

The Institute of Mine Surveying of Southern Africa



Rules for Continuing Professional Development and Renewal of Registration

Introduction

The Institute of Mine Surveyors of Southern Africa, with reference to The South African Geomatics Council for members registered with the SAGC, has in terms of section 8(1)(d)(ix), resolved to introduce a compulsory Continuing Professional Development program, adherence to which will be a requirement for renewal of registration in every 5-year cycle.

8. (1) The Council, in exercising its powers and performing its duties—
- (d) regarding education and training—
 - (ix) must make rules which determine—
 - (aa) the conditions relating to continuing professional development;
 - (bb) the nature and extent of continuing professional development to be undertaken by persons registered in terms of this Act.
 - (cc) the criteria for the recognition of continuing professional development and service providers offering such activities;

PART A

1 Interpretation:

- 1.1 These rules are based on the Council's Policy on Continuing Professional development and should be interpreted in the context of that policy, in so far as the policy supports and augments the principles embodied in these rules.
- 1.2 In these rules, a word or expression to which a meaning has been assigned by the South African Geomatics Act of 2013 as amended has the same meaning unless the context otherwise indicates, and
 - i. **"accredited educational institution" means** an educational institution that offers geomatics programs, and which has been granted accreditation by the Council in terms of the Act.
 - ii. **"approved CPD provider"** means a voluntary association and an **"accredited educational institution"** which are recognised by the Council for purposes of offering appropriate learning in respect of category 1 CPD activities as contemplated in Rule 3(3) and Appendix A.
 - iii. **"continuing professional development,"** also referred to in these rules as "CPD," means continuing professional development as contemplated in section 8(1)(d)(ix) of the Act, and also represents 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 Mine Surveying career".
 - iv. **"commencement date"** is the 1st of June, immediately after the date of first registration.
 - v. **"expiry date"** subject to the transition requirements in Rule 8 means the 1st of June following every fifth anniversary of the date on which such registered person has been registered by the Institute of Mine Surveyors of Southern Africa.
 - vi. **"Policy on Continuing Professional Development"** means the most recent applicable version of the Council's policy on continuing professional development, and "the Policy" has the same meaning.
 - vii. **"Professional ethics"** encompass the personal, and corporate standards of behaviour expected by professionals. Professionals exercise specialist knowledge and skill. How this knowledge should be governed when providing a service to the public can be considered a moral issue and is termed professional ethics. It can make judgments, applying its skills, and reaching informed decisions in situations that the public cannot because they have not attained the necessary knowledge and skills. The focus is on a person's character and how the person interacts with others, and it is also about the quality of the interaction.
 - viii. **"Relevant additional qualifications"** for the purpose of Appendix A, Category 3.2(13): includes undergraduate degrees, honours degrees, master's degrees, and doctorates but excludes these qualifications when taken to upgrade to a higher registration level. (e.g., Associate mine surveyor to professional) **"the Act"** means the South African Geomatics Act of 2013;
 - ix. **"the Rules"** means the rules promulgated in terms of the Act
 - x. **"the Council"** for purposes of these rules means the Council representing the Institute of Mine Surveyors of Southern Africa
 - xi. **"the CPD Committee"** for the purpose of these rules will comprise a committee of at least two registered persons (Registrar & Technical Committee chairperson) and additional two registered council members as optional. This committee will be appointed by the Council to attend to all matters relating to temporary exemptions, accreditation of activities and the auditing of recorded CPD activities on behalf of the Council.
 - xii. **"the Appeal Committee"** for the purpose of these rules will comprise the president of the Council, the vice-president of the Council and the Education Chairperson.
 - xiii. **"Geomatician"** has the same meaning as "surveyor" and is the generic term including all persons registered in terms of the Act.
 - xiv. **"Voluntary Association"** means an association, institute, institution or society which is recognised by the Council as a voluntary association for the purpose of these rules and "recognised voluntary association" has the same meaning. [At inception these Voluntary Associations are the South African Geomatics

Institute (SAGI), South African Geomatics Council (SAGC), the Geo-Information Society of South Africa (GISSA), the Association of Air Survey Companies (AAS), the South African National Institute of Rock Engineering (SANIRE) and the Hydrographic Society of South Africa (HSSA).]

