

BOARD NOTICE 25 OF 2009

The South African Council for the Project and Construction Management Professions (SACPCMP)

Revised Registration Policy and Procedures

Written comments and inputs are invited by the SACPCMP from all Voluntary Associations, any person, a body and/or an industry that will be affected by the revised registration policy and procedures.
Submissions should be made to :

Via Post :

The Registrar
SACPCMP
P. O. Box 6286
Halfway House
1685

Hand Delivery Address :

B9 International Business Gateway
Corner New and 6th Roads
Midrand
1685

Tel : 011 318 4302/2/3/4
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CLOSING DATE : ON OR BEFORE 31 MARCH 2009

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CHAPTER 1 – BACKGROUND INFORMATION

1.1 BACKGROUND AND MANDATE

The South African Council for Project and Construction Management Professions (SACPCMP) is a statutory body established by section two (2) of the Project and Construction Management Act, 2000 (Act No.48 of 2000).

The SACPCMP is empowered by section 19 of the Act to provide for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect the public and advance construction and project management practice.

1.2 PURPOSE

The purpose of this policy document is to provide guidelines for the SACPCMP policies, procedures, rules and regulations in order to assist users to have a better understanding of the SACPCMP operations and requirements. This document is structured as follows::

<i>Chapter 2</i>	Registrations Policy
<i>Chapter 3</i>	Registrations Guidelines
<i>Chapter 4</i>	Examination Rules
<i>Chapter 5</i>	Interview Policy
<i>Chapter 6</i>	Appeal Policy

CHAPTER 2 REGISTRATIONS POLICY

2.1 INTRODUCTION

After applying the current registration process over the years since the establishment of the Council in 2002, and having assessed some of the short comings of the process, it has become necessary to review the registration policy to address these issues.

2.2 REGISTRATION CATEGORIES

Candidates may apply to register with SACPCMP in the following categories:

- i. Professional Construction Project Manager (Pr. CPM)
- ii. Professional Construction Manager (Pr. CM)
- iii. Professional Construction Mentor (Pr. CMentor)
- iv. Candidate Construction Project Manager
- v. Candidate Construction Manager

2.3 FLOW DIAGRAM OF REGISTRATION ROUTES

A flow diagram of the various routes available for registration is attached to this document as *Annexure A*. All applicants are expected to pass a Professional Interview (PI) before they are registered as Professionals.

2.4 NEW REGISTRATION ROUTES

The following registration routes will apply in the registration process.

2.4.1 *Accredited Qualifications and Relevant Experience*

If applicants are assessed and found to have accredited qualifications and to have the required relevant experience, they are then invited to attend a *Professional Interview (PI)*.

On passing the professional interview, they are registered as *Professionals* in the category for which they applied (*Pr. CPM, Pr. CM, Pr CMentor*)

If applicants fail the professional interview they are informed of the area(s) in which they have limitations and are advised to acquire further experience in the particular area(s).

Applicants can then re-apply to attend the professional interview after a minimum of 6 months from date of their previous interview.

2.4.2 Accredited Qualifications but without Relevant Experience

If applicants are assessed and found to have accredited qualifications but have not yet acquired the required relevant experience, they are registered as *Candidates* in the categories for which they applied (*Candidate CPM* or *Candidate CM*).

Candidates are expected to undergo training under a registered professional for a maximum of three (3) years period and complete a *Log Book* as proof of the training they have had.

After the training period, candidates will be required to submit a *report* together with their *Log Book* for assessment. If a candidate is perceived to have obtained relevant experience upon assessment of both the *Log Book* and the *Report*, the candidate is invited to attend the professional interview.

On passing the professional interview, a candidate will be registered as a *Professional* in the category applied for.

If upon assessment of both the *Log Book* and the *Report* a candidate is not perceived to have obtained the relevant experience, the candidate will be referred back for further training before re-applying for the professional interview.

2.4.3 Non Accredited Qualifications with or without Relevant Experience

If applicants have relevant Built Environment qualification that is not accredited, they are allowed to write the council's examination/*Test of Professional Competency (TPC)* in some or all modules as determined by the council.

On passing the examination/TPC applicants will be allowed to attend the professional interview if they are perceived to have the required relevant experience.

Applicants who pass the examination/TPC but do not have the required relevant experience will be registered as *Candidates*, and will be expected to go through the Candidate route for registration.

