



08 May 2024

ASOCSA

Attention: Ferial Haupt

Email: ferial@madisonmedia.co.za

Dear Ferial,

ACCREDITATION OF CPD EVENT / COURSE: ASOCSA 18th BUILT ENVIRONMENT CONFERENCE

We are pleased to inform you that your application for the accreditation of the above event / course has been approved.

Your event, ASOCSA 18th Built Environment Conference has been accredited in terms of the requirements of the Association of South African Quantity Surveyors with 10 CPD Hours in Category 1 for attending both days of the conference, or alternatively 5 CPD Hours in Category 1 for attending Monday the 15th July 2024 and 5 CPD Hours in Category 1 for attending Tuesday the 16th July 2024.

Accreditation Reference: ASAQS CPD 2024/07(P)

The Conditions of Accreditation are attached hereto.

Yours sincerely,

Karl Trusler
Executive Director



CONDITIONS OF ACCREDITATION

1. EVENT / COURSE INFORMATION

Status:	Approved
Accreditation Reference:	CPD 2024/07(P)
Category:	1
CPD Hours:	10 for attending both days, Alternatively, 5 for attending the 15 th July and 5 for attending the 16 th July
Period Valid:	15 th to 16 th July 2024 only
Title:	ASOCSA 18 th Built Environment Conference
Provider:	ASOCSA
Presenter:	Various
Nature:	CONFERENCE
Duration:	TWO DAYS
Date & Venue:	15 th and 16 th July 2024 at Nelson Mandela University, Gqebera

2. GENERAL

- a) The ASAQS shall be informed of any changes to the event / course title and content, the provider, or the presenter, and timeously submit appropriate documents to indicate the changes.
- b) The ASAQS may withdraw the accreditation of the event / course for various reasons. Reasons include, but are not limited to:
 - The event / course is obsolete
 - The event / course is not achieving the intended objectives
 - There is loss of integrity and reputation in the event / course
 - There are changes to the event / course title or content, the provider, or the presenter, etc.
 - There is a breakdown in the working relationship between ASAQS and the event / course provider, or presenter.

3. PROMOTING THE EVENT / COURSE

- a) Promotion of the event / course shall include the following information:
 - Accreditation reference
 - Event / course title
 - Abstract of event / course content



- Date, time and venue
 - CPD Hours
- b) The provider may use the ASAQS logo on promotional material for the specifically approved event / course, only during the period for which its accreditation is valid. The use of our logo should be done, both responsibly and appropriately. It should not dominate your marketing strategy but support it as proof of accreditation only. It should not appear above, or as part of your heading. It should rather be placed in a subordinate position and should be of a size that does not compete with your logo. Any misuse of our logo may result in the withdrawal of our accreditation. (A copy of our logo will be provided on request)
- c) The following statement must appear on all promotional material for this specifically approved event / course: “ASAQS Accreditation: 10 CPD Hours in Category 1 for both days”.
- d) The ASAQS seal of approval, with the words thereon, “ASAQS Accredited CPD Event / Course” must appear on all promotional material for this specifically approved event / course. Any misuse of our seal of approval may result in the withdrawal of our accreditation. (A copy of our seal of approval is provided on request)
- e) Promotion of this event / course is the responsibility of the service provider and the ASAQS is under no obligation to do so.

4. RECORD OF ATTENDANCE

- a) The event organizer shall provide proof of attendance for each delegate, on each day of attendance and submitted to the ASAQS within 14 days of the event / course having been presented.
The attendance register must include the delegate’s:
- Name
 - Surname
 - Contact details
 - ID Number
- b) The provider shall ensure that each delegate receives confirmation of participation in the event / course by issuing a certificate of attendance by e-mail within 14 days of the event / course having been presented. Confirmation of participation in the event / course shall contain the following information.
- Accreditation reference
 - Event / course title
 - Date presented
 - CPD Hours
 - Name and surname of the participant

5. EVALUATION

The provider shall grant each delegate the opportunity to complete the event / course evaluation questionnaire. A summary of the evaluation shall be submitted to the ASAQS within 14 days of the event / course having been presented. Detailed evaluation data shall be made available to the ASAQS on request.



6. EDUTECH CPD EVENTS / COURSES

EduTech (A division of the ASAQS) may from time-to-time initiate CPD Events and call on the provider to partner with them in the presentation of an ASAQS accredited event. The details of the partnership would be negotiated in each case.

7. SPECIAL CONDITIONS

ASAQS to accredit this course at no cost to the provider. ASAQS members to attend this course at the discounted rates

In the event of this course being presented in webinar format, the course provider is required to provide signed acknowledgement of (1) attendee presence and (2) participation for the duration of the webinar.

This can be done as follows:

A signed acknowledgement, confirming presence and participation, supported by:

- a. Software recording when the attendee joined the meeting and left the meeting (Presence)
- b. Chat and Q&A transcripts (Participation)
- c. Alternatively, the results of a completed subject matter test with an approved minimum pass mark will be adequate.

8. ACKNOWLEDGEMENT

ASAQS accredited CPD events will be accessible to our members. We place a high value on membership support, and we have accredited you with this in mind. Please ensure that you uphold the professional standard expected of you. We will work with you towards achieving this end.

9. PROTECTION OF PERSONAL INFORMATION (POPI) ACT

As the course provider, you are to ensure full compliance with the POPI Act at all times, particularly in regard to the gathering and management of personal information taken from course delegates/attendees, irrespective of whether the course material is presented face-to-face, or online. This duty remains the responsibility of the course provider and any contravention of same will result in the withdrawal of our accreditation.