2 Applicability of these Rules

2.1 Applicability of these rules to Registered Persons

These rules apply in respect of all persons registered in the IMSSA categories in the Private Practicing, Salaried, Employed and Education sub-categories as well as the Foreign sub-category, subject to 2(2). below.

Persons who are registered in more than one discipline will not be required to obtain any more credits than those persons registered in a single discipline.

CPD credits may be earned by any person registered with the IMSSA in any CPD activity posted on the IMSSA website, irrespective of the discipline in which such a person is registered unless otherwise indicated on the said website.

2.2 Registered Persons Resident Abroad (Foreign)

These rules apply in respect of registered persons who are practicing abroad, subject to the following conditions:

- 2.2.1 Where a system of continuing professional development is being applied in any particular country, such requirements may be accepted by the Council for purposes of these rules, provided that documentary proof of compliance with such CPD requirements is submitted, which may be in the form of a certification by the relevant accrediting authority in the country concerned.
- 2.2.2 In the absence of such proof of compliance referred to in sub-clause 2.2(1), or in the case where a formal CPD system is not in place in the country concerned, documentary proof of CPD activities undertaken abroad must be submitted to the Registrar for evaluation against the requirements of these rules.

2.3 Exemptions from these rules

2.3.1 Student Categories

For purposes of renewal of registration these rules do not apply in respect of persons registered in the category of student membership, but this exemption may not be construed as exempting student members from the requirement to undertake continuing professional development to comply with the applicable requirements for registration in any category.

2.3.2 Retired and Non-Practicing Registered Persons

Any retired or non-practicing registered person who no longer carries out any Mine surveying work either in a consulting capacity or in a salaried position is exempted from these rules: Provided that such retired or non-practicing person is registered in the Council's appropriate register.

In the event that any retired or non-practicing registered person referred to above elects to return to active Mine Surveying practice, such person must apply to the Council for re-admission to the active register and must submit proof that at least two CPD credits have been attained during the 12 months immediately preceding the application.

2.3.3 Practicing Registered Persons 70 years and older

For purposes of renewal of registration, these rules will not apply in respect of registered persons who have reached the age of seventy years, notwithstanding that they choose to retain their registration in a practicing category. This exemption will be effective from the 1st of June after such person's seventieth birthday which year will be the final year in their cycle and the minimum required annual average number of credits will be applicable.

2.3.4 Persons whose names have been removed from the register and persons whose registration has been suspended

- 2.3.4.1 Any person whose name has been **removed** from the register for a specified period as a sanction handed down by a disciplinary committee or any person whose name has been **removed from the register on account of the non-payment of fees** for a period exceeding one year is exempted from these rules; with the proviso that should such a person, when eligible, elect to apply to the Council for the reinstatement of his or her

name to the register, such person must submit proof of having attained at least two credits during the 12 months immediately preceding the application. On re-registration the five-year cycle will continue with the renewal of registration date being postponed by the period for which the person was unregistered.

2.3.4.2 Any person whose name has been **removed from the register on account of the non-payment of fees** for a period not exceeding one year is **not** exempted from these rules.

2.3.4.3 Any person whose name has been **suspended** from the register as a sanction handed down by a disciplinary committee is **not** exempted from these rules.

2.4 Special Circumstances

2.4.1 The Council may, upon receipt of a fully motivated and substantiated application from any registered person, grant exemption from the requirements of these rules for such period within the five-year cycle as the Council may deem appropriate and reasonable.

