

DECEMBER EDITION

SACAP

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South African Council
for the Architectural Profession

From the **President**

Happy festive season!

Firstly, let me greet you all and wish you and your family a restful festive season, and a new year full of blessings. I think we all agree that it has been a long time since the South African Council for the Architectural Profession (SACAP) communicated with its stakeholders in this manner, and as a Council that appreciates the importance of communication; we apologise for that.

We will, going forward, be engaging in this manner regularly so that you, our valuable stakeholders, are kept abreast of all the issues affecting our profession.

As a registered professional architect who has more than 15 years, I share the challenges and success of this sector. I also understand the frustrations and ecstasy of being part of this respected sector. It is in that spirit of being one with you that I believe we can take our profession to the next level.

One way of taking our industry to the next phase is by ensuring that all practicing architectural professionals are registered with SACAP.

Thank you to all my registered architectural colleagues – you are a credit to the profession

My respected counterparts, as President of SACAP and a registered architect; I commend you for seeing it valuable to remain registered and regulated. Your relentless use of similar or prescribed client-architect contracts show that you understand and appreciate how these documents safeguard our professional interest, and enable us to serve the public client while peacefully knowing that you are retained well within the confines of the contract.

I recently accepted invites to deliver keynote addresses to the Voluntary Associations where I emphasised the importance of registering as an architectural professional.

I further reminded guests that the Professional Code of Conduct (CoC) is created to enable us to raise our professional standards. The Code of Conduct serves as an ongoing inner voice that helps us navigate through practicing architecture. It helps us to work with one another with respect and professional courtesy.

From the President (continued)

Unregistered? Do yourself a favour ...

The purpose and primary role of SACAP is to protect the public. I highlight protect and public. It must be understood that SACAP will not soften nor bend in an effort to go easy on architectural persons who act against the public client or Code of Conduct.

A member of the public approaches an architectural professional with the hope of having their dreams and investment realised in a built form. The public engages you on the basis that architects are the master and initiator of their dreams. They entrust us with their hard-earned money. We become the custodian of that dream. What an honour bestowed upon us here!

While SACAP will fiercely protect the public, it congratulates and encourages with great reverence, those architectural professionals who register and make it their mission to upskill and self-educate themselves through Continuous Professional Development (CPD) programmes. Registered Persons are more likely to serve their clients with increased professionalism and apply deeper knowledge than those who are not aligned with SACAP. Deep knowledge makes you attractive and better respected.

Do you know what reverence the architectural profession holds? In decades past, the profession was viewed held in the highest stature – the architectural professional was the merger of all the facets of the building disciplines. Architectural professionals practiced with insight and great surgical care. The architect was referred to as the ‘Master’ builder. Feel the sound of that. SACAP needs your critical numbers to help you move as a single mass to address our biggest stakeholders - Department of Public Works, Treasury and economy holders - on better ways to procure architectural professionals.

While not registering and continuing to practice illegally may seem to help cut costs in the short term; the greater costs are being caught out as a fraud for impersonating a registered professional and losing your livelihood. In fact, should you transgress a public member you will be taken through the court system, which will not have any mercy on you.

However, when registered with SACAP, should you find yourselves having transgressed a public client, you will be disciplined by the SACAP tribunal which is run by colleagues who have a deeper understanding about your profession and can dispense punishment with the objective of helping you become better. When I began my practice, I enlisted the service of a company attorney who later related a matter where an architectural professional lost a case due to a loophole; and what was the loophole - the professional’s SACAP membership had lapsed. This taught me the value of remaining registered. I felt right there and then that I should guard against being found wanting.

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Firstly, let me greet you all and wish you and your family a restful festive season, and a new year full of blessings.

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To the public – continue commissioning architectural work from registered professional

There are many benefits to the public for using the services of a SACAP-registered professional. One: the registration helps you access redress if anything goes wrong on your building project. It further discourages the mushrooming of unregistered architectural persons who parade as experts while leaving you hurt and disappointed with a financial loss.