2.4.4 No formal Qualifications but with some Relevant Experience

Provision has been made for applicants who do not have the relevant formal qualification but have some substantial knowledge and experience in the field of construction project management and construction management. These applicants are allowed to go through a programme of *Recognition of Prior Learning (RPL)*. The programme is designed to assess the amount of knowledge these individuals possess and credit them for their knowledge base. A decision is then made after the programme on which route they are to follow to obtain the necessary requirements for registration in an appropriate category.

Recognition of Prior Learning will be dealt with separately under the Recognition of Prior learning Policy.

2.4.5 The Academic Route

This applies to Applicants in the academic environment involved in teaching accredited courses and carrying out research activities that are relevant to the construction environment with a four years experience.

The following are required:

- i. A 3000 word report that document the relevance of the research to the construction and project management profession and how this has been applied.
- ii. The applicants are required to submit four peer reviewed research papers.
- iii. Pass a professional interview based on the submission and research and a knowledge and understanding of the mandatory requirements of the area of specialization as well as professional practice.

The interviews for these candidates will be based on:

- a. Research area
- b. Knowledge and understanding of the mandatory requirements and
- c. Professional practice.

2.4.6 Registration in other Specified Categories

Applicants who do not meet all the requirements for registration in the professional category will be considered for registration in other categories. The Council is yet to determine other categories.

2.5 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) - REGISTRATION VALIDITY PERIOD

All *registered* persons need to renew their registration every five years to maintain their registration. They are only expected to **show evidence of continuing professional development** in the 5 years of registration in a format prescribed by the Council.

Registered persons are not however required to re-apply for registration unless they fail to show evidence of **continuing professional development**. Should a registered person fail to submit evidence of continuing professional development, his/her registration will be revoked.

2.6 APPLICATION AND ASSESSMENT FORMS

In line with the new process a new registration form has been designed for both Application and Assessment as follows:

- | | | |
|-------|------------|--|
| i. | Annexure B | Application form for Construction Management and Construction Project Management |
| ii. | Annexure C | Application form for Construction Mentors |
| iii. | annexure D | Assessment Form Professional Construction Project Managers (Pr. CPM) |
| iv. | annexure E | Assessment Form for Professional Construction Managers |
| v. | Annexure F | Assessment Form for Professional Construction Mentors (Pr. CMentor). |
| vi. | annexure G | Score sheet for Professional Construction Project Managers (Pr. CPM) |
| vii. | Annexure H | Score sheet for Professional Construction Manager (Pr. CM) |
| viii. | Annexure I | Score sheet for Professional Construction Mentor (Pr. C. Mentor). |

- ix. Annexure J Score sheet for academic route
- x. Annexure K Score Sheet For Academic and Professional Qualifications

2.7 REGISTRATION CRITERIA

All applicants wishing to be registered in any of the registration categories mentioned below are required by Council and therefore by law to complete the relevant application forms and submit the completed forms to SACPCMP for consideration.

Applicants are required to familiarise themselves with the **SACPCMP Registrations Guidelines** to obtain guidance on registration policy, processes and procedures.

2.7.1 Registration Criteria for Professional Construction Project Managers

An applicant who wishes to apply for registration as Professional Construction Project Manager (Pr. CPM) shall possess the following;

- i. An accredited honours degree in the Built Environment field of study with a minimum of four (4) years post graduation relevant practical experience.
- ii. An accredited B-Tech qualification in the Built Environment field of study with a minimum of five (5) years post graduation relevant practical experience.
- iii. An accredited National Higher Diploma in the Built Environment field of study with a minimum of six (6) years post graduation relevant practical experience.
- iv. An accredited National Diploma in the Built Environment field of study with a minimum of seven (7) years post graduation relevant practical experience.

Emphasis is placed on the Project Management Competencies both as *Principal Consultant* and *Principal Agent*.

2.7.2 Registration Criteria for Professional Construction Managers

An applicant who wishes to apply for registration as Professional Construction Manager (Pr. CPM) shall possess the following;

- i. An accredited honours degree in the Built Environment field of study with a minimum of four (4) years post graduation relevant practical experience.
- ii. An accredited B-Tech qualification in the Built Environment field of study with a minimum of five (5) years post graduation relevant practical experience.
- iii. An accredited National Higher Diploma in the Built Environment field of study with a minimum of six (6) years post graduation relevant practical experience.
- iv. An accredited National Diploma in the Built Environment field of study with a minimum of seven (7) years post graduation relevant practical experience.

