



SOUTH AFRICAN COUNCIL FOR PROFESSIONAL AND TECHNICAL SURVEYORS

SUID-AFRIKAANSE RAAD VIR PROFESSIONELE EN TEGNIESE OPMETERS

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CPD PROCEDURE

1. INSTITUTE AGM'S

The AGM's automatically earn 1 credit (Cat. 1) irrespective of duration, and do not need any approval. The branches use the advertising form to inform Moira (webmaster) to put it on the website. Branches must complete the attendance register and submit to Moira to put on website.

2. PLATO AND INSTITUTE COMMITTEES

Members of PLATO committees (e.g. EAC) or Institute committees (e.g. branch committees or EXCO) get 1 Cat. 3 credit per year for membership but no additional credits for time spent in meetings or preparation. If a member also serve on a sub-committee (e.g. representing the institute at meetings with state officials) he will earn 1 additional Cat. 3 credit.

These are only attended by a few persons and do not have to be recorded on the website (otherwise the website will be too crowded). The individuals must keep their own records and evidence. The evidence will be the minutes of meetings indicating attendance.

Example:

- 1 Cat. 3 credit for SAGI membership
- Branch Committee members 1 additional Cat. 3 credit
- EXCO members (not alternates) 1 additional Cat. 3 credit
- Any other branch or EXCO sub-committee members 1 additional Cat. 3 credit per sub-committee.

3. INSTITUTE WORKSHOPS

Workshops organised by institutes (branches) are accredited by the organising branch committee who also confirm the number of credits (Category 1). If they are unsure it can be confirmed with the institute CPD rep.

(SAGI: Raubie, GISSA: Fanie, IMSSA: Mike). The advertising form is used to inform Moira for the website.

4. OTHER CONFERENCES & WORKSHOPS

Organiser must complete the Approval form and send to the relevant e-mail address and person. Surveying: Raubie, GIS: Fanie, Mine Surveying: Mike. These persons approve and allocate credits (or decline), inform the applicant and Moira for the website.

If it is unsure in which group it falls, the application is sent to PLATO CPD (Raubie).

Feb. 2013