2.4.2 Each application will be considered on its own merits, but the council will regard the following reasons, although not exhaustive, as justification for submission of an application for such deferment:

2.4.2.1 Debilitating physical or mental disability and chronic illness, and

2.4.2.2 Non-existent opportunity to undertake CPD, or provision of CPD in a foreign country.

3 General CPD Requirements

3.1 Five-Year Cycle

3.1.1 The CPD system functions in cycles of five years.

3.1.2 The five-year cycle of each registered person commences on the 1st of June immediately following the date of first registration on which the Council registered such registered person.

3.1.3 Where a person is registered in more than one discipline or category or has upgraded to a higher category, the commencement date applicable to the first registration will be recorded as the date on which such person's five-year cycle commences.

3.2 Credits

3.2.1 Associate Mine Surveyor, Mine Surveyor, and Professional Mine

3.2.1.1 During each cycle of five years every registered SAQA accredited mine surveying designates must accumulate a minimum of 20 credits to qualify for renewal of his/her registration.

3.2.1.2 A registered professional mine surveyor and a mine surveyor may not accumulate less than 3 credits per annum in at least two of the categories of activities referred to in Sub-rule 3(3), read with Appendix A of these rules, and may accumulate additional credits each year up to a maximum number of credits as prescribed for each activity listed in Sub-rule 3(3).

3.2.1.3 Every registered professional mine surveyor and mine surveyor must obtain at least one credit in ethics-related training during every five-year cycle.

3.2.2 Associate Mine Surveyor

3.2.2.1 During each cycle of five years every registered associate mine surveyor must accumulate a minimum of 13 credits to qualify for renewal of his/her registration.

3.2.2.2 A registered associate mine surveyor may not accumulate less than 2 credits per annum in at least two of the categories of activities referred to in Sub-rule 3(3), read with Appendix A of these rules, and may accumulate additional credits each year up to a maximum number of credits as prescribed for each activity listed in Sub-rule 3(3).

3.2.2.3 Every registered associate mine surveyor must obtain at least one credit in ethics-related training during every five-year cycle.

3.3 Categories of activities for CPD Credits

CPD credits must be obtained in at least two of the categories listed below, which categories are more fully described in Appendix A, with at least 5 credits per five-year cycle from Category 1. The maximum permissible number of credits that may be accumulated annually in each category is indicated below:

- Category 1** Developmental Activities
- a. Conferences, seminars, etc. 5 credits 50 hours (10hrs/credit)
 - b. Courses and refresher courses 5 credits

Total maximum Category 1: 5 credits (1 a. plus 1 b.)

- Category 2** Work-based Activities **Total maximum 4 credits**

Category 3 Individual Activities

- a. Membership of a recognised voluntary association 1 credit (not linked to hours)
- b. Other categories 3 activities 5 credits 50 hours (10hrs/credit where appropriate)

Total maximum Category 3: 5 credits (3 a. plus 3 b. or 3 b. only)

Surplus credits, within the maximums stipulated above, earned in the last year of the 5-year cycle may be carried forward into the following cycle but will be deemed to have been earned in the first year of the next cycle and will be included as making up the maximums as listed above in that year.

4 Recording of CPD Activities

- 4.1 Unless exempted in terms of these rules, all registered persons must record their CPD activities electronically, in a password-protected private domain for each registered person, via the IMSSA's website www.ims.org.za.
- 4.2 Every registered person must retain documentary evidence of all CPD activities undertaken during each five-year cycle and be able to present such evidence if requested by the Council to do so.

