



*We regulate for your success*

## **QSRC CPD POLICY**

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## 1. INTRODUCTION

Society has in recent years increased its expectations of the performance of professionals – particularly those in the built environment. Changes in the law and alternative procurement options have made increasing demands on the expertise of skilled persons in their chosen vocations. With professional indemnity insurance a necessity, insurers also expect a high standard of conduct when issuing or re-issuing policies. Further, because of technological, legal and societal changes, government too is exerting pressure on the knowledge and training of all employed persons.

Internationally, professional associations and regulatory bodies are responding to this challenge and most have made Continuous Professional Development (CPD) mandatory for membership registration or continuing certification.

Because professions are now so public in their operation, any CPD requirements are likely to come under a great deal of scrutiny and programs adopted are required to demonstrate that they have both substance and structure. Within the more prominent professional bodies it is submitted that programs involving attending webinars or other forms of self-directed learning are activities all Quantity Surveyors would normally undertake and forms part of the formal requirement. To ensure that high standards are maintained, it is contended that emphasis within approved CPD programs should be placed on courses conducted by professional associations or academic institutions or accredited training institutions.

QSRC is responsible for registration and regulation of the QS professionals in Botswana. Registered Qs are required by the Code of Ethics & Professional Conduct Standards to maintain and enhance their competence. They therefore have the responsibility to keep abreast of developments within the Built Environment to maintain their competence. They should also strive to contribute to the advancement of the body of knowledge, and to the profession in general.

QSRC is mandated by the Government in terms of the Quantity Surveyors' Registration Act, CAP 61:10 of 2013 (hereinafter referred to as "the Act") to serve and protect the interest of the public by establishing and maintaining minimum standards of practice, knowledge and skills of registered Quantity Surveyors in Botswana as well as to establish and maintain standards of professional ethics amongst them. QSRC has adopted a policy for professional development within which appropriate training can be defined.

## 2. AUTHORITY FOR MANDATORY CPD

Recognising the need for CPD, the Council has resolved to make CPD part of the Code of Ethics and Professional Conduct Standards which is enforceable in terms of the Quantity Surveyors' Registration Regulations.

Clause 3.7.1 of the Code states:

*“ A Quantity Surveyor has an on-going duty to maintain professional knowledge and skill at a level which ensures that they deliver an efficient and effective service to the highest standard in accordance with the QSRC Regulations.”*

QSRC will therefore institute a system of CPD, starting in January 2023 which will be linked to renewal of practicing certificate from **01<sup>st</sup> January 2024** for all registered Professional Quantity Surveyors. Therefore, all Quantity Surveyors are expected to start their CPD in January 2023 over a 12 month period.

## 3. DEADLINE FOR CPD SUBMISSIONS

All PrQs are expected to have submitted their CPD logbooks by **30<sup>th</sup> of November** each year to enable the CPD Committee to assess and issue renewals well in time.

## 4. GUIDELINES FOR ACCEPTABLE CPD

It is important that CPD should concern matters that are related to the advancement or consolidation of knowledge specifically orientated towards, or directly relevant to, the Quantity Surveying profession, and that activities should have adequate academic content.

Quantity Surveying is commonly defined as containing content related but not limited to:

- ❖ economics and econometrics,
- ❖ financial, resource and contract administration,
- ❖ dispute resolution,
- ❖ quantification of material and labour inputs,
- ❖ risk management, and
- ❖ Feasibility studies

for all types of building, construction or industrial projects including engineering projects. For the purposes of CPD, quantity surveying should be considered in its widest context, for example, areas like environmental protection, building designs, infrastructure designs and other social pursuits could be included.

## 5. WHAT QUALIFIES FOR CPD?

Practically any formal or informal activity which develops **you** professionally, no matter what your specific work is. A good definition is "structured training with pre-determined, measurable outcomes".

CPD is understood across most professions as the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence. All registered Quantity Surveyors will have an obligation to undertake CPD, and to support the learning of others. An individual's CPD records must demonstrate a minimum of 20 points of structured CPD per annum.

