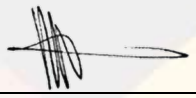
South African Council
for the Architectural Profession

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128

P.O. Box 1500, Rivonia, 2128

**Tel:** 011 475 5000 | **Fax:** 011 479 5100

**Email:** info@sacapsa.com
**Web:** www.sacapsa.com

| | |
|---|---|
| Name of the Policy: | Special Consent Policy |
| Revised | 17 February 2026 |
| Date of recommendation: | 06 February 2026 |
| Approval by Council | 27 March 2026 |
| Signature: President of Council |  |
| Next Review Date | March 2028 |

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli

South African Council
for the Architectural Profession

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128

P.O. Box 1500, Rivonia, 2128

**Tel:** 011 475 5000 | **Fax:** 011 479 5100

**Email:** info@sacapsa.com
**Web:** www.sacapsa.com

## 1. Definitions

**The Act** means the Architectural Profession Act 44 of 2000;

**"SACAP"** means South African Council for the Architectural Profession.

**"IDoW"** means work identified for each category of registered professionals in the architectural profession, as outlined in the Scope of Matrix schedule 2.

**"Special Consent**" means a mechanism by which the SACAP may, upon application and after due assessment, grant permission to a registered professional to undertake work relating to a building type that falls outside the scope of work ordinarily permitted by that person's category of registration.

**"Assessment Panel"** means the Special Consent Assessment Panel appointed to evaluate an applicant's existing knowledge, skills, demonstrated experience, and competence in relation to a project submitted for Special Consent.

**"Applicant"** means a registered professional who submits an application to SACAP seeking Special Consent to perform work on a building type that falls outside the scope of their current category of registration.

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli

South African Council
for the Architectural Profession

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128

P.O. Box 1500, Rivonia, 2128

**Tel:** 011 475 5000 | **Fax:** 011 479 5100

**Email:** info@sacapsa.com
**Web:** www.sacapsa.com

## 1. Introduction

1.1 Section 19(2)(b)(iii) and Section 19(4) of the Architectural Profession Act 44 of 2000 require the South African Council for the Architectural Profession (SACAP) to consider the submission of evidence of prior learning in architecture as part of its registration processes. This includes taking into account a learner's previous learning and experience, however obtained, and assessing such learning against the outcomes required for a specified qualification, with acceptance for qualification purposes where those requirements are met.

1.2 Pursuant to the above legislative requirement, the Council developed the Special Consent (SC) mechanism to enable the assessment of experience and competence in relation to specific building types for which registered professionals seek exemption. Through the SC process, the Council may grant registered professionals' permission to undertake specific work that falls above their category of registration, as defined in the Identification of Work (IDoW) Policy and Scope of Practice Matrix.

1.3 The policy further outlines SACAP's standards and processes for Special Consent applications to ensure transparency, consistency, and procedural fairness. The assessment criteria are designed to be fair, reliable, valid, and free from bias. Where an application is successful, the applicant is granted permission to undertake work relating to a building type above their current category of registration, subject to the conditions set out in the approval.

## 2. Nature and scope

2.1 The SC process involves the identification, documentation, and assessment of knowledge, skills, competencies, and professional values acquired through both formal and informal learning. Such prior learning and experience are assessed against the ten professional competencies prescribed by the Council.

2.2 SC provides a mechanism through which a registered professional may be granted permission to undertake specific work types or projects that fall above their category of registration, subject to a successful assessment of competence.

2.3 SACAP recognises that registered professionals may, over the course of their careers, further develop their experience and competence in relation to building types that extend beyond the

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128
P.O. Box 1500, Rivonia, 2128
Tel: 011 475 5000 | Fax: 011 479 5100
Email: info@sacapsa.com
Web: www.sacapsa.com

limitations of their category of registration. Such registered professionals may apply for SC in respect of more than one building type above their category of registration, provided that each application is assessed independently on its merits.

2.4 SC shall only be granted to a registered person who is able to demonstrate extensive, relevant experience and proven competence in the particular building type for which the application is made.

