POLICY AND CRITERIA FOR AWARDING CONTINUOUS PROFESSIONAL DEVELOPMENT POINTS (CPD)

Revised April 2023

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1. Introduction

Maintaining professional knowledge is a prerequisite for a person holding a professional designation. As a result, professional bodies require that their members adhere to continuous professional development (CPD) and obtain a minimum number of units/points per annum.

Continuous Professional Development (CPD) is continuous learning in order to retain and improve the levels of competency required for professional practice. It means that SAFMA members keep abreast of developments in the industry on a regular basis. CPD is learning and development that maintains and develops competencies to enable Facilities Managers to continue to perform their roles competently by proving continuous development of
- professional knowledge;
- professional skills;
- professional values, ethics, and attitudes; and
- competence achieved during formal qualifications, refined appropriately for the professional activities and responsibilities of the individual.

This learning includes the development of knowledge, the application of knowledge, the development of practical skills and the understanding and application of legislative and regulatory requirements and ethical norms.

This policy relates to the SAFMA CPD requirements and the relevance of CPD for members, including recommended and unacceptable CPD.

2. Terminology

The following terms are used throughout this policy as defined below.
- *CPD portal* is the SAFMA CPD recording system that enables members to record their CPD and maintain their records. It is available to members for free.
- *Ethics CPD* may include elements of CPD on risk, regulation, legislation, and integrity if they include learning which focuses on individual behaviour, risk assessment and/or decision making.
- *Structured CPD* is a planned activity undertaken for the express purpose of learning. Structured CPD must be at least 30 minutes in duration and must be verifiable (evidence is required).
- *Unstructured CPD* is an activity with no predetermined learning objective or outcome i.e., reading or CPD that is less than 30 minutes in duration.
- *Verifiable and non-verifiable CPD* means a unit will be verifiable if the member can prove that he or she was involved in an acceptable CPD learning activity. A unit will be non-verifiable if the member is unable to prove that the CPD learning activity has taken place.

3. Overview

Members of SAFMA are required to complete 25 hours of CPD per cycle, in order to retain their designation. In addition, members are responsible for maintaining a record of their CPD. Each CPD cycle starts on **1 June and ends 31 May**. SAFMA has provided its members with an online CPD portal and access to a variety of CPD events to assist members with obtaining and recording their CPD. The reporting of CPD on this portal is mandatory for all SAFMA members. SAFMA members are required to monitor and manage their own CPD logs. CPD events/activities must be recorded manually on the CPD system that is available to all members. Members must ensure that they log the required number of hours before the end of each CPD cycle.

4. The Need for CPD

SAFMA requires its members to undertake CPD for several reasons:
- It is imperative that professionals stay abreast of changes in their professional field. The Association therefore wants to ensure that its members have access to relevant CPD material that will help them stay informed of developments in the local and international Facilities Management Industry.
- As professionals, with a professional designation, SAFMA members are expected to engage in CPD activities and record their CPD activities. Both requirements are facilitated by SAFMA through its CPD offerings and the CPD portal.
- As a recognised professional body by the South African Qualifications Authority (SAQA), SAFMA is required to implement CPD and monitor the CPD activities of its members.

5. Acceptable CPD

Activities, relevant to the Facilities Management Industry and that are undertaken for the express purpose of learning, will count as CPD. This includes:
- Attending training courses, conferences, lectures, seminars, workshops, and e-learning courses.
- Watching or listening to webcasts and the like, that have post-event assessment or confirmation of completion.
- Undergoing assessments.
- Reading educational material with learning outcomes i.e., Workbooks and Whitepapers etc.
- Presenting at industry-relevant events.
- Setting or assessing examinations or moderating examination papers.
- Revising or developing learning material syllabi.
- Training staff.
- Writing articles, books, learning materials, Whitepapers, that are published.
- Contributing to the development of the profession through professional body governance structures, committees or working groups.

The following activities are not accepted as CPD:
- Appraisals / one-to-one meetings / performance reviews
- Learning not related to the Facilities Management Industry
- Activities that are part of the normal day-to-day responsibilities
- Social and networking events that does not include educational elements.

6. Types of CPD Activities

CPD activities are categorized as either structured or unstructured.

6.1 Structured CPD

This is defined as planned activities undertaken for the express purpose of learning. The following are examples of structured CPD:
- Attendance at conferences, seminars, lectures, training courses, including online seminars or webinars.
- Active participation in Institute meetings, Institute committees, workshops, or similar events.
- Relevant in-house employer training/technical sessions, learning sessions, industry updates etc. which may qualify if they are of a formal nature.
- Preparation and delivery of lectures or other forms of presentation.

- Writing books, articles, or reviews for the benefit of others.
- Preparation and marking of examinations/assessments.

Structured CPD must be at least 30 minutes in duration and must be verifiable i.e., independent confirmation of attendance should be available. In order to claim CPD hours for structured CPD, evidence should be uploaded to the SAFMA CPD platform.

6.2 Unstructured CPD

This includes activities where there is no pre-determined learning objective or outcome. These activities are not verifiable. Activities my include:
- Informal research.
- Personal research.
- Reading.
- Formal CPD that is less than 30 minutes in duration.

7 Members' Responsibilities

7.1 Responsibility for CPD

In the first instance, as professionals, members have a responsibility to stay abreast of developments in their field of practice. SAFMA strives to promote a culture of lifelong learning and self-directed learning among its members, but it remains the responsibility of members to ensure that they fulfil their CPD obligations and requirements.

Members are required to fulfil the minimum CPD hours per year as specified for their specific designation. Members will also be responsible for recording and reporting on their CPD activities, to remain in good standing with SAFMA and to retain their designations. The recorded CPD should comply with the minimum requirements set by the Association.