In order to reduce such incidents, we, as SACAP, are embarking on a campaign to encourage members of the public to only use architectural professionals registered with the body. SACAP will apply firm disciplinary measures, through their tribunals, to persons who lie to the public client by calling themselves an architect, or a professional, while not registered. If persons registered with SACAP represent themselves incorrectly, they would be subject to the body’s rules and regulations, could face expulsion and the potential of not working in the sector for a certain period.

The law requires that anyone working in designing, planning and supervising the erection of any building or structure be registered with SACAP. The public must insist on signing the Client Architect agreement, which outlines rights and obligations clearly and fairly.

To help SACAP play its role effectively and assist safeguard your interests as a member of the public; it is your role to confirm the status of your architectural professional. SACAP also urges local authorities to audit the status of those submitting building plans by visiting its website www.sacapsa.com or call on 011 479 5000.

Confirming the membership of the architectural professional you wish to use before entering into any agreement can proactively help the public from massive problems where local authorities progressively reject your building plans, or demolish your illegally-built structures. At worst, those illegally-erected structures could collapse – leading to loss of life or limb.



Letsabisa Shongwe (nèe Lerotholi)
President: SACAP

About SACAP



Happy festive season!

The South African Council for the Architectural Profession is a statutory body established to enact the Architectural Profession Act 44 of 2000 to provide for the registration of professionals, candidates and specified categories in the architectural profession; to provide for the regulation of the relationship between the South African Council for the Architectural Profession and the Council for the Environment; and to provide for matters connected therewith.

The South African Council for the Architectural Profession is the official regulator for the architectural profession. Its main functions is its control of standards of education at tertiary institutions for the purposes of professional registration by means of visiting boards, the administration of a Code of Conduct in the public interest, and protection of the public interest by identifying the type of architectural work each category of registered person is capable and competent to perform.

More information about SACAP is available on www.sacapsa.com or tel 011 479 5000.


SACAP NEWSLETTER



FROM THE REGISTRAR'S DESK

Dear Registered Persons

As the year 2018 draws to a close, let me take this opportunity to bring you up to speed with the activities of the Council thus far.

Nomination of the 5th Term Council

The nomination process for the 5th Term Council has been completed and the Recommendation Panel has met to review all the nominations. The Panel completed its work and submitted a report to a Sub-committee of Council for consideration prior to making recommendations to the Minister of Public Works.

Stakeholder Engagement

For the past few months, SACAP has held workshops with the Mafikeng Local Municipality (North West), Ekurhuleni Municipality (Gauteng) and City of Polokwane (Limpopo). The objective of the workshops was to inform local municipalities about the mandate of SACAP and the requirements of valid registration before any person can submit building plan applications for approval. There is consensus between SACAP and the local municipalities that registration is a pre-requisite to practice architecture and without appropriate registration, no person should practice the craft. To that end, local municipalities undertook to verify registration credentials of all persons submitting building plan applications prior to assessing the applications.

Furthermore, local municipalities have reported that there is a growing trend amongst Registered Persons to rent or lease their registration numbers to persons who are not registered with SACAP to submit building plan applications for approval. This conduct is not in the best interest of the profession and the public alike. We would like to caution all Registered Persons against this conduct.

Moreover, some persons are able to obtain registration numbers of registered persons and fraudulently use them to submit applications. We request all professional to protect their registration numbers. There are many risks involved when your registration number is used fraudulently.

Registration of Building Control Officers in the architectural profession

The Building Control Steering Committee, in conjunction with the National Regulator for Compulsory Specifications, has officially requested SACAP to create a specified category for Building Control Officers in terms of Section 18 (1) (c) of the Architectural Profession Act.

With the impending registration of Building Control Officers in the architectural profession, the Rules of Professional Conduct and Continuing Professional Development will now apply to them as well.

Protection of the public mandate

In terms of Section 14 (g) of the Architectural Profession Act of 2000, the Council is enjoined to take any steps it considers necessary for the protection of the public in their dealings with Registered Persons for the maintenance of the integrity and the enhancement of the status of the architectural profession.

