APPENDIX F.2
SACAP VALIDATION VISIT PROCESS

South African Council for the Architectural Profession

INPUT/NOTES	ACTIVITIES	RESPONSIBLE PARTY	TIMEFRAMES	RECORDS
	Review of self appraisal document	VB Members	Month prior to VB visit	
Note 1 *Agenda for Preparatory Meeting: - Aims & Objectives - Validation Methodology - Comments on Self-Appraisal - Matters to be Investigated During Visit - Allocation of Tasks & Responsibilities - Programme - Logistics & Housekeeping	Preparatory meeting *1	VB Members	Day prior to VB visit	
	Presentation of the ALS's vision, branding & unique features *2	Head of ALS	Day 1	
	Presentation of the programme & core subjects / courses *2	ALS Staff	Day 1	
	Meeting with head of ALS	VB members & head of ALS	Day 1	
Note 2 *Refer to Appendix C for requirements	Perusal & inspection of information provided	VB Members	Day 1	
Note 3 * Highest pass & lowest fail examples to be provided	Studio work *3 / design portfolios — Preparatory work — Examination scripts *3 — Course outlines — Design Briefs			
	Visits to workshop, library, studios, computer labs etc	VB Members	Day 1	- Photographs
Note 4 *Refer to Appendix B.1	Discussion regarding preliminary findings *4	VB Members	Day 1 / 2	
	Meeting with students & graduates	VB Members & students	Day 2	- Transcripts / Recordings
	Meeting with external examiners	VB Members & external examiners	Day 2	- Transcripts / Recordings
Note 5 * Without head of ALS	Meeting with full time & part time staff *5	VB Members & ALS staff	Day 2	
Note 6 * Can be over lunch	Meeting with dean of faculty *6		Day 2	
	Meeting to discuss findings		Day 2 / 3	
	Draft preliminary statement		Day 3	- Preliminary statement
Note 7 * Can be with or without Dean and / or ALS staff	Meeting with head of ALS to convey findings *7		Prior to departure	
Note 8 * Optional	Announcement to ALS staff & students *8		Prior to departure	
	Validation Board departs		End of day 3	
	Prepare input to validation report & issue to secretary	VB Members	Week after VB visit	- Annexure & forms