



# South African Council for the Architectural Profession

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Presentation: How to compile a portfolio of evidence for  
Limited Special Dispensation application  
Date: 22 July 2022



# CONTENTS

1. Legislative framework for IDOW
2. IDOW consultation with CCSA
3. MOU between SACAP and CCSA
4. Publication of IDOW Policy Framework
5. How to compile a portfolio of evidence for Limited Special Dispensation application
6. Conclusion





# Legislative framework of IDOW

- COUNCIL FOR THE BUILT ENVIRONMENT ACT No.43 OF 2000
- ARCHITECTURAL PROFESSION ACT No. 44 OF 2000
- POLICY ON THE IDENTIFICATION OF WORK FOR THE ARCHITECTURAL PROFESSION
- COMPETITION ACT, 1998 (ACT No. 89 OF 1998)
- CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, ACT 108 OF 1996
- COMPETITION ACT NO. 89 OF 1998 AS AMENDED, “COMPETITION ACT”





# IDOW CONSULTATION

In terms of SACAP Act NO.44 of 2000 Section 26 (1)

SACAP Meeting with the Competition Commission on IDOW and Professional fees 08 March 2019.

The presentation on IDOW with CC illustrated the three mechanisms for IDOW; RPL, Special Consent and Limited Special Dispensation. The CC acceded that SACAP IDOW is not restrictive; the CC agreed that with the mechanism the IDOW policy promotes transformation in the industry. SACAP IDOW allows for other categories to be upgraded and allows for RPs to be granted consent to do specific building categories.





# IDOW CCSA MOU

In terms of SACAP Act NO.44 of 2000 Section 26 (1)

In terms of section 19 of the Competition Act No. 89 of 1998 as amended, “Competition Act”

On the 27<sup>th</sup> January 2021 SACAP had a meeting with the CC to discuss the MOU that SACAP would like to have with the CCSA. The purpose of MOU is to collaborate on various issues as set out in the approved MOU; some of the aspects in collaboration include dealing with complaints from members of public, VAs and RPs.

The MOU is intended to regulate the relationship between CC and SACAP. The MOU and collaboration will assist SACAP in formulation of Policies to deal with matters of exclusions, restrictions and transformation in the architectural profession.





# IDOW CCSA MOU

In terms of SACAP Act NO.44 of 2000 Section 26 (1)  
in terms of section 19 of the Competition Act No. 89 of 1998  
as amended, “Competition Act”

On the 17<sup>th</sup> of May 2021 the MEMORANDUM OF UNDERSTANDING between SACAP and CCSA is approved by the commissioner Mr. Tembinkosi Bonakele, in his capacity as the Commissioner of CCSA and Mr. Ntsindiso Charles Nduku in his capacity as President of SACAP.





# IDOW POLICY PUBLICATION

In terms of SACAP Act NO.44 of 2000 Section 26 (2)

SACAP has complied with the provisions of the Architectural Profession Act and the Council for the Built Environment (CBE) Act.

SACAP has consulted extensively with all Voluntary Associations, registered persons, Industry and Competition Commission to determine IDOW Policy.

SACAP publishes IDENTIFICATION OF WORK FOR THE ARCHITECTURAL PROFESSION on the 20 April 2021 in the Government Gazette No. 44505, BOARD NOTICE 27 OF 2021.

SACAP publishes CODICIL TO IDENTIFICATION OF WORK FOR THE ARCHITECTURAL PROFESSION on the 22 October 2021 in the Government Gazette No. 45352, BOARD NOTICE 136 OF 2021.



