

## Frequently Asked Questions about CPD

**Q** Where can I see my CPD points on the SAGC website?

A The Council does not keep record of your CPD points. You are responsible for downloading the *Personal record* form from the website and keep your own records.

**Q** Do I have to upload my records on the website?

A At this stage the website does not make provision for uploading records. You must keep your own records.

**Q** What is the minimum number of credits which one should accumulate?

A Professionals and technologists must accumulate at least 20 credits in a five year cycle and technicians require 13 credits.

**Q** Can I get exemption?

A Registered persons 70 years and older are exempted from CPD.

Persons working in remote areas outside South Africa, where there are no opportunities for CPD, may apply to the Council for temporary exemption.

**Q** Do I get a credit for being registered with the Council?

A No. CPD is a requirement to retain your registration and therefore registration does not carry any CPD credits. You can get one CPD point if you are a member of an institute (recognised voluntary association).

**Q** Will I get CPD credits for attending this conference/meeting? How many?

A Check the *CPD Events* page on the website. Accredited conferences and workshops will be listed and the number of credits indicated.

**Q** Can you accredit my attendance of this course/conference?

A The organiser of a conference, workshop or course must apply for accreditation. Details of this process are given in the document *CPD Procedure* on the website.

**Q** Will a particular international conference be accepted?

A If the conference is about Geomatics related material, it will be accepted. Keep evidence of attendance.

**Q** This course has “x” amount of ECSA credits. Is it also accredited by SAGC and are credits the same?

**A** Each professional body does its own accreditation and therefore ECSA accredited events are not automatically accredited by SAGC. However, if it adds value to your practice it will be accepted. Persons doing engineering surveying can certainly benefit from some engineering events.

The ECSA credits are the same as SAGC credits. However, credits from other professional bodies are not necessarily allocated on the same principles.

**Q** I am busy with further studies – How many credits do I get?

**A** You will receive 5 credits in the year of graduation.

**Q** I am in a rural area where there are no workshops.

**A** Consider possibilities such as workshops of other institutes and professions, organising training sessions for your staff (e.g. safety or aids) or self-study of journal articles. Also refer to the *CPD Procedure*.

**Q** What evidence do I need?

**A** The evidence is required when you are audited. If the event is accredited by the Council the signed attendance record will normally be on the website. Stating the Event number in your *Personal records* will be sufficient evidence. If the attendance record is not on the website, ask the organisers to submit this.

If the meeting/conference is not on the website you must keep your own evidence of attendance. This could be the minutes of the meeting (showing your name) or an official attendance record. This evidence must be submitted when a person is audited.

**Q** One way of obtaining CPD credits is by reading a technical publication. How does the SAGC verify this?

**A** SAGC relies on one adhering to the Code of Conduct and this can also be verified by an audit process as stipulated in Section 5 of the Rules.

**Q** When will I be audited?

**A** Registered persons may be audited in the year in which their registration must be renewed. To determine this year refer to Table A in the Rules. The Council will inform those persons selected for audit.

**Q** How do I determine the number of credits for activities in Category 3?

**A** Credits are indicated in Category 3(b) of Appendix A of the Rules.