As a result, the Council has prescribed ethical principles and rules of professional conduct that all Registered Persons are expected to uphold and be measured against. Rules of professional conduct specify values, principles and standards that Registered Persons have to adhere to when dealing with the public. As a professional regulatory body that ultimately benefits the public, we take great interest in the professional conduct and integrity of registered persons.

Complaints of improper conduct continue to surge against Registered Persons and unregistered persons alike. In 2018, the Investigating Committee has investigated over 140 complaints of improper conduct. All complaints against persons who are not registered are escalated to the South African Police Services for investigation and prosecution.

We find that the majority of complaints against Registered Persons are as a result of:

- failure to set out term of appointment in writing;
- failure to adequately communicate with a client about progress of work;
- failure to perform work within a reasonable time;
- increasing the scope of work without client's approval;
- poor standard and quality of building plan applications; and
- failure to exercise due diligence and care amongst other things.

We caution all Registered Persons about the above-mentioned indiscretions as it could lead to a disciplinary process.

Pay your annual fees in time to avoid deregistration

Did you know that more than 1 000 Registered Persons fail to pay their annual fees in time – risking deregistration and a possible loss of income?

As all practicing architectural professionals know, registration with the South African Council for the Architectural Profession is a pre-requisite for anyone wishing to work as an architectural professional. Anyone practicing without registration is breaking the law and could be prosecuted.

“The South African Council for the Architectural Profession (Council) is enjoined by Section 12 (1) of the Architectural Profession Act to determine annual registration fees. Annual registration fees are payable annually in order to keep registration with Council valid. Failure to pay annual fees will lead to the cancellation of registration as prescribed by Section 20 (1) (a) (iii). A person whose registration has been cancelled is prohibited to practice architecture,” says the Acting SACAP Registrar, Advocate Toto Fiduli.

Every year the Council issues invoices to all Registered Persons for payment of annual registration fees. Registered persons have more than five months to pay annual registration fees. Despite this, over 1000 Registered Persons do not pay their invoices within the prescribed time frame and, as a result, the Council cancels their registration.

To avoid deregistration, the Council is encouraging all Registered Persons to ensure that registration fees are paid with the time allowed.

The Council has also cautioned the use of incorrect invoice numbers when paying for registration.

“All Registered Persons must ensure that annual registration fees are paid using correct invoice numbers to ensure that the fees are allocated to a correct Registered Person. To avoid your registration being cancelled - notwithstanding that your fees are paid, please ensure that the correct invoice number is used,” Adv Fiduli says.

It is important to note that in cases where a Registered Person has used an incorrect invoice number, the annual registration fees are kept in suspense due to the incorrect payment reference number until such time SACAP can determine the correct payer.

SACAP requests Registered Persons to always ensure that the correct invoice number is reflected on the proof of payment. This will enable the payment to be allocated accordingly and avoid the risk of cancellation of registration of a person who paid fees.

“The Council sincerely thanks all our Registered Persons who paid annual registration fees within the prescribed time,” says Adv Fiduli.

Do you have any registration query? Please send your questions or comments to the following contacts:

Invoices: e-mail: accounts@sacapsa.com

Proof of Payment (with correct invoice number): email: payment@sacapsa.com

Tel: 011 479 5000, or alternatively visit the SACAP website: www.sacapsa.com; and complete an online enquiry on the contact us section.

SACAP nudges closer to finalizing identification of work policy



Adv. Pieter Fourie from CBE was on hand to share the organisation's view on the IDoW Policy.

With the deadline for the submission of the IDoW Policy to the Council for the Built Environment looming by the end of the 2018/19 financial year; the South African Council for the Architectural Profession (SACAP) has taken steps to get comments from its stakeholders on this important policy.