5 Auditing of recorded CPD activities

- 5.1 The Council may conduct random audits as it deems necessary and practicable, but notionally as indicated from time to time in its Policy, of the CPD records of all registered persons who are required to undertake CPD in terms of these rules.
- 5.2 In the event that a registered person is selected for audit, such registered person must send, within four weeks of receiving notification to this effect, documentary evidence of his or her CPD activities, which may be in the form of certificates, a list of results, records of attendance or receipts of course payment.
- 5.3 If a voluntary association or an accredited educational institution provided a CPD activity, written verification from such recognised voluntary association or accredited educational institution will be recognised as sufficient evidence of attendance.
- 5.4 Where a CPD activity was provided by any other person or organisation who is not an approved CPD provider, approval of such CPD activity must be obtained from an appropriate recognised voluntary association and proof of attendance must be submitted.
- 5.5 The Council must advise a registered person, within 30 days after completion of an audit, of the outcome of such audit.
- 5.6 If during an audit a registered person is assessed as having failed to meet the requirements, the Council shall make a decision regarding remedial steps, but such candidate will automatically be earmarked for re-audit during the next year.
- 5.7 In the event that a registered person is audited during the fifth year of a registered person's cycle, the Council must consider the remedial steps in the context of the fact that such registered person is due to apply for renewal of his or her registration during that year.
- 5.8 The Council shall provide the registrar and the Council with an annual report of its findings and decisions taken regarding remedial actions.
- 5.9 Any registered person who is aggrieved by a finding of and the remedial action imposed by the Council may

appeal to the Council. The Council can either uphold the findings of and the remedial action imposed by the Council, or the Council can refer the matter to the Appeal Committee.

5.10 A decision by the Council or the Appeal Committee in terms of 5(9) above, subject to Rule 7(6), will be final.

6 Renewal of Registration

Renewal and Assessment against requirements

- 6.1 A registered person must submit his/her CPD records in the prescribed format to the Council before the 1st of June at the end of his/her five-year cycle, for his/her registration to be renewed for the next cycle.
- 6.2 The Council must at least three months prior to the relevant expiry date applicable to a registered person, who is required in terms of these rules to renew his or her registration, notify him or her of his or her obligation to submit his or her records prior to the expiry date. (Which notification will be once by email.)
- 6.3 The CPD records must be submitted in the format as determined by the Council from time to time, copies of which are published on the Council website (www.ims.org.za).
- 6.4 Upon receipt of a submission the Council must consider and decide whether the requirements of these rules have been complied with.
- 6.5 The Council may call for such documentary evidence from the registered person as it may deem necessary to validate the credits claimed.
- 6.6 If the Council is satisfied that the registered person has met the requirements of these rules, the Council must record such decision in the applicable register maintained by the Council and, within 30 days of making the decision, advise him/her of such decision, and of the fact that his or her registration will, subject to these rules, remain valid for a further period of five years until the next expiry date.
- 6.7 If the Council is convinced that the registered person has failed to comply with the requirements of these rules, the relevant provisions pertaining to non-compliance contained in Rule 7 apply, and he/she must be advised of the decision as well as of the implications flowing there from within 30 days from the date on which the decision was made.

7 Non-Compliance with these rules

7.1 At Annual Audit Stage

- 7.1.1 If during an audit referred to in Rule 5, the Council is of the opinion that a registered person has failed to comply with the requirements of these rules, the Council may decide whether any remedial steps are necessary at that stage, if any, and inform such registered person of the deficiency, the remedial steps to take in order to comply with the requirements and the period within which to remedy the deficiency.
- 7.1.2 Unless a shorter period has been prescribed by the Council in terms of Sub-rule 6(1) any registered person who failed to comply with the requirements is automatically subject to re-audit during the following year.

7.2 At Renewal Stage

- 7.2.1 If after consideration of submission for renewal of a person's registration referred to in Rule 6, the Council is convinced that the registered person has failed to comply with the requirements of these rules, the Council must –
 - 7.2.1.1 record this fact in the applicable register.
 - 7.2.1.2 inform the non-compliant person of this fact and afford such person an opportunity to submit a written explanation of why the requirements have not been met and to indicate how he/she plans to remedy the deficiency.

If, after consideration of the registered person's response in terms of the Sub-rule 7.2.1(2), the Council accepts the explanation and remedial measures proposed by the person, the Council may grant an extension of time to enable the applicant to comply with the requirements.

If the Council does not accept the explanation or the remedial measures proposed by the registered person, the Council must determine which other remedial measures must be taken to comply with the

requirements and also determine the period of extension to be granted in order for him/her to meet the requirements.

