



**BUILDING PROFESSIONALS
TO BUILD THE FUTURE
Est. 1987**

**CONSTITUTION 2023
REGULATION 05:
CONTINUING PROFESSIONAL
DEVELOPMENT**



INDEX

1. PURPOSE 2

2. DEFINITIONS..... 2

3. CATEGORIES OF CONTINUING DEVELOPMENT 3

4. CERTIFICATES FOR CATEGORY 1 EVENTS..... 3

5. ADOPTION AND REPEAL..... 4

1. PURPOSE

- 1.1 The purpose of this regulation is to define the controls applicable to the operation and management of Continuing Professional Development events offered and/or validated by the Institute.

2. DEFINITIONS

In this Regulation unless the context indicates otherwise:

'Board of Directors' means the board formed by the directors;

'Constitution' means the latest edition of the SAIAT Constitution as approved by its members;

'Director' means a director of the company as registered in terms of the Companies Act (Act 71 of 2008), as amended;

'Institute' means the South African Institute of Architectural Technologists NPC;

'Member' means any member of the Institute;

'National Committee of Members' means the committee of Members elected and / or co-opted to assist with the management of member affairs of the Institute established in terms of Clause 6 of this Constitution;

'Regulation' means a supplementary document that is part of the Constitution as per Clause 7;

'SACAP' means The South African Council for the Architectural Profession.

3. CATEGORIES OF CONTINUING DEVELOPMENT

- 3.1** The categories of Continuing Professional Development are defined in the latest CPD Board Notice issued by SACAP.
- 3.2** These categories are:
- 3.2.1** Category 1 – Development Activities
 - 3.2.2** Category 2 – Work-based Activities
 - 3.2.3** Category 3 – Individual Activities
- 3.3** As a Voluntary Associations recognised by SACAP, the Institute may offer and/or validate Category 1 CPD activities and/or events for the architectural profession. The Institute will verify attendance of these activities by the issuing of attendance certificates and shall in terms of the Board Notice forward the details of attendees of these activities and/or events to SACAP.
- 3.4** Category 2 and Category 3 activities are work-based 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 these activities. Members and other professionals attending a meeting that can be classified as a Category 3 activity and offered by the Institute shall ensure that they keep their own record of attendance, for example a copy of the attendance register and / or minutes of the meeting.
- 3.5** Due to the administration and financial implication regarding the validation and offering of Continuing Professional Development activities, the managing director will be responsible for the validation of CPD activities.
- 3.6** The managing director will be responsible for reporting to the Board of Directors and the National Committee of Members on all continuing professional development issues as and when required.
- 3.7** The managing director will be responsible for reporting to SACAP on all continuing professional development issues as and when required.

4. CERTIFICATES FOR CATEGORY 1 EVENTS

- 4.1** The Institute will publish certificates for all Category events offered by the Institute or validated CPD providers on a password-protected domain hosted on a dedicated website.

5. ADOPTION AND REPEAL

- 5.1** This regulation was approved and adopted by the National Committee of Members on 17 October 2023.
- 5.2** This regulation repeals any previous edition of this regulation.