According to Section 20 (1) of the Council for the Built Environment Act, 43 of 2000 (the CBE Act), the CBE has to identify the scope of work for each category of Registered Persons after receipt of recommendations from Councils. Thus, the scope of the work is determined by CBE after consultation with the Competition Commission (CC) and in consultation with the six Councils for the Built Environment Professions (CBEP).

As many in the profession are aware, SACAP's previous exemption application for the IDoW Policy was withdrawn before the CC could assess the exemption application.

The 4th Term Council is currently engaging in a public participation process and hopes to submit recommendations to the CBE regarding the work identified in terms of Section 26 (1) of the Architectural Profession Act, for its consideration and identification in terms of section 20 of the Council for the Built Environment Act, 2000," the Acting SACAP Registrar, Advocate Toto Fiduli reported in the latest Annual Report.

As part of its commitment to working with all stakeholders to regulate the profession, on 04 December 2018, SACAP had a meeting with key stakeholders such as Voluntary Associations to get the industry's views on the IDoW policy.

Speaking at the meeting, SACAP IDoW Committee Chairperson, Councillor Vusi Phailane, stressed that the finalization of the IDoW Policy was in the interest of protecting the public by clarifying the type of work various architectural professionals could undertake.

"We believe that an informed public is a protected public," Mr Bryan Wallis, the Acting South African Institute of Architects (SAIA) CEO said.

The presentation on the IDoW was done by Mr. Dhanashwar Basdew, IDOW Committee member, who stressed the importance of VAs participation in the process.

"We must engage to determine where the knowledge gaps are to ensure this IDoW is implemented," he told the participants, who included SACAP President, Letsabisa Shongwe and Acting Registrar, Adv Fiduli.

Naana Bediako, from the Pretoria Institute of Architects (PIA), said she was happy with the meeting.

"What we had to do is make comments on how the policy is going to impact on our industry; the current players and those who are coming in – and how to make it easier for those people without the necessary tertiary training to still become part of the industry because with our past not everyone could afford to go through the channels (to get training)," she said.

Bediako said the session was helpful as the stakeholders could hear everyone's opinions and where the process was going. She added that it was interesting to hear that other VAs also had similar concerns to her and getting feedback from SACAP, especially the Council's commitment to take all concerns into consideration.

"I like the fact that ...the document will be circulated to all of us so we can take our time and go through those documents and see which are relevant and which are not," she said.

Good stakeholder relations **key** to a more effective **SACAP**

It is important for the South African Council for the Architectural Profession (SACAP) to work with all stakeholders to ensure that the Council plays its legally-mandated role of protecting the public and regulating the sector well.

That is the word from the new SACAP President and Chairperson of the Stakeholder Relations Committee, Mrs Letsabisa Shongwe.

Addressing the 8th Annual Building Control Officers (BCO) Convention at the City of Johannesburg recently, Mrs Shongwe was clear on the need for better working relations between all stakeholders involved in the built environment.

“In all my research, it has become evident that architectural professionals wish for closer and closer working relationship with the Building Control Officer, closer interaction and periodic engagements,” she said.

BCOs and architectural professionals should see one another as partners in a process, Mrs Shongwe said.

Engaging with the BCOs was but one of the many activities that the SACAP undertook in the past year as part of its commitment to communicating critical information to the registered persons and the public at large, as well as showcasing best practices through the promotion of the Professional Code of Conduct.

Other interactions include SACAP’s participation at the Industry Information Day at the University of Pretoria (UP), 09 October 2018, where SACAP presented the route to registration to the Honours and Master students, and informed the students about the importance of affiliating with SACAP as the official architectural regulatory body.

SACAP also continued to expose the sector to young people through participating in Career Expos such as the 11th Annual Soweto Career Day and Expo, 23-24 May 2018, Soweto and the Department of Public Works Winter School, 09 July 2018, in Pretoria.

Further, SACAP participated in various architectural industry events in the provinces nationally, including the SAIA Free-State Bloembuild Expo, 25-26 July 2018, University of Free-State, Bloemfontein; the Cape Construction Expo, 12-13 September 2018, Cape Town; the Design Build Conference, 10 October 2018, Pretoria and the SACPCMP, 6th Project and Construction Management Profession Conference, 29-31 October 2018, Gallagher Estate, Midrand.

