**REGISTRATIONS**

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| **ARCHITECTURAL PROFESSIONALS** |  | **BUILDING CONTROL OFFICERS / BUILDING INSPECTORS** |
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|   |  | **APPLICATION FORMS** |   |   | Registration as a Candidate |  |   |   | **APPLICATION FORMS** |  |  |   |
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|   |  |  |   | Evaluation of Foreign Qualifications |  |  |   |  |  |  |
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|   |  |  |  |   | Professional Practice Examination (PPE) |  |  |  |  |  |  |  |
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|   |  |  |  |   | Recognition of Prior Learning |  |  |  |  |  |  |  |
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|   |  | **APPLICATION FORMS FOR LETTERS** |   |   | Confirmation of Registration |  |  |  |  |  |  |  |
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|   |  | **APPEALS** |   |   | Period of Internship |  |  |  |  |  |  |  |
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**ARCHITECTURAL PRACTITIONERS**

**REGISTRATION CONDITIONS**

Under the Architects; Act 1970 (No. 35 of 1970) only Architects were required to register.

This Act was replaced by the **Architectural Profession Act, 2000 (Act No. 44 of 2000) (the Act),** which provides for the registration of Candidates and Professionals as:

* Architects
* Senior Architectural Technologists,
* Architectural Technologists and
* Architectural Draughtspersons

In terms of Section 18(2) of the Act a person may not practise in any categories contemplated in the Act, unless he/she is registered in that category.

Only persons registered with SACAP in a Professional registration category, may practise or render architectural services directly to the public.

Persons registered as Candidates must perform architectural work under the supervision of a mentor, registered with SACAP in a Professional registration category, equal to or above that of the Candidates. Registered Candidates are required to complete a predetermined period of practical training, submit monthly training records during this period and write and pass SACAP’s Professional Practice Examination, before applying to be upgraded to a Professional registration category.

**CATEGORIES OF REGISTRATION AND REQUIREMENTS FOR REGISTRATION**

* Registered candidates must complete a prescribed period of internship as set out above.
* Internship must be completed under a mentor, registered with SACAP in a professional registration category equal to or higher than that of the candidate.
* The mentor must submit an undertaking, confirming that he/she will act as mentor for the candidate.
* Should the mentor of a candidate change, a similar undertaking must be submitted by the new mentor.

The following table details the registration requirements, the categories of registration as Candidate, and how to progress to Professional registration:

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| **NB: All qualifications must be accredited by SACAP** |
| **Qualification** |  | **NQF Level** |  | **Candidate registration category** |  | **Requirements for Progression to a Professional registration category** |  | **Professional registration category** |
| Accredited National Certificate |  | 5 |  | Candidate**ARCHITECTURAL DRAUGHTSPERSON**C.Arch.Draught |  | * Minimum of 36 months internship from date of registration
* Submission of Monthly Training Records during period of internship
* PPE – Level 1 (1st Paper)
 |  | Professional**ARCHITECTURAL****DRAUGHTSPERSON**P.Arch.Draught |
|  |  |  |  |  |  |  |  |  |
| National Diploma (3 yrs full time) orNon-accredited B.Tech  |  | 6 |  | Candidate**ARCHITECTURAL TECHNOLOGIST**C.Arch.T |  | * Minimum of 24 months internship from date of registration
* Submission of Monthly Training Records during period of internship
* PPE – level 2 (1st and 2nd Papers)
 |  | Professional **Architectural Technologist**P.Arch.T |
| BAS | 7 |
|  |  |  |  |  |  |  |  |
| National Higher Diploma orBAS (Hons) orAccredited B.Tech orNon-accredited M.Tech |  | 7 |  | Candidate**SENIOR ARCHITECTURAL TECHNOLOGIST**C.S.Arch.T |  |  | Professional **Senior Architectural Technologist**P.S.Arch.T |
|  |  |  |  |  |  |  |  |
| BArch (5 or 6 years |  | 8 |  | Candidate **ARCHITECT**C.Arch |  |  | Professional **Architect**P.Arch |
| M.ArchAccredited M.Tech | 9 |

An applicant without any of the recognised qualifications, can apply for registration as a Candidate Architectural Draughtsperson, provided that the applicant has at least 2 years architectural experience, obtained whilst working under a Registered Professional.