Emphasis is placed on the Construction Management Competencies and co-ordinating construction processes well as knowledge and understanding of construction contracts.

2.7.3 Registration Criteria for Professional Construction Mentors

An applicant who wishes to apply for registration as Professional Construction Mentor (Pr.C. Mentor) shall possess the following:

- i. Be registered in terms of any of the Built Environment Professions Acts, or demonstrate an equivalent level of expertise.
- ii. Be registered professionals who are able to demonstrate that they have at least ten(10) years experience in the construction industry at a senior management level.
- iii. Be able to demonstrate their knowledge, skills and experience in technical and commercial competencies by means of passing the requisite examination.
- iv. Be assessed by the SACPCMP as able to act suitably as a mentor following a psychometric examination.
- v. Be certified as competent in the transfer of skills and knowledge.

Emphasis is placed on commercial and technical competence and projects profile.

2.7.4 Registration Criteria for Candidate Construction Project Managers

An applicant who wishes to apply for registration as a Candidate Construction Project Manager shall possess the following:

- i. An accredited honours degree in the Built Environment field of study.
- ii. An accredited B-Tech qualification in the Built Environment field of study with a minimum of one (1) years post graduation relevant practical experience.
- iii. An accredited National Higher Diploma in the Built Environment field of study with a minimum of two (2) years post graduation relevant practical experience.
- iv. An accredited National Diploma in the Built Environment field of study with a minimum of three (3) years post graduation relevant practical experience.

2.7.5 Registration Criteria for Candidate Construction Managers

An applicant who wishes to apply for registration as a Candidate Construction Manager shall possess the following:

- i. An accredited honours degree in the Built Environment field of study.
- ii. An accredited B-Tech qualification in the Built Environment field of study with a minimum of one (1) year post graduation relevant practical experience.
- iii. An accredited National Higher Diploma in the Built Environment field of study with a minimum of two (2) years post graduation relevant practical experience.
- iv. An accredited National Diploma in the Built Environment field of study with a minimum of three (3) years post graduation relevant practical experience.

2.8 REGISTRATION OF FOREIGN APPLICANTS

All foreign applicants are required to submit SAQA evaluation of their qualifications. In order to register at a professional level with SACPCMP, all foreign applicants are required to practice locally for a minimum period of 12 calendar months.

2.9 CONDITIONS FOR REFUSAL TO REGISTER AN APPLICANT.

In terms of Section 19(3)(a), the Council may refuse to register an applicant on the following:

- i. if the applicant has been removed from an office of trust on account of improper conduct.
- ii. if the applicant has been convicted of an offence within the Republic, other than offences committed prior to 27 April 1994 associated with political objectives and was sentenced to imprisonment without an option of a fine, or in the case of fraud, to a fine or imprisonment or both.
- iii. if the applicant has been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or in the case of fraud to a fine or imprisonment or both.
- iv. if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act of 1973.
- v. if the applicant is disqualified from registration as a result of any punishment imposed on him or her under the Act, 48 of 2000.
- vi. if the applicant is an un rehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he/she is applying for registration.

2.10 FEES AND CHARGES

2.10.1 In terms of Section 12 of Act 48 of 2000, the Council may, with regard to the fees and charges which are payable to the council, determine:

- a) Application fees
- b) Registration fees
- c) Annual fees or portion thereof, in respect of a part of a year.
- d) The date on which the fee or charge is payable
- e) The fees, or portion thereof, payable in respect of any examination referred to in section 19, conducted by or on behalf of the Council
- f) Fees payable for a service referred to in section 14(c).
- g) The fees payable for an appeal in terms of section 24(1) or
- h) Any other fee or charge it considers necessary

2.10.2 The council may grant exemption from payment of application fees, registration fees, annual fees, charges, or a portion thereof referred to in subsection (1).!

2.10.3 Candidates are encouraged to upgrade to professional level within a period of three years from date of registration, whereafter they will pay a full fee irrespective of their registration status.

CHAPTER 3 REGISTRATIONS GUIDELINES

3.1 PURPOSE

The purpose of these guidelines is to provide applicants with an official document containing the general rules and procedures for registration with the Council in all the SACPCMP Registration Categories.

