



Continuing Professional Development Policy

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This policy must be read in conjunction with the CPD Rules.

1 Introduction

1.1. CPD is based on the following principles:

- 1.1.1. Professional competence;
- 1.1.2. Professional attitude; and
- 1.1.3. Professional values and ethics.

1.2. The CPD of each registered practitioner should contain a variety of formal education, training, mentoring, self-study and development activities.

1.3. The CPD system is administered by the SAGC in terms of the Geomatics Profession Act 19 of 2013 and the Rules. Each member must complete the required credits during a CPD cycle as prescribed in the Rules.

2 Exemptions from CPD activities

Application for exemption will be considered by the SAGC on merit. Acceptable reasons for exemption may include:

- 2.1 temporary withdrawal from active practice;
- 2.2 Physical disability, illness or pregnancy, with documented proof of such condition;
- 2.3 Other extenuating circumstances as approved by the CPD committee.

3 Approval of CPD Events

3.1 Any voluntary association recognised by the Council may organise a CPD event in terms of the Rules. The CPD Committee will determine the number of credits allocated to such an event and will inform the webmaster so that the details can be placed on the SAGC website.

- 3.1.1 Credits must be allocated in terms of the guidelines given in Appendix A of the CPD Rules.

- 3.2 Any private organisation wishing to offer a CPD event must apply to the CPD committee. This application must be accompanied by an application fee and a detailed program of the proposed event.
 - 3.2.1 The application fee will be determined by the Council.
- 3.3 When considering such an application the CPD committee must apply the following guidelines:
 - 3.3.1 Credits must be allocated in terms of the guidelines given in Appendix A, Category 1 of the CPD Rules.
 - 3.3.2 Conferences organised by software and instrument vendors where more than 50% of the papers are presentations of the software or instruments, will receive credits in terms of Category 1(b), i.e. one credit for 1 – 3 day conference, and two credits for more than 3-day conference.
- 3.4 In order for an event or course to be recognised for ethics related training as prescribed by Rule 3(b), it must be approved as such by the CPD committee.

4 Recording of Personal CPD

- 4.1 Each registered practitioner must keep a record of his/her CPD credits. This must be done on the *Personal Records* form which is available on the SAGC website.
- 4.2 The Personal record with relevant evidence must be submitted to the Council when a member is audited.
- 4.3 The normal work of a member (including meetings with clients or colleagues) will not be considered for CPD credits.

5 Renewal of Registration

The renewal of registration at the end of the 5-year cycle will be an administrative process for those members who meet the CPD requirements in terms of paragraph 5 of the Rules in conjunction with the payment of annual registration fees.

6 Auditing of recorded CPD activities

- 6.1 The CPD committee will annually select a random group of registered practitioners for auditing from those that are due for renewal of their registration in terms of Rule 5.
- 6.2 These practitioners will be informed that they have been selected for audit and will be required to submit their Personal records and all the relevant evidence that does not appear on the SAGC website.
- 6.3 Any practitioner who neglects to submit the required documents before the due date, without acceptable reasons, will be suspended.
- 6.4 Any practitioner who has failed to acquire the prescribed credits within the cycle in terms of Rule 3, will be audited again on a yearly basis during the following two years.
 - 6.4.1 The audit of the first year following the cycle, must confirm that such practitioner has obtained at least 6 credits if he/she is registered as professional or technologist, or 4 credits if he/she is registered as a technician.
 - 6.4.2 The audit of the second year following the cycle, the practitioner must have accumulated at least 20 credits over the 5 years immediately preceding this audit if he/she is registered as professional or technologist, or 13 credits if he/she is registered as a technician.
 - 6.4.3 Any practitioner failing to meet these requirements will be suspended.
- 6.5 A practitioner who was suspended in terms of clause 6.3 or 6.4 who applies to re-instate his/her registration, after having proved that he/she has obtained the required credits, must pay the re-admission fee. His/her registration will then be re-instated.
- 6.6 The registration of practitioners who have complied with the requirements, will be renewed for a further five-year period.

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