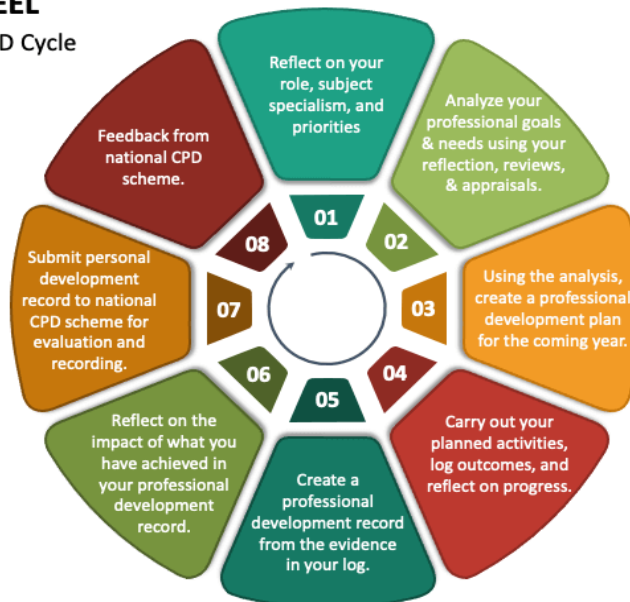


## ANNEXURE 2

# CONTINUING PROFESSIONAL DEVELOPMENT CATEGORIES AND RECORD SHEET FOR THE DESIGNATION PROFESSIONAL HERITAGE PRACTITIONER

### CPD WHEEL Personal CPD Cycle



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### **Acknowledgement:**

The framework for the  
'Continuing Professional Development Categories and Record Sheet for the  
Designation Professional Heritage Practitioner'  
is sourced from the  
Continuing Professional Development Guidelines  
for the EAP Designation of the  
Environmental Assessment Practitioners Association of South Africa (EAPASA).

Frontispiece image sourced at website:

<https://www.sketchbubble.com/en/presentation-cpd-wheel.html>

**Table 1: PHP Designation’s CPD Requirements in 3 Categories**

<b>PHP Continuing Professional Development</b>		
<b>Categories</b>	<b>Activities and Credits</b>	<b>Minimum and Maximum Credits</b>
		Compulsory: Minimum 25 credits in 5 years
<b>Category 1</b>	<b>Heritage Professional Development</b>	
	<ul style="list-style-type: none"> <li>Activities as per List 1 overleaf: 10 hrs = 1 credit</li> </ul>	Compulsory: At least 5 credits over 5 years, no annual minimum
<b>Category 2</b>	<b>Work-Based Heritage Practice, including managerial activities and supervision of work-place Candidates</b>	
	<ul style="list-style-type: none"> <li>300 hours = 1 credit, or 600 hours = 2 credits</li> </ul>	Optional: Maximum 2 credits per year
<b>Category 3</b>	<b>Growing the Heritage Profession</b>	
	(a) Membership of an associated Professional Body or organisation such as the Association of Southern African Professional Archaeologists (ASAPA) <b>or</b> the Palaeontological Society of Southern Africa (PSSA) = 1 credit	Optional: Maximum 1 credit per year
	(b) Individual activities as per List 2 overleaf	Optional: Maximum 3 credits per year and 15 credits in 5 years
	(c) Career guidance for aspiring Professional Heritage Practitioners (PHPs) and mentorship of Candidate PHPs outside of one’s organisation <ul style="list-style-type: none"> <li>10 hours = 1 credit</li> </ul>	Compulsory: Minimum 1 credit per year

