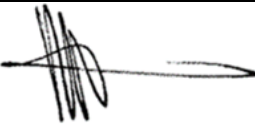




POLICY ON THE PROFESSIONAL PRACTICE EXAMINATION (PPE)

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Approved By:		
Ratified by Council, Signed by President of Council		

1. Purpose of the policy

1.1 The purpose of this policy is to set clear guidelines for the writing and passing of the Professional Practice Examination (PPE) and focuses on for both a Practical Training programme and the examinations.

1.2 The policy set out rules and conditions relating to the conduct, management and administration of the Practical Training process and examinations and it also serves as a tool to govern the rights of all persons involved in the assessment process, which include all officials who are involved in the administration of the assessment, candidates and organisations that require assessment results. In addition, it offers the necessary support and assistance in developing, organising, structuring and implementing an assessment framework for the PPE.

1.3 All registered candidates in all categories of registration shall be required to complete the pre-determined Practical Training programme prior to the application of the PPE.

2. Preamble:

2.1 **WHEREAS** it is internationally accepted that registered candidates shall be required to complete a pre-determined period of acceptable training prior to professional registration;

2.2 **WHEREAS** section 19(2) of the Architectural Profession Act stipulates that the council must be satisfied that an applicant who applies for registration as a professional;

- i. has demonstrated his or her competence as measured against standards determined by the council for the category of registration, and*
- ii. has passed any additional examinations that may be determined by the council.*

3. **THEREFORE**, the council hereby determines the writing PPE for the purpose of registration in the architectural profession.

4. Qualification criteria

- 4.1 In order to qualify to write the PPE, applicants are required to adhere to the conditions as set out in the policy for Practical Training.
- 4.2 Any person who has not registered as a candidate and has not applied or has not submitted their training records shall not be allowed to write the examination. Incomplete MTRs are addressed in Clause 12.
- 4.3 The examination takes place twice (2) a year, on dates determined by the South African Council for the Architectural Profession (SACAP).
- 4.4 A candidate shall apply and write the PPE if he/she has completed 100% of the required recognised practical experience.
- 4.5 Candidates shall be required to pay the administration fee on application to write PPE.
- 4.6 A candidate shall apply for an upgrade after successful completion of the PPE.

5. Conducting the PPE

- 5.1 The PPE is written under strict examination rules and regulations and the examination process is supervised by an invigilator.
- 5.2 Failure to abide by the PPE rules and regulations shall result in disqualification from writing the examination and disciplinary action may be taken against the registered candidate by the SACAP.
- 5.3 SACAP reserves the right to select the list of standard venues where the PPE can be written.
- 5.4 Whilst every attempt is made to accommodate candidates wanting to write at non-standard venues, this can only be considered where suitable venues and invigilators are available in a specific location.
- 5.5 Invigilation shall be conducted in accordance with the PPE policy.

6. Cancellation of application to write the PPE

- 6.1 Candidates who do not write the PPE, after applying to do so, shall be liable for the full payment of the examination fee, as determined by the SACAP.
- 6.2 Should an applicant wish to cancel his application to write the exams, or not attend the examination, he/she shall be required to make a submission in writing one week before the start of the exams.
- 6.3 In the case of illness or any other circumstances beyond the control of the candidate, a medical certificates or affidavits must be submitted to SACAP.
- 6.4 In the circumstances a candidate is unable to write due to illness, the PPE fees shall be carried forward to the next examination date.
- 6.5 Candidates who are absent from the examination for no valid reason will not receive any refund.
- 6.6 If a candidate is unable to write (or complete) the examination for reasons other than illness or injury, a written report in which the circumstances are set out, must be submitted to SACAP.

7. Examination papers

- 7.1 The PPE component shall comprise of two papers each consisting of a three (3) hour written examination. Paper two being an open book examination. The purpose of these components is to provide reliable and fair measures of the achievements.
- 7.2 The syllabus for the examination and the contents of each paper will be determined by SACAP and published on their website.
- 7.3 All registered Candidate Architectural Draughtspersons are only required to write and pass paper one (1) as a pre-requisite for upgrading to a Professional Architectural Draughtsperson.

8. Minimum requirements for passing the examination

8.1 The requirements for passing the PPE are revised as follows:

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|--------------|------------------|
| i. Paper 01 | A minimum of 50% |
| ii. Paper 02 | A minimum of 50% |

8.2 Condoning and /or adjusting of the results will only be allowed up to 2 percent (%) to provide reliable and fair measures of the achievements.

8.3 Any candidate who receives a percentage (%) of between 45-47% is permitted, on request, a supplementary oral examination should the language of the paper/s not be in their mother tongue.

9. Language Policy

The 11 official languages are isiNdebele, isiXhosa, isiZulu and siSwati (referred to as the Nguni language group); Sesotho, Sepedi and Setswana (referred to as the Sotho language group); Tshivenda, Xitsonga, English and Afrikaans. SACAP emphasises that all official languages must be treated equitably, thereby enhancing the status and use of all official languages. SACAP takes "legislative and other measures" to regulate and monitor the use of disadvantaged languages. Therefore any candidate who wishes to write the PPE papers in their own official language should notify SACAP of this request upon registration for the PPE.

