

ASSOCIATION OF SOUTH AFRICAN  
QUANTITY SURVEYORS



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*Continuing*

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*Professional*

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*Development System*

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*Effective date 1 January 1999*



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## 1. Introduction

The South African Council for Quantity Surveyors has introduced a system of Continuing Professional Development (CPD) for all quantity surveyors registered in terms of the Quantity Surveyors' Act (36 of 1970), effective from 1 January 1999

The CPD system has been developed as a user-friendly process and the 200 points to be acquired over a 5-year period should be easily achieved

The process will be

- neither complicated nor prohibitively expensive
- tailored to suit reciprocal international accreditation agreements

## 2. Objective

The primary objective of the CPD system is to enhance professional skills while supporting development in the quantity surveying profession

## 3. Administration

The Council has delegated its authority in terms of the Quantity Surveyors' Act (36 of 1970) for

- monitoring
- management
- delivery of all content
- maintenance of standards and outcomes of ongoing professional development and training in quantity surveying

leading to

- registration
- renewal of registration with the Council to the Association of South African Quantity Surveyors (ASAQS) who will administer the CPD system (renewal of registration)

In the foreseeable future, other professional societies and associations may apply to the ASAQS for accreditation as CPD providers (activities and programmes) according to specific criteria and guidelines

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In terms of the authority delegated to the Association by the Council,

- approval of educational and developmental activities for CPD purposes
- review of performance by all CPD providers will be the responsibility of the Association

The Association will furnish / approve the

- guidelines and criteria for approval
- allocation of points

#### **4. Annual submissions in respect of a 12-month period commencing on 1 July in any year and ending on 30 June of the following year**

Quantity surveyors will be required to submit documentation on the enclosed form to the QS EduTech Centre annually, not later than 30 (thirty) days after completion of an annual cycle

The number of points accumulated in respect of each category of CPD activity during a specific annual cycle will be electronically recorded and annual statements provided to advise registered quantity surveyors of the total number of points accruing to their credit and of their general CPD status

#### **5. Time requirements**

5.1 CPD will run in 5-year cycles, during which period every quantity surveyor will be required to accumulate 200 points in order to retain registration

5.2 In any one year, the permitted accumulation of points will be

- 25 points minimum
- 75 points maximum

5.3 The **initial cycle** will extend from 1 January 1999 to 30 June 2004 to afford the opportunity to

- eliminate any problems with the system that may arise during the first year of the system and
- accommodate international reciprocal agreements

5.4 A quantity surveyor whose name appears on the Council's register on 1 January 1999 will be required to comply with the CPD conditions before 30 June 2004 and thereafter, during sequential periods of 5 years each

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5.5 Quantity surveyors who register for the first time *after* 1 July 2000 will commence their initial cycle on 1 July 2001 and will be required to comply with the CPD conditions during sequential periods of 5 years each

Quantity surveyors who register during the course of any annual cycle will commence their initial cycle on 1 July *following the date of registration*

5.6 Quantity surveyors who deregister and, in due course, apply for reinstatement, will be required to undergo 12 months of ASAQS-approved CPD prior to finalisation of the re-registration process

5.7 Successful compliance with all requirements of the Assessment of Professional Competence of the South African Council for Quantity Surveyors leading to registration as a quantity surveyor will be deemed to have satisfied the CPD requirements for the first year of a new cycle

## 6. Categories of educational and developmental activities /allocation of CPD points

In any one of the three specified CPD categories over a 5-year cycle, the minimum number of points which may be accumulated are:

- Category 1: 80 points minimum            1 hour = 2 points
- Category 2: 60 points maximum        2 hours = 1 point
- Category 3: 60 points maximum        2 hours = 1 point

The prerogative for adapting sub-optimal activities downwards to an appropriate point allocation per time unit, rests with the Association and a recommendation will be made to the Council

Any relevant educational or developmental activity that does not fall directly within the activities listed in the following categories, may be submitted to the QS EduTech Centre for onward submission to the Association for approval and, if this is granted, the activity will be accredited

**Category 1:** appropriate activities arranged by "outside" organisations which include, but are not restricted to attendance of formal learning opportunities:

- conferences
- congresses

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- workshops
  - lectures
  - seminars
  - refresher courses
  - colloquiums
  - distance learning seminars
  - individual learning, e.g. skills training or short-term study at a tertiary education institution
  - research reports and papers published in journals approved by the / an accredited provider
  - papers read at conferences or congresses / poster presentations
  - additional completed qualifications obtained, related to professional practice

**Category 2:** small-group activities which include but are not restricted to

- in-house skills training sessions organised by individual practices
- journal clubs
- organised, formal small-group discussions
- professional administration (committees, boards, annual general meetings where professional practice-related presentations are included on the agenda, e.g. ASAQS chapter committees, Alliance of Development Professions, Property Council of South Africa)