3.2 REGISTRATION CATEGORIES

Applicants may apply to register with SACPCMP in the following categories:

- i. Professional Construction Project Managers
- ii. Professional Construction Managers
- iii. Professional Construction Mentor
- iv. Candidate Construction Project Managers
- v. Candidate Construction Managers

3.3 APPLICATION PROCEDURE

3.3.1 All applicants are required by council to complete an application form and submit the following for consideration for registration:

3.3.1.1 Completed Application Form (one form per category)

3.3.1.2 Certified Copies of Identification Document

3.3.1.3 Certified copies of relevant qualification certificates and professional registrations

3.3.1.4 Curriculum Vitae

3.3.1.5 Academic Transcripts

3.3.1.6 An applicable application fee as prescribed by the Council

3.3.1.7 SAQA Evaluation (*in the case of foreign qualification*)

3.3.1.8 Compulsory *psychometric examination for Construction Mentorship Applicants*.

3.3.1.9 Project Profile - List of Projects involved in last 4 years indicating the following;

- i. Name of Project
- ii. Type and Description of Project
- iii. Geographical Location of Project
- iv. Name of Client, Position and Contact Details of Client Representative

- v. List of Participating Organizations
- vi. Year started and year completed (or planned completed date)
- vii. Original Completion Date and Actual Completion Date
- viii. Percentage of Practical Completion
- ix. Total value of Project
- x. Percentage participation of your organization in the project
- xi. Your specific role in the project
- xii. Was the project successfully completed?

3.3.1.10 Project Reports

- a) *Project Reports for Registration as Professional Construction Project Managers (Pr. CPM) and Construction Managers (Pr CM).*

All Applicants wishing to apply for registration in the Pr. CPM/Pr CM Category are required to submit two Project Reports of 1500 words each:

- One detailing the successes that the Applicant has achieved his/her project and how these were achieved,
- and the other detailing the challenges / frustrations and failures that the Applicant experienced on that project and also explain how these issues were handled.

Both reports must demonstrate the Applicant's technical competence as well as his/her understanding and project management competence both as a *Principal Consultant* and *Principal Agent*. The reports must also incorporate the Applicant's understanding of the following nine project management knowledge areas;

- i. Project Integration Management
- ii. Project Scope Management
- iii. Project Time Management
- iv. Project Cost Management
- v. Project Quality management
- vi. Project Human Resources Management
- vii. Project Communication Management
- viii. Project Risk Management including Health and Safety Issues
- ix. Project Procurement Management

b) *Project Reports For Registration as Professional Construction Mentors (Pr. CMentor)*

All Applicants wishing to apply for registration in the Pr. CMentor Category are required to submit two reports of 1500 words each:

- One detailing the successes achieved by the applicant on the project and how these were achieved
- and the other detailing the challenges / frustrations and failures by the applicant experienced on the project and how these were handled.

Both reports must demonstrate the Applicant's technical competence as well as understanding of Construction Mentorship.

The reports must also incorporate understanding of the following five knowledge areas:

- i. Ability to transfer skills and assess a Contractor's capability.
- ii. Demonstrate competence in Construction Contract Administration.
- iii. Demonstrate technical competence
- iv. Demonstrate competence in commercial aspects of contracting
- v. Demonstrate competence in Construction Project Management

3.4 ASSESSMENT OF APPLICATION

Refer to Annexure L for a detailed flow diagram of the *Registrations Assessment Process*.

3.4.1 Phase 1 – Internal Assessment of the Application.

On receipt of the application, the Registrations Administrator will "stamp date" received on the application form and confirm receipt of the necessary supporting documentation.

Applications with incomplete documentation will not be considered and will be sent back to the Applicant via non registered mail.

All complete applications will be processed as follows:

3.4.1.1 Data Capturing

All information received will be captured on the SACPCMP database within three (3) working days.

3.4.1.2 Acknowledgment Letter

The Council will issue an invoice with a receipt and acknowledgment letter to the applicant, within seven (7) working days.

3.4.2 Preliminary Assessment and Screening of Applications

The Registrations Manager will assess and screen applications within five (5) working days after receipt of the application form from the Registrations Administrator.

The Registrations Manager may deal with the application in any one of the following ways:

- i. send the application to three external Assessors in the case of professional registration
- ii. or recommend and approve for registration for candidates with a four year Built Environment qualification.
- iii. or disqualify irrelevant applications.
- iv. Or recommend applicants for *Recognition of Prior Learning Programme* in the case where applicants do not have the relevant formal qualification but have some substantial knowledge and experience in the field of Construction Project Management and Construction Management (*refer to Recognition of Prior Learning Policy*).

3.4.3 Phase 2 -Assessment by Experts

Application forms will be forwarded to three Assessors. The estimated minimum assessment period for assessment is three (3) months.