7.2 Recording CPD

SAFMA members are required to set up their own profiles on the CPD portal and to monitor and manage their own CPD logs. Members must ensure that they log the required number of hours before the end of each CPD cycle.

The CPD portal can be accessed through the SAFMA website:
Navigate to the SAFMA website (https://www.safma.co.za/) and login (Member login) with individual username and password.

8 SAFMA Responsibilities

SAFMA's responsibilities with respect to CPD are as follows:
- Setting the minimum standards for CPD.
- Providing members with a platform to record their CPD.
- Facilitating members' CPD by providing access to refresher courses, legislative and regulatory updates and other CPD events and materials.
- Approving CPD providers and content.
- Monitoring members' compliance with CPD requirements.
- Auditing members' CPD logs and submissions from time to time.

9 Required number of CPD Points

SAFMA members are required to complete a total of 50 points over any two-year period, which translates to 25 points per year. The reporting year is between 1 June and 31 May.

- One point is awarded for every hour of CPD activity conducted.
- Two points per hour is awarded for every hour of attending the Annual SAFMA Conference.
- Points can fall under Structured or Unstructured categories.
- New members will be required to record a pro-rata number of CPD hours for the relevant CPD cycle.
- The following points allocation applies to any reporting cycle:
    o A minimum of 16 structured hours.
    o A maximum of 10 unstructured hours.
    o A minimum of 5 hours (either structured or unstructured) must be spent on ethics or regulation CPD.
        Ethics CPD may include elements of CPD on risk, regulation, legislation, and integrity if they include learning which focuses on individual behaviour, risk assessment and/or decision making.

10 Exemption or Deferral of CPD Requirements

Members who are on maternity leave or absent from work for more than three months, due to illness, may request a reduction in their CPD. The reduced CPD will be based on the number of months off work. The minimum reduced CPD requirement is 10 hours.

The following members are not required to complete or report on any CPD activities:
- Student members
- Retired members
- Honorary members

11 Required Evidence for Reporting CPD Activities

Please Note: Only Active members i.e., up-to-date with membership fees, will have access to the portal.

Evidence is required for all structured CPD activities. No evidence is required for CPD activities recorded as unstructured.

For evidence to meet the SAFMA requirements, the following must be provided:
- Full Name and Surname of person undertaking the CPD activity (Initials are not acceptable).
- Title of CPD Activity.
- Date of activity (including the year).
- Duration of activity (in hours).
- Confirmation / proof of attendance / participation/ completion of CPD activity (after the activity has occurred).
    o Details of the individual confirming the CPD activity (full name, job title and organisation).

Examples of Evidence Requirements:

Certificate	Name of attendee Name of training provider Date of activity (including year) Duration in hours Name and signature
Letter of confirmation	Name of attendee Name of provider Date of activity (including year) Duration in hours Confirmation of attendance Job title, name, and signature
Email Confirmation	Name of attendee Name of provider

	Date of activity (including year)
	Duration in hours
	Confirmation of attendance (after the activity has taken place)
	Job title and name of training provider
Attendance Sheet	Name of attendee on list
	Date of activity (including year)
	Duration in hours
	Title of Activity
	Job title, name, and signature

Guide for hours claimed:

Duration of Event	CPD Hours	Notes
Full day	7 hours	Tea breaks and lunches are excluded from the hours' calculations
Half day event	3 hours	
Online	Time online	
Speaker at event	3X hours of event	This is to cover preparation time. Similar content presented at different events can be claimed maximum 3 times per reporting period.
Chairing meeting or participation in workgroups	2X hours of meeting or workshop	This is to cover preparation time

12 CPD Audits

In order to fulfil its responsibilities as a professional body, SAFMA may perform an annual audit on a random sample of members' CPD records. SAFMA will select a minimum of 10% of its members to be audited. Members can be selected for audit up to a year after their CPD log has closed. Members will be informed of the audit and may be requested to furnish proof of CPD if the CPD log is incomplete. Members will be informed of the outcome of the audit. If members do not comply with the CPD requirements of the Association, the matter will be referred to the disciplinary committee for further investigation and action.

The purpose of the audit is to monitor CPD with respect to adherence to the CPD policy. In addition, the purpose of the audit is to assist members in obtaining their CPD hours. This is done through helping them to identify what CPD they may have done throughout the period by not necessarily recorded or considered as CPD.

13 Non-Compliance with the CPD Requirements

SAFMA will be obliged to act against members who do not comply with the CPD requirements. SAFMA may apply several sanctions to non-compliant members ranging from fines to suspension of membership. Non-compliance with the CPD requirements will be regarded as a transgression of SAFMA's Code of Conduct which states,
- "Members shall undertake to keep abreast of new knowledge and techniques and to share that information wherever and whenever appropriate for the general benefit of their professional colleagues."
- "Members shall promote the professional development of Facilities Managers wherever practical."

14 Approval of CPD Providers and CPD Programmes

SAFMA approves the CPD offered by providers through a two-tiered process. The first tier involves the organisation's application to become an approved CPD provider. Once approved, the organisation can move to the second tier of the application process. This involves the organisation submitting its programmes for approval. Programmes include courses and events. Applications to become a CPD provider is available on the SAFMA website (https://www.safma.co.za/Training).

Approved programmes will be advertised on the SAFMA website to inform members of opportunities participate. Events that were not approved could still be submitted as CPD activities provided that the detail as stipulated in par 11 is submitted with the claim for CPD points. These events could form part of the audit SAFMA conducts.

15 Approval and Updating of this policy

This policy is effective 1 April 2023 and will be reviewed on a bi-annual basis.