



THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS
DIE SUID-AFRIKAANSE INSTITUUT VAN ARGITEKSTEGNOLOË

REGULATION 05

CONTINUING PROFESSIONAL DEVELOPMENT

Issued in terms of the SAIAT CONSTITUTION 2009

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1. PURPOSE

The purpose of this regulation is to:

- 1.1 To define the controls applicable to the operation and management of Continuing Professional Development Courses offered and/or validated by the Institute.

2. DEFINITIONS

For the purposes of this Regulation the definitions contained in the Constitution shall apply. Where singular or male terms are used these shall simultaneously imply plural or female respectively, unless such interpretation is inconsistent with the context.

3. CATEGORIES OF CONTINUING DEVELOPMENT

- 3.1 The categories of Continuing Professional Development are defined in the latest CPD Board Notice issued by the South African Council for the Architectural Profession.

3.2 These categories are:

- Category 1 – Development Activities
- Category 2 – Work-based Activities
- Category 3 – Individual Activities

- 3.3 Voluntary Associations approved by the South African Council for the Architectural Profession, like the Institute, can offer and/or validate Category 1 CPD activities and/or courses. The Institute will verify attendance of these activities by the issuing of Attendance Certificates and will also in terms of the Board Notice forward the details of attendees of these activities and/or courses to the Council.

- 3.4 Category 2 and Category 3 activities are work-based activities and individual activities and Voluntary Associations do not have any jurisdiction regarding the validation of these activities, therefore the Institute cannot issue any Attendance Certificates for Category 3 activities. Members and other professionals attending a meeting that can be classified as a Category 3 activity and offered by the Institute must ensure that they keep their own record of attendance, for example obtain a copy of the attendance register and minutes of the meeting.

- 3.5 Due to the administration and financial implication regarding the validation and offering of Continuing Professional Development activities, the Administration and Finance Officer will chair the Continuing Professional Development Committee.

- 3.6 The Administration and Finance Officer will be responsible for reporting to the National Committee on all Continuing Professional Development issues as and when required.

- 3.7 The Administration and Finance Officer will be responsible for reporting to the South African Council for the Architectural Profession on all Continuing Professional Development issues as and when required.

4. CATEGORY 1 (DEVELOPMENTAL) ACTIVITIES

4.1 THIRD PARTY PROVIDERS

- 4.1.1 Any third party can apply to the Institute for the validation of their course as a Continuing Professional Development activity by submitting an application in the prescribed format and paying the validation fee. The Institute can ask the third party for submitting more information during the validation process.

- 4.1.2 The Institute will, through the Administration and Finance Officer, assess and validate the third party activity by applying the rules as set out in the latest CPD Board Notice as published by the South African Council for the Architectural Profession.
- 4.1.3 Once validated, the activity will be valid as a Continuing Professional Development activity for a period of three years as per the conditions stipulated in the Validation Letter.
- 4.1.4 The Institute reserves the right to cancel any such validation of a third party activity if any of the conditions as set out in the Validation Letter are not met.
- 4.1.5 Third parties who offer validated activities have to submit to the Institute in the prescribed manner records of attendance of members and/or other professionals within three weeks after the date of such activity to enable the Institute to issue the necessary attendance certificates and to forward such attendance registers to the Council as required.

4.2 NATIONAL ACTIVITIES

- 4.2.1 The Institute will offer Category 1 Continuing Profession events as required by the South African Council for the Architectural Profession for its members and all other professionals on a national basis through courses developed and presented by members of the Institute.
- 4.2.2 Presenters may be remunerated for presenting these courses by the Institute as determined by the National Committee.
- 4.2.3 Presenters have to submit to the Administration and Finance Officer an electronic copy of their presentation prior to any course and have to update it on a regular basis.
- 4.2.4 The Institute through its Head Office will arrange for the venues and the accommodation and travelling of the presenters.
- 4.2.5 The annual programme of the national activities will be the responsibility of the Administration and Finance Officer.
- 4.2.6 The annual programme has to be forwarded, together with regular updates, to the South African Council for the Architectural Profession when and as required by the Administration and Finance Officer.
- 4.2.7 The Institute will publish on a regular basis on its website the details of the national courses and has to administer the registration of the attendees of these courses.
- 4.2.8 The presenter and/or presenters of a course have to submit to the Administration and Finance Officer not later than seven days after the activity an attendance register in the prescribed format for the issuing of the necessary attendance certificates.
- 4.2.9 Attendance Certificates will be published by the Institute on its website for a period of 90 days for download by the attendees after which it can be ordered from the Institute by paying the prescribed fee.
- 4.2.10 Fees for attending any national course will be as approved by the National Committee.
- 4.2.11 The Institute will, through its Head Office, advertise national courses on a regular basis through sms's and e-mail.
- 4.2.12 Ownership of all course material, including presentations, will vest in the Institute.