The Assessment outcome in any of the following ways will be dealt with as follows:

- i. If all three assessors recommend approval, the applicant will be approved for registration.
- ii. If two of the Assessors recommend registration, the application is referred to a moderator for adjudication.

The Moderator's decision may be any one of the following and it is final;

- approve the candidate for registration,

- recommend the candidate for examination
 - defer to Candidature.
- iii. If two of the Assessors do not recommend for registration, then the applicant will be deferred
- iv. The applicant may be recommended for full council examination or specific modules at the discretion of the Council.

3.4.4 Phase 3 – Approval Letters

On receipt of application forms back from the Assessors, the office will implement the recommendations within seven working days.

Approval Letters and Invitation for Professional Interviews will be issued with an invoice to applicants recommended for registration. The office will contact applicants telephonically to make arrangements for suitable dates and times to conduct interviews

The deferred applicants will receive communication advising them of the outcome of the assessment including reasons for deferral within 14 working days. Applicants who feel aggrieved by the assessment outcome may appeal against the decision of the Council. Refer to the Appeals Policy for further information.

Applicants recommended for Council Examination should refer to the *Examination Policy* for further information.

3.5 UPGRADING FROM CANDIDATURE TO PROFESSIONAL

- 3.5.1 Applicants are required to wait for a minimum period of three years from the date of Candidature or as recommended by the Assessors but not less than a period of 12 calendar months before applying for professional status.
- 3.5.2 To upgrade, the applicant need to follow the application procedure as stipulated in section XXXX above and submit a completed log book. The log book should be submitted on annual basis during the candidature period.
- 3.5.3 Once approved as a professional, the Candidature status will be deregistered and the applicant informed in writing.

3.6 PAYMENT

3.6.1 Payment on Approval.

The SACPCMP will forward their applicant with an invoice on approval of the application.

The Candidate should make payment within 90 days to signify acceptance of the approval. Successful Applicants are required to make payment into the SACPCMP account in South African Rands either by cheque, money order, electronic transfer or direct deposit using the reference number stated on the invoice. The Candidate must fax or email proof of payment to the Council for correct allocation and avoid confusion for non-payment. Approval lapses if payment is not received within the prescribed period.

3.6.2 Annual fees

All registered persons are required to pay their annual fees and satisfy other Council requirements to maintain registration.

Annual fees are payable between 1st January and 31st March Annually. A penalty fee as determined by the Council will be charged for late payments.

Registration will be suspended for a period of three months after due date, thereafter the registration will be cancelled. The names of persons not in good standing will be removed from the register and be published in the Government Gazette following two payment reminders.

3.7 REGISTRATION

Once the applicant has satisfied the assessment requirements and paid the fees, his/her name will be added to the SACPCMP register in the relevant category and a certificate of registration issued. A nominal fee will be charged for re-issue of the certificate upon receipt of written request.

The Council will prescribe the period of validity of the registration of a registered person.

If it is established that a persons name was entered erroneously/fraudulently, the name will be removed from the list. A register of fraudulent cases will be kept and shared with other relevant parties.

3.8 RENEWAL OF REGISTRATION

All registered Candidates are required to apply for renewal of registration at least 90 days prior to the expiry date of registration. The Council may, at its discretion, determine conditions for registration renewal. The Council can only renew registrations for Candidates who have paid all the prescribed Council fees and satisfy all the other registration renewal requirements.

3.9 REGISTRATION CERTIFICATES

In terms of Section 11 of the Act 48 of 2000, the Council is empowered to:

- a) Consider and decide on any application for registration
- b) Prescribe the period of validity of the registration of a registered person
- c) Keep a register of registered persons and decide on:
 - i. The form of certificates and the register to be kept
 - ii. The maintenance of the register or issuing of certificates; and
 - iii. The reviewing of the register and certificates and the manner in which alterations thereto ,may be effected.

3.10 CHANGE IN APPLICANT'S ADDRESS/STATUS

Applicants are responsible for promptly informing the Council, in writing (by fax, mail or email), of any changes in their contact information (such as surname, physical and postal addresses, telephone number, email address e.t.c). The Council will update the details on its database and inform the applicant accordingly.

Failure on the part of the applicant to inform the Council of the detail changes may result in the applicant's failure to receive the necessary information on time. The Council shall not be held liable for any inconveniences suffered by the candidate as a result of the applicant's failure to communicate such changes.