**REGISTRATION OF PERSONS WITH FOREIGN QUALIFICATIONS**

* When foreign qualified applicants apply for registration with SACAP, they have to have their qualifications evaluated by SAQA (South African Qualifications Authority) before applying for registration with SACAP. The SAQA evaluation shall be used to determine the aligned South African qualification and determine the category of registration of the applicant.
* If the SAQA certificate indicates that a qualification is equal to the highest South African qualification in a specific category, and the applicant has submitted proof of practising in such professional category for a least 5 years, it might be determined that the applicant does not have to complete a further period of internship, but immediately qualify to write the PPE.
* All applicants will firstly be registered as Candidates, and must write and pass the PPE, before being upgraded to a Professional registration category.
* Applications for registration from persons who hold permanent residence or South African Citizenship and have obtained their qualification outside the borders of South Africa, will be considered in the same way as those of foreign qualified applicants from outside South Africa.

**PRACTICAL TRAINING AND THE SUBMISSION OF MONTHLY TRAINING RECORDS**

* Registered candidates are required to submit Monthly Training Records (MTRs) during the period of internship.
* MTRs must be submitted within 14 days of the end of each month.
* No ‘back dated’ MTRs or records for any period that the candidate was not registered with SACAP will be accepted.
* All training records must be approved and signed off by the mentor.

**Number of value units to be claimed**

The following minimum number of value units must be claimed during the period of internship:

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| --- | --- |
| **CATEGORIES OF EXPERIENCE** | **MINIMUM VALUE UNITS** |
| **REGISTRATION CATEGORY** |
| Candidate Architect | Candidate Senior Architectural Technologist | Candidate Architectural Technologist | Candidate Architectural Draughtsperson |
| 1. Project and Office Management
 | 80 | 80 | 64 | 40 |
| 1. Design and Design documentation
 | 40 | 30 | 24 | 8 |
| 1. Construction documents
 | 120 | 150 | 200 | 240 |
| 1. Contract administration
 | 80 | 60 | 32 | 32 |
| Minimum units required in categories 1-4 | 320 | 320 | 320 | 320 |
| **TOTAL** Value units required | 400 | 400 | 400 | 400 |

**Calculation of value units**

* **One value** unit is either

(i) **one full working day of relevant experience**; or

(ii) **attendance of a two hour educational session**.

* Two value units are given for attendance of a half day educational session\*, and
* Three value units are given for attendance of a full day educational session\*.
* A maximum of 40 value units may be obtained by attendance of educational sessions.
* The **additional 80 units** may be acquired in **any section/s** at the discretion of the candidate.

**Duration of training period**

* The length of the training period is:
	+ A minimum of two years for persons registered as Candidate Architects, Candidate Senior Architectural Technologists and Candidate Architectural Technologists;
	+ A minimum of three years for persons registered as Candidate Architectural Draughtspersons.
* The period of internship shall commence only after a candidate has been registered by SACAP.
* This period will be extended if candidates have not obtained the required value units under each section as set out in Appendix A.
* Candidates will only be afforded a maximum of four years from date of registration to comply with the requirements of internship, to write and pass the Professional Practice Examination and to be upgraded to a Professional registration category:
* Candidates that have not written the PPE within the four-year period stipulated above must write and pass the examination at the first available date scheduled for the PPE after expiry of the said period.
* Should any candidate not pass the PPE during this four year period indicated above, his/her registration will be cancelled. Such a Candidate will have to submit a new Application for Registration as a Candidate, in terms of the registration conditions prevailing at that time.
* Previous experience, including the submission of monthly training records, for candidates that re-register after the four-year period referred to above, will not be valid or taken into consideration.
* Any request for an extension of the period of internship and/or passing the PPE, may be considered by the Registrar at his/her discretion, by way of the process in place at that time.
* It must be noted that MTRs cannot be submitted during any period that a Candidate’s registration is cancelled due to non-payment of annual fees. The Candidate can only re-commence the submission of the MTRs from date of re-registration.

