



South African Council
for the Architectural Profession



51 Wessel Road, Right Wing,
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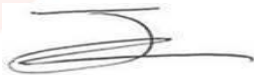


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SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION
STANDARD OPERATING PROCEDURE FOR THE PROFESSIONAL STATUTORY SERVICES

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Custodian:	PSS Unit	
Developed by:	Senior Manager: Organisational Performance & Information Technology.	Date: 18 September 2024
Signature		Date: 10/10/2024
Approving authority:	Adv. Toto Fiduli Registrar	Date: 10 October 2024
Signature		Date: 10 October 2024



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Definition and Acronyms

In this procedure, unless the context indicates otherwise:

“Accreditation” means the action undertaken by an appointed Accreditation Board to quality assure architectural programmes against the SACAP competencies;

“Accreditation Board” means a selected panelist of members consisting of various educational backgrounds, skill sets, experience, and knowledge to scrutinize and evaluate architectural programs;

“Accreditation Report” means a report with recommendation(s) of the Accreditation Board issued to the SACAP Council after the accreditation visit;

“Architectural Learning Site” (ALS) means a faculty, department, or school of architecture at a higher education institution;

‘CPD Unit’ means a unit within Professional Statutory Services responsible for the CPD processes.

‘Day’ means any business day excluding weekends, public holidays and shutdown period as determined by SACAP.

“Education and Accreditation Manager” means an employee of SACAP responsible for overseeing the accreditation process and the implementation of the accreditation rules in line with SACAP statutory mandates;

“Education Committee” a Committee of Council appointed in terms of section 17 of the Architectural Profession Act.

‘Employee’ refers to any person, other than an independent contractor or service provider, employed by SACAP in exchange for remuneration.

“Exit statement” is a statement issued by the Accreditation Board to the ALS after the accreditation visit.

“Hybrid” means combined modes of online accreditation assessment with traditional face-to-face assessment;

‘MyMembership’ (MM) means a database system that captures Registered Persons’ profiles inclusive of registration history, upgrades, renewals, cancellations, etc.

‘registrar’ means the accounting officer of SACAP duly appointed by the Council of the SACAP in terms of section 8 of the Architectural Profession Act No 44 of 2000 or (‘the Act’) lawfully appointed nominee acting in that capacity.

‘Registration Unit’ means a unit within Professional Statutory Services responsible for registrations.

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‘Registered Person’ means a person who is registered in one of the categories referred to in section 18(1) of the Act.

‘SACAP’ means the South African Council for the Architectural Profession, a juristic person established in terms of section 2 of the Act.

‘Senior Professional Statutory Services Manager’ means an employee of SACAP responsible for overseeing operations and the implementation of the Professional Statutory Services Unit’s strategy in line with SACAP prescripts and the organizational strategy.

“Self-Evaluation Report” means an ALS’s reflective report of how a programme meets each accreditation criterion while covering all methods of programme delivery and all possible pathways for completion of the degree;

“SOP” means the Standard Operating Procedure;

“The Act” means Architectural Professional Act 44 of 2000, and includes any notice standard, order, or rule issued or made in terms of the Act.



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1. Related Legislation

This Standard Operating Procedure has been developed considering the following legislative frameworks, board notices, and policies:

- a) Architectural Professional Act No. 44 of 2000 (“the Act”)
- b) CPD Board Notice 390 of 2023
- c) Accreditation Rules Board Notice 484 of 2023
- d) Registration Policy
- e) Monthly Training Records Policy
- f) Professional Practice Examination Policy

2. Purpose

- 2.1. The Standard Operating Procedures sets out procedures and turnaround times for handling and processing all Registration applications, Continuing Professional Development claims, accreditation visits, monthly training records, and professional practice examinations.
- 2.2. The standard operating procedures will enable the department to achieve its plans as outlined in the SACAP Annual Performance Plan.
- 2.3. Ensure a culture of good governance, accountability, and effective and efficient achievement of plans of the department.
- 2.4. All department employees shall familiarise themselves with these standard operating procedures to ensure that the department's work is carried out consistently and maintains high standards.

3. Responsibility and applicability

The standard operating procedures shall apply to all functions performed by the department and it is the responsibility of employees to ensure that all functions are performed in line with these procedures to ensure quality, efficiency, and effectiveness.

4. Registrations

- 4.1. All applications such as students, candidates’ and apprentice registration, reregistration, renewal of registration, and reinstatement shall be submitted to the MM online portal.
- 4.2. The Registration Officer receives the application and assigns it to an Administrator to review within one (1) day of receipt.
- 4.3. The Administrator shall review the applications within one (1) day of receipt.

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- 4.4. In the event there is outstanding documentation on the application, the administrator shall within (1) one day notify the applicant about the outstanding documentation and request him or her to provide outstanding information within 5 days.
- 4.5. If all documentation and payment have been received, the application shall be sent through for assessment by the relevant administrator within one (1) day.
- 4.6. The Administrator responsible for assessment shall assign the relevant category of registration as per the qualification and allocate the registration number to the applicant within (1) one day.
- 4.7. The application shall be submitted to the Registration Officer for moderation within one (1) day.
- 4.8. The Manager shall review the application to ensure compliance with the registration policy and approve or decline within one (1) day.
- 4.9. The Manager shall issue a written communication to the Contact Centre administrators to issue confirmation letters within one (1) day.
- 4.10. All registration applications that have all the required documentation and proof of payment of the prescribed fees shall be processed within seven (7) days of receipt.
- 4.11. The Senior Manager for PSS shall ensure that a monthly report is submitted to the Registrar setting out all applications received in a month and all applications processed in less than seven (7) working days, applications processed within seven (7) working days, and applications processed outside working days.
- 4.12. The aforementioned report shall also contain the qualifications of the applicant and the registration category in line with the National Qualification Framework (NQF) Levels.
- 4.13. The Management of the PSS department shall ensure that within 7 days after all applications are processed and a decision is made on the MM portal, the registration processing portal on the MM is updated.
- 4.14. If there are applications that are processed outside seven (7) days, the Senior Manager Professional Statutory Services shall provide reasons to the Registrar and the Senior Manager Organisation Performance for the inability to meet the target and provide a possible action plan to remedy address the failure to meet timelines and ensure that it does not recur.
- 4.15. The Senior Manager of Professional Statutory Services shall ensure that all reports from the PSS department are submitted within the timelines, comply with quality standards, and are accurate.
- 4.16. All urgent visa application letters shall be processed within three (3) working days.
- 4.17. The normal visa application letters shall be processed within five (5) working days.

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4.18. The Senior Manager of Professional Statutory Services shall submit a report every month detailing the number of registration applications. The report shall indicate the time it took to process, evaluate, and conclude the applications.

5. Continuing Professional Development

- 5.1. Continuing Professional Development is a regulatory requirement. Therefore, all registered professionals are required by law to comply with continuing professional development requirements to maintain registration.
- 5.2. All CPD claims shall be submitted by all registered professionals in the MM portal.
- 5.3. All CPD claims received shall be processed within 30 days of receipt.
- 5.4. The CPD administrator shall review a CPD claim submitted on the MM portal to ensure compliance with the CPD Board Notice requirements within one (1) working day.
- 5.5. The CPD administration shall within (1) one day of receipt of a CPD entry evaluate if the correct documents have been provided with the CPD claim. Evaluate the correctness of the information provided and determine if the CPD claim can be Approved, Remediated, or Rejected.
- 5.6. If the event the CPD claim is approved, the CPD administration shall allocate the CPD claim under the correct category within one (1) working day.
- 5.7. In the event the CPD claim requires remediation, the CPD administrator shall within 1 day of the decision issue a written communication to the registered professional and request the CPD entry to be remedied within 5 days.
- 5.8. In the event the CPD claim is rejected. The CPD administrator shall within 1 (one) of the decision issue written communication to the registered professionals with reasons for the decision.
- 5.9. The Senior Manager of Professional Statutory Services shall submit a report every month detailing the number of CPD entries received. The report shall indicate the time it took to process, evaluate, and conclude each CPD entry.
- 5.10. Quarterly, the Senior Manager: Professional Statutory Services shall provide the Registrar and the Senior Manager: Organisational Performance with a report detailing all registered professionals due for renewal of registration in the financial year and the number of CPD points required for those that have not submitted the required CPD points to be eligible for renewal of registration.
- 5.11. The Senior Manager: Professional Statutory Services quarterly shall issue a communication to all registered professionals due for renewal of registration with the status of CPD points accumulated and how many CPD must accumulate before the end of the CPD cycle to qualify for renewal of registration.

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6. Accreditation visits

- 6.1. The Education Manager shall ensure that one (1) year before an accreditation visit to an Architectural Learning Site, issue a letter to an ALS to notify them about the upcoming accreditation visit.
- 6.2. On receipt of the notice, the ALS shall acknowledge such notification in writing confirming receipt of the communication and confirming availability for the visit within seven (7) working days.
- 6.3. The Education Manager shall request the Architectural Learning Site to submit a self-evaluation report within four (4) months before the accreditation visit detailing all the activities of the ALS and addressing all the remedial action required from the previous accreditation visit.
- 6.4. The Education Manager shall on an annual basis request all accredited ALSs to provide a comprehensive report on the intake, dropout, and throughputs of architectural students.
- 6.5. The Education Manager shall submit the self-evaluation report to the Registrar for review before dissemination to the Accreditation Panel within one (1) day of receipt.
- 6.6. The Education Manager shall ensure that three (3) months before the accreditation visit, a submission is prepared to the Registrar recommending the Accreditation Board for the accreditation visit.
- 6.7. The Registrar shall appoint the Accreditation Board within 2 working days from receipt of the submission from the Education Manager.
- 6.8. The Education Manager shall communicate the appointment in writing to all Accreditation Board members one (1) day after the Registrar appointed the Accreditation Panel.
- 6.9. The Accreditation Board shall be granted (7) seven days to accept or decline the appointment.
- 6.10. The Education Manager shall send a reminder to the Accreditation Panel (6) six weeks before the scheduled accreditation visit.
- 6.11. Three (3) months before the accreditation visit, the Education Manager shall share the details of the Accreditation Panel with the Architectural Learning site due for the accreditation visit for noting. The notification shall contain the qualifications and experience of the Accreditation Panel members.
- 6.12. The Education Manager shall organize a 3-hour pre-meeting of the Accreditation Panel a day before the accreditation visit.
- 6.13. After the accreditation visit, the Accreditation Board and the Education Manager shall prepare a draft exit statement reflecting on the visit, such statement shall be submitted to the Registrar for review and approval.
- 6.14. A draft accreditation report shall be submitted to the Registrar five (5) weeks after the accreditation visit for review.

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- 6.15. Following the review of the draft accreditation report by the Registrar, the report shall be submitted to the Architectural Learning Site for comments within 6 weeks after the accreditation visit.
- 6.16. The final report shall be submitted to the Education Committee for review and recommendation to the Council for approval.
- 6.17. Where aspects of the Architectural Learning Sites architecture programmes require improvement. The Education Manager shall ensure that the Architectural Learning Sites submit an annual (12 months) report detailing actions taken to implement the decision of the Council to ensure that the architecture programmes meet the standards.

