



## SAIFM CPD GUIDELINES

### What are the CPD requirements?

Members are required to attain 120 relevant hours/points in a three-year rolling cycle, subject to the following:

- A minimum of 20 hours/points must be completed per year
- A minimum of 60 hours/points must be verifiable
- A minimum of 5 hours/points must be ethics related

### What is one hour/point?

One hour/point is considered to be the equivalent of a minimum of 50 minutes spent on a learning activity that is relevant to the professional development of the member. For activities where the duration is 30-49 minutes, a ½ hour/point can be recorded.

### When does the rolling cycle start?

For those approved as members prior to 01 August 2016, the rolling cycle starts from 01 August 2016. The start date for those approved as members after 01 August 2016, the rolling cycle will start from the 1<sup>st</sup> day of the month following the month in which the approval took place.



### What is verifiable CPD?

Verifiable CPD can be identified as any learning activity relevant to the professional development of the member, which can be verified by means of an appropriate record and supporting documentation, such as training certificates, research papers or third-party verifications.

A few examples of verifiable CPD:

- Participation in courses, conferences, workshops, seminars, events or arm chair discussions (both third party and SAIFM) and in-house or company-specific training;
- Undertaking committee work (including preparation for meetings) to the extent that learning is gained from this activity;
- Developing systems and processes;
- Publishing articles related to members' professional development or career paths;
- Giving relevant in-house presentations;
- Developing or delivering a course or CPD session in an area related to one's professional responsibilities;
- Undertaking action-based learning (research initiatives);
- Undertaking further formal or professional qualifications or formal studies, for example MBA, Higher Diplomas, Certificates and Master's degrees in a relevant discipline (only the verifiable portion), including contact time with the lecturer and attendance of lectures and tutorials;
- Preparing for and taking professional examinations;
- Undertaking e-learning, on-line and web-based training and viewing technical DVDs, podcasts, webinars in group or discussion sessions.
- Participation in pro-bono activities that are related to the SAIFM Competency Profile and Curriculum Framework.

### How is compliance with CPD monitored?

It is the duty of the member to record and maintain records and verification documentation on an ongoing basis. SAIFM has designed a form which a member can save and use to log CPD activities as well as track his/her progress with meeting the requirements. The form can be downloaded at [www.saifm.co.za](http://www.saifm.co.za)

On an annual basis, SAIFM will verify whether members have met the objective of CPD. This will be done by selecting a random sample of members to review and assess their compliance with the requirements of CPD and review and assess learning plans or other related CPD documents. Members who are selected as part of the random sample are required to submit to SAIFM their reporting documentation as proof of attendance of courses, etc., or completion of the recorded activities by the required date to be provided each year by SAIFM. The selection criteria for members to be audited will be at the discretion of the Chief Executive Officer. SAIFM members selected for audit will be notified by the SAIFM and will be required to submit CPD documentation to SAIFM within 30 days.

### SAIFM CPD policy

The full SAIFM CPD policy can be found at [www.saifm.co.za](http://www.saifm.co.za)