Continuing Professional Development ("CPD") Programme Charter

1. Summary

1.1. Education is not only an entry requirement into a profession, but has to establish and sustain a culture of lifelong learning.

1.2. FISA needs to implement a CPD programme based on lifelong learning and the integrity and diligence of members as required by FISA's Code of Ethical and Professional Conduct (the "Code").

1.3. CPD has the maintenance and improvement of knowledge, the highest possible standard of professional knowledge and behaviour, the public image of the fiduciary profession, and the prevention of legal liability for professional negligence as its goals.

1.4. CPD is based on the areas of expertise within the fiduciary profession, on different activities to make it possible for members to comply with the requirements, and on the verifiability of their development activities.

1.5. A variety of CPD activities can be utilised ranging from conventions and conferences, through assessments and examinations to reading and self study.

1.6. One hour of CPD activity equals one point.

1.7. A minimum of 60 CPD points will be required per moving two year cycle, starting on 1 April 2013.

1.8. At least 40 points must be within the areas of expertise for which the member holds certification and / or a professional designation.

1.9. At least 40 points must be verifiable.

1.10. An activity is verifiable if an attendance register has been kept, a formal record of assessment has been created, a qualification has been awarded, a tangible output has been created, or participation and contribution has been recorded.

1.11. An activity is non-verifiable if the member is the only person who can attest to the acquisition of such knowledge or skills.

1.12. Members must keep their own records, which must be available for audit.

1.13. Extensions may be granted at the end of a cycle in appropriate circumstances.

1.14. Exemptions may be granted for illness, temporary absence from South Africa, or parental leave, in appropriate circumstances.

2. Purpose

To be a profession requires compliance with the so-called four E's: Education, Examination, Experience and Ethics.

Education becomes meaningful in a profession if it is not limited to education as an entry requirement, but establishes and sustains a culture of lifelong learning.

Education as an entry requirement testifies to the fact that the professional had a sufficient level of knowledge upon entry into the profession, whereas continuous professional development as part of the process of education indicates that the professional is maintaining and improving the level of knowledge.

The programme is based on a commitment to lifelong learning as well as the honesty and integrity of members, the latter as embodied in the Code.

3. Goals

This CPD programme has the following goals:

3.1. Ensuring the maintenance and improvement of knowledge levels of all members of FISA;

3.2. Ensuring the highest possible standard of professional knowledge and behaviour of all members of FISA and the rendering of services to all clients of members at the highest professional standards;

3.3. Enhancing the public image of the fiduciary profession in general and FISA members in particular;

3.4. Limiting the potential for acts or omissions leading to legal liability for professional negligence of FISA members;

4. Areas, Categories and Verifiability

4.1. FISA acknowledges that a variety of different areas of expertise are part of the fiduciary industry. FISA does not offer certification in all these areas currently by way of an area under the FPSA® designation, but recognises that such certification may very well develop in future. As a result, certain specific areas are recognised and a category named "Other" has also been added.

The different areas are:

4.1.1. Law and Ethics in Fiduciary Services;

4.1.2. Wills Consultation and Drafting;

4.1.3. Deceased Estate Administration;

4.1.4. Estate Planning;

4.1.5. Trust Administration;

4.1.6. Beneficiary Fund Administration;

4.1.7. Liquidations, Sequestrations and Curatorships;

4.1.8. Other.

The relevant areas of expertise of the member must be represented in his / her CPD activities, in other words the member must focus CPD activities on the areas for which certification and / or professional designation has been awarded.

4.2. The following categories of activities will be recognised. Again, a category named "Other" has been included for those activities that do not fit into the specific categories.

4.2.1. Authoring, which includes articles, books, study material, case discussions, and abstracts in the relevant technical field;

4.2.2. Conventions and conferences;

4.2.3. Seminar and workshop attendance;

4.2.4. Assessments after seminars and workshops

4.2.5. Examinations;

4.2.6. Tertiary qualifications;

4.2.7. Online training programmes;

4.2.8. Membership of and participation in technical or special purpose committees;

4.2.9. Presentations, training, teaching and lecturing;

4.2.10. Reading.

4.3. Activities can be categorised as verifiable or non-verifiable:

4.3.1. Verifiable activities are those where:

4.3.1.1. an attendance register has been kept;

4.3.1.2. a formal record of assessment has been created;

4.3.1.3. a qualification has been awarded;

4.3.1.4. a tangible output has been created by the member, e.g. a book, study guide, article, online training programme, etc.;

4.3.1.5. participation and contribution has been recorded, e.g. membership of a technical or special purpose committee.