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It is important for the South African Council for the Architectural Profession (SACAP) to work with all stakeholders

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As part of our efforts to create public awareness about SACAP and its role in regulating the industry and protecting the public, we conducted workshops in several municipalities such as the Mafikeng Local Municipality (12 October 2018) in the North West Province; the Ekurhuleni Local Municipality in the Gauteng Province (08 November 2018) and the City of Polokwane (16 November 2018) in Limpopo. Plans are underway to reach more local authorities.

Due to the extensive stakeholder engagement, the abovementioned Local Authorities have agreed, in principle, to work with SACAP to ensure that only persons who are registered with SACAP submit building plan applications.

Expiry of the term of office of the 4th Term Council

The 4th Term Council term ended in April 2018. The Minister of the Department of Public, Thulas Nxesi, extended the term of office for 6 months, which meant that the 4th term Council should have vacated office in October 2018.

However, due to the fact that the nomination process was not completed by April 2018, the Minister extended the term of office with another 6 months. Accordingly, the 4th Term Council will vacate office in April 2019. This means the new 5th term Council will take office in the new year.



President of SACAP
MRS LETSABISA SHONGWE (Pr. Arch)
 Chairperson: Stakeholder Relations



MR NTSINDISO NDUKU (Pr. Arch)
 (Chairperson: Professional Fees Committee)



MR KRISH RANCHOD
 (Public Representative)
 Chairperson: Remuneration Committee



MR PHILASANDE JOLOBE (Pr. Arch)
 (Chairperson: CPD Committee)



MR SAMUEL MANYATHELA (Pr. Arch)
 (Member: Audit and Risk Committee)



MR RAKAU LEKOTA (Pr. Arch)
 (State Representative)
 Chairperson: Education Committee



MR VUSI PHAILANE (Pr. Arch)
 Chairperson: IDoW Committee

Time running out for 2019 CPD registration

Slightly more than 1 000 professionals must renew their registration with the South African Council for the Architectural Profession (SACAP) by no later than 1 January 2019.

According to the Council, notices informing the 1 066 professionals of the renewal of registration were sent out and this was followed by an invoice for the renewal fee.

Per category of registration, the number of Registered Professionals that must renew their registration in 2019, include 659 Professional Architects; 183 Professional Senior Architectural Technologists; 91 Professional Architectural Technologists; and 133 Professional Architectural Draughtspersons.

Registered Professionals are required to renew their registration once every 5 years. During each 5-year period, a Registered Professional must claim a minimum of 25 CPD credits,

5 of which must be claimed in Category 1. Although renewal only takes place every 5 years, Registered Professionals are reminded of the fact that they should claim a minimum of 3 CPD credits every year, 1 of these credits must be in Category 1. It is important to note that CPD works in calendar years (i.e. from January to December every year) and not in the same cycle as a financial year.

1 182 Registered Professionals had to renew their registration in January 2018 with a total of 831 Registered Professionals complying with the requirements for the renewal of registration. This indicates a compliance rate of 67.94%, an improvement from the 61.83% recorded in 2017.

Per category of registration, the number of Registered Professionals that renewed their registration in 2018 are as follows:

Category		Total for Renewal	Total Complied	Extension	Exemption	Compliance Rate
Professional Architects	PrArch	715	549	72	2	76.78%
Professional Senior Architectural Technologists	PSAT	201	127	24	0	63.18%
Professional Architectural Technologists	PAT	106	63	9	0	59.43%
Professional Architectural Draughtspersons	PAD	160	64	29	1	40%
TOTAL		1 182	831	134	3	67.94%

If a Registered Professional's registration is cancelled due to non-payment of his annual the Registered Professional must apply for re-registration and may not practice his profession until he has been re-registered. Such Registered Professional must claim at least 2 penalty CPD credits from Category 1, within 3 months of re-registration. These credits are required in addition to the credits normally required per annum.

