

THE SAIAT CONSTITUTION 2025

REGULATION 05:

CONTINUING PROFESSIONAL DEVELOPMENT



This page is intentionally left blank.

INDEX

1. PURPOSE	1
2. DEFINITIONS.....	1
3. CATEGORIES OF CONTINUING DEVELOPMENT	1
4. VALIDATION OF CATEGORY 1 CPD EVENTS	2
5. CERTIFICATES FOR CATEGORY 1 EVENTS.....	2
6. ADOPTION AND REPEAL.....	2

This page is intentionally left blank.

1. PURPOSE

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.

'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 Association 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 at these activities by issuing attendance certificates and shall, in terms of the applicable SACAP Board Notice, forward the details of attendees to SACAP.

3.4 Category 2 and Category 3 CPD 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 is offered by the Institute shall ensure they keep their own record of attendance, for example, a copy of the attendance register and/or the minutes of the meeting.

3.5 The managing director shall report to the Board of Directors and the National Committee of Members on all continuing professional development issues as and when required.

- 3.6** The managing director shall report to SACAP on all continuing professional development issues as and when required.

4. VALIDATION OF CATEGORY 1 CPD EVENTS

- 4.1** Due to the administration and financial implications regarding the validation and offering of Continuing Professional Development activities, the managing director will be responsible for the validation of CPD activities.
- 4.2** Entities that require the Institute to validate a Category 1 event must apply to the SAIAT website.
- 4.3** Once validated, a letter informing the entity of the successful application and validation requirements will be forwarded to the entity.
- 4.4** A CPD validation certificate will be issued to the entity via the SAIAT e-Portal once payment has been received, or if no payment is required, within twenty-four (24) hours of the issuing of the letter informing the entity of the successful application.
- 4.5** If an application for validation was not successful, the entity will be informed in writing, providing the reasons for the decision. The entity may then alter the event's content and resubmit it within thirty (30) days after notification of the unsuccessful submission.

5. CERTIFICATES FOR CATEGORY 1 EVENTS

- 5.1** 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.
- 5.2** Validated CPD providers are required to submit attendance registers online via the SAIAT website not later than fourteen (14) calendar days after an event.
- 5.3** The Institute may charge registered persons or validated CPD providers a fee for the correction of data on certificates if this data was incorrectly supplied to the Institute.
- 5.4** No certificate will be e-mailed to any professional or entity; data on CPD certificates are deemed sensitive and are, as such, protected via the publication on the password-protected e-Portal profile.
- 5.5** No information regarding CPD certificates will be provided to a third party.
- 5.6** Copies of CPD certificates issued before 01 October 2022 are not available on the SAIAT e-Portal and will be forwarded on an application made via the SAIAT website. The Institute may charge an administration fee in this regard before forwarding the certificate to the applicant.

6. ADOPTION AND REPEAL

- 6.1** This regulation was approved and adopted by the National Committee of Members on 25 October 2025.
- 6.2** This regulation repeals any previous edition.

THE END