



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

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CONTINUED PROFESSIONAL DEVELOPMENT POLICY

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

EFFECTIVE DATE 1 JANUARY 2003 (Updated June 2009)

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ACKNOWLEDGEMENTS

SACLAP acknowledges with thanks the South African Council for the Quantity Surveying Profession for the use of their CPD system and document, as a basis for the preparation of this document.

1. Introduction

Effective from the 1st of January 2003, the SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION (SACLAP) introduced a system of Continuing Professional Development (CPD) for all professional Landscape Architects, Landscape Technologists, Landscape Technicians and Landscape Assistants registered in terms of the Landscape Architectural Professions Act No. 45 of 2000.

The spirit of CPD is to enable and facilitate a culture of life-long learning, to ensure that registered professionals maintain currency and relevance in practice. The CPD system has thus been developed as a user-friendly process and the **200 points** required to be lodged over each **5-year period (cycle)** should be easily attainable.

The process will not be complicated nor prohibitively expensive. Furthermore, it will be tailored to suit reciprocal national and international accreditation agreements, with particular reference to the Draft *CONTINUING PROFESSIONAL DEVELOPMENT POLICY FRAMEWORK FOR THE COUNCIL OF THE BUILT ENVIRONMENT*.

2. Definitions

“The Act” *means the* Landscape Architectural Professions Act No. 45 of 2000.

“SACLAP / Council” *means: the* SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION.

“ILASA / Institute” *means the* Institute of Landscape Architects of South Africa.

“CPD” *means the* Continuing Professional Development System.

“Education / Registration Committees” *mean committees* of the SACLAP.

“professionals” *means* individuals registered with SACLAP in one of the registration categories as set out in the Act.

3. Objective

The primary objective of the Continuing Professional Development system is to enhance professional skills and academic theory of registered professionals while supporting development in the landscape architectural profession.

Candidates may also benefit from the structures put in place by the CPD system.

4. Administration

In terms of the Landscape Architectural Professions Act, Act 45 of 2000, SACLAP has delegated its authority to the Institute of Landscape Architects of South Africa (ILASA) for the:

- Dissemination of information
- delivery and / or endorsement of content;

and to the SACLAP Registrar assisted by the Education / Registration Committees for the:

- monitoring
- maintenance of standards and outcomes of ongoing professional development and training in landscape architecture

leading to:

- registration of events,
- renewal of registration of professionals with the Council by the Education / Registration Committees who will administer the CPD system (renewal of registration) through the offices of the Council.

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

In terms of the authority delegated to the Education Committee / Institute by the SACLAP for the:

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

The Education / Registration Committees will furnish/approve the:

- guidelines and criteria for approval of an event as well as the
- allocation of points in consultation with the recognised voluntary associations.

5. Annual submissions

Professionally registered Landscape architects / technologists / technicians / assistants will be required to submit documentation on the attached form to the Registrar annually, not later than 30 (thirty) days after completion of an annual cycle, coinciding with annual subscription fees. This submission will be for the period of January to December of the previous year.

The number of points accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded and annual statements provided to advise registered landscape architects / technologists / technicians / assistants of the total number of points accruing to their credit and of their general CPD status.

6. Time Requirements

CPD will run in a 5-year cycle, during which period all landscape architects / technologists / technicians / assistants will be required to accumulate **200 points** in order to **retain their registration**.

In any one year, the accumulation of points will be a minimum of **25 points**.

During the first year of the **initial cycle** (from the 1st January 2003 to 31st December 2003) of the implementation of the system a minimum of 12 points had to be accumulated during that year only. This was to afford the opportunity to eliminate any problems with the system that may have arisen during the first year of the system and to accommodate international reciprocal agreements.

All landscape architects / technologists / technicians / assistants whose names appeared on the Council's register on 1st January 2003 were required to comply with the CPD conditions before 31st December 2007, and all whose names have since appeared on the register are required to comply as well.

The points accumulated over the initial five year period roll over to form a continuous system, so that registered professionals do not have to start from a zero platform after each five year cycle.

Example

YEAR	1	2	3	4	5	6	7
Points accumulated	25	50	30	80	50		
Points accumulated		50	30	80	50	25	
Points accumulated			30	80	50	25	25
5-YEAR ROLLING TOTALS					235 (1-5)	235 (2-6)	210 (3-7)

A minimum of 25 points per year must be attained; with a minimum of 200 points per cycle to be accumulated for each consecutive cycle. This allows registered professionals that have maintained a good standing to carry over any 'credit' into the next cycle.

Landscape architects / technologists / technicians / assistants who register for the first time after 1 January 2003 commence their initial cycle on 1 January 2004 and will be required to comply with the CPD conditions as per the rolling system. Landscape architects / technologists / technicians / assistants who register during the course of any annual cycle will commence their initial cycle on 1 January following the date of registration.

Landscape architects / technologists / technicians / assistants who deregister and, in due course, apply for reinstatement, will be required to undergo 12 months of SACLAP-approved CPD prior to the finalisation of the re-registration process.

Successful compliance with all requirements of the Assessment of Professional Competence of the SACLAP leading to registration as a landscape architect / technologist / technician / assistant will be deemed to have satisfied the CPD requirements for the first year (or part thereof) of a new cycle.

