if more than three (3) authors
<b>Focus 3</b> Sub area 3.7	Presentation of conference paper	3 points per presenter	<b>10</b> points per presenter	<b>30</b>	<i>Evidence = Copy of presentation and programme</i>	Increase point allocation per presenter  Reduced the maximum points to be aligned with new point allocation

<sup>13</sup> E.g. NRF Research Proposals

Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
Focus 3 Sub area 3.8	Published peer reviewed paper in an academic journal <b><u>or peer reviewed chapter in a book</u></b>	10 points per author to a maximum of three (3) authors.  More than three (3) authors – 25 points divided by number of authors	<b><u>25</u></b> points per author to a maximum of three (3) authors.  More than three (3) authors – <b><u>20 points per author</u></b>	n/a	<i>Evidence = Copy of published paper</i>	Include “peer reviewed chapter in a book” as activity under sub area.  Increase point allocation per author  Change the point allocation per author if more than three (3) authors
Focus 3 Sub area 3.9	<b><u>Published Book review of a planning related book</u></b>		<b><u>10 points</u></b>	<b><u>n/a</u></b>	<b><u>Evidence = Copy of published review</u></b>	Publishing of Book review of planning related book included as separate activity with point allocation
Focus 3 Sub area 3.10	Publication of articles in popular (non-peer reviewed) journals, magazines, <b><u>SACPLAN Newsletter</u></b>	5 points per publication	5 points per publication	<b><u>25</u></b>	<i>Evidence = Copy of paper / review published</i>	Include publishing of an article on the SACPLAN Newsletter as an activity  Reduced the maximum points to be aligned with new point allocation
Focus 3 Sub area 3.11	Research reports	5 points divided by number of authors	<b><u>10</u></b> 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</i>	Increase point allocation per author

Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
					<i>by the client / confirmation letter of completion from client</i>	
<b>Focus 4</b> Sub area 4.1	Presentation of guest lectures at universities, symposia, seminars and workshops	3 points per guest lecture	<u>5</u> points per guest lecture	<u>25</u>	<i>Evidence = Copy of invitation or agenda / presentation</i>  <i>Does not include teaching a regular course in a different department / programme in the same university</i>	Increase point allocation per guest lecture  Increase the maximum points to be aligned with new point allocation
<b>Focus 5</b> Sub area 5.1	Mentorship of interns / Candidate Planners	0.5 points per hour	<u>1</u> point per hour	<u>25</u>	<i>Evidence = record of discussions / interactions / report</i>	Increase point allocation per hour  Reduced the maximum points to be aligned with new point allocation
<b>Focus 6</b> Sub area 6.1	Active participation in Recognised Voluntary Associations <sup>14</sup> and serving on SACPLAN	1 point per meeting  If serving member of committee - 2 points per committee	<u>2</u> points per meeting  If serving member of committee - 2 points per committee	<u>25</u>	<i>Evidence = attendance registers or minutes of meetings</i>	Increase point allocation per meeting  Reduced the maximum points to be aligned with new point allocation

<sup>14</sup> Voluntary Associations recognised in terms of the Planning Profession Act, 2002.

Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
Focus 6 Sub area 6.2	Attending SACPLAN accreditation visits on behalf of industry or voluntary association (excluding SACPLAN Council Members)	5 points per day of visit	<u>10</u> points per day of visit	n/a	<i>Evidence = attendance registers or minutes of meetings</i>	Increase point allocation per day of visit  Change the maximum points per year to n/a
Focus 6 Sub area 6.3	<i>Pro bono</i> work in service to community	0.5 points per hour	<u>1</u> point per hour	<u>20</u>	<i>Evidence = Affidavit from appointing client to say that done.</i>  Max of 10 points per appointment	Increase point allocation per hour  Reduced the maximum points to be aligned with new point allocation
Focus 6 Sub area 6.4	Presenting in-house training <sup>15</sup>	2 points per session	<u>5</u> points per session	<u>25</u>	<i>Evidence = Agenda and attendance registers</i>	Increase point allocation per training session  Reduced the maximum points to be aligned with new point allocation
Focus 6 Sub area 6.5	Attending recognised conferences, symposia, and seminars	see note	see note	<u>n/a</u>	As per approved CPD point allocation per conference  e.g. Planning Africa; ISOCARP: <b>1 point</b> per hour	Increase point allocation per hour  Increase the maximum number of points per conference

<sup>15</sup> Does not apply to persons in academic posts.



Focus and Sub area	Activity	Previous Point allocation	New Point allocation	Changes to Max points	Changes to notes	Comments
					to a maximum of <b>20 points</b> per conference, symposia and seminars <i>Evidence = Certificate of attendance / attendance register</i>	Change the maximum points during a year to n/a
<b>Focus 6</b> Sub area 6.6	Attending DRDLR / COGTA SPLUM workshops / HDA and similar trainings	2 points per workshop	<b><u>1</u> point per <u>hour</u> to maximum of <u>4</u> points per workshop</b>	<b><u>20</u></b>	<i>Evidence = Attendance Register</i>	Change the point allocation to “per hour”  Increase the maximum number of points per workshop  Reduced the maximum points to be aligned with new point allocation
<b>Focus 6</b> Sub area 6.7	Attendance of other conferences, workshops, seminars, symposia <b><u>and in-house training</u></b>	0.5 points per session to a maximum of 2 points per day	<b><u>2</u> points per session to a maximum of <u>5</u> points per day</b>	<b><u>n/a</u></b>	<i>Evidence = Certificate of attendance / attendance Register</i>	Include in-house training sessions as an activity  Increase the number of points per session  Increase the maximum number of points per day Change the maximum points during a year to n/a