They will attend approved activities and accumulate a specified number of CPD points, which will ensure that they maintain their competence throughout their period of registration. The emphasis for meeting CPD requirements is not on the acquisition of points for the attendance of academic or theoretical courses alone, but has been spread over three categories of activities, which would contribute to meeting the minimum CPD points needed for renewal of registration. Therefore, points must be obtained in the three categories. Failure to achieve the target number of points shall result in the withdrawal of the registration and practising certificate.

All training modules offered by training institutions must be accredited by BQA. Some practitioners may be concerned that they cannot attend Council-run or "strictly quantity surveying/construction economics" CPD activities. There are many other ways to fulfil CPD requirements, such as internet-based programmes, webinars, as well as attending CPD opportunities offered by other organisations. Quantity Surveyors are expected to confirm with the QSRC before attending any activity that is not run by QSRC or IBQS.

## 6. OBLIGATIONS

The expectation of QSRC is that all registered Qs will maintain records of CPD activities they engage in to extend or update their knowledge, skill or judgement in their area of expertise.

Registrants will undertake these activities because they are expected to enable them to:

- Maintain technical competence including development of other competencies;
- Keep abreast of developments related to the profession
- Retain and enhance effectiveness in the workplace;

- Be able to assist, influence and lead others including mentoring and coaching by PrQSS;
- Successfully deal with innovation and technological changes throughout their career; and
- Serve the community they operate in with diligence and ensuring that they add value to their lives.

To facilitate this growth, employers will be responsible for creating a suitable work environment, which supports and promotes the participation of registered QSs in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registrants is assured.

## 7. CPD CATEGORIES

### Weighting for Various Activities

QSs shall be responsible for the undertaking of CPD programs and for maintaining their own records. CPD points must be obtained in all the three categories listed below, with at least 20 points per annum from all categories. The minimum points, which may be accumulated annually in each category, is also indicated below for PrQSS.

<b>Category 1:</b> Personal Development:	10 points
<b>Category 2:</b> Work Based Development:	5 points
<b>Category 3:</b> Professional Service Development:	5 points

### 7.1 Category 1: PERSONAL DEVELOPMENT:

Attendance of structured educational/developmental programs will be credited on the basis of number of hours of attendance; therefore, it will be **1 point per hour attended**. A full day activity will be regarded as 5 points. A minimum of 10 points may be accumulated annually under this category:

Personal Development programs shall consist of attending any of the following:

- Attending public lectures
- Workshops and seminars/webinars
- Conferences and summits
- Trade Exhibitions by material suppliers
- Colloquiums, Symposiums, etc

These activities can be run by any recognised professional organisations (Institute of Botswana Quantity Surveyors (IBQS), Valuers, Engineers Registration Board, Architects Registration Council, academic institutions, trade or professional associations, etc) and reputable commercial organisations. The courses including the facilitators must be accredited by a qualification authority in Botswana or in a foreign country and can either be physical attendance or online. It is important to contact and confirm with the QSRC prior to attending any activities not run by QSRC and IBQS. Proof of attendance must be submitted. In cases where the organisers do not issue a certificate of attendance, eg. In Trade Exhibitions, etc. the form in Appendix D must be fully completed by the event organisers. Incomplete forms will not be accepted.

## 7.2 Category 2: WORK BASED DEVELOPMENT:

- **Post Grad Qualification:** Completion of Degrees or other qualifications by coursework at a recognized institution will be **5 points for each award received**, and proof must be submitted to QSRC. Degrees by thesis will be 5 points for the year in which the award is received. Post grad qualifications referred to are those completed within the CPD year. A module completed as part of studying towards a degree carry 0.5 point per module, the results/marking by the institution must be submitted as evidence. Enrollment in a course/programme does not carry any points.

- **Mentoring of Candidate Quantity Surveyors:** Mentoring of CanQS will attract 0.5 points per month. It is expected that the Mentor will meet with the CanQS at least once a month. This includes mentoring QS students on industrial attachment. Therefore the maximum points claimed per annum will be 6. The mentee to sign the Mentoring Form to show what has been discussed on a monthly basis. **THE MINIMUM POINTS THAT CAN BE CLAIMED UNDER THIS IS 5 (FIVE).** Points less than 5 will not be acceptable.