10. Professional registration criteria

The following matrix establishes the path for the registration and upgrading of qualified candidates in the architectural profession to the relative professional registration level:

Candidate Registration Category	Progression criteria (To Professional Registration)	Professional Registration Category
1. Candidate Architectural Draughtsperson	-Minimum of 3 years supervised or mentored experience -PP Examination	Professional Architectural Draughtsperson
2. Candidate Architectural Technologist	-Minimum of 2 years supervised or mentored experience -PP Examination	Professional Architectural Technologist
3. Candidate Senior Architectural Technologist	-Minimum of 2 years supervised or mentored experience -PP Examination	Professional Senior Architectural Technologist

4. Candidate Architectural	-Minimum of 2 years supervised or mentored experience -PP Examination	Professional Architect
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11. Requirements for practical training

11.1 In terms of section 18(3) of the Architectural Profession Act, a person who is registered in the category of candidate must perform work in the architectural profession only under the supervision and control of a professional of a category as prescribed by section 18 (1) (b) of the Act.

11.2 Candidates are required to obtain 400 value units during the period of practical training.

11.3 One value unit is either:

- i. One full working day of relevant experience; or
- ii. Attendance of a two-hour educational session.

11.4 Two value units are given for attendance of a half day educational session;

11.5 Three value units are given for attendance of a full day educational session;

11.6 A maximum of 40 value units may be obtained by attendance of educational sessions;

11.7 Minimum of value units to be obtained in each of the various sections of the syllabus are stipulated below.

11.8 All of the above value units add up to 320.

11.9 The additional 80 units may be acquired in any section/s at the discretion of the candidate.

CATEGORIES OF EXPERIENCE	MINIMUM VALUE UNITS			
	C Arch	C S Arch Tech	C Arch Tech	C Arch Draught
1. Project and Office Management <ul style="list-style-type: none"> • Meeting with clients • Discussions with clients of the brief and the preliminary drawings • Formulation of client requirements • Pre-contract project management • Determination of contract conditions • Drafting of correspondence • Co-ordination of the work of consultants • Office and project accounting systems • Personnel issues • Statutory requirements for running an office • Professional Insurance 	80	80	64	40

2. Design and Design Documentation <ul style="list-style-type: none"> • Site investigation and evaluation • Meeting with relevant authorities • Assessment of the implications of relevant regulations • Preparation of schematic and design development drawings • Checking design proposals against statutory requirements • Preparation of budgets, estimates, cost plans and feasibility studies 	40	30	24	8
3. Construction Documents <ul style="list-style-type: none"> • Preparation of working drawings and specifications • Monitoring the documentation process against time and cost plans • Checking of documents for compliance with statutory requirements • Co-ordination of subcontractor's documentation • Co-ordination of contract drawings and specifications 	120	150	200	240
4. Contract Administration <ul style="list-style-type: none"> • Preparing, receiving and adjudication of documentation of bids or tenders and the procedures connected therewith • Site meetings • Inspection of works • Issuing instructions, notices and certificates to the contractor • Client reports • Administration of variations and monetary allowances • Resolution of Disputes • As built drawings • Final accounts 	80	60	32	32
TOTAL OF MINIMUM UNITS REQUIRED IN CATEGORIES 1 - 4	320	320	320	320
TOTAL UNITS REQUIRED	400	400	400	400

12. Candidates with incomplete MTRs but have documented architectural experience of between 5 – 10 years, and who can demonstrate such experience

12.1 Candidates that have been in the system for between 5 – 10 years, who have the experience but incomplete MTRs' are required to complete a portfolio of evidence that meets with the ten competencies of work experience for the specified category of registration.

12.2 This portfolio will be assessed by the Recognition of Prior Learning (RPL) committee and on successful completion of the RPL process the candidate will qualify to write the PPE.

12.3 Unsuccessful candidates will need to reapply for the process of portfolio assessment once shortfalls have been addressed.

13. Study material

13.1 A list of the relevant study material will be published on the SACAP website.

13.2 The relevant syllabus will also be published on the SACAP website.

13.3 SACAP is under no obligation to provide any of the suggested study materials to persons that applied to write the PPE.

14. Results of the examination

14.1 Results of the PPE will be distributed at a date and in the format determined by the Council for a particular examination.

14.2 Candidates are entitled to apply for one re-mark per paper if they are not satisfied

with the results. Applications for a remark should be within 7 days of receiving the final results.

14.3 The decision of the Registrar and/or examiners and/or moderators is final and binding and SACAP will not enter into any correspondence on the outcome of an examination.

15. Examination results

15.1 The results of the PPE will be distributed at a date and in the format determined by the SACAP for a particular examination.

15.2 A candidate is entitled to apply for one re-mark per paper if he/she is not satisfied with the results.

15.3 The decision of the Council is final and binding and SACAP will not enter into any correspondence on the outcome of an examination.

16. Examination online

16.1 The PPE will be written on an online platform.

16.2 Candidates should ensure that they have a stable internet/Wi-Fi connection.

16.3 Candidates should ensure that they have a backup tool/s in case of load shedding.

16.4 It is the responsibility of SACAP to supply the examination question papers and any other material needed.

17. Management of the PPE online

17.1 SACAP will ensure that the link to the examination is sent timeously to the candidates before the expected starting time.

17.2 SACAP will administer and invigilate during the times set out for the paper.

17.3 Candidates need to ensure that they have read and understood the step-by-step procedure for the completing of the examination.

18. Security measures of the PPE online platform

18.1 To ensure authenticity and that no misconduct could take place the online system that is used has a time limit on answering the questions in the paper.

18.2 It also does not allow for the access of any other devices on the candidates computer software and if candidates tried to open other devices, the system would send a notification to SACAP identifying the candidate.