**Category 3:** individual activities

- self-study which includes, but is not restricted to studying of journals or electronic or computerised material
- undergraduate teaching / training
- postgraduate teaching / supervision of research studies (treatises, dissertations, theses)
- examinations, evaluations and assessments undertaken on behalf of the / an accredited provider e.g. setting and evaluation of Parts I and II of the Council Examination, monitoring of education standards at universities and technikons, assessment of professional competence (diaries, logbooks, reports, interviews), evaluation of M Sc dissertations and Ph D theses (external examination)

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## **7. Applications for exemption or deferment of CPD activities**

Individual applications by quantity surveyors (who maintain their good standing), with annual review, will be considered by the Association of South African Quantity Surveyors. Following a period of exemption or deferment, any registered quantity surveyor who returns to the South African system will be required to submit a resumé of professional activities during the first year of professional practice following re-entry to practice in South Africa, and a five-year CPD cycle will commence in the year following approval of the activities submitted in the resumé. Acceptable reasons may include

- temporary withdrawal from active professional practice
- off-shore residence or international travel for a period exceeding 12 months

## **8. Non-compliance**

With the approval of the South African Council for Quantity Surveyors, the Association of South African Quantity Surveyors may impose any one of the following, should a registered quantity surveyor not comply with the requirements of the Continuing Professional Development system

- Deregistering the quantity surveyor and prescribing a course of remedial action to be undertaken by the individual concerned prior to re-registration and the commencement of a new 5-year CPD cycle
- Requiring the quantity surveyor to
  - write a special examination
  - enter a remedial CPD programme which may include specific training courses
- Granting the quantity surveyor an extension of 1 year to the 5-year cycle, during which the individual concerned will be mentored by peers nominated by the ASAQS and assisted in attaining upgraded skills. An appropriate fee will be levied

## **9. Providers of Continuing Professional Development activities**

Any of the following institutions or organisations

- may apply to the Association of South African Quantity Surveyors for listing as ongoing approved providers of CPD activities
  - should submit their proposed programme / s of activities supported by the points to be credited in respect of each programme component
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- may market their programmes and points to be credited only after the Association's written approval and notice of registration has been received:

- university / technikon faculties or departments
- professional councils, societies or associations
- bodies or groups offering education and development programmes or courses
- manufacturers' organisations

## 10. Tax

The South African Revenue Service (SARS) supports the principle of expenses incurred by registered quantity surveyors in compliance with the requirements of this Continuing Professional Development system being tax deductible. However, individual applications for tax deduction must be made to SARS

## 11. Agents of the Association of South African Quantity Surveyors in the accreditation of activities related to Continuing Professional Development

As previously stated (*refer to 3. Administration*) other professional societies and associations may apply to the Council for accreditation as CPD providers (activities and programmes), according to specific criteria and guidelines

Applications

- will be received and assessed by the Association of South African Quantity Surveyors for approval and ratification by the Council
- should specify in detail the field / s in which CPD activities and programmes will be provided and for which accreditation is sought
- must be supported by full details of the representation, expertise, general infrastructure and resources available within the applicant organisation to ensure sustained excellence in the delivery of the CPD activities and programmes

Assessment by the Association of all applications will be based on the

- professional content of the proposed activities / programmes
- points value relative to those activities and programme components

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Approved programmes will be

- registered by the Association
- allocated a registration number
- reviewed / monitored from time to time

## **12 Enquiries**

All correspondence and enquiries related to this Continuing Professional Development system should be addressed to

- The Director, QS EduTech Centre, Box 12518, CENTRAHIL 6006
- Telephone 041 583 2144
- Fax 041 583 2276
- E-mail [qsedutech@mweb.co.za](mailto:qsedutech@mweb.co.za)





CATEGORY 3: INDIVIDUAL ACTIVITIES		Office use only			
Type of activity	Proof attached appendix no.	ASAQS approved	Points		
<b>a. Self-study</b> which includes, but is not restricted to studying of journals, electronic or computerised material					
		<b>TOTAL POINTS FOR THIS ACTIVITY</b>			

CATEGORY 3: INDIVIDUAL ACTIVITIES		Office use only			
Type of activity	Proof attached appendix no.	ASAQS approved	Points		
b. Undergraduate teaching / training					
		<b>TOTAL POINTS FOR THIS ACTIVITY</b>			



CATEGORY 3: INDIVIDUAL ACTIVITIES		Office use only			
Type of activity	Proof attached appendix no.	ASAQS approved	Points		
c. Postgraduate teaching / supervision research studies – treatises, dissertations, theses					
		<b>TOTAL POINTS FOR THIS ACTIVITY</b>			



CATEGORY 3: INDIVIDUAL ACTIVITIES		Office use only			
Type of activity	Proof attached appendix no.	ASAQS approved	Points		
<b>d. Examinations, evaluations and assessments</b> undertaken on behalf of the accredited provider, eg setting and evaluation of Parts I and II of the Council Examination, monitoring of education standards at universities and technikons, assessment of professional competence (diaries, logbooks, reports, interviews) evaluation / external examination of M Sc dissertations and Ph D theses					
		<b>TOTAL POINTS FOR THIS ACTIVITY</b>			