If a Professional QS mentors more than one candidates simultaneously, no extra credits may be accumulated, and they may claim 0.5 point per month per candidate. A CanQS cannot be mentored by more than one PrQS, A form in Appendix C signed by both the mentor and the CanQS must be submitted with the CPD log book.

- **Delivery of lectures/webinars:**

This includes part-time lecturing to undergraduate and postgraduate students. Lectures may also be delivered at conferences, CPD courses, structured in-house seminars and tertiary institutions (other than institutions where the member is primarily employed) but shall not include tutoring activities. This shall be accepted on presentation of a signed attendance register detailing meeting objective, date, venue,

meeting convener and attendees; including the presentation itself (inhouse presentations to be submitted to QSRC to get prior approval)

One CPD point can be obtained per month regardless of number of lectures delivered per month\*(this is not for Qs in academics).

- Papers presented at conferences or workshops/ poster presentations: 5 points for every paper presented (includes research and preparing for the presentation)
  
- **Authorship of published works**  
Works shall consist of technical or academic material in published texts or professional journals (maximum allowance 5 points) related to the built environment.
  - A text book can obtain 5 points for the year in which it is first published and 5 points for each revised edition for the year in which it is republished. The book must be related to the built environment.
  - An article in a journal, conference paper, publication of research, etc. or other similar work can obtain 5, 3 and 2 points respectively for each article for the year in which it is published. This must be related to the built environment.
  
- **Evaluation of educational programs** for accreditation purposes: 5 points per program.
  
- **Self-study** is studying without guidance of any teachers and direct supervision, which includes, but not restricted to, studying of electronic or computerized material that is accompanied by formal evaluation. Without a formal evaluation or certificate to show undertaking of the self-study, the CPD will not be acceptable. It is 1 point per hour, with a maximum 5 hours of study per annum which equates to 5 points. Proof or verification must be provided for all activities under this item. Studying/reading of books, journals, articles, etc is NOT CPD.
  
- **Refresher courses/ short study**

### 7.3 Category 3: PROFESSIONAL SERVICE DEVELOPMENT:

QSRC shall accept as evidence of compliance with this policy, CPD records of participation in the following activities:

- Corporate Board membership of any Bonafide/legitimate organization: eg QSRC Council Membership: 1 point for every meeting attended; a letter from the board secretary can be submitted as proof. This does not include being a trustee of any

trust or body corporate. A board member of a bona fide board refers to an individual serving on a legitimate and formally recognized Board of Directors for a corporation or organization. A bona fide board is one that is legally established, operates with transparency, and adheres to governance best practices.

- IBQS Exco Membership: 1 point for every meeting attended
- Participation in Board Committees eg. QSRC Committees: 1 point per meeting of active involvement.
- Attending and participation in QSRC/IBQS Stakeholder engagements including IBQS AGM: 1 point per event.
- Participation in Advisory Committees at Tertiary Education Institutions for Curricular Development purposes: 1 point for every meeting attended\*
- Participation at Career Expos: 5 points for a full day of active involvement\* (includes promoting Quantity Surveying in schools). Attendance of a Career expo is not CPD
- Development or formal review of documents related to the QS profession eg. QSRC Regulations, IBQS Constitution. To show how the documents are related to the QS profession: 5 points per document
- Developing and delivering of short courses by PrQS: 5 points per course\*

\* Not for Qs in academics.

**Please see Appendix A for the summary of CPD activities and credits.**

## **8. APPROVAL OF CPD ACTIVITIES**

QSRC together with IBQS will render an invaluable service of facilitating a wide range of programs that can be used by registered Quantity Surveyors to maintain and improve their competence. They will be responsible for the validation and monitoring of courses, seminars and conferences offered for CPD credits by other providers. Providers of CPD activities, such as private companies or training institutions, will need to have the contents of every event they provide approved by QSRC and IBQS for the assignment of the appropriate CPD points.

