



**Continuing Professional  
Development  
Handout**

# 1. What is CPD?

CPD (Continuing Professional Development) is the continuous process of **tracking** and **documenting the skills, knowledge, and experience** that you gain formally and informally as you work beyond your initial training.

Once you are registered with SACPCMP as a professional, it is mandatory for you to start engaging in activities that are aimed at broadening your knowledge about the industry, your work, global standards and more.

It is important for CPD activities to be tracked and documented as this will help you monitor your progress, recognize gaps in your skills and help you set relevant goals.

To successfully accomplish CPD objectives, the Council has established this CPD Methodology:

- **Input-based approach**  
This refers to being developed through learning (acquiring knowledge through someone else). This includes academic studies, conferences, seminars, webinars and others.
- **Output-based approach**  
This refers to being developed through mentoring (sharing knowledge with someone else). This includes mentorship programs, community projects, professional consultancy and many others.
- **Non-cumbersome process**  
The process and activities must be easily articulated so that they can be easily followed and undertaken.

## 2. Legislative Framework

CPD is a regulated mandate under section 13(K) of the Project and Construction Management Professions Act (Act No 48 of 2000). CPD is governed by the Council's CPD policy gazetted in 2019. The CPD Policy Framework is available on Council's website.

CPD is mandated by most professional organizations or bodies as a personal responsibility of professionals to keep their knowledge, experience and skills current. Its purpose is to ensure that their professionals deliver high quality of service as a safeguard to the public.

## 3. The Importance of CPD

*Delivers benefits to the registered persons, their profession, and the public at large.*

- In a world of changing trends, it keeps you on top of the trends.
- Enhances your confidence with your work.
- Promotes growth.
- Increases your understanding.
- Equips you for new challenges.

- Provides a professional sense of direction.
- Helps you become more effective at work.
- Increase the understanding of the implications of your work.
- It gives you access to experts in the fields.
- Gives you an opportunity to impact someone's life and career through mentorship.
- Assists in the management of own development in an on-going basis.
- Helps to record, review and reflect on what is learnt.
- Enables learning to become conscious and proactive, rather than passive and reactive.

## 4. CPD Compliance Requirements

In order to easily manage and track CPD activities, the CPD cycle is 5 years.

The CPD cycle runs parallel to the Council's financial year. The objective is to ensure that newly Registered professionals are not disadvantaged by the fixed cycle. The Council's financial year starts on the 1<sup>st</sup> of April to the 31<sup>st</sup> of March each year.

Every Registered Person's CPD cycle effectively begins at the start of the next financial year after registration. A registered professional will be required to complete the CPD process within five (5) years from the inception of each CPD cycle.

For example:

If you get registered with SACPCMP in October 2021, your cycle will start on the 1<sup>st</sup> of April 2022 to 31<sup>st</sup> of March 2027.

It is of utmost importance for you to make sure that you comply within these 5 years. If you are not compliant by the end of your Cycle, you have 12 months to be compliant. Failure to be compliant at the end of the 6<sup>th</sup> year will regrettably lead to deregistration in the 7<sup>th</sup> year.

COMPLIANT	REMEDIAL PROCESS	DE-REGISTRATION
Year 1 to 5	Year 6	Year 7
You must engage in CPD activities and document your progress.	12 months grace-period to work on the remedial process	If still not compliant, de-registration follows

# 5. CPD ACTIVITIES

## Categories

In order to obtain CPD hours, Registered Persons must be engaged in the activities of the categories outlined under each knowledge/skills domain in the table below:

**Category A:** Core and Non-Core Knowledge

**Category B:** Mentorship and Development

**Category C:** On the job training

### Category A

This category is focused on acquiring knowledge through learning (input-based approach). In order to accumulate CPD hours for Category A, you need to engage in further studies (certificates, diploma, degrees, masters etc). However, short courses, webinars and seminars are also considered as relevant activities for this category.

**Tip:** It is highly recommendable for you as a registered professional to continuously elevate your initial educational achievement by studying accredited further studies!

Category A is divided in to two categories, Core and Non-Core Knowledge.

#### 1. Core Knowledge

Refers to knowledge that is directly related to construction, health and safety, project management, etc.

#### 2. Non-Core Knowledge

Non-Core refer to knowledge that is not directly related to construction, project management and health and safety but is necessary for a professional to possess. Examples of Non-Core activities could be Marketing in Construction, computer usage skills, etc.

When you decide to engage in CPD activities with the aim of acquiring CPD Hours for Category A, make sure that the activity/course is validated by SACPCMP. Activities and courses that are validated have been assessed and their outcome, effectiveness and relevance have been measured and the relevant CPD Hours have been allocated.

Activities and courses that are not validated by the Council cannot be considered for Category A. To ensure that an activity or course is validated by the Council, you can verify by checking on the Council's website for the List of Validated courses.

### Category B

This category focuses on mentorship and development (output-based approach). Mentorship should be purposeful, structured and growth orientated for both the mentor and mentee.

Types of mentorships:

#### 1. COMMITMENT AND UNDERTAKING FORM FOR STRUCTURED CANDIDACY

The commitment and undertaking form is to be utilised by registered professionals undertaking mentoring of registered candidates by engaging the candidates with CPD

activities that are aimed towards the professional registration or registered candidates participating in structured candidacy programs.

The form entails a solemn declaration commitment by an employer appointing a registered professional under its employ/contract to act as a mentor to mentor a registered Candidate towards professional registration.

A Commitment and Undertaking Form together with a Mentor Assessment form provided by the Council should be used for this activity.

