



**SOUTH AFRICAN COUNCIL
FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION**

P.O. BOX 868, Ferndale, 2160
Tel: 011 789 1384
Fax: 011 789 1385
www:saclap.org.za

registrar@saclap.org.za

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FOR IMPLEMENTATION

Effective as of 6 May 2016

CONTINUED PROFESSIONAL DEVELOPMENT POLICY

**FOR THE
SOUTH AFRICAN COUNCIL FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION
(SACLAP)**

The South African Council for the Landscape Architectural Profession has, under Section 22(2) of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000) determined the registration renewal criteria

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Prepared by: Bernadette Vollmer and the Professional Practice Committee

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DEFINITIONS

In these requirements, and unless the context otherwise indicates, any expression or word to which a meaning has been assigned in the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000), shall bear the same meaning and –

“accredit” - The process of assessment and recognition. Accreditation has a corresponding meaning.

“Assess” -. The process of seeking qualitative and quantitative evidence of compliance with or achievement of the criteria related to standards/ objectives. Assessment has a corresponding meaning.

“association” - means an association of natural persons engaged in the landscape architectural profession and or a built environment profession within any of the categories specified in section 18(1) of the Act.

“Candidate” an individual that is registered by SACLAP or any other Built Environment Professional Council (BEPC) in terms of Section 18(b) of a BEP Act.

“committee- means a committee established in terms of Section 17 of the Act.

“community engagement” - means participating in community activities such as take a girl child to work, participating in career days, promotion of the profession at schools etc.

“Core Activities” - are activities that contribute to professional competence and as defined in the SACLAP core competency tables.

“council” - means the South African Council for the Landscape Architectural Profession.

“CPD Credits submitted” - the number of credits that the individual submits to SACLAP on an annual basis.

“CPD providers” - are providers that organise and host CPD accredited events.

“credits claimed” - the credits that an individual is entitled to allocate in a specific CPD activity category on his/her CPD submission.

“endorse” – A declaration of approval and support. Endorsement has a similar meaning.

“hours” – refers to the actual time spent on the CPD activity and should exclude the travel, socialising, refreshment time etc.

“landscape professions” - For the purposes of this document will deem to include the professional disciplines of design and management related to the establishment and/or sustaining of outdoor open space, whether natural or constructed/manicured.

“peer review” - is the evaluation of work by one or more people of similar competence to the producers of the work ([peers](#)). It constitutes a form of self-regulation by qualified members of a profession within the relevant [field](#). Peer review methods are employed to maintain standards of quality, improve performance, and provide credibility.

“professional” - means a person who is registered in terms of Section 19(2)(a) of the Act.

“Recognised CPD providers” – are providers that organise and host CPD accredited events that have already been accredited either by SACLAP or the VA.

“registered person” - means a person registered in one of the categories referred to in Section 18.

“Registrar” - means the person appointed as registrar under section 8(a) of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000).

“the Act” - means the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000)

“voluntary association” means any voluntary association recognised by the council in terms of Section 25.

“Landscape Management” - refers to the umbrella term for all the categories of registration resorting under the Landscape Management Profession as enabled by Section 18c of the Act.

“mentorship” - this is specific experience that a candidate registered with SACLAP is to attain in order to obtain the necessary required competencies. This usually requires some form of supervision by a SACLAP registered professional.

“Work integrated learning” - this is specific experience that a student is to attain in order to obtain the necessary required credits required for a specific qualification. This usually requires some form of supervision, possibly a registered professional

ABBREVIATIONS

BE	Built Environment
BEP	Built Environment Profession
BEPC	Built Environment Professional Council
CBE	Council for the Built Environment
CPD	Continued Professional Development
NQF	National Qualifications Framework
SACLAP	South African Council for the Landscape Architectural Profession
VA	Voluntary Association
WIL	Work integrated learning

1. INTRODUCTION

The SACLAP, as the registration body for the landscape professions, recognises that as part of retaining the 'professional' status of one's registration, Continued Professional Development (CPD) is necessary.