CHAPTER 4 EXAMINATION RULES

4.1 INTRODUCTION

Applicants with a non accredited qualification will be required to write Council examination. The modules to be written will be at the discretion of the Council depending on an individual's knowledge base and experience.

4.2 PURPOSE OF EXAMINATIONS

The purpose of Council Examinations is to provide a uniform standard to ensure that candidates from different educational backgrounds and work experience are assessed fairly, for professional competency. The candidates have to demonstrate similar knowledge and skills levels in Construction Project Management, Construction Management or in both fields and to ensure that a high standard is maintained in all applicants.

4.3 EXAMINATIONS APPLICATION PROCEDURES

4.3.1 Examination Application Form

Upon receipt and assessment of an application for registration from an applicant with a non-accredited qualification, the council will recommend modules for examination and forward the examination application form for completion by the candidate (*please refer to Annexure M*).

4.3.2 Applications For Examination(s)

All candidates must complete and forward their application for admission to the examination to:

Physical Address

The Registrar
The South African Council For Project and Construction Management Professions (SACPCMP).
B9 International Business Gateway.
Corner New Road and 6th Road.
Midrand
South Africa

Postal Address

The Registrar
P.O Box 6286.
Halfway House. 1685.
South Africa

Telephone: +27 11 318 3402/3/4 Fax: +27 11 318 3405

4.3.3 Proof of Payment

Each application must be accompanied by proof of examination fees. The applicant may attach proof of payment in case of Electronic Funds Transfer (EFT) or direct deposit. A crossed cheque made and payable to SACPCMP may be attached.

The fees must be paid in *South African Rands*, by cheque, money order, electronic transfer or direct deposit into the SACPCMP Account.

Details of the SACPCMP Account:

Account Name: Nedbank
Account Number: 1284064557
Branch Code: 128405
Branch Name: Business Central
Swift Code: NEDSZAJJ

All fees must be paid no later than the application deadline date. A 25 % administrative fee will be charged for any returned cheques. For returned cheques, candidates will not be admitted to the examination until all fees are paid. All payments from outside of South Africa must be made in South African Rands by international bank draft or money order, and drawn on a South African bank

4.3.4 Applications Deadlines

The completed application forms and proof of payment must be received by the Council no later than for the following:

i. Non compulsory Examination workshop

February Session (not later than 15th December)
August Session (not later than 30 June)

ii. Examinations

April Session (not later than 28 February)
September Session (not later than 31st July)

The Council will not be responsible for applications that are delayed for any particular reason and which are received after the deadline of submission of applications.

Due to the high volume of applications received, Candidates are strongly encouraged to apply as early as possible so that if there are any questions, the Council may have time to respond before the deadline for applications.

To obtain any other urgent information regarding examinations and registrations, the Council's preferred mode of communication is via email:

E-mail: contact@sacpcmp.co.za or fax: 011 318 0650

4.4 NOTIFICATION OF WORKSHOP AND EXAMINATION VENUES

4.4.1 Candidates will receive notification, via email, regarding their admission to the written examination. The notification will include information such as the exact date, time and venue of the written examination and will be sent to candidates approximately **two months** before the exam date.

The SACPCMP may use the following venues for workshop and examination purposes:

- | | |
|------------------|---------------------|
| i) Durban | vi) Capetown |
| ii) Johannesburg | vi) Nelspruit |
| iii) Polokwane | vii) Port Elizabeth |
| iv) Rustenburg | viii) Kimberly |
| v) Bloemfontein | |

For examinations to be held at any particular venue (except Johannesburg), there must be at least 20 people attending the examination so that the SACPCMP can manage to cover the cost of the examination. The Johannesburg centre will be reserved as the main examination centre and will remain open for all examination sessions. Should there be fewer than 20 candidates in any particular centre, candidates will be transferred to the Johannesburg centre.

4.5 CONFIRMATION TO ATTEND THE WORKSHOP AND EXAMINATIONS

All candidates who have been admitted to attend workshops and sit for examinations, will receive confirmation from SACPCMP one month prior to the workshop/examinations. Candidates will be notified via email, fax or post, of the dates, venue and time of the workshops.

4.6 PREPARATORY WORKSHOPS

In order to prepare potential candidates for examinations, the Council will present preparatory workshops, focusing on the structure and requirements of the Council examination system.

The workshops will highlight and describe various issues that candidates would ideally have to consider in following a course of study leading to such examinations. Only candidates who have been admitted to sit for examinations and have paid workshop fees may attend the workshops.

4.7 THE EXAMINATION

Only candidates who have paid the full tuition fees and have been admitted by the Council to sit for examinations, will be allowed to take part in the examination.

Candidates must be able to show proof of their identity at the examinations by means of producing original documentation such as drivers license, identification document or passport.

4.7.1 Examination Date and Time

The exact date, time and venue of the written examination will be made available to the candidates at least one month before the exam date.

4.7.2 Examination Session

Each written examination session will have a duration of hours (4) hours.

All morning sessions will start at 08.00hrs ending 12.00hrs.

Afternoon sessions will start at 14.00hrs ending 18.00hrs.

An invigilator will supervise all written examinations.

4.7.3 Examination Arrangements for Special Groups

In exceptional individual circumstances, candidates with physical impairment, or other disability which substantially limits one or more major life and work activities, may make a request for special needs accommodation, which must be submitted at the same time as the examination application. For example, such requirements may include the use of hearing aids or a wheelchair or any other assistive devices. A Candidate must submit a written request for these and other types of accommodations, one (1) month prior to the examination. All requests for accommodation for special needs testing arrangements should be submitted to the Registrar and are subject to review and approval. Confidentiality will be maintained.

Candidates must provide a request letter that clearly states the nature of their disability and its severity, and the nature of special arrangements requested. A candidate must also include a statement of consent to authorize the Registrar to contact any medical professional who has provided documentation on his/her behalf. The request must be accompanied by an official, original letter (on official letterhead) from a qualified professional appropriate for evaluating the disability. It is the candidate's responsibility to provide acceptable documentation.

The intent of the medical letter is to provide current supporting documentation. A letter detailing the nature of the disability, history, time frame of current status, description of the current functional limitation due to the stated disability and its impact on activities and if possible, state the specific recommendations for testing accommodation and why these are needed. The candidate must also provide the name, address, telephone number and qualifications/credentials of the professional expert for reference purposes.

The Council will assess such requests on an individual basis, and, if deemed appropriate, will try to offer reasonable testing accommodations. **NO** change will be made in the examination content or Council rules and policies. The candidate will be required to sign an acknowledgement of the agreement reached with the Council in advance of the examination date. Should the Council fail to find suitable accommodation, the candidate will be made aware so that where possible, alternative arrangements may be made.

4.7.4 Sickness/Bereavement During Exams Time

Where a candidate falls sick during the examination, the candidate must ensure that the invigilator is made aware of the sickness before leaving the examination room. Candidates who are unable to attend an examination sitting because of illness or bereavement are also required to inform the Council within seven (7) working days from the date of the examination.

Candidates who fall sick or bereaved during exam times but wish to write examinations will be given a new paper to write at a later date as determined by the council. However, the candidate must prove that he/she fell sick by a certified original of the medical certificate detailing all information verifying that the candidate was examined by a professional Medical Doctor at the time of the illness. The date of the

certificate must be appropriate for or match the examination date and the certificate must show all details about the Doctor including the physical and postal address, telephone and fax number, email and medical practice number for ease of reference.

If absent due to bereavement, the candidate must provide a certified **copy** of the death certificate, verifying that the bereavement was during the same period as the examination.

Any request for examination consideration must include documentation verifying the circumstances. The written request, together with appropriate documentation, must be received by the Council office **no later than 7 working days** after the examination date.

Candidates will be required to write the new paper within a period of **three weeks** from the date of the examination failing which the candidate would have to apply to sit for the respective module(s) at the next exam sitting. All special examinations will take place in Johannesburg.

4.7.5 Number of Modules Per Exam Sitting

Candidates are not required to write all the modules at once and are free to choose relevant modules suitable for their time and program. However, if the exam is in several levels or parts such as part 1 and 2, then part 1 becomes a prerequisite for part 2.

4.7.6 Examination Papers

All examination papers are Council documents. Candidates are therefore required to hand in their examination papers, answer booklets and attendance slips to the invigilator/examiner at the end of the exam. Candidates must also ensure that they sign the attendance register at the beginning of the examination.

4.7.7 Postponement of Examinations

Candidates **CANNOT** postpone or transfer their application or fee from one session to the next. For example, if a candidate has applied to take the April examinations and decide instead to take the September examinations, his/her application and fee for the April examination is treated as a withdrawal **AND** the candidate will need to re-apply for the September examinations.

