



A D V E N T U R E
I N D U S T R Y
A S S O C I A T I O N

SA AIA Policy on Continuing Professional Development (CPD)

Approval page

The signatories hereof, being duly authorised thereto, by their signatures hereto authorise the execution of the work detailed herein, or confirm their acceptance of the contents hereof and authorise the implementation/adoption thereof, as the case may be, for and on behalf of the parties represented by them.

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Date

Approved



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A	21 May 2025	New document
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1 Purpose

The purpose of this policy is to establish a structured, transparent, and fair framework for the implementation and management of Continuing Professional Development (CPD) for registered members of the South African Adventure Industry Association (SA AIA).

This policy ensure that all designation holders maintain, improve, and broaden their knowledge, skills, and professional conduct in line with:

- a. Ethical practice
- b. Public safety
- c. Advancing the adventure industry sector

2 Scope

This policy applies to:

- a. All individuals holding a professional designation awarded by SA AIA.
- b. All current and future SA AIA professional designations, including but not limited to:
 - Certified Professional Adventure Guide (SA)
 - Additional designations as introduced

3 CPD Principles

SA AIA's CPD framework is based on the following principles:

3.1 Lifelong Learning:

Continuous improvement of knowledge and skills.

3.2 Professional Responsibility:

Members manage their own CPD.

3.3 Relevance:

CPD must align with the member's designation scope

3.4 Flexibility:

Includes formal, informal, experiential, and self-directed learning.

3.5 Verification:

CPD records must be auditable.

4 CPD Requirements by Designation Level

Table 1: CPD Requirements

Designation	CPD Points Required	Renewal Cycle
Certified Professional Adventure Guide (SA)	20	Every 3 years
Other Designations (TBC)	As applicable	As defined

5 Recognised CPD Activities

SA AIA recognises a broad range of CPD activities:

Table 2: Recognised CPD Activities

CPD Activity Type	Examples	Points
Formal Learning	Accredited training, qualifications, certifications, Wilderness First Aid, legally required registrations.	1-5
Workshops / Refreshers	Technical updates, safety briefings, internal CPD, Wilderness First Aid.	1-3
Conferences / Seminars	Webinars, summits, industry events	1-3
Professional Contribution	Mentoring, facilitating, publishing, presenting.	1-3
Volunteering	Community initiatives, outreach	1-3
Portfolio of Evidence	Maintain a current logbook	6-10

Refer to designation-specific supporting documentation for the full CPD points schedule.

6 CPD Recordkeeping and Submission

Members must:

- a. Track CPD using the SA AIA logbook or digital CPD portal.
- b. Keep supporting evidence (certificates, reflections, attendance registers)
- c. Submit CPD records at the end of each cycle or during renewal.
- d. Be aware that 10% of members may be randomly audited annually.

7 Non-Compliance and Extensions

- a. Members failing to meet CPD requirements may have their designation suspended.
- b. A grace period of up to 6 months may be granted in exceptional cases.
- c. Lapsed designations may be reinstated upon submission of outstanding CPD and payment of a reactivation fee.

8 Roles and Responsibilities

Table 3: Roles and Responsibilities

Stakeholder	Responsibilities
SA AIA CPD Committee	Develop CPD strategy, monitor compliance, review CPD submissions.
Designated Members	Complete CPD, maintain logbook, engage in professional learning.
Training Providers	Offer CPD-aligned training, issue attendance documentation.

9 Monitoring, Review, and Improvement

This policy is reviewed every three years or sooner based on:

- a. Member feedback
- b. Participation data
- c. SAQA policy changes
- d. Industry standards
- e. Legal or regulatory changes

10 Annexures

10.1 Annexure A: referenced and applicable documents

- a. SAQA RPL and CPD national policies
- b. SA AIA Designation Frameworks
- c. SA AIA CPD Logbook
- d. SA AIA Code of Professional Conduct

10.2 Nondisclosure

SA AIA will not disclose any information contained in the accreditation documentation to third parties. The information is used only for assessment, quality assurance, and compliance monitoring.

10.3 Annexure B: abbreviations

Abbreviation	Description
SAQA	South African Qualifications Authority
CPD	Continuous Professional Development
SA AIA	South African Adventure Industry Association

11 Version Control and Review

Item	Details
Date of Publication	July 2025
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Review Cycle	Every 3 years
Responsible SA AIA Subcommittee	Skills and Ratification Committee