The SACLAP therefore herewith sets out the Continued Professional Development (CPD) requirements and criteria, as necessitated in Section 22 (2) "Renewal of Registration" of the Landscape Architectural Profession Act, Act 45 of 2000 and in alignment with the CBE's CPD Policy Framework.

These rules will be applicable to all the professional registration categories of SACLAP.

2. CPD DEFINITION

In the context of the built environment, CPD is defined by The Royal Institution of Quantity Surveyors (RICS, 2007) as: "The systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the execution of professional duties throughout the working life".

According to the Council for the Built Environment's (CBE) CPD Policy Framework, this definition aligns with the input from stakeholders in the built environment sector and the strategic goals of the CBE. SACLAP as a constituent of the CBE therefore accepts the definition stated above.

3. CPD OBJECTIVES

Participation in CPD activities should be self-motivated. Personal effort should drive professionals towards gaining academic and professional skills, competence and further personal growth and development. In recognition of the above, the objective of CPD for professionals in the built environment sector should be to:

- Keep up to date with the latest advances in the professional domain.
- Develop deeper and specialised knowledge.
- Broaden knowledge over a wider professional spectrum.
- Improve general knowledge such as management, financial, communication/presentation and linguistic skills.
- Keep up with latest ideas, technology, trends and related regulations.

In doing so, the CPD policy aims to achieve national relevance and international recognition and provide professional confidence.

4. CPD PROVISION

To strengthen CPD processes it is necessary that materials provided for CPD should be rigorously assessed within strict best practice guidelines. SACLAP has delegated this responsibility to the Voluntary Associations (VAs). The VA is to select a team of assessors that are to form a committee that tables accredited CPD activities/ programmes to SACLAP for endorsement. The criteria for CPD credit determination by the VA is to be submitted to Council for approval. SACLAP however reserves the right to endorse/change allocations if this should be necessary in consultation with the VA.

The VA is to consider the following information related to the activity/programme in order to accredit it:

- Content of course/activity;
- Duration of learning opportunity;
- Description of the benefit to the registered professional;
- Learning outcomes; and
- The skills (CV's) of CPD presenters

Note: This basic set of information should accompany all submissions to Council.

The credits allocated should be in line with the hours allocated in a specific Category as set out in Section 7 below. Criteria set by the VA, which serves as basis for assessing and accrediting an

activity, should align with the CPD objectives as per Section 3. It should also promote profession related competencies as listed in the competency table.

Recognized CPD service providers (other than the VA) should provide the following additional information:

- Proposed programmes of activities, which should also indicate the credits to be gained with respect to each programme component;
- Clearly specify the relevant category in which CPD activities and programmes would be and for which accreditation is sought;
- Details of the representation, expertise, general infrastructure and resources available within the applicant's organization to ensure sustained excellence in the delivery of the CPD activities and programmes; and
- Level of development needs the CPD activity is targeting and how the needs will be met in the process.

Discretion should be applied regarding the relevance of event content to professionals. Although an awareness of related study fields is commendable, it may not necessarily contribute to the development of the knowledge base related to field specific professional service delivery. The activities should be aimed at meeting individual needs for professional development, employers' needs for improved services, industry's needs for excellence, and national needs for economic development. In line with this:

- The activities should meet both educational and professional development needs;
- The discipline of participants should be clearly specified and reflected in the content of activity;
- The depth and breadth of the subject matter should be appropriate, with sufficient time for discussion;
- The subject covered should provide a balanced view and should not be unduly promotional;
- The presenter should have proven practical and academic experience and be a good communicator; and
- Evaluation forms for obtaining feedback on the activity must be provided for rating of the relevance, quality and effectiveness of all activities. This feedback, as received from the participants, may be requested by SACLAP from time to time.

VA's should diligently keep appropriate and effective record of accredited event information. SACLAP in conjunction with the VA is to meet annually to review the assessment processes to ensure that changes can be made to ensure best practice principles in providing this function.

5. CPD ACCREDITATION

The process and function of CPD accreditation will be overseen by the Professional Practice Committee of SACLAP. VA's need to submit a list of proposed activities to recognised teams of assessors within Council, who will evaluate the content, CPD credit value and other relevant issues. If found necessary, the assessors may require VA's to provide additional information in line with the requirements set out in Section 4, in order to make a recommendation to Council regarding the endorsement being sought.

VA's will be provided the opportunity to submit a detailed list, in the SACLAP format of their proposed activities, together with the supporting documents, to the SACLAP within the first month of each quarter or as communicated by the Registrar's office.

6. WEIGHTING OF CPD ACTIVITIES

6.1 Introduction

There are many activities that professionals in the landscape professions can undertake as part of their professional development.

A distinction is made between core activities that contribute to professional competence as opposed to non-core activities. In terms of the SACLAP CPD requirements, the core competencies are those that are identified in the Core Competency Table as prepared jointly by the Education, Registration, and Professional Practice Committees and that can be found on the SACLAP website (www.saclap.org.za).

6.2 CPD Activities

For CPD activities to add value, be gauged and assessed, it is necessary to define the areas of learning that can contribute to skills advancement, competence and professional development. In aligning with the CBE's CPD Policy Framework (April 2013), SACLAP recognizes and accepts that the following areas have been identified in the industry (CBE, 2006) and through broad consultation as being useful CPD activities. In order to obtain CPD credits professionals need to be engaged in one or more of the following categories of activities ranked in order of merit:

- i. Category 1: Personal Professional Development
- ii. Category 2: Further Studies
- iii. Category 3: Research and Publications
- iv. Category 4: Teaching and Training
- v. Category 5: Professional Practice
- vi. Category 6: Professional and Community Engagement

The categories stated above have been defined below as per the CBE Policy Framework on Continuing Professional Development (April 2013).

6.2.1 Category 1: Personal Professional Development

Personal professional development includes voluntary CPD activities, which enhance knowledge, experience and competence such as attending seminars, workshops, conferences and colloquiums or educational short courses. Credits acquired for these activities should be commensurate with the number of hours spent on that activity.

6.2.2 Category 2: Further Studies

Further studies are CPD activities individuals can undertake in own field, to gain deeper understanding of concepts and their application in a specific profession. These may be in the form of short courses to gain advanced knowledge and to be awarded a certificate of attendance or competence. Other forms of further studies are postgraduate diplomas, masters or doctoral degrees and post-doctoral qualifications. Acquiring further qualifications in a particular field should be linked to current cycles of professional registration.

6.2.3 Category 3: Research and Publications

Involvement in research contributes to individual professional development and to advancement of a profession as a whole. Research is reflected in published papers, reports and books. The following should be considered, in order of increasing importance:

- Non-refereed conference papers
- Non-refereed journal papers
- Refereed conference papers
- Refereed journal papers
- Research Reports and theses Monographs
- Books

An individual's time spent on such activities can be claimed in line with the hours and associated credits as set out in Table 1: CPD Credit Allocations, below.

6.2.4 Category 4: Teaching and Training

Teaching and training in tertiary institutions should be seen as contributions to professional development. Credits should be awarded to professionals who teach at tertiary institutions on a part time or contract basis. Full time lecturing is accommodated in Category 5.

6.2.5 Category 5: Professional Practice

Full-time engagement in a specific field of built environment (BE) sector should be seen as professional development. This includes full time lecturing related to the BE sector.

6.2.6 Category 6: Professional Administration and Community Engagement

Service Professionals who are involved in Councils and associations as committee members and who contribute and promote their professions should be awarded credits for their roles. Likewise,

professionals involved in community development for the public good and who promote a profession in that capacity, should also be awarded credits on the basis of their activities.

7. CPD ADMINISTRATION

7.1 CPD Committees

The SACLAP has included the functions relating to CPD to the Professional Practice Committee. This committee is to deliberate and vet the activities submitted by the VA's. Furthermore it will also be responsible for the audit of individuals after the five year cycle, referred to in Section 1, namely the renewal of registration.

7.2 CPD Credits and Cycle of Professional Registration Renewal

To assess the extent to which CPD activities add value to an individual's set of competencies and knowledge, it is necessary to consider time spent on learning opportunities. CPD events should be awarded on the basis of hours commensurate with learning activities supportive of aims as stipulated in Section 4 and as may be relevant to a specific category as per Section 6. The time (hours) spent on an activity, which falls within a specific category, is related to CPD credits in Table 1 below.

The principle that has been followed for CPD credit allocation is based on the CBE CPD Policy Framework (April 2013):

- Credits for CPD activities should be allocated on the basis of the importance of the categories,
- For CPD policies to be effective all professionals should participate in more than one category and credits should be earned from a combination of activities earned in different categories.

CPD will run in 5-year cycles. A newly registered individual's cycle will commence on 1 April of the year following his/her date of registration. For example, if the registration date is 15 August 2014, the 5-year cycle will commence on 1 April 2015. Thereafter the annual submission will be due by the end of March.

All registered professionals must obtain the following specified CPD credits within a **5-year cycle** in order to qualify for renewal of registration, as indicated below:

i. Full Professionals	25 credits
ii. Senior Technologists	25 credits
iii. Technologists	25 credits
iv. Technicians	20 credits
v. Technical Assistants	20 credits

A registered person must obtain a minimum of 3 prerequisite credits per annum and the stipulated number of credits in a 5 year cycle. Of these 3 prerequisite annual credits a minimum of 1 credit per annum must be obtained in Category 1.

Credits accumulated in excess during any particular year, may be carried over to subsequent year of the 5-year cycle: provided that no more than the maximum permissible credits for the particular activity may be carried over (as indicated in Table 1) and minimum prerequisites are met.

It is important to note that credits cannot be carried over from one 5-year cycle to another cycle.

CPD submission:

- CPD credits obtained within a specific year (i.e. 1 April to 31 March) must be submitted to the Registrars Office annually, before the end of March together with the supporting documents.
- The CPD submission is to clearly indicate which of the five years the submission is for, i.e. year 1 of 5, year 2 of 5 etc.

The table below provides a description of each CPD category, allocation of credits per hour for specific activities, including the maximum amount of credits that may be accumulated per year, and the maximum amount of credits that may be carried over from year to year within a 5-year cycle.

Table 1: CPD Credit Allocations

CPD category	Credits to be claimed	Credits to be carried over on an annual basis
<p>Category 1: Personal Professional Development</p> <p>Personal professional development includes voluntary CPD activities, which enhance knowledge, experience and competence such as attending seminars, workshops, conferences, colloquiums, educational short courses and e-based activities. This category is therefore applicable to activities not accredited by SACLAP, CHE or SAQA as Higher Education programmes.</p>	<p>(compulsory 1 credit per annum)</p> <p>1 hour is the equivalent to 0.1 credits</p> <p>An additional 1 credit can be obtained for presenting at such</p> <p>Individual excursions 50 hours = 1 credit</p> <p>(maximum of 4 credits per annum)</p>	<p>A maximum of 3 surplus credits, excluding the 1 compulsory credit per annum can be carried over to the next 12 month period.</p>
<p>Category 2: Further Studies</p> <p>Further studies are CPD activities individuals can undertake in own field, to gain deeper understanding of concepts and their application in a specific profession. These may be in the form of short courses to gain advanced knowledge and to be awarded a certificate of attendance or competence. Other forms of further studies are postgraduate diplomas, masters or doctoral degrees and post-doctoral qualifications as well as e based activities accredited by SACLAP, CHE or SAQA</p> <p>All references to study units in Category 2 should relate to learning associated with obtaining a specific academic qualification.</p>	<p>(maximum of 2 credits per annum can be claimed)</p> <p>1 academic credit = 0.5 credits*</p> <p>Full time studies exempt an individual from CPD requirements provided that the necessary documentation can be provided to SACLAP to substantiate the exemption.</p>	<p>A maximum of 2 surplus credits, per annum can be carried over to the next 12 month period.</p>
<p>Category 3: Profession Appropriate Research and Publications</p> <p>Active participation in research contributes to individual professional development and to advancement of a profession as a whole. Research is reflected in published papers, reports and books.</p>	<p>(maximum of 2 credits per annum can be claimed)</p> <p>Refereed conference papers 50 hours = 1 credit</p> <p>Refereed journal papers 50 hours = 1 credit</p> <p>Non-refereed conference papers 60 hours = 1 credit</p> <p>Non-refereed journal papers 60 hours = 1 credit</p> <p>Research Reports and theses 100 hours = 1 credit</p> <p>Books 120 hours = 1 credit</p>	<p>A maximum of 2 surplus credits per annum can be carried over to the next 12 month period.</p>