The organizers of these recognized programmes, courses, conferences or seminars shall approach QSRC and IBQS for vetting of the activity and may be charged a fee for such evaluation and approval. Registrants with the intention to participate in CPD activities are advised to ensure that the activity is approved for the points awarded to be recognized by

QSRC.

In order to approve CPD activities, QSRC and IBQS will ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subjects covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

Service Providers of CPD activities will be required to submit their proposed activity to the QSRC, who will arrange for assessment of the content and CPD credit value thereof. Applications for approval of CPD activities must be submitted to QSRC. The courses including the presenters must be accredited by BQA.

## **9. AUDITING OF CPD RECORDS**

The CPD Committee is authorized to conduct CPD audits and may delegate this responsibility to the Registrar to ensure that the principle of peer assessment and evaluation is maintained.

An audit may be undertaken:

- Randomly for the CPD records of all registered Quantity Surveyors annually.
- In response to a complaint levelled against the Quantity Surveyor;
- To meet requirements set down in prescribed legislation; or
- To meet other requirements or priorities set down by QSRC from time to time.

All Quantity Surveyors will be required to submit the following with their application for renewal of the Practising Certificate:

- CPD Log Book (refer to Appendix B) including verification of their CPD activities in the form of a certificate, letter, etc.
- List of results,

- Record of attendance,
- A written verification from the organization which presented the developmental activity.

## **10. NON-COMPLIANCE**

- Quantity Surveyors shall be advised of the audit outcome and those who do not comply to the requirements of this CPD Policy, their Practising Certificate will not be renewed and may be deregistered.

## Appendix A - CREDIT WEIGHING SUMMARY TABLE

Category	Activity	Example of Activity	Hours/ Points
1	Personal Development	Attending the following as a participant: 1.1 attending public lectures 1.2 workshops 1.3 Seminars 1.4 Webinars 1.5 Conferences 1.6 Colloquiums 1.7 Symposium 1.8 Trade Exhibitions 1.9 Summits	0.5 point per hour attended  10 points min. annually
2	Work related Development	2.1 Post grad Qualification	5 points per completion of qualification
		2.2 Completed modules	0.5 points per module completed
		2.3 Mentoring of Candidate Qs	0.5 point per candidate per month
		2.4 Mentoring Students on Industrial attachment	0.5 point per student per month
		2.5 Part-time Lecturing in a QS related course (not for Qs in academics)	1 point per month

Category	Activity	Example of Activity	Hours/ Points
		2.6 Authorship of Published Works ➤ A textbook	5 points for each published book and 2 points for each revised edition
		2.7 Authorship of Article in a journal,  2.8 Authorship of Conference paper,  2.9 Publication of articles, etc.	5 points per journal article in the year its published;  3 points for conferences;  2 points for research articles
		2.10 Papers presented at conferences or workshops / poster presentations including webinar presentations	5 points for each paper presented
		2.11 Evaluation of educational programs for accreditation purposes	5 points per program
		2.12 Self -study which includes, but not restricted to studying of electronic or computerized material, online accredited CPD programs, etc and must be accompanied by a formal evaluation and certificate	1 point per hour
		2.13 Refresher course / short term training	1 point per hour

Category	Activity	Example of Activity	Hours/ Points
3	Professional Services	3.1 Corporate Board membership eg. QSRC Council Membership	1 point per meeting attended
		3.2 IBQS Exco Membership or Committees	1 point per meeting attended
		3.3 Participation in Board Committees eg. QSRC Committees	1 point per meeting attended
		3.4 Attending and participation in QSRC/IBQS Stakeholder engagements including IBQS AGM.	1 point per event
		3.5 Participation in Advisory Committees at Tertiary Education Institutions for Curricular Development purposes*	1 point per meeting attended
		3.6 Taking part in Career Expos * <b>Note: attending a career expo is not CPD</b>	5 points for a full day
		3.7 Development or formal review of documents related to the QS profession eg. QSRC Regulations, IBQS Constitution. To show / indicate how the documents are related to the QS profession	5 points per document
		3.8 Developing and delivering short courses by PrQS*	5 points per course

