



POLICY ON CONTINUING PROFESSIONAL DEVELOPMENT

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ITC-SA

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SECTION 1

BACKGROUND

ITC-SA is responsible for regulating its professionally registered membership within the different categories of registration as was approved by the South African Qualifications Authority “(SAQA)”. Registered persons are required by the ITC-SA Code of Conduct to practice strictly within their area of competence and to maintain and enhance this competence. They therefore have the responsibility to keep abreast of developments and knowledge in their specific areas of expertise in order to maintain their competence. In addition to maintaining their own competence, they should strive to contribute to the advancement of the body of knowledge within which they practice, and to the profession in general.

ITC-SA is mandated by the ITC-SA Board to inter alia serve and protect the safety and health of the public by establishing and maintaining minimum standards of practice, knowledge and skills of registered professional to ensure the upholding of prescribed industry norms and standards and to see to the maintenance of professional ethics among all designations.

The ITC-SA imposes a duty on a registered person to apply for the renewal of his/her registration with ITC-SA “at least three months prior to the prescribed expiry date of his/her registration”. SAQA confers the power to the ITC-SA to determine conditions for renewal of registration. ITC-SA shall also determine conditions relating to continuing education and training. The discretion provided for Continuing Professional Development (CPD) as a mechanism to determine renewal of registration, gives the ITC-SA the opportunity to comply with both the renewal of registration and CPD requirements. However, it is not ITC-SA’s intention to “police” each and every registered person’s career. ITC-SA’s point of departure will be to assist with the creation of a culture of CPD for all its professionally registered members.

ITC-SA will therefore institute a system of CPD, starting in 2014, which will be linked to renewal of registration from 1 Jan 2014 for all registered persons according to the policy set out in this Document.

SECTION 2

OBJECTIVE OF THE CPD SYSTEM

CPD is introduced for all registered persons in order to:

- ensure, through the creation of a culture of CPD, that all registered persons maintain their competence throughout their period of registration.
- meet the requirements of the professional designations.
- be the acceptable means for renewal of registration.
- meet the requirements for recognition of ITC-SA’s assessment process prescribed by the Board and as approved by SAQA.

SECTION 3

WHAT IS CPD

CPD can be defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person’s professional career.

SECTION 4

ADMINISTRATION

The CPD system is administered by ITC-SA in terms of its obligation under the requirements approved by SAQA.

However, the responsibility to provide CPD activities (industry training etc.) according to specific criteria and guidelines is outsourced to recognised voluntary associations and accredited tertiary educational institutions and other recognized providers.

ITC-SA ensures that the responsibilities outsourced are carried out in a fair, equitable and responsible manner. ITC-SA will retain the right to review or withdraw any outsourced responsibilities and/or CPD accreditation from providers, should the circumstances so require.

SECTION 5

ROLE OF THE EMPLOYERS OF REGISTERED PROFESSIONALS WITHIN THE ALLOWED FOR DESIGNATIONS

Employers are responsible for creating a suitable work environment, which supports and promotes the participation of registered persons in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registered persons is assured.

SECTION 6

APPLICATION OF POLICY FOR VARIOUS CATEGORIES OF REGISTRATION

Professional Categories

This policy is applicable for all persons who are registered within the professional designations being “Certified System Software Developer”; “Certified Roof Fabricator”, “Certified Roof Erector; “Certified Roof Inspector” and Accredited Timber Engineer.

Probationary Categories

Probationary members are not required to comply with the CPD requirements for purposes of renewal of registration; however they are required to undertake CPD in order to comply with the requirements for full registration. Candidates therefore must record their CPD annually.

SECTION 7

POSSIBLE EXEMPTIONS FROM CPD REQUIREMENTS

Persons Registered with the ITC-SA but working abroad

Registered persons who are practicing abroad should meet the same requirements as those in South Africa and will not be granted deferment. However, documentary proof of compliance with CPD requirements in any particular country, where such requirements apply, will be accepted for CPD purposes in South Africa. In the absence of such proof of compliance with CPD requirements, documentation on activities attended outside South Africa will have to be submitted to ITC-SA for evaluation and, if approved, the registered person will qualify for the specified CPD credits.

Retired Registered Persons

Retired professionals in the various designations, who are no longer active in their specific designations, are exempted from CPD requirements.

Retired registered persons, who may be listed as “retired” on ITC-SA’s database, and who carry out part-time consulting or engineering work within the limits of the ITC-SA policy, are not exempt from

CPD requirements, but they will be required to accumulate 3 credits per year and the requirement of at least 5 credits in a full five year cycle.

In the event of either of the above retired registered persons electing to return to active work within a specific designation, at least 3 credits for CPD activities should be presented to ITC-SA in order to change their registration back to active in the designation concerned.

If the retired registered person is still active in the specified designation, doing part-time consulting or engineering work, and who does not comply with the requirements for being listed as “retired” on the ITC-SA Database, full compliance is required.