7. Monthly training records & Professional Practice Examination

- 7.1 The Education Manager shall ensure that the Monthly Training records portal is fully operational and functional to ensure that candidates and mentors can upload and approve monthly training records.
- 7.2 The Education Manager shall provide a report to the Registrar every quarter on the number of registered candidates on the SACAP register and the number of candidates that are submitting monthly training records.
- 7.3 The Education Manager shall provide a report every month to the Registrar setting out the number of candidates that are not submitting monthly training records and actions taken to ensure that the candidates submit records regularly.
- 7.4 Every quarter, the Education Manager shall provide an update to all registered candidates on the number of monthly training records that have been submitted and the number of outstanding monthly training records to qualify to write the Professional Practice Examination.
- 7.5 A candidate who has been registered for five (5) years or more and has not submitted all monthly training records due to special circumstances may apply for the wavering of monthly training records. Special circumstances include a registered candidate who obtained practical training in a foreign country or obtained professional registration in a foreign country.
- 7.6 The wavering monthly training records application shall be supported by a written motivation outlining special circumstances and the portfolio of evidence detailing the experience in *Project and Office Management, Design, Design Documentation, Construction Documents*, and Contract Administration as per the Monthly Training Records Policy.
- 7.7 Within (3) three days of receipt of the application, written motivation, proof of payment, and portfolio of evidence, the Education Manager shall submit the complete application to the Senior Manager of Organisational Performance to set up the Assessment Panel to assess the candidates through an interview.

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- 7.8 The Senior Manager of Organisational Performance shall within 5 days of receipt of the application and supporting documentation set up the Assessment Panel from the approved pool of Assessors to evaluate the candidates through an interview.
- 7.9 Each applicant shall be furnished with a decision letter approving or declining the application within three (3) working days after it has been processed and evaluated.
- 7.10 Fourteen (14) working days before the professional practice examination, the Education Manager shall confirm all the candidates who satisfy the requirements to write the examination and submit same to the Registrar for noting.

8. Recognition of Prior Learning applications

- 8.1 The Senior Manager Organisational Performance shall ensure that all Recognition of Prior Learning and Special Consent complete applications are approved or declined within 90 days of receipt.
- 8.2 Within seven (7) days of receipt of all the complete applications, the Senior Manager of Organisational Performance shall prepare a submission recommending the names of the Assessment Panel to the Registrar for approval.
- 8.3 One (1) day after the approval of the Assessment Panel, the Senior Manager of Organisational Performance, in consultation with the Assessment Panel and the Applicants shall set the date of the assessment.
- 8.4 The Senior Manager Organisational Performance shall ensure that the application and the building plans are properly paginated and correctly marked under the building types depicted on the title block.
- 8.5 The Senior Manager of Organisational Performance shall ensure that the Assessment Panel receives the application with supporting documentation and, online Zoom/Microsoft team link five (5) days before the scheduled assessment.
- 8.6 During the assessment, the Senior Manager of Organisational Performance shall ensure that the reasons and the decision of the Assessment Panel are correctly recorded.
- 8.7 Five (5) working days after the assessment, the Senior Manager of Organisational Performance shall ensure that a report with the reasons for the outcome of each application is submitted to the Registrar for review.
- 8.8 The outcome and recommendation of the Assessment Panel shall be submitted to the Registration & Recognition of Prior Learning Committee for review and approval at the next meeting in line with the operating procedures for the secretariat department.
- 8.9 Within 14 days after the Assessment Panel meeting, the Senior Manager of Organisational Performance shall prepare the outcome for each applicant for the Registrar's signature.

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8.10 The Senior Manager: Organisational Performance shall submit a monthly report to the Registrar detailing all prior learning applications with the dates of receipt of the application and all supporting documentation.

8.11 The Senior Manager: Organisational Performance shall submit monthly reports to the Registrar detailing the applications that have been assessed in terms of race, gender, age, and category of registration.

9. Standard Operating Procedure Review

9.1 This Standard Operating Procedure is subject to review every two years or as and when deemed necessary to; determine its adequacy, to ensure it remains updated and relevant; and to ensure that it is aligned with the relevant prescripts.

9.2 No amendment may be made to any section of this Standard Operating Procedure without such amendment first being approved and signed by the Registrar.

