

## CPD PROCEDURE

### 1. REQUIREMENTS

In terms of Rule 3 every person registered as a professional or technologist must accumulate at least 20 credits in 5 years and every technician must accumulate 13 credits in 5 years.

Each registered person must keep his/her own record of credits on the *Personal records form* which can be downloaded from the website <http://www.sagc.org.za/9cpdforms.php>

### 2. ETHICS TRAINING

From 2020 every registered person must obtain at least 1 credit in ethics related training during every 5-year cycle. This is not an additional credit but is part of the required 20 credits (13 for technicians). Events that will be accepted for this will be indicated as “ethics training” on the website. This training can be done during any year of the cycle.

### 3. RENEWAL OF REGISTRATION

In terms of Rules 6 & 9 all registered persons must renew their registration every 5 years and this will be valid for 5 years. The year of renewal is determined by the first year of registration (see Rule 9). If a person is registered in different categories (or upgraded), e.g. he registered as survey technician in 1995 and as professional GISc practitioner in 2009, his first registration is 1995. In terms of Table A this person falls in column C and he must submit his/her CPD records for renewal of registration in 2015, 2020, etc.

### 4. SUBMISSION OF DOCUMENTS TO COUNCIL

All registered persons that are due for renewal of registration must submit their “*Personal records form*” to the South African Geomatics Council by the end of June. Therefore all persons falling in column A of Table A in the Rules must submit their “*Personal records form*” to Council during June 2023. Persons in column B must submit their records in June 2024, etc. It is not

necessary to submit the evidence, but this must be retained for auditing purposes.

An example of a completed "*Personal Records form*" is on the website at <http://www.sagc.org.za/CPD/CPD%20forms/CPDexample.pdf>

## **5. AUDITING**

A random group of registered persons (representing all registration categories), who are due for renewal, will be selected by the Council for auditing. They will be informed by the Council and have to submit their personal records as well as detailed evidence of all records not already on the website.

## **6. INSTITUTE AGM'S**

Attendance of the AGM's automatically earns 1 credit (Cat. 1) irrespective of duration, and do not need any approval. The branches use the *Event advertising form* to inform the webmaster ([webmaster@sagc.org.za](mailto:webmaster@sagc.org.za)) to put it on the website before the event. Branches must complete the attendance register and submit to the webmaster for publication on the website.

## **7. WORKSHOPS AND COURSES BY ACCREDITED UNIVERSITIES**

The accredited universities (see website <http://www.sagc.org.za/9cpdservice.php>) will submit the *Event advertising form* to inform the webmaster ([webmaster@sagc.org.za](mailto:webmaster@sagc.org.za)) to put it on the website before the event. The organiser must complete the attendance register and submit to the webmaster for publication on the website.

## **8. INSTITUTE WORKSHOPS**

Workshops organised by recognised institutes are accredited by the organising branch committee who also confirm the number of credits (Category 1). Full day workshop, 1 credit; half-day workshop, ½ credit. If they are unsure it can be confirmed with the CPD committee ([cpd@sagc.org.za](mailto:cpd@sagc.org.za)). The *Event advertising form* is used to inform the webmaster.

## **9. OTHER CONFERENCES & WORKSHOPS (Private organisers)**

The organiser must complete the *Event Approval form* (with proof of payment of application fee) and send with supporting documentation to [cpd@sagc.org.za](mailto:cpd@sagc.org.za). The CPD committee will approve and allocate credits (or decline), inform the applicant and the webmaster. At the workshop the

organiser must use the official attendance form to record attendance and submit this to the webmaster.

A course which is repeated on different dates and/or venues is approved once and this remains valid for 3 years.

These workshops are not restricted to “pure” survey or GIS. A workshop on e.g. “safety on site in terms of the OHaSA” or on “tender procedures” will also be accepted.

## **10. UN-ACCREDITED CONFERENCES**

If a member attended a conference, workshop or course that is not accredited it is still possible to claim CPD credits for such a conference or course. If the contents are Geomatics related and can be considered in terms of the CPD Rules, the member can add the detail in his Personal Records and submit the details for the CPD committee to consider for approval. Information required would be the conference program and evidence of attendance. This must be submitted when a member is audited.

## **11. COUNCIL AND INSTITUTE COMMITTEES**

Members of SAGC committees (e.g. EAC) or Institute committees (e.g. branch committees or EXCO) get 0,5 Cat. 3 credit for every 5 hours (accumulative).

These are only attended by a few persons and do not have to be recorded on the website (otherwise the website will be too crowded). The individuals must keep their own records and evidence. The evidence will be the minutes of meetings indicating attendance.

## **12. OBTAINING CPD POINTS IN RURAL AREAS**

Registered persons practising in rural areas often complain that they don't have all the workshops available that are mostly presented in the major urban areas. Please note that there are other options available:

- Surveyors residing along the Garden route have arranged that a SAGI workshop held in Cape Town was directly relayed via internet to a suitable venue in George. They all attended this venue and could actively take part in the workshop; they could see and hear the speaker and were also part of the question session afterwards. They received the full CPD credits for the workshop.

- Relevant topics offered by other professions:- A workshop by attorneys on e.g. the Deeds Act or by Town planners on planning issues will be accepted for land surveyors. A workshop by engineers on deformation monitoring is very relevant to engineering surveyors.
- Self-study of journal articles in terms of Cat. 3(b)(xiv) of Appendix A of the Rules. A list of suitable Journals is given on the website.

Registered persons should peruse Cat. 3(b) of Appendix A of the Rules for all the options available.

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