A current registration date, being the date of re-registration, will be noted on the Registered Professional's online profile. The 5 (five) year CPD cycle will be determined by the current registration date.

However, if a Registered Professional has failed to comply with the requirements for renewal of registration, he/she must apply for an Extension of the period of compliance.

An extension will afford the Registered Professional until the end of the calendar year to ensure that they meet the requirements for renewal of registration. The Registered Professional will be required to obtain and claim the necessary credits for the renewal of registration, as well as the minimum number of credits required per annum, during the year that the extension is granted for.

If the Registered Professional still fails to comply with the requirements for renewal of registration, a penalty fee for the renewal of registration will be payable. The penalty fee currently amounts to R10 600 but the amount is determined by SACAP at the beginning of each financial year.

OPINIONS PAGE



Mr Laubscher at his Cape Town office

Call for more views from Registered Persons

As you may be seeing, the SACAP Newsletter is undergoing massive changes. This is, on the whole, to ensure that the publication plays its role of facilitating interactions and robust engagements between SACAP as the regulatory authority and its key stakeholders – you, the Registered Person.

To ensure that we hear views on the industry and related matters, we kindly request that you send your ideas and content (opinions or articles) to Ms Brenda Phake at Brenda.Phake@sacapsa.com or Ms Genevieve Abdul-Rahim at Genevieve.Abdul-Rahim@sacapsa.com before the 15th of every month (for publication in the next month's edition).

In the spirit of commemorating 3 December, the International Day of Persons with Disabilities; a key part of the annual 16 Days of Activism Campaign - which is observed every year between 25 November and 10 December, we asked one of our Registered Persons, Mr Jannie Laubscher from Cape Town, to share his views on architecture and disability. We hope you this informative piece will inspire all Registered Persons to designs structures which accommodate all South Africans, especially those with mobility and other challenges!

How being diagnosed with multiple sclerosis made me rethink catering for the disabled in my designs – Jannie Laubscher

As a Registered Professional architect who has been in private practice since 1984, my partner and I built the practice to the current staff compliment of 18 people in two offices. I was extremely pro-active in practice but also equally active in tennis, squash, cycling and sailing. My able life made a u-turn during 2012 when I was diagnosed with slow progression multiple sclerosis which left my left leg paralysed.

This resulted in a game-changer that would forever affect my business and private life. The biggest mind shift was to accept that my disability would restrict me to the office chair and deprive me from the active life I lived before.

In getting along now I have to use a crutch permanently. I also had to make severe life adjustments due to the illness. In renovating our house during 2016 I had to alter my bathroom to be disabled-friendly and I am about to install a chairlift. Although I was always persistent in my designs for the disabled, I suddenly found myself in a position where I am now frantic about catering for the disabled in our designs.

People with disabilities make huge compromises in life but they have the same rights as abled citizens. My psychologist often says that “disabled persons have the right to make a nuisance of themselves”. We have the right to live a full and normal life; just on a different platform. In order to achieve this designers of the built environment will have to take cognizance of the fact that disabled people are still normal people who make a contribution to the world's economy. It is, therefore, of paramount importance to cater for people with disabilities in the best possible manner in the built environment.

Legislation, regulations and guidelines for the design for people with disability have been developed over many years and are available for any designer to implement. Therefore, there are no more excuses for not complying with legislation for people with disability. Neither are there any excuses for any of the design aspects not to be disabled-friendly. Ramps must have the correct width; the correct gradient; appropriate non-slip floors; the required handrails, and so on. Toilet facilities are in many instances poorly-designed and not easily accessible, especially when it comes to the manoeuvrability of wheel chairs. The correct size of room, position of sanitary fittings and grab rails are of utmost importance. Fire escapes in multi-storey buildings should have the correct aid at hand in case of emergency evacuation.