## 3. Requirements

3.1 An applicant may only apply for SC if he or she is duly registered with the SACAP in any professional registration category.

3.2 An application for SC must be submitted either by hand delivery or through the prescribed online submission platform and must include the following:

a) **Cover Page**

The applicant's full name, SACAP registration number, current category of registration, and a detailed index.

b) **Portfolio of Evidence**

A portfolio containing a concise description of each project (limited to two to three pages per project), clearly outlining:

- The project context;
- The principal design and technical issues encountered;
- The applicant's response to those issues; and
- A critical self-evaluation reflecting on the completed project.

c) **Reference Letters**

Written confirmation from clients, consultants, contractors, a mentor, and/or supervisor, attesting that the applicant performed their duties competently and to a satisfactory professional standard.

d) **Project Documentation**

For each project forming the basis of the SC application, the applicant must submit:

- The Architectural Professional Client Agreement.
- Conceptual design documentation;

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128
P.O. Box 1500, Rivonia, 2128
Tel: 011 475 5000 | Fax: 011 479 5100
Email: info@sacapsa.com
Web: www.sacapsa.com

- Design development and technical documentation.
- Minutes of relevant project meetings; and
- Applicable certifications. (*Occupation Certificate, Certificates of Completion*)

e) Municipal Approval Documentation

- Municipality-approved drawings for each building type for which SC is sought.
- Where original drawings are in large format, they must be reduced to A3 size for submission purposes.

## 4. Composition and function of the Assessment Panel

4.1 The Assessment Panel shall consist of experienced registered architectural professionals and architecture academics who are in good standing and possess appropriate knowledge and expertise relevant to the building types under assessment.

4.2 The Panel shall be chaired by an appointed Chairperson, who shall ensure that assessments are conducted objectively and in accordance with the prescribed standards.

4.3 The Panel shall prepare an assessment report after each assessment and submit such report to the next meeting of the Registration and Recognition of Prior Learning Committee for consideration and decision.

4.4 The recommendation of the Panel shall be submitted to the Registration and Recognition of Prior Learning Committee.

## 5. Assessment methodology

5.1 The Assessment Panel shall evaluate an applicant's existing knowledge, skills, demonstrated experience, and competence in relation to the project submitted in support of the application for Special Consent.

5.2 The primary focus of the assessment shall be on the applicant's ability to demonstrate competence across the recognised stages of work in the architectural profession per project that is submitted for SC purposes, including the ability to:

a) Inception: define and appraise the project brief;

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128
P.O. Box 1500, Rivonia, 2128
Tel: 011 475 5000 | Fax: 011 479 5100
Email: info@sacapsa.com
Web: www.sacapsa.com

b) Concept & Viability: develop an appropriate conceptual design;
c) Design Development: progress the design to a comprehensive and coherent solution;
d) Documentation & Procurement: produce clear technical documentation;
e) Construction: demonstrate contract administration and construction oversight;
f) Close-Out: Prepare a professional report communicating outcomes.

## 6. Certificate of Competence

6.1 When an applicant is granted Special Consent for any building type applied for, SACAP shall ensure that the applicant's Certificate of Competence is updated to reflect the building type(s) for which Special Consent has been granted.

6.2 The updated Certificate of Competence shall serve as official confirmation of the applicant's authority to undertake work within the approved building type(s).

6.3 SACAP shall maintain a record of all SC approvals and updates to Certificates of Competence.

## 7. The Appeal Process

If an Applicant is of the opinion that the Registration & Recognition of Prior Learning Committee's refusal to grant Special Consent did not act in compliance with Section 33 of the Constitution, the Applicant may, within 30 days from the date on which the refusal came to their knowledge and upon payment of the prescribed fees, appeal to the Council against that decision.

## 8. Review of the Policy

8.1 This policy shall be reviewed by the Council every two years to ensure its continued relevance, effectiveness, and alignment with statutory requirements and professional standards.

8.2 In the event of material changes to legislation, regulations, or professional practice requirements, the policy may be reviewed and amended outside the regular review cycle.

8.3 Any amendments or revisions to the policy must be approved by the Council.

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli