



RECOGNITION OF PRIOR LEARNING GUIDELINES FOR ASSESSMENT PANELISTS

1. GUIDELINES FOR ASSESSMENT PANELS

An assessment panel would typically consist of three to five members representing academia and practice and registered professionally at the same or higher level than the applicant(s). Since the focus is on assessment of learning in practice, only academics with significant practice experience would be allowed to serve on RPL panels. To ensure credibility the members should be senior professionals recognised for their integrity and objectivity. It would be the chairperson's responsibility to ensure that the assessment is objective and conducted in an amicable and supportive atmosphere. The secretary, to be appointed for the session, should complete the report(s) within a reasonable time.

Assessors are advised that many applicants would not be able to demonstrate design experience in the building types associated for the higher category applied for, simply because the Reservation of Work Regulations prevented self-employed practitioners from accepting such commissions. In such cases the assessors are expected to be sensitive to the dilemma and evaluate the applicants awareness of the problems and issues related to the more complex building types.

For each applicant the panel should allow at a pre-set period to study the portfolio, a pre-set time for the interview and another period for deliberation and final decision. Full reports should be submitted to SACAP within an agreed period, who would then inform the candidate(s).

2. DOCUMENTS TO BE PRESENTED BY APPLICANTS

2.1 CURRICULUM VITAE

There are a number of authoritative guidelines available on CV writing. Some critical requirements:

2.1.1 The CV should be a properly bound document with a cover page identifying the applicant. Applicants are requested to submit **one original and three copies** of their CV's.

2.1.2 A table of contents.

2.1.3 The candidate's application form should constitute the first item.

2.1.4 A **certified** declaration outlining previous work and experience, with a concise statement motivating the application and why the candidate believes it should be approved.

2.1.5 Practical and academic experience should be chronologically listed, with the most recent achievements first.

2.1.6 Evidence must be offered for any achievement claimed. Failing to include such evidence could result in delays and even refusal. Appropriate evidence includes:

Certificates for previous tertiary level courses completed;

Certificates for previously gained professional registration;

References or testimonials from current and past employers, supervisors and/or colleagues in a professional category similar or higher than that being applied for.

Such substantiating documentation should be clearly and correctly cross-referenced with the achievement claimed.

2.1.7 It must be emphasised that misleading information would cast serious doubt on an applicant's integrity and his/her suitability as an architectural professional.

2.1.8 Generally a CV must be reader-friendly and the current trend is to focus on the quality of references, rather than quantity. Applicants should omit items and claims that do not have direct relevance to the application.

2.2 PORTFOLIO

The outputs of architecture are creative and graphic. Applicants should exploit the portfolio to showcase the building projects they have been involved with. It is recommended that they study design assignments and dissertations at schools of architecture to familiarise themselves with the latest presentation techniques. Some requirements are:

- 2.2.1 The portfolio should be a ring-bound or hardcover A3 document in landscape format with the applicant's name and the category being assessed on the cover page.
- 2.2.2 It should have a table of contents listing projects chronologically from the most recent. Projects older than five years should be added with circumspection.
- 2.2.3 Projects should be illustrated with design development drawings (reduced to A3) and photographs, and each project should be elucidated with a description of locality, client, nature and scope, and a statement of the applicant's involvement, e.g. development of the brief, designer or part of the design team, technical documentation or contract administration

3. RPL ASSESSMENT FRAMEWORK

Name of applicant

Category applied for:

Professional Architect

Professional Senior Architectural Technologist

Professional Architectural Technologist

Professional Draughtsperson

4. 3.1 LEARNING LEVELS FOR ASSESSMENT

LEVEL	LEARNING LEVEL	DESCRIPTION
A	Knowledge	To be able to recall and remember facts and information (recall).
B	Understanding	To not only recall facts, but especially to understand their impact (insight).
C	Application	To apply existing knowledge to new situations.
D	Problem solving	To solve a complex problem (analysis, synthesis & evaluation).

3.2 SACAP ASSESSMENT SCALE

PROFESSIONAL CATEGORY	LEARNING LEVEL REQUIREMENTS PER CATEGORY		OUTCOMES FIELD & N°												
			Office practice, legal aspects and ethics	Computer applications	Contextual & urban relationships	Architectural history, theory & precedent	Architectural design	Environmental relationships	Contract documentation & administration	Building structures	Construction technology	Building services & related technologies			
			1	2	3	4	5	6	7	8	9	10			
Professional Architect	Knowledge	A													Relevant to Identification of Work Matrix
	Understanding	B													
	Application	C		■											
	Problem solving	D	■		■	■	■	■	■	■					
Prof. Senior Arch. Technologist	Knowledge	A													Relevant to Identification of Work Matrix
	Understanding	B													
	Application	C			■	■			■						
	Problem solving	D	■	■				■			■				
Prof. Arch. Technologist	Knowledge	A													Relevant to Identification of Work Matrix
	Understanding	B			■	■			■						
	Application	C	■					■			■				
	Problem solving	D		■											
Prof. Arch. Draughts-person	Knowledge	A			■	■			■						Relevant to Identification of Work Matrix
	Understanding	B	■					■							
	Application	C									■				
	Problem solving	D		■											