4.3 REGIONAL ACTIVITIES

- 4.3.1 The Institute will offer Category 1 Continuing Profession events as required by the South African Council for the Architectural Profession for its members and all other professionals on a regional basis through courses developed and presented by members of the Institute and/or third party providers as per the approval of the Administration and Finance Officer and/or the National Committee.
- 4.3.2 Presenters have to submit to the Administration and Finance Officer an electronic copy of their presentation prior to any course and have to update it on a regular basis.
- 4.3.3 The Regional Chairman will forward a request to the Administration and Finance Officer for the venues and the accommodation and travelling of the presenters at least sixty (60) days before such an event. All accommodation and travelling arrangements for presenters will be done by the Head Office.
- 4.3.4 The annual programme of the regional activities will be the responsibility of the Regional Chairman who will forward it to the Administration and Finance Officer.
- 4.3.5 The annual programme has to be forwarded, together with regular updates, to the South African Council for the Architectural Profession when and as required by the Administration and Finance Officer.
- 4.3.6 The Institute will publish on a regular basis on its website the details of the regional courses. The Regional Chairman has to administer the registration of the attendees of these courses.
- 4.3.7 The Regional Chairman has to submit to the Administration and Finance Officer not later than seven (7) days after the activity an attendance register in the prescribed format for the issuing of the necessary attendance certificates.
- 4.3.8 Attendance Certificates will be published by the Institute on its website for a period of 90 days for download by the attendees after which it can be ordered from the Institute by paying the prescribed fee.
- 4.3.9 Fees for attending any regional course will be as approved by the National Committee.
- 4.3.10 The Institute will, through its Head Office, advertise regional courses on a regular basis through sms's and e-mail. The Regional Chairman will forward the details of such course to the Head Office at least fourteen (14) days prior to such event.

4.4 CHAPTER ACTIVITIES

- 4.4.1 The Institute will offer Category 1 Continuing Profession events as required by the South African Council for the Architectural Profession for its members and all other professionals on a chapter basis through courses developed and presented by members of the Institute and/or third party providers as per the approval of the Administration and Finance Officer and/or the National Committee.
- 4.4.2 Presenters have to submit to the Administration and Finance Officer an electronic copy of their presentation prior to any course and have to update it on a regular basis.
- 4.4.3 The Chapter Chairman will arrange the venue for the Category 1 activity, and may combine it with a regular chapter network meeting.

- 4.4.3 The annual programme of the chapter activities will be the responsibility of the Chapter Chairman who will forward it to Regional Chairman for forwarding to the Administration and Finance Officer.
- 4.4.6 The annual programme has to be forwarded, together with regular updates, to the South African Council for the Architectural Profession when and as required by the Administration and Finance Officer.
- 4.4.7 The Institute will publish on a regular basis on its website the details of the chapter courses. The Chapter Chairman will forward the details of such course to the Head Office at least fourteen (14) days prior to such event. The Chapter Chairman has to administer the registration of the attendees of these courses and will forward attendance registers in the prescribed format to the Regional Chairman not later than seven (7) days after the activity.
- 4.4.8 The Regional Chairman has to submit to the Administration and Finance Officer not later than ten days (10) after the activity an attendance register in the prescribed format for the issuing of the necessary attendance certificates.
- 4.4.9 Attendance Certificates will be published by the Institute on its website for a period of 90 days for download by the attendees after which it can be ordered from the Institute by paying the prescribed fee.
- 4.4.10 Fees for attending any chapter course will be as approved by the National Committee. Any deviation from the prescribe fee must be approved by the Administration and Finance Officer through an application made by the Regional Chairman.
- 4.4.11 The Institute will, through its Head Office, advertise chapter courses on a regular basis through sms's and e-mail. The Chapter Chairman will forward the details of such course to the Head Office at least fourteen (14) days prior to such event.

5. CATEGORY 2 (WORK-BASED) ACTIVITIES

All Category 2 activities will be as per the CPD Board Notice issued by the South African Council for the Architectural Profession.

6. CATEGORY 3 (INDIVIDUAL) ACTIVITIES

All Category 3 activities will be as per the CPD Board Notice issued by the South African Council for the Architectural Profession.

7. NOTICES

7.1 NOTICES TO MEMBERS AND/OR OTHER INDIVIDUALS

- 7.1.1 No Chairman and/or any other persons are allowed to send electronic mail or messages via cellular phones to members and/or other professionals directly. All such correspondence must be send and handled via the Head Office to ensure compliance with National Legislation