CPD category	Credits to be claimed	Credits to be carried over on an annual basis
<p>Category 4: Teaching and Training</p> <p>Teaching and training in tertiary institutions should be seen as contributions to professional development. Credits should be awarded to professionals who teach at tertiary institutions in a full time or part time capacity</p> <p>Full time academics to claim their points in category five.</p>	<p>(maximum of 3 credits per annum can be claimed)</p> <p>Teaching/ Lecturing and training 50 hours = 1 credit</p>	<p>A maximum of 2 surplus credits per annum can be carried over to the next 12 month period.</p>
<p>Credits are awarded to professionals who avail themselves as mentors for candidacies and supervisors for work integrated learning (WIL).</p>	<p>1 credit can be obtained for mentoring 1 candidate per year</p> <p>Work Integrated Learning (WIL) 50 hours = 1 credit</p>	<p>A maximum of 2 surplus credits per annum can be carried over to the next 12 month period.</p>
<p>Category 5: Professional Practice</p> <p>Full-time engagement in the profession of landscape professions is seen as professional development, especially where evidence of alignment with best practice standards is clearly documented.</p>	<p>(maximum of 2 credits per annum)</p> <p>400 hours = 1 credit</p>	<p>No credits may be carried over to the next 12 month period</p>
<p>Category 6: Professional Administration and Community engagement</p> <p>Professionals who are involved in Councils and associations as committee members and who contribute and promote their professions should be awarded credits or their roles. Likewise, professionals involved in community development for the public good and who promote a profession in that capacity, should also be awarded credits on the basis of their activities.</p>	<p>(maximum of 2 credits per annum)</p> <p>Committee members 20 hours = 1 credit (maximum of 3 credits per annum)</p>	<p>A maximum of 2 credits per annum can be carried over to the next 12 month period.</p>
	<p>Membership to Voluntary Association (VA) of SACLAP 1 credit (maximum per annum)</p> <p>Membership to relevant association not registered as a VA with SACLAP 0.5 credit (maximum per annum)</p>	<p>No credits may be carried over to the next 12 months.</p>
	<p>Community engagement 20 hours = 1 credit</p> <p>Competition submission = 1 credit</p>	<p>A maximum of 2 credits per annum can be carried over to the next 12 month period.</p>

***NOTE:**

As far as academic modules, courses and programmes, time allocation in terms of notional hours deduced from academic credit allocation, serve as guideline. In accordance with NQF principles a certain proportion of notional hours should be dedicated to contact learning sessions which typically constitute approximately 40%.

- 40% of course credits (i.e. contact learning) could contribute at 10 notional hours = 1CPD credit
- 60% of course credits (associated learning) could contribute at 50 notional hours = 1CPD credit

This then interpreted implies that 1 Academic credit could thus be equated to a 0,5 CPD credit.

7.3 CPD Audits

Although it is anticipated that most professionals will attempt to meet the requirements in good faith, there is a need for verification that the rules are being met, and to identify areas of concern and ways of improvement.

All registered persons are required to submit CPD on an annual basis. The Professional Practice Committee will then proceed to select a random sample of at least 20% of all annual submissions for review. The sample submissions will be scrutinised in terms of the requirements set out in Item 7.2 above. The purpose of this is merely to monitor compliance. VA's must keep a record of signed evaluation forms returned at the completion of an activity, as it may be required as additional proof of attendance.

At every five (5) year interval of a registered persons cycle, the Professional Practice Committee is to undertake a full review of all those that require a renewal of their registration. This review is to be undertaken and concluded in the first 6 months of the new cycle. Renewal documentation is to reach SACLAP no later than 31 March of the renewal year.

