




South African Council
for the Architectural Profession

PRACTICAL TRAINING POLICY

Status:	<u>Final</u>
Custodian:	<u>Manager: Education</u>
Reviewed:	<u>Registrar</u>
Recommended by:	<u>Education Committee</u>
Date recommended	
Approved:	<u>Council of SACAP</u>
Signed by: President of Council	<u>Mr Charles Nduku</u>
Signature & date signed:	 <u>02/10/2020</u>
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1. Introduction

The practical training is performed by persons registered as candidates in order to qualify to write the Professional Practice Examination (PPE). The practical training complements the academic education of the prospective professional by adding knowledge and experience which are fundamental to the profession and can only be obtained in practice. Thus, all registered candidates have to complete a period of structured practical training in a professional practice before being allowed to write an examination in order to register as a professional.

In terms of section 19 (2) of the Architectural Profession Act No. 44 of 2000 ("the Act"), the Council must be satisfied that an applicant who applies for registration as a professional has demonstrated his or her competence as measured against standards determined by the Council for the relevant category of registration; and has passed any additional examinations that may be determined by the Council.

Therefore, Council hereby sets requirements for the completion of internship, the submission and the approval of Monthly Training Records in order to write the PPE.

2. Preamble:

WHEREAS it is internationally accepted that registered Candidates shall be required to complete a pre-determined period of practical training prior to registration to practise as a professional;

WHEREAS the South African Architectural Profession Act No. 44 of 2000 ("the Act") allows for the registration of candidates in different categories prior to application for registration as a professional in the appropriate category; and

WHEREAS section 18(3) of the Act stipulates that 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 equal or above the level of the candidate.

3. Practical training

All registered candidates are solely responsible for obtaining practical training records that they are signed by the mentor and submitted to the Council.

4. Nature of training

- a) The training must take place under the supervision of registered professional who is in good standing with the Council.
- b) The training shall be structured to place progressively more responsibility on the candidate to ensure that he or she is capable of applying academic knowledge to practice and of making and executing professional decisions.
- c) The experience gained during the training period shall include the elements of practice stipulated in Appendix A.

5. Responsibilities of a registered candidate

- a) The onus is on the candidate to ensure that his/her training meets the prescribed requirements.
- b) In the event, the candidate experiences difficulties with the training, he/she shall attempt to resolve these with his/her employer and/or mentor.
- c) The candidate is responsible for completing the monthly training records in the way prescribed by Council.
- d) The submission of monthly training records must be approved by the employer/mentor before being submitted to Council.
- e) The submission must reach Council in the prescribed manner, within two weeks of the end of each month.

6. Role of the employer and/or mentor

- a) The employers/mentors are morally obliged to assist candidates to obtain the required breadth of training by providing opportunities for a variety of experiences and by actively imparting knowledge.
- b) The employers/mentors should verify and sign off on the monthly training records, submitted online by the candidate, indicating that he/she is in agreement with the nature and level of work performed and the competence displayed by the candidate.

7. Duration of training period

- a) The duration of the training shall be a minimum of two years for persons registered as Candidate Architects, Candidate Senior Architectural Technologists and Candidate Architectural Technologists.
- b) The duration of training for Candidate Architectural Draughtspersons shall be a minimum of three years.
- c) The period of training shall commence only after a candidate has been registered by the Council.
- d) The duration of training may be extended if a candidate has not obtained the required value units under each section as set out in the PPE policy (See Annexure A below).
- e) The candidates may be afforded a maximum of four years from date of registration as candidates to comply with all the requirements of training and to write and pass the PPE and be upgraded to a Professional registration category.
- f) The candidates that have not written the PPE within the period stipulated in 7 (e) above must write and pass the examination at the first available date scheduled for the PPE after expiry of the said period.
- g) Should any candidate not pass the PPE during the period indicated above, his/her registration will be cancelled. Such a candidate shall submit a new application for registration as a candidate in terms of the registration's conditions prevailing at that time.
- h) Previous registration as a candidate, including previous monthly training records shall not be taken into consideration.
- i) 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.
- j) Council shall not accept monthly training records from a candidate whose registration was suspended or cancelled in line with the Act. Monthly training

records shall be submitted only during the period in which a candidate is registered and in good standing.

8. Professional Practice Exam

The conditions for the writing and passing of the PPE are fully set out in the policy pertaining to the PPE, but must at all times be read in conjunction with the Practical Training Policy.

Supporting Documentation:

- Professional Practice Examination Policy

Appendix A

Requirements for practical training

In terms of section 18(2) of the Act experience must be obtained under the supervision and control of a person registered in terms of section 19(2)(a) of the Act. Candidates are required to obtain 400 value units during the period of practical training.

- One value unit is either
 - one full working day of relevant experience; or
 - 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.
- Minimum of value units to be obtained in each of the various sections of the syllabus are stipulated below. These add up to 320. The additional 80 units may be acquired in any section/s at the discretion of the candidate.

*An educational session is a formally structured lecture, seminar, workshop, conference, congress or colloquium approved by the Council for the purpose of this document.

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 	80	80	64	40

<ul style="list-style-type: none"> Professional Insurance 				
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 subcontractors 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