



POLICY

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

SOUTH AFRICAN INSTITUTE OF AUCTIONEERS

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Definitions and Acronyms

Compliance Verification is the monitoring and verification of individual members with designations that will take place once a year by means of a randomly selected sample of members.

Continuing Professional Development (CPD) refers to activities that updates your initial Auctioneering knowledge and skills, in order to remain relevant and maintain effectiveness in your profession at the level of the SAIA Designation you were awarded.

SAIA SA Institute of Auctioneers.

Non-compliance The failure of an individual to obtain the required points per CPD cycle.

Professional designation indicates registration of the individual with a professional body, and where relevant, the right to practice in the particular field of expertise governed by the professional body.

Recognised Service Providers SAIA will recognise institutions who have met the criteria laid down by the SAIA for offering CPD education and training courses or activities, and their CPD offerings.

Introduction

CPD is as a lifelong learning commitment to an on-going and measurable personal and professional development process, to maintain current competency levels and acquire new knowledge and skills related to one's profession. CPD also involves the development of personal qualities necessary in the wider aspect of exercising one's career, e.g. management skills.

The SAIA's responsibility as a professional body in relation to CPD is to develop, monitor and enforce standards that ensure the continuous development and maintenance of professional competence of professionals in the Auctioneering sector.



Purpose and Scope

This policy guides the CPD practice of the SAIA, outlines the number of hours prescribed as well as the nature of the activities that members are required to engage in for CPD purposes. It also stipulates the consequences of non-compliance.

It applies to all designated members of the SAIA; Candidates, Associates and Certified.



Principles

It is compulsory for all professional members to maintain their designation through participation in CPD activities in order to:

- Enhance subject matter competence
- Develop deeper and specialised knowledge
- Stay effective and up-to-date in the work place

High Level Processes

Recording of CPD

Each member will maintain his/her own record of CPD activities and submit it annually to SAIA at the scheduled time.

Failure to do so could result in the suspension or revoking of the member's professional designation.

Awarding of CPD points

CPD points equals the number of valid and verifiable hours on a specific development activity. At least two thirds of CPD activities must have a direct bearing on auctioneering as per the SAIA auctioneering competencies outlined in the SAIA Designation policy [see list below], while up to one third may be related to personal development as it relates to professional practice in the auctioneering sector.

All SAIA designated members will be required to obtain a minimum of 18 CPD points at the required competence level on an annual basis, in order to maintain their designation.

Note: 1 CPD point is equivalent to 1 hour of learning.

These are the nine [9] SAIA Auctioneering competency standards:

- Auction Rules
- Code of Conduct
- Different types of Auctions
- Source Auctions
- Asset Assessment
- Secure mandate
- Marketing and selling
- Auction preparation
- Auction

Candidates designees will need to complete CPD in these competencies at the BASIC level, Associate Auctioneers at the SKILLED level and Certified Auctioneers the ADVANCED level. **Note: These levels are unpacked in the Designation Standard Competency Document.**

Acquiring of CPD Points

- SAIA Webinars
- SAIA AGM
- any other related CPD points gained
 - i.e. PPRA, SARIPA, IEASA, NPPC etc

Consequences for non-compliance

The SAIA will consolidate CPD points acquired by members, annually and will require members who have not complied to submit letters of intent, failing which they will be suspended, as outlined in the SAIA disciplinary procedure.



Certification Committee Responsibilities

The Committee shall:

- Develop a CPD system that will accommodate the diversity amongst the professional body's membership and their attendant specialisations
- Accredit service providers to offer CPD activities as well as the content of their programme
- Determine the points to be awarded for each CPD activity
- Ensure that the requisite standards are met and maintained by the accredited CPD service providers
- Conduct compliance verification of individual professional members at least once a year on a randomly selected sample of registered persons
- Ensure administration of the CPD system by the administrative staff of SAIA
- Initiate remedial action or a disciplinary hearing regarding individual members who are non-compliant with CPD requirements.
- SAIA will endeavour to ensure that there are sufficient SAIA approved CPD activities available for members.