5. OUTCOME

OUTCOME 1 – OFFICE PRACTICE, LEGAL ASPECTS AND ETHICS

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 2
1	Business structures and principles for the profession.		
2	Information access and retrieval systems.		
3	Code of conduct.		
4	Regulatory and legal aspects of the profession.		
5	Principles of marketing professional services.		
6	The SAIA Practice Manual.		
OUTCOME 1 – TOTAL SCORE		____ / 12	

OUTCOME 2 – COMPUTER APPLICATIONS

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 5
1	Computer technologies in architectural practices.		
OUTCOME 2 – TOTAL SCORE		____ / 5	

OUTCOME 3 – CONTEXTUAL AND URBAN RELATIONSHIPS

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 2
1	Spatial, functional and aesthetical aspects.		
2	Typologies and patterns of urban environments.		
3	Impact of urban aspects on building design.		
OUTCOME 3 – TOTAL SCORE		____ / 6	

OUTCOME 4 – ARCHITECTURAL HISTORY, THEORY AND PRECEDENT

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 3
1	Architectural history and theory as part of a wider natural, technological, economic and cultural system.		
2	The taxonomy of built form.		
3	Learning from historical precedent.		
4	Social, economic, spatial, aesthetic and political impact of the environment.		
OUTCOME 4 – TOTAL SCORE		____ / 12	

OUTCOME 5 – ARCHITECTURAL DESIGN

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 4
1	Structure of an architectural problem.		
2	Conceptualisation.		
3	Integration of research on environmental, social, economic and political sustainability.		
4	Design resolution.		
5	Design synthesis and presentation.		
OUTCOME 5 – TOTAL SCORE		____ / 20	

OUTCOME 6 – ENVIRONMENTAL RELATIONSHIPS

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 3
1	Relationship between the cultural, natural and the built landscapes.		
2	Typologies and patterns of landscapes.		
3	Spatial, functional and aesthetical aspects of landscape architecture.		
4	Integration of building and landscape design.		
OUTCOME 6 – TOTAL SCORE		____ / 12	

OUTCOME 7 – CONTRACT DOCUMENTATION AND ADMINISTRATION

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 2
1	Contract documentation for statutory approval, tendering and construction.		
2	Component and material specification.		
3	National Building Regulations (NBR) & the NHBRC.		
4	Local authority approval requirements & procedures.		
5	The various building contracts.		
6	Management and administration of a building project.		
OUTCOME 7 – TOTAL SCORE		____ / 12	

OUTCOME 8 – BUILDING STRUCTURES

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 2
1	Structural concepts pertaining to buildings.		
2	Integration of structure and building design.		
3	Structural calculations.		
OUTCOME 8 – TOTAL SCORE		____ / 6	

OUTCOME 9– CONSTRUCTION TECHNOLOGY

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 3
1	Construction methods and materials and their suitability for different building types.		
2	Demands of context on the choice of appropriate technologies.		
3	Durable, cost-effective, climate responsive construction details.		
OUTCOME 9 – TOTAL SCORE		____ / 9	

OUTCOME 10 – BUILDING SERVICES AND RELATED TECHNOLOGIES

N°	ITEM	ASSESSMENT SCALE	
		Not adequate 0	Adequate 3
1	Integration of building services and design.		
2	Building regulations pertaining to building services.		
OUTCOME 10 – TOTAL SCORE		____ / 6	

6. RPL ASSESSMENT REPORT

Name of applicant

Date of assessment.....

Category applied for.....

ASSESSMENT SCORE

OUTCOME	SPECIFIC OUTCOME	REMARKS BY ASSESSOR	SCORE
1	Office practice, legal aspects & ethics		/12
2	Computer applications		/5
3	Contextual and urban relationships		/6
4	Architectural history, theory & precedent		/12
5	Architectural design		/20
6	Environmental relationships		/12
7	Contract documentation and administration		/12
8	Building structures		/6
9	Construction technology		/9
10	Building services & related technologies		/6
TOTAL SCORE			/100

	CHAIRPERSON	ASSESSOR 2	ASSESSOR 3	ASSESSOR 4	SECRETARY
Signature					
Name					
Capacity					