# SACAP IDoW Limited Special Dispensation (LSD)

- WHAT IS THE PURPOSE OF THIS PRESENTATION?
- PROBLEM STATEMENT - Looming Deadline (31-10-2022) – What does this mean for Practices?
- SOLUTION – Apply For LSD – How Do Principals Of Practices Do This?
- WHAT ARE THE POTENTIAL RISKS - For The Architectural Practitioners Who Do Not Apply For SACAP's LSD?
- UNDESIRABLE ALTERNATIVES



# SACAP IDoW Limited Special Dispensation (LSD)

- WHAT IS THE  
PURPOSE  
OF THIS PRESENTATION



# The Purpose of this Presentation

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- **Equip** Principals to maximise their **profitability** and minimise **risk** to their practices, as we
- **Empower** Principals with the necessary **knowledge** and **resources**, to be
- **Enabled** to continue with their **practices** **undisrupted...**

# The Purpose of this Presentation

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HOW  
WILL WE  
EQUIP, EMPOWER  
AND ENABLE?

# The Purpose of this Presentation

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## 1. Key Reflective Questions to ask Myself:

- Am I newly qualified and newly registered with SACAP?
- If not, Do **I QUALIFY** for any provisions in the **IDOW**? (*LSD in this case*)
- If the answer is **'YES'**:
  - Then, have I applied for it or taken advantage of it?
- If not, what is holding me back?

# The Purpose of this Presentation

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## 2. This is your platform

- We are here to **listen** to **your concerns** or **fears**.
- We need **your input, your contribution**, to make this **event a success**.
- We need **your participation**, at **all points**,

# The Purpose of this Presentation

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## 3. Unpack what LSD is all about

*“Limited Special Dispensation”*

*means the process of aligning one's architectural practice to the “Scope of Practice Matrix” (SPM) within a specified timeline, which is a different dispensation from any previous dispensation*

# The Purpose of this Presentation

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## 3.1 Unpack what LSD is all about

*“Limited Special Dispensation”  
means the process...*

- There are specific steps to follow,
- In order to apply for LSD, by
- Submitting the required application and evidence...

# The Purpose of this Presentation

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## 3.2 Unpack what LSD is all about

*“Limited Special Dispensation”*

*... aligning one’s architectural practice...*

- This mechanism is for Principals only,
- To ensure the work done previously, which is now outside the SPM (newly qualified),
- Can continue to be undertaken, undisrupted.

# The Purpose of this Presentation

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## 3.3 Unpack what LSD is all about

*“Limited Special Dispensation”*  
...*SPM within a specified timeline...*

- There are specific deadlines to be adhered to,
- By NOT applying for LSD, only undesirable alternatives remain!

# Problem Statement: Looming Deadline of the LSD

High Level Summary

# Looming Deadline of the **LSD**

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- What will be the **impact on Practices**, in terms of **building typologies if architectural principals do not apply for exemption?**
- What will be the **impact on the architectural practices** from a **sustainability and profitability point of view?**
- How will this **impact on one's personal livelihood?**

# Case Study 1

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**RP 1** – qualified and registered in **2021**

**Educated and trained** to undertake the following work types:

- Barns and sheds
- Stables
- Surface car parks
- Single Dwelling Unit –Simple single storey
- Swimming pools – residential use
- Minor works as per – NBR
- Boundary walls



# Case Study 2

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**RP 2** – 25 years in practice

Has undertaken the following work types:

- All of RP 1 building types, **and**
- Single Dwelling Unit – **Simple double storey**
- Community halls
- Religious and crematoria
- Supermarkets



# Looming Deadline of the **LSD**

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LET'S LOOK AT THE  
IMPACT OF THE  
LOOMING DEADLINE  
OF THE LSD

# Looming Deadline of the **LSD**

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- What will be the **impact on Practices**, in terms of **building typologies** if **architectural principals do not apply for exemption?**



## RP 1 – 2021

1. No impact



## RP 2 – 25 years

1. Limited to same building types as newly qualified and registered persons...

# Looming Deadline of the **LSD**

---

- What will be the **impact on the architectural practices** from a **sustainability and profitability point of view**?



## RP 1 – 2021

1. No impact



## RP 2 – 25 years

1. Practice **income** will be **reduced**.
2. May become **unsustainable**.
3. May **eventually close down**.

# Looming Deadline of the **LSD**

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- **How** will this **impact** on one's **personal livelihood**?



## RP 1 – 2021

1. No impact



## RP 2 – 25 years

1. Principal's **income** will be **reduced**.
2. May have to **seek employment**... or
3. Be **forced** to **retire**...

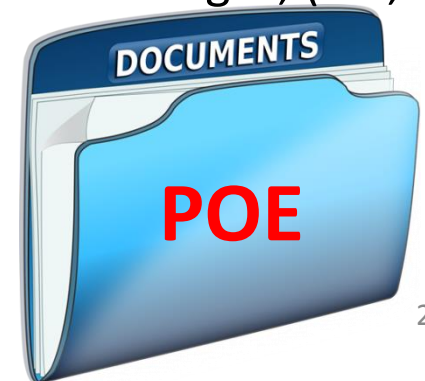
# Solution Statement: Apply for LSD

High Level Summary

# Applying for **LSD**

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- How do I apply for LSD?
  - Fill in the online LSD application.
  - Complete the LSD application form itself.
  - Prepare my Portfolio of Evidence (POE) - the documents required for submission with the Application
    - Know the types of documentary evidence required to make up the (POE), and
    - the SACAP work stages documentary evidence requirements, for the various application Understand the SACAP work stages, (4.1, 4.2, 5, 6).



Complete the LSD application form

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HOW DO WE

Complete the LSD  
online application?

# Complete the LSD online application


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- **Note:**
  - It is a quite straightforward process.
  - We cover certain key aspects in the presentation.

# Complete the LSD online application

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- How do I apply for LSD?
  - Complete the LSD online application form:



 <https://sacap.site-ym.com/page/LSD>

## APPLICATION FOR LIMITED SPECIAL DISPENSATION

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[CLICK HERE](#) to download the "APPLICATION FOR LIMITED SPECIAL DISPENSATION".

**After downloading, complete and upload the document using the form below:**

# Complete the LSD online application

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- How do I apply for LSD?
  - Complete the LSD online application form:

You will be required to download a document containing information about the type of exemption being applied for. This document must be completed, and uploaded, before completing the rest of the application.

You will also be required to upload a copy of your resume with the application.

- Applicants that are principals, owners and/or directors of a practice are required to submit an application for Limited Special Dispensation (LSD);.

1. Successful applicants will only receive notification of the granting of the Limited Special Dispensation after confirmation by the Board following the verification of the Portfolio of Evidence.

NEXT >>

| [Save and Continue Later](#)

# Complete the LSD online application

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- How do I apply for LSD?
  - Complete the LSD online application form:

## PERSONAL DETAILS

PLEASE UPLOAD a  
copy of your latest,  
updated CV \*

Last Name \*

First Name \*

Middle Name

Title \*

ID/Passport Number \*

Email Address \*

Contact Phone Number \*

or [Previous Page](#) | [Save and Continue Later](#)

# Complete the LSD online application

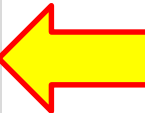
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- How do I apply for LSD?
  - Complete the LSD online application form:

## SACAP REGISTRATION DETAILS

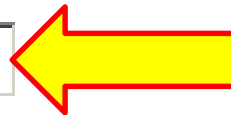
Current SACAP

Registration Category \*



Current SACAP

Registration Number



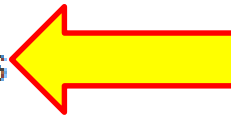
Are you the Principal,  
Owner and/or Director of  
the Practice>

☐

Yes

☐

No



or [Previous Page](#) | [Save and Continue Later](#)

Complete the LSD application form

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HOW DO WE

Complete the LSD  
application form?

# Complete the LSD application form

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## Important **TIPS** on completing the application form:

### 1. **Be honest!**

1. Only apply for **work** done by you.
2. Only apply for work done **prior** to the publishing of the IDOW.
2. Find the **FIRST instance** on the form of the work type being applied for:
  - **DO NOT REPEAT** the same work type across all categories...
3. The Portfolio of Evidence, is **MOSTLY** a collection of our **everyday work documents** (explained later).
4. **Write** a **proper motivation**, to **explain** your application.
  1. Be **simple**, **clear** and as **precise** as *possible*.
5. **DO NOT** **CREATE DOUBT** and **CONFUSION**...