**PROFESSIONAL PRACTICE EXAMINATION (PPE)**

* The PPE is written on pre-determined dates during a year. These dates, information regarding the study material and the syllabus are published on SACAP’s website.
* The examination consists of two papers. Paper 2 is not compulsory for persons registered as Candidate Architectural Draughtspersons.
* Candidates must complete their internship, submit the MTRs, write and pass the PPE within 48 months from registration.

**Requirements for passing the PPE**

In order to pass the PPE, the following marks must be obtained:

Paper 1 55%

Paper 2 55%

Average for Paper 1 & 2 combined 60%

If an applicant pass 1 of the 2 papers, but fails the 2nd, they have to re-write both papers in a subsequent examination.

**Examination Papers**

* The examination will consist of **two** three-hour papers.
* The syllabus for the examination and the contents of each paper will be determined by SACAP and published on their website.
* Persons registered as Candidate Architectural Draughtspersons only have to write and pass Paper 1 as a pre-requisite for upgrading to a Professional Architectural Draughtsperson.

**Cancellation of Application to Write the PPE**

* Candidates who do not write the PPE, after applying to do so, will be liable for payment of the full examination fee, as determined by the Council.
* Should an applicant wish to cancel his application to write the exam, or not attend the examination, he/she will not be entitled to a refund of the Examination fee.
* The fee will only be carried forward to the following examination if an applicant can provide SACAP with a doctor’s certificate to the effect that he/she was unable to write the examination on the set date.

**UPGRADES**

* Once an applicant has completed the period of internship and wrote and passed the PPE, the applicant must apply to be upgraded to a Professional registration category.
* If an applicant is already registered in a Professional registration category and obtained a further academic qualification that allows for an upgrade, the applicant will also be required to write and pass the PPE, if this was not done previously.
* An application to upgrade, together with the proof of payment, must be submitted to SACAP in the prescribed manner.
* If the applicant obtained a further academic qualification, a certified colour copy must be included in the application for an upgrade.
* After the upgrade has been completed, the registered persons will be charged pro-rata annual fees, based on the normal annual fees payable by all Registered Persons.

**RE-REGISTRATIONS**

* A practitioner that was removed as a result of non-payment of annual fees, must apply for re-registration to be on the active register again.
* The practitioner will be liable for payment of the annual fees for the year of removal, the years since removal and the current financial year. An administration fee will also be payable.
* A re-registration application, indicating the total amount payable, will be prepared by the Finance Unit and sent to the practitioner for payment.
* Once payment has been made and the re-registration application completed and submitted, the practitioner will be re-registered as follows:
* The practitioner will retain the registration number allocated to him/her as at date of cancellation of registration;
* The database will reflect both the initial date of registration and the date of re-registration
* A new registration certificate will be made available for downloading on the registered person’s profile.

**REINSTATEMENT**

* A practitioner can be reinstated if it is found that his/her registration was cancelled in error.
* Reinstatement must be confirmed by either the CFO or COO before the registered person’s account can be activated.
* The fee payable for the reinstatement, if any, will also be confirmed by the CFO or COO and proof of payment must be provided before activation of the account, if applicable.

**RECOGNITION OF PRIOR LEARNING (RPL)**

**Purpose of RPL**

The purpose of RPL is to redress past imbalances and asses previously acquired skills and knowledge, with the view to providing an opportunity to articulate to the next level of professional registration. The RPL programme allows only for access to elevated professional registration and is **not** an academic qualification.

Criteria for eligibility are contained in the **MATRIX FOR RE-GRADING OF PROFESSIONALS THROUGH EXPERIENCE** below:

**MATRIX FOR RE-GRADING OF PROFESSIONALS THROUGH EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** |  | **B** |
|  | **PROFESSIONAL**Registration level |  | **PROGRESSION CRITERIA**(to next Professional level) |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Professional**ARCHITECTURAL****DRAUGHTSPERSON**Pr.Arch.Draught. |  | * Minimum 5 years’ experience i.e. **being registered** as a Pr.Arch.Draught with SACAP for a minimum of 5 years
* PP exam (level 2) if not previously done
* SACAP RPL assessment and successful fulfilment of any further criteria or requirements arising there from
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| 2 | Professional**ARCHITECTURAL****TECHNOLOGIST**Pr. Arch T. |  | * Minimum 3 years’ experience: i.e. **being registered** as a Pr.Arch.T with SACAP for a minimum of 3 years
* PP exam (level 2) if not previously done
* SACAP RPL assessment and successful fulfilment of any further criteria or requirements arising there from
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| 3 | Professional**SENIOR ARCHITECTURAL****TECHNOLOGIST**Pr.S.Arch.T. |  | * Minimum 4 years’ experience: i.e. **being registered** as a Pr.S Arch.T with SACAP for a minimum of 4 years
* PP exam (level 2) if not previously done
* SACAP RPL assessment and successful fulfilment of any further criteria or requirements arising there from
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| --- | --- | --- |
| 4 | Professional**ARCHITECT**Pr.Arch. |  |

**Assessment process**

* The assessment programme has been designed as a two phase process, preceded by an online application for access to the first phase.
* The first phase happens as an online self-assessment. Applicants will need to enter evidence that demonstrates that they meet the minimum standards in 10 different outcome areas. The outcome of this assessment determines whether the user can progress to the second phase.
* This second phase includes the applicants being invited to present their work, evidenced in the self-assessment phase, for review by an assessment panel. The assessment panel will be made up of registered professionals and academics and will convene in major cities, based on demand, around the country, on pre-determined dates.
* Applicants may be required to undertake a design test/mini dissertation. In the spirit of transparency and constructive input, every applicant will be issued with an assessment rubric with points range and comments. An independent adjudicator will be part of this jury.

**BUILDING CONTROL OFFICERS AND BUILDING INSPECTORS**

The South African Council for the Architectural Professions (SACAP) has approved the registration of Building Control Officers (BCOs) in terms of section 18 (1) (c) of The Architectural Profession Act (Act No. 44 of 2000) (the Act). In terms of this section: “*Council is empowered to register persons in the architectural profession in a specified category of registration”.*

**The specified categories for registration are as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Registration Category** | **Main Qualifications** | **Years EXP** | **Qualifications** |
| Chartered Building Surveyor / Officer | Degree / ND + Post Grad. | above 10 years | Level 8 |
| Chief Building Officer/ Surveyor | Degree / ND | 9 - 10 years | Level 7 |
| Senior Building Officer/ Surveyor | Degree / ND | 7 - 8 years | Level 7 |
| Building Officer/ Surveyor | Degree / ND | 5 - 6 years | Level 7 |
| Building Inspector/ Assessor III | N6 / ND | 3-4 years | Level 7 |
| Building Inspector/ Assessor II | N4 - N6 with Trade Test | 2 years | Level 6 |
| Building Inspector/ Assessor I | N3 with Trade Test | 1 year | Level 5 |

**BENEFITS OF REGISTRATION**

* Professionalising of Building Inspectors (BI)
* Significant step towards a career pathway
* Create a new career stream with a clear pathway for articulation.
* There will be a status attached to the building control field.
* SACAP will have regulatory authority and legitimacy to legalise the regulations.
* Augment professionals’ body of knowledge, improving reputation and ethical standards.
* Public confidence.

**Registration Criteria**

* SACAP will assess and register qualified persons;
* Registration will be based on the applicant’s experience, knowledge and capabilities as prescribed in the qualifications outcomes requirements;
* A person will obtain registration once they have submitted the required documentation and met the registration criteria in full. Application fees must also be paid.

**Requirements for Registration**

* Electronic, online application;
* Certified, colour copies of:
	+ ID Document or Passport
	+ Qualifications
* Certified proof of appointment;
* Up-to-date CV
* Proof of payment of application fee.

**NOTE:**

* All applications must be completed online, on SACAP’s website;
* The period of this transitional phase registration is **6 months** starting from the **1st July 2019;**
* All BCO’s currently employed by a Local Authority will be deemed registerable in at least the category of Building Inspector/ Assessor II (Level 6) during the transitional phase.
* Registration as a BCO or BI does not allow the registered person to carry out architectural work. In order to undertake architectural work (drawing plans) the applicant must have duel registration, in other words, must be registered as a BCO/BI as well as being registered in one of the Professional, architectural categories.