7. Categories of educational & developmental activities; allocation of CPD points

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

- Category 1: 80 points minimum 1 hour = 2 points
- Category 1a: 1 hour = 1 point

- Category 2: 60 points maximum 2 hours = 1 point
- Category 2a: 80 hours = 1 point

- Category 3: 60 points maximum 2 hours = 1 point
- Category 3a = 10 points

The prerogative for adapting sub-optimal activities downwards to an appropriate point allocation per time unit, rests with the Institute 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 Registrar for onward submission to the Education / Registration Committees for approval and, if this is granted, the activity will be accredited.

7.1 **Category 1: SACLAP accredited events**

Appropriate activities, that have been accredited by SACLAP and arranged by 'outside' organisations which include, but are not restricted to attendance of formal learning opportunities:

- conferences
- congresses
- 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

7.2 **Category 1a: non-SACLAP accredited events**

Appropriate activities arranged by reputable 'outside' organisations, which include, but are not restricted to attendance of formal learning opportunities and have **not yet been** approved, endorsed or registered by the Council:

- conferences
- congresses
- workshops
- lectures
- seminars
- refresher courses
- colloquiums

7.3 **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. ILASA and/or SACLAP committees, IAIA)
- participation in professional competitions

7.4 **Category 2a: Landscape Architectural work or lecturing or mentoring**

- Landscape Architectural Work or Lecturing:
Average year = 250 days (or 2000 hours), maximum points for this item is 25 points/year (thus 1 hour = $\frac{1}{80}$ points or 80 hours = 1 point)
- Mentoring or in-house training of candidates:
80 hours = 1 point, maximum 25 points per year can be obtained in this category

On accumulation of these points, detail of the nature of the landscaping work, lecturing or mentoring is to be provided in a covering letter to the CPD form that is completed.

7.5 Category 3: Individual Activities

Such activities include, but are not limited to:

- 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 the Council Examination, monitoring of education standards at universities and technikons, assessment of professional competence (diaries, logbooks, reports, interviews), evaluation of *M* dissertations and *PhD* theses (external examination)

7.6 Category 3a: membership of an officially recognized Voluntary Association

Membership of an officially recognised Voluntary Association e.g. ILASA of SACLAP.
10 points (maximum per year)

8. Applications for exemption of CPD activities

Individual applications by landscape architects / technologists / technicians / assistants (who maintain their good standing), for annual CPD review, will be considered by the SACLAP.

Following a period of exemption or deferment, any registered landscape architect / technologist / technician / assistant who wishes to return to practicing as a landscape architects / technologists / technicians / assistants will be required to submit a *résumé* of professional activities during the first year of professional practice. A five-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
- off-shore residence or international travel for a period exceeding 12 months

Exemptions will only be considered if applied for in writing. Such applications are to be addressed to the Registrar.

9. Non-compliance

With the approval of the SACLAP, the Education / Registration Committees may impose any one of the following, should a registered professional not comply with the requirements of the Continuing Professional Development system.

- Deregistering the landscape architect / technologist / technician / assistant 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 landscape architect / technologist / technician / assistant to:
 - write a special examination
 - enter a remedial CPD programme which may include specific training courses
- Granting the landscape architect / technologist / technician / assistant an extension of 1 year to the 5-year cycle, during which the individual concerned will be mentored by peers nominated by SACLAP and assisted in attaining upgraded skills. An appropriate fee will be levied.

10. Providers of Continuing Professional Development activities

Any institutions or organisation:

- may apply to the SACLAP for listing as an ongoing approved provider of CPD activities.
- should submit their proposed programme/s of activities supported by the points to be credited in respect of each programme component.
- may market their programmes and points to be accredited only after the Council's written approval and notice of registration has been received.

Such institutions or organisation include:

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

11. Tax

The South African Revenue Service (SARS) supports the principle of expenses incurred by registered landscape architects / technologists / technicians / assistants 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.

12. 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 **by the Registrar** and assessed by the Education Committee (SACLAP) for approval and ratification by the Council.
- should specify in detail the field/s in which the 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 CPD activities and programmes.

Assessment by the Committee of applications will be based on the:

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

Approved programmes will be:

- registered by the Council
- allocated a registration number
- reviewed/monitored from time to time
- **be advertised on the SACLAP (www.saclap.org.za) and ILASA (www.ilasa.co.za) websites.**

13. Reciprocal CPD

Any of the Councils under the CBE when accrediting a CPD activity (Category 1) may allocate a point value to the specific activity in as far as the Council deems it appropriate in terms of Continuing Professional Development for the other professions.

This will not only allow the registered professionals to earn their CPD points over a much wider spectrum of activities but will also assist in facilitating a multi disciplinary approach to the Built Environment. This will be of particular importance to the country members which have limited opportunities within their own professions to earn CPD points.

Each Council will independently determine the points for a CPD activity and what points it believes the activity is worth to the other professions. It will not necessary have the same CPD point for all the other professions but should preferably be structured along similar points systems of SACLAP and SACQSP. Once a Council has accredited and registered an activity that could also be applicable to the registered professionals under the other councils, the specific Registrar will forward a list of such activities to the appropriate registrars for inclusion in their list of registered activities.

14. Interim CPD relief

Any registered professional that is willing to serve on any committee (voluntary work only) for the promotion of the profession to receive 1 point for 1 hour of committee meetings and 1 point for 2 hours of committee activities as if these activities have been accredited under Category 1. Such relief is only to be granted on an annual basis with an annual renewal. Council may change/cancel this relief at any time as it sees fit. Interim relief is to be described in the covering letter to the CPD form.

15. Retrospective Accreditation

All activities as from 1 January 2003 that may be classified as CPD activities offered by the voluntary associations (ILASA) to be accepted for retrospective accreditation.

16. Enquiries

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

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