



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 a 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 2018, which will be linked to renewal of registration from 1 August 2018 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”, “Accredited Timber Engineer”; “Certified Timber Frame Builder” and “Certified Timber Roof Truss Designer”.

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 Points.

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 four **(4) points** in any given one-year period. If the professional member acquires more than the prescribed four points (4), then up to a maximum of four (4) points of this will be carried over to the next 12-month period. No points can be carried over more than once.

Failure to obtain the required Timber Construction Points 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:

- Electronically to the dedicated website for CPD at <http://portal.itc-sa.org/>, not later than 30 (thirty) days after completion of an annual cycle:
 - Register to log in, if not already registered.
 - Navigate to “CPD Points”.
 - Upload confirmation of activity for verification.

The number of Points 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.

SECTION 9

CATEGORIES OF ACTIVITIES FOR CPD POINTS

| Publications | Continuing Professional Development (CPD) Points per year |
|---|--|
| Yearly subscription to a Timber Industry Magazine | 1 |
| Acquisition of the ITC-SA Manual 1 | 1 |
| Acquisition of the ITC-SA Manual 2 | 2 |
| Acquisition of the ITC-SA Timber Frame Builder Manual | 2 |
| Acquisition of current SANS relating to structural timber | 2 |
| Acquisition of current SANS relating to Building regulations | 2 |
| Activities | |
| Write and publish an technical article for an official Trade publication | 3 |
| Attending and Completing an Moderator ETDP program | 10 |
| Attending and Completing an Assessor ETDP program | 10 |
| Formal Workshops | |
| Attending an ITC-SA Workshop <ul style="list-style-type: none">• Online Skills Programs | 2 per workshop attended |

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| <ul style="list-style-type: none"> • Think Tank Sessions • Industry Best Practice Sharing | | | |
| Attending ITC-SA accredited Workshops | | 2 per workshop attended | |
| Meetings/Audits | | | |
| Pass annual ITC-SA Audit | | 2 | |
| Attending an ITC-SA sanctioned Regional Meeting | | 1 per meeting attended | |
| Attending of ITC-SA Annual General Meeting | | 1 per meeting attended | |
| Approved ITC-SA Learning Programs | | | |
| ITC-SA Estimator / Designer Course – Level 1 | | 6 | |
| ITC-SA Estimator / Designer Course – Level 2 | | 6 | |
| ITC-SA Roof Specialist Level 1 Online Course | | 4 | |
| Mentorship | | | |
| Mentoring of a Learner Member in an official Learnership or Apprenticeship | | 4 | |
| Servicing and Contributing to an ITC-SA official committee | | 4 | |
| SAQA US ID | UNIT STANDARD TITLE | NQF LEVEL | CREDITS |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 3 | 5 |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | 3 | 2 |
| 9013 | Describe, apply, analyse and calculate shape motion in 2- and 3-dimensional space in different contexts | 3 | 4 |
| 10170 | Demonstrate understanding of employment relations in an organisation | 3 | 3 |
| 13912 | Apply knowledge of self and team in order to develop a plan to enhance team performance | 3 | 5 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation, and a specific workplace | 3 | 4 |
| 14423 | Organise and control roof carpentry activities | 4 | 6 |
| 14886 | Build timber frame walls | 2 | 8 |
| 113852 | Apply occupational health, safety and environmental principles | 3 | 10 |
| 116720 | Show understanding of diversity in the workplace | 3 | 3 |
| 117207 | Receive, offload, store and prepare for infeed of timber into the fibreboard and chipboard plant | 2 | 18 |
| 117214 | Operate sanding process in the fibreboard and chipboard process | 3 | 12 |
| 117222 | Demonstrate understanding of basic production operations in a wood products environment | 1 | 10 |

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| 117224 | Dry and store fibre in the fibreboard process | 3 | 10 |
| 117227 | Control production in relevant work areas in wood products plant | 4 | 15 |
| 117231 | Demonstrate understanding of details of equipment, processes and procedures in a wood products plant | 2 | 15 |
| 117235 | Demonstrate knowledge and understanding of the influence of wood structure, its properties and production factors on quality in a wood products environment | 4 | 15 |
| 117263 | Set jig, assemble, press, handle and store nail plated timber roof trusses | 3 | 20 |
| 117267 | Receive, sort and store incoming material into grades and sizes in a roof truss manufacturing environment | 2 | 15 |
| 117271 | Load and off-load trusses and auxiliary material and all other hardware products | 3 | 20 |
| 117272 | Cut and prepare timber for roof truss assembly | 3 | 20 |
| 117275 | Apply quality control in the wood preservation plant | 3 | 10 |
| 117278 | Control process of treating wood with wood preservative | 3 | 10 |
| 117282 | Demonstrate knowledge and understanding of the structure of wood and how it relates to its appearance, strength, and water retention | 3 | 15 |
| 117295 | Set up and operate board edging and squaring facilities in the dry processing area of veneer / plywood / block board plant | 3 | 5 |
| 117298 | Set up and operate board cross-cutting / trimming facilities in the dry processing area of veneer / plywood / block board plant | 3 | 5 |
| 119458 | Analyse and respond to a variety of literary texts | 3 | 5 |
| 263762 | Apply knowledge and understanding of truss manufacturing in recommendations made for roof design | 4 | 5 |
| 263777 | Apply knowledge and understanding of roof terminology and concepts | 4 | 4 |
| 263794 | Apply knowledge and understanding of roof erection document requirements | 4 | 3 |
| 263795 | Apply knowledge and understanding of structural material in the roofing industry | 4 | 6 |
| 263818 | Recommend material best suited for roof design | 4 | 5 |

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 Points 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 Points. 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 Points. 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 Points 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 professionals 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.