Deferment

Registered persons may apply for deferment of CPD and ITC-SA will review such applications individually.

If reasons given are acceptable to ITC-SA, deferment may be granted. Registered persons within the specific designations experiencing physical disability, illness or other extenuating circumstances as reviewed and approved by ITC-SA may be exempt. Supporting documentation must be furnished to ITC-SA.

SECTION 8

CPD REQUIREMENTS

All professional members of the Institute for Timber Construction will be required to accumulate 4 Timber Construction Credits (TCC's) in any given one year period. Each TCC will be valid for 12 month period from the date that the activity took place and after which it will lapse. This means that a registered professional will need to accumulate a balance of 4 TCC by the end of their first year, and thereafter top-up the balance through additional TCC's as each consecutive 12 month validity period expires. If the professional member acquires more than the prescribed TCC's (4), then 50% of this will be carried over to the next 12 month period. No TCC's can be carried over more than once.

Failure to obtain the required Timber Construction Credits will result in the registration status of the registered professional being suspended.

Details of the different categories of CPD activities are given in Section 9. With the exception of persons covered by possible exemptions (Section 7) and the registration categories for which this policy applies (Section 6), all registered persons will be required to record their CPD activities annually:

- either manually on form available at ITC-SA Isando Office, and by posting it to ITC-SA, P O Box 686, Isando, 1600, or
- electronically to the dedicated website for CPD at www.itc-sa.com, not later than 30 (thirty) days after completion of an annual cycle.

The number of credits accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded. Registered persons may access their personal record on the ITC-SA website or can request a copy from ITC-SA. In view of the possibility for audit, registered persons should keep verifiable evidence of all their CPD activities for at least five years.

Each registered person will have their own cycle, the start date of which is their original date of full registration, i.e. not as a probationary member. This date can be obtained from the ITC-SA website under “Who is Registered”. Where a registered person has multiple registrations, the date of their first registration will be their start date.

These persons must indicate on the ITC-SA Form or in the appropriate place if they are inputting via the website, their main registration category appropriate to their area of practice for purposes of renewal of registration and audit, if this occurs. This main category of registration may not necessarily be their date of first full registration.

SECTION 9

CATEGORIES OF ACTIVITIES FOR CPD CREDITS

Program/Activities		Timber Construction Credits per year			
Yearly subscription to Timber IQ Magazine		1			
Acquisition of the ITC Manual 1		1			
Acquisition of the ITC Manual 2		2			
Acquisition of the ITC Roof Erection video		1			
Publications					
Acquisition of SANS 10243-		2			
Acquisition of SANS 10063		2			
Write and publish an technical article for an official Trade publication		3			
Formally Structured Accredited Learning Programs					
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SAQA US ID	UNIT STANDARD TITLE	15
117272	Cut and prepare timber for roof truss assembly	
SAQA US ID	UNIT STANDARD TITLE	10
263842	Demonstrate an understanding of a roofing business environment	
SAQA US ID	UNIT STANDARD TITLE	12
114200	Demonstrate an understanding of basic theory of structures and structural behaviour relative to steel structures	
SAQA US ID	UNIT STANDARD TITLE	10
117261	Demonstrate an understanding of timber roof truss manufacturing environment	
SAQA US ID	UNIT STANDARD TITLE	15
14958	Erect and brace roof structure	
SAQA US ID	UNIT STANDARD TITLE	16
14676	Erect roof trusses	
SAQA US ID	UNIT STANDARD TITLE	4
263814	Explain the dynamic interaction of the various elements to a functional roof structure	
SAQA US ID	UNIT STANDARD TITLE	15
117264	Identify, collect and move timber for roof truss manufacturing	
SAQA US ID	UNIT STANDARD TITLE	15
117266	Manage health and safety measures in relevant workplace in timber roof truss plant	
SAQA US ID	UNIT STANDARD TITLE	15
14961	Manufacture and construct site-made/bolted trusses	

SAQA US ID	UNIT STANDARD TITLE	6
14679	Manufacture timber roof trusses	
SAQA US ID	UNIT STANDARD TITLE	6
14423	Organize and control roof carpentry activities	
SAQA US ID	UNIT STANDARD TITLE	15
117267	Receive, sort and store incoming material into grades and sizes in a roof truss manufacturing environment	
SAQA US ID	UNIT STANDARD TITLE	5
263818	Recommend material best suited for roof design	
SAQA US ID	UNIT STANDARD TITLE	20
117263	Set jig, assemble, press, handle and store nail plated timber roof trusses	
SAQA US ID	UNIT STANDARD TITLE	3
263794	Apply knowledge and understanding of roof erection document requirements	
SAQA US ID	UNIT STANDARD TITLE	4
263777	Apply knowledge and understanding of roof terminology and concepts	
SAQA US ID	UNIT STANDARD TITLE	6
263795	Apply knowledge and understanding of structural material in the roofing industry	
SAQA US ID	UNIT STANDARD TITLE	5
263762	Apply knowledge and understanding of truss manufacturing in recommendations made for roof design	
Attending and Completing an Assessor ETDP program		6