Design for people with disability has made reasonable progress through the years. However, there is still a long way to go. Proper and appropriate implementation of the guidelines is still lacking to a large degree. The local authorities are also at fault by not enforcing and policing these guidelines to the level that they should. Public building owners should not get away with cutting corners in the design for the disabled, neither should designers of the built environment be excused for not adhering to the applicable design standards. There is no reason why a city block should not have at least four disabled parking bays, one per street. In conclusion, people with disability are living a physically stressful lives. It is the duty of the creators of the built environment to make it as inviting, pleasant and user-friendly possible to ensure that the disabled do not feel excluded.

Jannie Laubscher
Mr Laubscher is Cape Town-based Professional Architect

16 DAYS OF ACTIVISM

Every year millions of people around South Africa and the world take time to place the issue of violence against women and children top of the agenda by joining in the 16 Days of Activism campaign – which takes place between 25 November and 10 December.

The campaign centres on five important dates beginning with the 25 November, which is the International Day of No Violence Against Women; 29 November, which is International Women Human Rights Defenders Day; 1 December, which is World Aids Day; 3 December, the International Day for the Disabled and 10 December, which is the International Human Rights Day.

South Africa adopted the campaign in 1998 as one of the intervention strategies towards creating a society free of violence. The campaign continues to raise awareness amongst South Africans about the negative impact of violence against women and children on all members of the community.

This year's the campaign is driven under the theme: #HearMe-Too: End Violence against Women and Children!

During the sixteen day period, the government and stakeholders convene a series of dialogues on violence against women and children to focus on the problem, discuss the causes and to find appropriate solutions.

While the campaign is at its peak between the 25 November and 10 December, the campaign is part of the #356Days of Activism Campaign and #CountMeIn, which aims to mobilise members of society, especially men to join hands with the government in the fight to curb violence against women.

What can one do to show support for the campaign during and beyond the 16 Days period?

Well, the easiest thing is to participate in the various 16 Days of Activism events and activities happening throughout the country. You can also volunteer in support of NGOs and community groups who support abused women and children as many organizations need assistance from the public. You can volunteer your time and make a contribution to the work of institutions.

Help plant a garden at a shelter, sponsor plastic tables and chairs for kids at a clinic or join an organisation as a counselor. Use your skills and knowledge to help the victims of abuse. Furthermore, you can speak out against woman and child abuse and encourage silent victims to talk about abuse and ensure that they get help. You can also seek help if you are emotionally, physically or sexually abusive to your partner and/or children. Call the Stop Gender Based Violence helpline (0800 150 150).

“ Every year millions of people around South Africa and the world take time to place the issue of violence against women and children top of the agenda ”



Season's Greetings

Going away or staying home this festive season?

These **safety tips** could prove handy

It's that time of the year again where many people will be going on holiday and others will be relaxing at home enjoying the festive season.

During this merry time, many families drop their guard and pay less attention to issues of safety. However, this is the time that we should become more alert as criminals take this as an opportunity to maximise their criminal activities.

While law enforcement agencies normally intensify their anti-crime operations during the festive season, police still need the help of communities in order to overcome criminal elements. To assist the police beat crime, the South African Police Service (SAPS) have advised communities to follow these safety tips and assist law enforcement agencies.

Residential places

- House keys should never be left lying around or kept dangling on the outside of doors. They should be kept in a safe place and out of sight.
- Owners to park their vehicles in the garages (if they have one). Even if the vehicle is parked in the garage, make sure that the garage doors and vehicle is locked and that the vehicle's alarm is activated.
- Take note and be observant of any bushy or vacant area near your house as most of the time, criminals will hide stolen items in the bush and return later to fetch it.
- Never leave valuable items (laptops, cell phones) lying around before retiring for the night.
- Do not ignore the irritating bark of the dogs. House breakers will rarely enter through the front door of a house so dogs will alert you to exactly where they are. Phone police immediately if there is any suspicious or unusual activity.

These **safety tips** could prove handy (continued)

Stolen goods

- Do not buy any stolen goods. If you buy stolen goods, more victims will suffer because buying goods obtained in this manner motivates criminals to repeat their actions. Receiving stolen goods is punishable by law.
- Reject any goods you suspect could have been stolen and report the matter to the police on Crime Stop 08600 10111.