4.3.2. Non-verifiable activities include reading, self-study and any other like activity where the member acquires knowledge and skills in circumstances where he / she is the only person who can attest to the acquisition of such knowledge or skills.

5. Rules and Requirements

5.1. Each member must accumulate 60 (sixty) CPD points per 2 (two) year cycle.

5.2. At least 40 (forty) of the total of 60 (sixty) points must be verifiable.

5.3. At least 40 (forty) of the total of 60 (sixty) points must be in the areas of expertise for which the member holds certification or professional designation.

5.4. At least 5 (five) of the total of 60 (sixty) points must be in the area of Law and Ethics in Fiduciary.

5.5. Tertiary qualifications achieved during a cycle may be credited at a maximum of 30 (thirty) points per cycle.

5.6. As indicated in paragraph 5.1 above, all members must accumulate 60 CPD points over a moving two-year cycle. This equals 2.5 points per month. Your CPD requirement starts from the first day of the month after you joined. Members joining during a cycle will be required to accumulate pro rata CPD points.

5.6.1 The current CPD cycle commenced on 1 January 2025 and covers the period 2025 / 2026 (1 January 2025 / 31 December 2026), followed by the cycle for 2026 / 2027 (1 January 2026 / 31 December 2027), and so on.

5.6.2 How to calculate the CPD requirement if you join during year one of a cycle (for example, you join in April 2025). The remaining months of the moving two-year cycle will be 20, which must be multiplied by 2.5 points. You therefore need to accumulate 50 CPD points until the end of the cycle. As from the new 2026/2027 cycle, you need to accumulate the normal 60 CPD points.

5.6.3 How to calculate the CPD requirement if you join during year two of a cycle (for example, June 2026). The remaining months of the moving two-year cycle will be 6, which must be multiplied by 2.5 points. You therefore need to accumulate 15 CPD points until the end of the cycle. However, for the new 2026/2027 cycle, you only need to accumulate 45 CPD points. (the 15 for part of 2026 and 30 for 2027)

5.7. One hour spent on a CPD activity equals one CPD point.

5.8. The smallest acceptable fraction for CPD allocation is 15 minutes (1/4 point). Where a member spends more than 10 minutes but less than 15 minutes on an activity, the time could be rounded up to 15 minutes. Where a member spends more than 20 minutes but less than 30 minutes on an activity, the time could be rounded up to 30 minutes (1/2 point), etc. Points will henceforth be automatically awarded for reading certain newsletter content, such as summarised court cases and articles. The CPD points that could be earned will be clearly specified.

5.9. Each member must keep record of verifiable as well as non-verifiable CPD activities and points and these records shall be subject to audit by Council or a relevant committee or individual authorised by Council.

5.10. Any member may apply to Council or a relevant committee or individual authorised by Council for exemption from the CPD requirements due to illness, temporary absence from South Africa, parental leave, or other personal circumstances, which application shall be considered and approved or rejected.

5.11. Any member who fails to comply with the CPD requirements will be subject to disciplinary action. Council may, in appropriate circumstances, grant an extension to any member or members to afford them an opportunity to comply.

6. Activity Matrix (Example)

Assume a member with areas of expertise in wills consultation and drafting and deceased estate administration. His / her activities in a two year cycle could look like this:

	Law & Ethics	Wills Consultation & Drafting	Deceased Estate Administration	Estate Planning	Trust Administration	Beneficiary Fund Administration	Liquidations, Sequestrations & Curatorships	Other
Authoring	Verifiable 5 points							
Conventions & conferences		Verifiable 3 points	Verifiable 3 points					
Seminars & workshops			Verifiable 4 points	Verifiable 5 points				
Examinations	Verifiable 4 points	Verifiable 4 points	Verifiable 4 points					
Tertiary qualifications								
Presentations, training								
Online training programmes		Verifiable 4 points	Verifiable 4 points					
Reading		Non-verifiable 7 points	Non-verifiable 7 points		Non-verifiable 6 points			

7. Activity Matrix

(Can be used for record keeping)

	Law & Ethics	Wills Consultation & Drafting	Deceased Estate Administration	Estate Planning	Trust Administration	Beneficiary Fund Administration	Liquidations, Sequestrations & Curatorships	Other
Authoring								
Conventions & conferences								
Seminars & workshops								
Examinations								
Tertiary qualifications								
Presentations, training								
Online training programmes								
Reading & Other								

Reading and self-study log

Date Completed	Name of publication / court case	Author (if applicable)	Area of expertise	Points (one point / hour)