**List 1: PHP Designation’s CPD Activities in Category 1**

<b>Category 1: Heritage Professional Development</b>		
<b>Description of Activity</b>	<b>Typical Evidence</b>	<b>Credits</b>
Attend heritage related conferences, lectures, seminars, workshops or colloquiums	<ul style="list-style-type: none"> <li>• Conference, workshop or course programmes</li> <li>• Attendance registers</li> <li>• Any assignments submitted</li> <li>• Certificates awarded</li> <li>• Personal declaration of lessons learned</li> <li>• Tax invoices in receipt of payment</li> </ul>	<ul style="list-style-type: none"> <li>• 10 hours = 1 credit</li> <li>• Compulsory, but no annual minimum</li> <li>• At least 5 credits over the 5-year cycle</li> </ul>
Attend relevant meetings, workshops or courses of voluntary associations, competent authorities, or professional organisations		
Attend refresher or training courses		
Attend training seminars and workshops within your own organisation		

## List 2: PHP Designation's CPD Individual Activities in Category 3(b)

Category 3(b): Growing the Heritage Profession - Individual Activities (continued overleaf)		
Description of activity	Typical Evidence	Credits
Presentations to conferences, workshops and seminars	Copy of brochures/programmes, with the presentation title and name of person, evidence of delivery	= 1 credit each
Publication of conference papers, professional or technical articles, industry standards or procedures (provided the latter not as service provider)	The actual publication in which the paper appears, acceptance letter from an editor or conference organiser	= 1 credit per publication per author
<i>Pro bono</i> heritage work in support of advocacy bodies, including non-government organisations, community-based organisations and voluntary associations	Minutes of meetings, letters of appointment, copies/records of any reports or written advice, attendance registers	= 1 credit for 10 hours
Involvement in statutory or professional bodies' or associations' boards, committees, working groups, focus groups, forums or panels, including internationally recognised organisations	Records of the organisation with which the involvement takes place, written confirmation from the recipient organisation	= 1 credit for 10 hours
Attain a relevant post-graduate qualification	Certified copy of qualification and academic records/transcripts of results	= 3 credits
Provide part-time training, tutoring, and/or guest lecturing, for instance present undergraduate lectures or postgraduate seminars at institutions of higher learning	Academic institution records, course notes presented, letter or email of invitation or appointment, receipts for payments received	= 1 credit for 10 hours

**Category 3(b): Growing the Heritage Profession - Individual Activities (continued overleaf)**

Description of activity	Typical Evidence	Credits
External supervision of post-graduate student research	Letter of appointment, academic institution records	= 2 credits per graduate
External examination of postgraduate dissertations or academic programmes	Letter of appointment, examiners report	Honours = 1 credit; Masters and PhD = 2 credits, maximum of 2 credits per year
Co-ordinate and/or host short courses	Course programme, register of participants, records of the organisation	= 1 credit for 10 hours
Act as Assessor of applications for PHP registration	Signed Assessor Memorandum of Agreement	= 3 credits per year

**Annexure A: Format for Continuing Professional Development Plan**

Priority area for professional development, to meet re-registration requirements	Type of activity targeted to meet professional development need	Description of activity to be undertaken	Date / time of activity	Hours	Credits
e.g. evaluation of heritage significance	e.g. training course	e.g. short course at local university	e.g. May 2022		
<b>Total Hours and Credits</b>					

## Annexure B: Continuing Professional Development Record Sheet

Name: \_\_\_\_\_ Email and Telephone contact details: \_\_\_\_\_

PHP Registration Number: \_\_\_\_\_ Five-year reporting period: \_\_\_\_\_

*I declare that all information on this form is true, accurate and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Category 1: Heritage Professional Development</b>					
CPD activity number <sup>1</sup>	Description of activity	Date / period of activity	Evidence	Hours spent on activity	Credits
<b>Category 2: Work-Based Heritage Practice</b>					
CPD activity number	Description of activity	Date / period of activity	Evidence	Hours spent on activity	Credits
<b>Category 3: Growing the Heritage Profession</b>					
CPD activity number	Description of activity	Date / period of activity	Evidence	Hours spent on activity	Credits

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<sup>1</sup> This is simply a numbering system you choose for your own activities.