The registered person must, within two weeks before the end of the period determined by the Council in terms of Sub-rule 7.2.1(2), submit documentary evidence of compliance.

If the Council is convinced that the registered person is still not compliant with the requirements, the Council must refer the matter to the Appeal Committee of the Council to consider whether or not renewal of such person's registration should be refused, and the Appeal Committee must, before deciding on this matter provide an opportunity to the person to give reasons why renewal of his or her registration should not be refused.

7.3 Refusal to renew a person's registration

If the Appeal Committee, after hearing the reasons offered by the registered person, is still convinced that his/her renewal of registration must be refused, the Committee must confirm its refusal to renew such registration and within 30 days from the date on which such refusal is made inform the registered person of the decision, and, at the same time instruct the registered person to return the certificate of registration, originally issued to such person, to the Council within 30 days from the date of such instruction.

7.4 Return of Registration Certificate

The provisions of section 23 of the Act apply mutatis mutandis in respect of a person whose registration has been cancelled as a result of the non-renewal of his or her registration in terms of these rules.

7.5 Refusal by Registered Person to comply with these rules

Any registered person who wilfully refuses to undertake CPD activities or to comply with these rules is guilty of improper conduct in terms of the provisions of Section 28(3)(e).

7.6 Right of Appeal

The provisions of section 32 of the Act, apply mutatis mutandis in respect of a person who is aggrieved by a decision of the Council to refuse renewal of a person's registration.

Part B

8.1 Approval of providers of CPD activities

Recognised Voluntary Associations and Accredited Educational Institutions are approved for purposes of offering Category 1 CPD activities, unless otherwise specified by the Council, and published, on the Council's website.

8.2 Approval of CPD Activities

8.2.1 In approving a Category 1 CPD activity, a voluntary association must ensure that the following aspects are covered:

8.2.1.1 The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.

8.2.1.2 The activity should meet an educational and developmental need and provide an effective learning experience for the participants.

8.2.1.3 The participants or group of participants must be specified (e.g. professional mine surveyor, mine surveyor, mine surveyor or associate mine surveyor, or a specified category, e.g. registered engineering surveyors) and where appropriate, the discipline should also be specified.

8.2.1.4 The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.

8.2.1.5 The subject covered should provide a balanced view and should not be unduly promotional.

8.2.1.6 The presenters should have proven practical and academic experience and be good communicators.

- 8.2.1.7 Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.
- 8.2.2 Any provider who desires validation of a Category 1 CPD activity must apply to the Council for approval of such activity.
- 8.2.3 Any registered person who intends to undertake a CPD activity offered by a provider other than a voluntary association or accredited educational institution should ascertain first from the Council whether such activity is approved in terms of these rules in order to ensure that any credits attached to such activity are awarded by the Council.
- 8.2.4 All approved CPD activities will be posted on the Council's Web page (www.ims.org.za)
- 8.2.5 Any registered person or a non-approved provider may make representations to the Council should they feel aggrieved by an assessment by the CPD Committee of a CPD activity, either in terms of content or credit allocated, and such representation must be made no later than 30 days after an assessment has been made by such voluntary association.

Part C

9 Date for Renewal of Registration

- 9.1 Unless exempted, all registered persons must commence with CPD activities from their date of registration and record such activities as required by these rules.
- 9.2 For all new registrations the Five-year will commence on the 1st of June immediately after registration.

APPENDIX A CATEGORIES OF CPD ACTIVITIES

Category 1: Developmental Activities:

- 1.1 Attendance of structured educational/developmental meetings such as:
- Conferences
 - Congresses
 - Large group workshops
 - Lectures
 - Seminars
 - Colloquia

will be credited with one credit per 10 hours of attendance, with the proviso that a half day activity may carry half a credit. A full day activity will be regarded as being notionally 10 hours and a half-day activity will be regarded as being notionally 5 hours. **An annual maximum of 5 credits (50 hours) may be accumulated under this portion of this category:**

- 1.2 Attendance of a conference organised by or presented under the auspices of an internationally recognised body, will receive 1½ credit per day. Such a conference must have a suitable peer-review process for papers in place.
- 1.3 For training courses, refresher courses and courses offered by software, hardware and instrumentation vendors: One-, two- and three-day courses: 1 credit and courses exceeding three days: 2 credits. **An annual maximum of 5 credits may be accumulated under this portion of this category.** The **combined** annual maximum of credits accumulated under Category 1 is limited to 5 credits, being the sum of credits earned under both portions 1 a. and 1 b. above.

