



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

REGULATION 05: CONTINUING PROFESSIONAL DEVELOPMENT

EFFECTIVE AS FROM 20 JUNE 2016

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1. PURPOSE

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

2. DEFINITIONS

Where singular or male terms are used these shall simultaneously imply plural or female respectively, unless such interpretation is inconsistent with the context. In this **Regulation** unless the context indicates otherwise:

'Board of Directors' means the board formed by the **Directors**

'Constitution' means the 2016 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

'Member' means any member of **SAIAT** regardless of level of membership

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

'Regulation/s' means the latest **Regulations** including all modifications, alterations and additions thereto, made and in force in terms of this **Constitution**, to regulate the affairs of the **Institute** consistent with this **Constitution**

3. CATEGORIES OF CONTINUING DEVELOPMENT

- 3.1 The categories of Continuing Professional Development are defined in the latest CPD Board Notice issued **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
- 3.3.3 Voluntary Associations approved by **SACAP**, like **SAIAT**, may 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 **SACAP**.
- 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 **Director: Executive President** will be responsible for the validation of CPD activities.
- 3.6 The **Director: Executive President** will be responsible for reporting to the **Board of Directors** and the **National Committee** on all Continuing Professional Development issues as and when required.
- 3.7 The **Director: Executive President** will be responsible for reporting to **SACAP** on all Continuing Professional Development issues as and when required.