ATMs

- Avoid isolated ATMs and using an ATM late at night. Never give your card or pin number to anyone for any reason – not even a bank official, security personnel or a police officer. Never accept help from strangers when using an ATM. If you are distracted by someone while you are attempting to make a transaction, cancel your transaction immediately.
- Avoid making huge cash withdrawals or carrying a large amount of money as this draws criminals' attention to you.
- Those with stokvels or social club groups are urged not to make withdrawals of their savings but rather go inside the bank and request them to help you transfer the beneficiaries' share to their bank accounts.
- During the holiday season, shopping centres and the CBD will be buzzing with people doing their Christmas shopping. Make sure that your handbag is close to your body and clutched tightly. Never put the wallet in the back pocket of your jeans/pants.
- Conceal your cellphone when you are in a public place and do not get tricked into lending your Cell phone to someone to make a call.
- Be alert for con-artists and scams. Be careful when buying goods from the internet, always make sure the websites are the real deal as advertised.

Children

- Parents need to know the whereabouts of their children at all times.
- Do not leave children unattended. Always make sure when they are at the malls or shopping centres, they have adult supervision. Remember that if a child is missing, there is NO waiting period to report that person as missing. Time is of the essence so it should be done immediately.
- Parents please NEVER let your children swim in the pool/dams or rivers alone and unsupervised.
- Children who cannot swim should never be allowed in the water. An appeal is made to adults not to enter the water whilst under the influence of alcohol.



Hi-Jacking/Hitchhikers

- Ensure that your vehicle is always in running condition with good tyres (including a spare wheel) and has enough fuel for your planned trip. Know your destination and the directions to it and be alert if you get lost. Never, ever pick up hitchhikers as most criminals pose as hitchhikers only to hijack, rob and/or even hurt or kill you.
- Police have warned people, especially women, not to hitchhike as this can be very dangerous. You do not know the person giving you a lift and by accepting a lift you are placing your life in danger.

Road safety

- Do not speed. Stick to the road speed. Do not text or speak on your cell phone while driving. Stop and rest frequently. Wear safety belts. Make sure your vehicle is roadworthy. Adhere to all the road rules. Do not drink and drive. Do not overload your vehicle. Be an example of good driving. Be alert today and alive tomorrow.

This article first appeared on SAnews.gov.za

Season's
Greetings

New name for newsletter

Dear Stakeholders

As you may have noticed, there are numerous changes which have taken place this past year to ensure that SACAP is responsive to the needs of its Registered Persons and other groups we work with. One of the changes is the manner and frequency in which we engage our stakeholders – including this platform.

To make sure that our newsletter is reflective of the industry and what it stands for, we are requesting that you send us possible names for the publication – the individual who sends the winning name suggestion will walk away with a cool laptop!

So, please send all your suggestions to Ms Brenda Phake – Brenda.Phake@sacapsa.com – by no later than Saturday 25 January 2019. The winner will be announced in the February edition of the newsletter.

Good luck and happy reading!

WIN



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EMAIL COMMUNICATION

Please note that any enquiries relating to Professional Registration, including Annual Fees, Registration, CPD etc may be directed to the following email addresses:

SACAP CONTACT EMAIL ADDRESSES

CONTACT CENTRE

General enquiries - Registration, Upgrades, Professional Practice Exams (PPE), Continuing Professional Development (CPD), frequently asked questions (FAQ)
email : info@sacapsa.com

FINANCE UNIT

Account - Annual Fees and other fees accounts including CPD renewal fees, re-registration fees
email : accounts@sacapsa.com

IDOW - COMMITTEE

Identification of Work (IDoW) - Matrix and Exemptions
email: idow@sacapsa.com

LEGAL

Filing a complaint and lodging an affidavit
email : legal@sacapsa.com

SACAP NEWSLETTER

THANK YOU