## **2. MENTORING EXPERIENTIAL LEARNERS IN WORK INTEGRATED LEARNING (WIL) PROGRAM**

This is the mentoring of Experiential Learner in WIL programs. These are pre-graduation learners that seek on-the-job experience (internships, apprenticeship, etc).

Mentoring Logbook should be utilised for this activity as provided by the Council.

## **3. INFORMAL MENTORING OF STAFF ON THE JOB**

This is the mentorship of staff on the job. This could be mentoring a colleague in an area you are knowledgeable in.

## **4. TRAINING OF CONTRACTORS IN CONSTRUCTION AND PROJECT MANAGEMENT**

This is the mentoring of contractors.

## **5. PROFESSIONAL CONSULTANCY SERVICE PROVIDERS**

This is development in terms of offering professional consultancy services to government and/or private construction companies.

## **6. TRAINING OF COMMUNITY IN CONSTRUCTION AND PROJECT MANAGEMENT**

This is community development projects aimed at empowering community members in Construction, Project Management and Community Development.

### **Category C**

This category is focused on your day-to-day activities at work. CPD is not just about learning but also about putting into practice the knowledge you have acquired. In this category, you get awarded for professional position you hold in a company, industry experience and unbroken continuous service.

Staff trainings are also considered for CPD. Your participation in examinations as a moderator, being a councillor in a committee and serving in communities are also activities that are recognised for CPD under Category C.

## **6. CPD Hours over 5 years**

To determine the value of the CPD activities undertaken by an individual, the Council has assigned hours to the learning outcome.

CPD activities will be rewarded based on hours in line with:

1. Relevance and importance of the core areas of the professions.
2. Contribution made towards professional development.

So, the hours are not determined by how long the activity was, but rather the effectiveness of the learning outcome in connection to your skills and knowledge.

In your 5 years of the CPD Cycle, you need to accumulate 50 CPD Hours from Category A, B and C. Refer to the table below for how many CPD hours you will need for each Category.

It is important to keep track of how many hours you need for each Category as you need to comply in each Category. Also note, at the end of the cycle, only 10 CPD points from Category A can be transferred in the next cycle.

CATEGORIES	PROFFESIONALS: PrCPM, PrCM, PrCHSA, PrCMentor and PrBInsp)	OTHER CATEGORIES: CHSM, CHSO, CMentor and CBInsp
Category A	30 CPD Hours	20 CPD Hours
Category B	10 CPD Hours	10 CPD Hours
Category C	10 CPD Hours	20 CPD Hours
<b>TOTAL CPD HOURS NEEDED AFTER 5 YEARS</b>	<b>50 CPD Hours</b>	<b>50 CPD Hours</b>

## 7. Acceptable Evidence

For the Council to ensure that the registered persons have indeed participated in CPD engagements, a method of Acceptable Evidence is being utilised for each Category and sub-category.

As a registered person, it is important for you to know what evidence is acceptable to the Council for each CPD activity you decide to embark on. Below is guideline table:

Category A	Category B	Category C
<b>Certificates</b> Academic Studies (plus curriculum) Accredited Short Courses	<b>Appointment Letter</b> Training of contractors Professional Consultancy (plus completion certificate) Training of community members	<b>Letter of Service</b> Unbroken continuous service Industry experience Professional Position
<b>Attendance Register or Certificate</b> Accredited Conferences Seminars	<b>Signed Assessment and Logbook</b> Mentoring registered candidate	<b>Appointment Letter</b> Teaching or training work Moderator

Computer Training Formal Educational Training Workshops Professional Meetings	Mentoring experiential learner in WIL program	Assessor/councilor in Council meeting Serving in committees (VA) Lecturer or professor
<b>Research Paper</b> Accredited Research colloquia, or presentation	<b>Signed Commitment &amp; Candidate Candidacy</b> Mentorship candidates towards professional registration	<b>Attendance Register/Certificate</b> On the job training
<b>Thesis/Dissertation/Journal Paper</b> Peer reviewed research	<b>Letter and Mentee CV</b> Informal mentoring of staff	

## 8. Earning CPD Points

Guideline

### Category A

Qualifications: 20 CPD Hours +  
SACPCMP Validated Courses: Based on Validation

### Category B

Mentorship Projects: 10 CPD Hours  
Individual Mentorship: 1 CPD Hour for each mentee

### Category C

Training at Work: 1 CPD Hour  
Professional Position: 5 – 10 CPD Hours  
Industry Experience: 1 CPD Hour for 8 years  
Unbroken Service: 1 CPD Hour for 5 years

**Note:** This is just a guideline, each CPD submission will be assessed and relevant CPD Hours will be allocated based on the evidence provided.

## 9. CPD Online Portal

To ensure that you easily manage your CPD activities, SACPCMP has an online portal that you can access at any time. You can do the following on the MyMembership portal:

- Upload CPD activities
- View and download your CPD Statement

- Purchase Video Bundles
- Access invoices and statements

## 10. CPD Exemption

Granted only for registered persons in good standing.

### **Granted on grounds of:**

- retirement,
- temporary withdrawal from professional practice,
- extended leave due to illness or relocation
- Exemption granted by Council and only for one (1) year

**Note:** Council did not offer a COVID-19 exemption, however, reminded RPs of the options provided by Council if the pandemic affected them in the above ways.

### **Documents to submit for an exemption request**

- Letter of request
- Affidavit
- ID Copy

## 11. How can we help you?

For any CPD related queries contact:

**Khutso Mokgehle**

Email: [cpd@sacpcmp.org.za](mailto:cpd@sacpcmp.org.za)

Call/WhatsApp: 0828029817 (CPD queries will be attended to between 8am and 12pm)