New SACLAP registration certificates, valid for a period of 5 years, are issued after renewal of registration at the end of every 5-year CPD cycle. The new certificate will only be issued after return of the original certificate that was previously issued.

If a registered professional does not have an original certificate, related to the previous cycle, an affidavit to that effect must be submitted before a new certificate will be issued.

7.4 Non Compliance

In the event that the registered professional does not comply with meeting the CPD requirements in a cycle the following will apply:

- a. The Professional Practice Committee will, through the office of the Registrar/Secretariat, advise the individual in writing that the CPD requirements have not been complied with and advise the individual that he/she has 90 calendar days from the date of the letter to prove otherwise.
- b. Should sufficient documentation not be presented the Professional Practice Committee will inform the registered person of the remedy that is to be undertaken.
- c. With the approval of the SACLAP, the Professional Practice Committee may impose any one of the following, should a registered professional not comply with the requirements of the Continuing Professional Development (CPD) system:
 - o Suspending the registered professional and prescribing a course of remedial action to be undertaken by the individual concerned prior to re-registration and the commencement of a cycle.
 - o Requiring the registered professional to:
 - write a special examination, and/or
 - enter a remedial CPD programme which may include specific training courses
 - o Granting the registered professional an extension of 1 year to the 5-year cycle, during which the individual concerned could be mentored by peers nominated by SACLAP and assisted in attaining upgraded skills. An appropriate fee could be levied. In order to consider granting such extension a written motivation would be required of the professional.
- d. The Professional Practice Committee reserves the right to provide additional remedial measures if so required.

Should an individual not be willing to participate in the above processes or found to be delinquent in numerous cycles, SACLAP may consider deregistering the individual. Should the individual then wish to re-apply for professional registration the following shall apply:

- a. The de-registered individual will be given a candidate status and for a minimum period of 1 year, have to work in conjunction with a mentor and apply to re-write the professional registration examination in order to demonstrate his/her competencies in the appropriate category of registration.
- b. Should the individual then not pass the examinations, the way forward will be determined pending the outcome thereof.
- c. During this time the individual shall be liable for all associated fees.

7.5 Application for Exemption

Individual applications by registered professionals (who maintain their good standing), for annual CPD review, will be considered by the SACLAP.

Following a period of exemption or deferment, any registered professionals who wishes to return to practicing as such, may be required to submit a résumé of professional activities during the first year of professional practice. A 5-year CPD cycle will commence in the year following approval of the activities submitted in the résumé.

Acceptable reasons for exemption from CPD may include:

- temporary withdrawal from active professional practice e.g. illness, maternity leave, etc.;
- full time studies in statutorily accredited academic programmes
- off-shore residence or international travel for a period exceeding 12 months

Exemptions will only be considered if applied for in writing. Proof of registration or other commitments must be provided where relevant. Such applications are to be addressed to the Registrar and a recommendation provided for Council's consideration.

7.6 Appeals

In the event that a registered professional feels that the review process of his/her renewal of registration application has in any way been discriminatory or is unsatisfied with the outcome of the review process, the professional may:

1. Notify the Registrar:

Within sixty (60) calendar days of receiving the outcome of the review process, the professional is to inform the Registrar in writing of his/her grievances.

The Registrar will within thirty (30) calendar days confirm receipt of the grievance and advise on the way forward.

2. Further appeals:

Should the professional still not be satisfied with the outcome of the results after the above process has been undertaken, further appeals can be submitted to the Council for the Built Environment (CBE) in terms of the applicable legislation, at the cost of the professional.

7.7 Transitional arrangements

The following transitional arrangements shall apply:

- i. For individuals whose 5-year renew cycles ends 31 March 2017 and 31 March 2018, the CPD policy of January 2003 as updated in June 2009 will apply. The first annual CPD submission (year on year), as set out in this policy, will be due no later than 31 March 2017.
- ii. To accommodate the transition from points to credits. SACLAP will convert the ILASA CPD list to reflect both the points and credit allocations for the years 2011, 2012, 2013, 2014, 2015 and 2016 and 2017.