Attending and Completing an Moderator ETDP program	6
Formal Workshops	
Attending a ITC Workshop	2 per workshop attended
Attending ITC accredited Workshops	2 per workshop attended
Meetings	
Attending an ITC official regional meeting	1 per meeting attended
Attending of ITC Annual General Meeting	1 per meeting attended
Approved ITC Learning Programs	
ITC Basic Estimator/Designer Course	12
ITC Intermediate Estimator/Designer Course	12
ITC Advanced Estimator/Designer Course	12
Mentorship	
Mentoring of a Learner Erector Member in an official Learnership or Apprenticeship	3
ITC Certificates of Competence	
Being awarded the ITC Certificate of Competence	8
Serving in an official capacity on any ITC Committees	
Servicing and Contributing to an ITC official committee	4

SECTION 10

ROLE OF RECOGNISED VOLUNTARY ASSOCIATIONS AND ACCREDITED TERTIARY EDUCATIONAL INSTITUTIONS

In South Africa the voluntary associations and accredited tertiary educational institutions render an invaluable service in offering a wide range of services that can be used by professionals in the various designations to maintain and improve their competence.

ITC-SA expects that the recognized voluntary associations should where possible as part of their activities assist ITC-SA members in identifying CPD activities which meet ITC-SA needs, presenting CPD activities as described in Section 9. Recognized voluntary associations will also be responsible for the validation and monitoring of courses, seminars and conferences offered for CPD credits by other providers.

SECTION 11

APPROVAL OF PROVIDERS OF CPD ACTIVITIES

ITC-SA will need to give approval on all training material that will attract CPD points. Accredited tertiary educational institutions that run activities will be acknowledged for obtaining CPD credits. ITC-SA regards these bodies as capable of ensuring that all their courses, seminars or conferences etc would be of adequate standard. These activities are those described in Section 9.

All other bodies, such as private companies or state organizations, would need to have the contents of every event they provide for in this Category of CPD approved by the ITC-SA for the assignment of the appropriate credits. The organisers of these courses, conferences or seminars etc would therefore have to approach the ITC-SA for vetting of the activity and may be charged a fee for such evaluation and approval.

Registered persons, who intend participating in an activity provided by any other bodies, and where CPD points have been accredited by this body, should ensure that the activity is approved by the ITC-SA so that the credits awarded will be recognised by ITC-SA.

In applying for approval of a CPD activity, recognized voluntary associations will ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The participants or group of participants must be specified, and where appropriate, the discipline should also be specified.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

Private Providers of CPD activities will be required to submit their proposed activity to the ITC-SA for that discipline or category of registration, who will arrange for assessment of the content and CPD credit value thereof. Applications for approval of CPD activities must be submitted to the ITC-SA, using the appropriate ITC-SA Form, which can be accessed at the ITC-SA website address: <http://www.itc-sa.org>

SECTION 12

PROCESS OF RENEWAL OF REGISTRATION

All registered persons will be required to apply for renewal of registration on the prescribed form at least 3 months prior to the expiry of their registration. This renewal of registration every year will be an administrative process for those who meet the CPD requirements.

However, registered professional in the various designations and who are identified administratively as having not met the requirements, will be advised accordingly that their deficient CPD record will be referred to the ITC-SA Technical Advisory Group ("TEAC") or delegated authority for decision. Possible actions that may be taken by the ITC-SA are given in Section 14.

SECTION 13

AUDIT

ITC-SA will conduct random audits of up to 10% of the CPD records of all registered persons in the different categories of registration annually.

If selected for audit, registered persons will be required to send, within four weeks of initial notification, verification of their CPD activities in the form of a certificate, list of results, record of attendance, receipt of course payment, or a written verification from the recognised voluntary association or accredited tertiary educational institution, which presented the developmental activity. Where the CPD activity was presented by any other provider, proof of approval of the activity from the recognized voluntary association together with proof of attendance must be submitted.

The audit of CPD submissions will be done by members of ITC-SA's TEAC or it delegated authority to ensure that the principle of peer group evaluation and judgement is maintained.

Registered persons being audited will be advised of the outcome. Those who do not pass the audit, will have their record and verification documentation referred to the ITC-SA Executive Committee for decision. Possible actions that may be taken by ITC-SA are given in Section 14.

SECTION 14

NON-COMPLIANCE

In the event of a registered person not complying with the requirements of the CPD system, ITC-SA may impose any one or more of the following conditions:

- Require the registered person to follow an approved remedial programme of continuing professional development within a period prescribed by ITC-SA.
- Removing the registered person's name from the relevant register.