Category 2: Work-based Activities:

- 2.1 The mentoring of candidate persons in the workplace will be recognised as CPD, credited at a rate of 1 credit for 40 hours of personal contact time with a **maximum of 2 credits per year.**
- 2.2 In-house lecturing and skills training sessions organised by an employer/geomatics company and career guidance for candidates may also be presented under this sub-category, credited based on 1 credit for every 10 hours of lecturing with a **maximum of 2 credits per year.**
- 2.3 Other work-based activities including Research and Development, Technology and Innovation and Knowledge Sharing with a **maximum of 2 credits per year.**

Category 3: Individual Activities:

- 3.1 Membership of one or more relevant IMSSA recognised voluntary associations will result in a **maximum of 1 credit per annum.**
- 3.2 Other activities include and will be credited as follows (**Maximum of 5 Credits per year**):
- 3.2.1 Lecturing to undergraduate and postgraduate students: 1 credit for every 10 hours of lecturing.
 - 3.2.2 Serving as a moderator or external examiner at tertiary or DMRE level: 1 credit per examination with an annual maximum of 2 credits.
 - 3.2.3 Supervision of students undertaking postgraduate studies: 2 credits per year.
 - 3.2.4 Oral examinations of final year and postgraduate students: 1 credit for every 10 hours of active involvement.
 - 3.2.5 Evaluation of M dissertations and PhD theses by external examiners: 2 credits per year.
 - 3.2.6 Publication of research in peer reviewed journals: a single author: 2 credits per publication. Where paper has several authors: 1 credit per publication per author.
 - 3.2.7 Publication of technical articles: 1 credit per article published.
 - 3.2.8 Papers presented at conferences or congresses / poster presentations: 1 credit each.
 - 3.2.9 Peer-reviewed papers presented at conferences or congresses: 2 credits each.
 - 3.2.10 Active participation in industry specific statutory, professional, institutional, technical or non-technical committees, sub-committees or task groups: 1 credit or 1/2 credit for every 5 hours (accumulative) of active participation; whichever is the greater.
 - 3.2.11 Evaluation of educational programmes at Universities and Universities of Technology for accreditation purposes: 1/2 credit for every 5 hours of active involvement.
 - 3.2.12 Evaluation of final year students by external examiners: 1 credit per year.
 - 3.2.13 Relevant additional qualifications (these are exceptional allocations): A completed qualification: 5 credits in the year of graduation. See note below.

- 3.2.14 Self-study which includes but is not restricted to studying of recognised journals or electronic or computerised material, one credit for every 10 hours of study. (All activities under this item must be verified.)
- 3.2.15 Other recognised activities, not necessarily discipline specific, that could contribute to the 'whole professional', including but not restricted to, community service, active involvement on a school or similar governing body, a Homeowners Association, an NGO, involvement in local/provincial or national government. These activities will require approval by the Council and may not necessarily earn credits at the same time 'sacrifice' rate as the more discipline specific activities.

An annual **maximum of 5 credits** may be accumulated annually under this portion of this category, with the exception stated above for postgraduate studies, provided further that where a credit is claimed for membership of a relevant association in terms of 3(1). above then the maximum number of credits that may be accumulated under this portion of this category is **4 credits**.

Note: Credits earned under Category 3.2.(13) above are not subject to the maximum credits allowed for this category and may be retained over and above any other credits earned in this category for the duration of the 5 year cycle, further, if earned in the last year of the 5 year cycle, and are not needed, they may be carried over into the following cycle.