# Complete the LSD application form



South African Council  
for the Architectural Profession  
51 Wessel Road, Right Wing,  
Rivonia, Sandton, 2128,  
P.O. Box 1500, Rivonia, 2128.  
Tel: 011 479 5000 Fax: 011 479 5100  
www.sacapsa.com

## IDENTIFICATION OF WORK (IDoW) LIMITED SPECIAL DISPENSATION or SPECIAL CONSENT

**PLEASE NOTE:** Digitally completed documents and Portfolios of Evidence can be sent to  
[Stephinah.Ramasodi@sacapsa.com](mailto:Stephinah.Ramasodi@sacapsa.com)

If you are unable to do a digital submission, documents can be hand delivered to  
SACAP at 51 Wessel Road, Right Wing, Rivonia, Sandton

## GENERAL INFORMATION

- A. Applicants that are **employees in a practice** will be applying for **Special Consent**.
- B. Applicants who have indicated in their application forms and in CVs that they are the **owners and/or directors of a practice**; these applicants will be applying for **Limited Special Dispensation**.

## A: PERSONAL DETAILS

Surname:

First names:

Title:

Cell Phone No.:

E-mail Address:

# Complete the LSD application form

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## B: REGISTRATION DETAILS

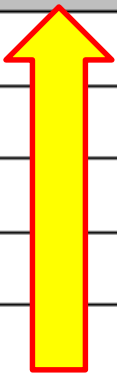
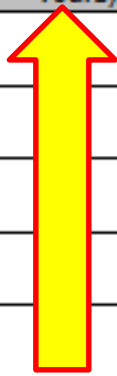
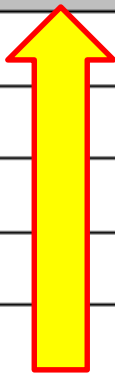
Current registration category:

SACAP Registration Number:

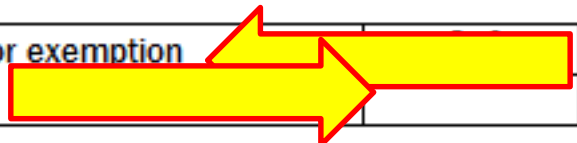
Are you the Principal of the Practice? (mark with X)

X	YES
	NO

# Complete the LSD application form

Selection (Mark with X)	Period of Experience (No. of Years)	No. of projects done	Category	Building Types
			<b>Community</b>	Community halls
				Swimming pools
			<b>Residential</b>	Dormitory/hostels
				Single Dwelling Unit – Simple single storey
				Single Dwelling Unit – Simple double storey
				Swimming pools – residential use
				Minor works as per - NBR
				Boundary walls

Select (mark with X) the stage of work for exemption application		<b>4.2</b>	<b>5</b>	<b>6</b>

# Remember Case Study 2

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RP 2 – 25 years in practice

Has undertaken the following work types:

- All of RP 1 building types, and
- Single Dwelling Unit – Simple double storey
- Community halls
- Religious and crematoria
- Supermarkets



# Complete the LSD application form

Selection (Mark with X)	Period of Experience (No. of Years)	No. of projects done	Category	Building Types
X	2	1	Community	Community halls
				Swimming pools
			Residential	Dormitory/hostels
				Single Dwelling Unit – Simple single storey
X	20	8		Single Dwelling Unit – Simple double storey
				Swimming pools – residential use
				Minor works as per - NBR
				Boundary walls

Select (mark with X) the stage of work for exemption application	4.1	4.2	5	6
	X			

# Complete the LSD application form

Selection (Mark with X)	Period of Experience (No. of Years)	No. of projects done	category	Building Types
			<b>Agriculture</b>	Barns and sheds
				Stable
				Animal Breeding units
			<b>Commercial</b>	Speculative shops
				Surface car parks
				Multi-storey/underground car parks
X	3	1		Supermarkets
				Banks
				Purpose-built shops
				Office developments
				Retail warehouses
				Garages/showrooms
				Department stores
				Restaurants
			<b>Community</b>	Community halls
				Bus stations
				Civic centres
X	2	2		Religious and crematoria

# Complete the LSD application form

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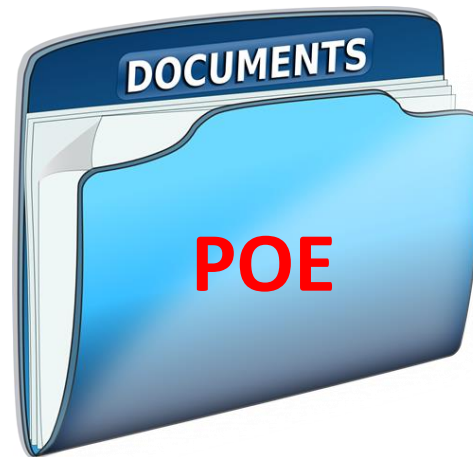
## Remember:

- Find the **FIRST instance** on the form of the work type **being applied for**:
  - **DO NOT REPEAT** the same work type **across all categories...**

# Prepare my Portfolio of Evidence (POE)

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- Understand the **SACAP work stages** **documentary evidence requirements**, for the various application stages i.e.:
  - Stage 4.1, or
  - Stage 4.2, or
  - Stage 5, or
  - Stage 6.
- Remember, these are the **everyday documents** one would generally **have** or **use** or **can obtain...**



# Prepare my Portfolio of Evidence (POE)

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- Understand the SACAP work stage documentary evidence requirements for the various application stages i.e.:
  - Municipal approved architectural drawings.
  - Letters from the client
  - Affidavit by the registered professional
  - Photographic evidence
  - Any other evidence to prove the work was done



# Prepare my Portfolio of Evidence (POE)

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- Understand the SACAP work stage documentary evidence requirements for the various application stages i.e.:
  - **in addition to Stage 4.1**
  - Working drawings
  - Construction Documents



# Prepare my Portfolio of Evidence (POE)

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- Understand the SACAP work stage documentary evidence requirements for the various application stages i.e.:
  - **in addition to Stage 4.2**
  - Practical completion certificate
  - Photographic evidence



# Prepare my Portfolio of Evidence (POE)

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- Understand the SACAP work stage documentary evidence requirements for the various application stages i.e.:
  - **in addition to Stage 5**
  - Works completion certificate and
  - Occupation certificate and/or
  - Photographic evidence



# Potential Risks

- What are the **potential risks** for the architectural practitioners who do not apply for SACAP's LSD?

## Example – Case Study 2 - RP 2 – 25 years

1. Limited to same as newly qualified and registered persons...
2. Practice **income** will be **reduced**.
3. Practice **may become unsustainable**.
4. Practice may **eventually close down**.
5. Principal's **income** will be **reduced**.
6. Principal may have to **seek employment**... or
7. Principal may be **forced** to **retire**...



# Undesirable Alternatives

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ALTERNATIVES  
TO  
LSD?

# Potential Risks

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- What are the ***further* potential risks** for the **architectural principals** who do not apply for **SACAP's LSD**?
  - Special Consent
  - RPL
  - Section 26.4
  - Improve architectural education by enrolling at an architectural learning sites.

# Conclusion

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**APPLY NOW**  
**FOR**  
**LSD!!!**

# Discussion Time

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1. **What** is holding me back from **applying for LSD**?
  1. **Knowledge** about the process?
  2. **Ability** to complete the forms or put a Portfolio of Evidence together?
  3. **Finance**?
  4. **Fear? Perhaps of** Six work stages i.e. extensive documentation
  5. **Misinformation**?
2. **Do I want to** **miss out** on the **LSD**?
3. **What** are the **missed opportunities** by **not applying for LSD**?
4. **Can I** **really afford** to take up the **UNDESIRABLE ALTERNATIVES**?



# THE END





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