**\*Not for Quantity Surveyors in academics**

Appendix B – CPD LOG BOOK



**CPD LOG BOOK**

<b>NAME:</b>		<b>PRACTISING CERTIFICATE NO.</b>	
<b>SURNAME:</b>		<b>Issue Date:</b>	
<b>REGISTRATION CERTIFICATE NO.:</b>		<b>Expiry Date:</b>	

CATEGORY 1: PERSONAL DEVELOPMENT									
Activity	CPD Reference Eg. 1.1; 1.2, etc	Date	Organiser <i>(can be a service provider or organisation)</i>	Duration			Points	Name and contact of Presenter/facilitator	Verification <i>(provide proof of attainment eg. Certificate of attendance or letter)</i>
				From <i>(dd/mm)</i>	To <i>(dd/mm)</i>	Total hrs			
Total points for this Category									

CATEGORY 2: WORK RELATED DEVELOPMENT									
Activity	CPD Reference Eg. 2.4; 2.7, etc	Date	Organiser <i>(can be a service provider or organisation)</i>	Duration			Points	Name and contact of Presenter/ facilitator / name of CanQS	Verification <i>(provide proof of attainment eg. Certificate of attendance or letter)</i>
				From <i>(dd/mm)</i>	To <i>(dd/mm)</i>	Total hrs			
Total points for this Category									

CATEGORY 3: PROFESSIONAL SERVICE DEVELOPMENT									
Activity	CPD Reference Eg. 3.1; 3.3, etc	Date	Organiser <i>(can be a service provider or organisation)</i>	Duration			Points	Name and contact of Presenter/ facilitator	Verification <i>(provide proof of attainment eg. Certificate of attendance or letter)</i>
				From <i>(dd/mm)</i>	To <i>(dd/mm)</i>	Total hrs			
Total points for this Category									

**COMMENTS**

*(summarize how the CPD undertaken was helpful and how it has contributed to your professional development)*

**1. Category 1: PERSONAL DEVELOPMENT**

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**2. Category 2: WORK RELATED DEVELOPMENT**

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**3. Category 3: PROFESSIONAL SERVICE DEVELOPMENT**

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**Appendix C – CANDIDATE MENTORING FORM**

(to be submitted with the CPD logbook)

Commencement date of mentorship .....

**MENTOR DETAILS**

Name of PrQS:	
Registration number:	
Practicing Number:	
Current location:	

**MENTEE DETAILS**

Name of CanQS:	
CanQS Registration number:	
Current location:	
Current employer:	

Indicate when the PrQS met with the CanQS by completing the table below:

<b>Date of meeting</b> <i>(insert the date of each meeting)</i>	<b>Duration</b>	<b>Purpose of meeting</b>	<b>COMMENTS by CanQS on outcome of the meeting</b>
Month 1 -			
Month 2 -			
Month 3 -			
Month 4 -			
Month 5 -			
Month 6 -			
Month 7 -			
Month 8 -			
Month 9 -			
Month 10 -			
Month 11 -			
Month 12 -			

**Signed:** .....

PrQS

.....  
Date

.....  
CanQS

.....  
Date

**Appendix D – ATTENDANCE FORM**



**ATTENDANCE CONFIRMATION FORM**

(to be submitted with the CPD logbook)

NAME OF ATTENDEE: .....  
EVENT: .....  
TYPE OF EVENT eg. Conference, workshop, seminar etc.....

**(this part to be completed by the event organiser/s in full)**

EVENT ORGANISER (Company name):.....

**CONTACT INFORMATION OF EVENT ORGANISER:**

Tel: ..... MOBILE: .....

Email: .....

This is to confirm that .....  
attended the above named event.

Date of the Event : .....  
Duration (time attended) : From ..... to ..... (Total no. of hours: .....)

**Signed:** .....  
Date

FULL NAMES: .....

DESIGNATION: .....

Event Organiser Company Stamp here