All fees paid by candidates are used for various purposes (i.e to cover examination venue expenses and other costs). Therefore, Candidates wishing to postpone their examinations will only be refunded where they have notified the SACPCMP 21 working days prior to the examination application deadline. No refunds will be made to candidates where notice of postponement is received by the Council within 14 working days prior to the examination date.

4.7.8 Withdrawal/Refund

Where a candidate withdraws or is absent from the examination, part of the examination fee for each application will be refunded according to the following conditions:

- (i) If the notice of withdrawal is received, **in writing, by fax, or mail (including email)**, in the Council office before the application deadline, the full fee **less** an administrative fee of 25% will be refunded to the candidate.
- (ii) If notice of withdrawal is received after the application deadline and up to 14 working days before the date of the examination, an administrative fee of 50% of the fee will be charged. The remaining 50% of the fee will be refunded to the candidate.

- iii) If withdrawal is less than 14 days before the examination, the full fee will be forfeited (no refund).
- iv) Absence because of certified illness, emergency and bereavement will be considered case by case as outlined in item 7.4.

All refunds will only be processed *a month* after the examination session. After any withdrawal, when a candidate re-applies for a future examination session, he/she must re-submit a **new** application.

4.8 EXAMINERS AND MODERATORS

4.8.1 Each year, the Council appoints a minimum of:

- i) *two examiners* (1 per exam), and
- ii) *two moderators* (1 per exam).

4.8.2 Moderator/ Examiner - Minimum Requirements

Moderators and Examiners must be registered Professional Construction Project Managers or Professional Construction Managers. They must possess relevant experience and expertise from academic institutions providing accredited programmes.

Moderators and Examiners are responsible for:

- a) setting the exams including the provision of a marking template
- b) providing model answers.
- c) conducting preparatory workshops
- d) marking examination papers within prescribed time schedules as required.

4.9 EXAMINATION RESULTS

4.9.1 Notification

All candidates will be notified of their examination results via email/mail or fax. The results of the examination(s) will normally be released within *2 months* of the examination date.

4.9.2 Interviews

All candidates who have passed their Council examinations will still be required to undergo professional interviews (PI) to assess their professional competency. Only after the candidate has passed the professional interview will he/she be allowed to register as a professional with the Council. Candidates who wish to be interviewed must contact the Council for further details. The Council will provide details of the fees, date and venue of the interview.

In the event where the Candidate fails the interview, the candidate will be interviewed after a period of at least six (6) months within which the candidate will be expected to have acquired further relevant experience. *Refer to the interview policy.*

4.10 SCOPE OF EXAMINATIONS

4.10.1 The Council examinations are in line with the curriculum or subject matter covered in NQF Level 7 Unit Standards. Candidates are expected to portray relevant knowledge in the following areas:

4.10.2 Scope Of Areas Of Examination

- Project Management roles
- Project brief and Scope Management
- Funding and investment appraisal
- Project execution planning
- Project team structures
- Team building
- Project organisation and control
- Information management
- Project planning and time management
- Cost planning and control
- Procurement, traditional design and build, management contracting, construction management
- Public private partnerships
- Partnering
- Constructability
- Value engineering
- Benchmarking
- Project quality management
- Innovation in construction management
- Lean production
- Health, Safety and welfare
- Environmental management systems
- Management of supply chain
- Risk Management
- Change and variation control
- Public Liaison and profile
- Commissioning, operation and maintenance
- Project post completion review
- Human resource management
- Communication in Construction
- Just in Time in Construction
- General Principles of Management, Systems, Planning, Organising, leadership, motivation e.t.c
- General Principles of operations research, decision making, programming, optimisation, simulation e.t.c

4.11 STUDY TIME

All Council examinations are highly competitive. Candidates are therefore encouraged to allocate adequate time to their studies to minimize on examination attendance costs and personal time.

4.12 THE GENERAL CODE OF CONDUCT FOR EXAMINATIONS

- 4.12.1 Seating Arrangement** -The invigilator has authority to assign seats to candidates.
- 4.12.2 Language** - The examination paper is in English. The answers also need to be in English.
- 4.12.3 Seating Time** - Candidates **MUST** be seated in the examination venue at least 30 minutes before the start of the session.
- 4.12.4 Material** - **No** books, workbooks or course material will be allowed in the examination venue other than the indicated material stipulated in the "Open-Book Assessment" notice, if any. **No** materials shall be brought into the assessment venue or used in the assessment except those authorised by the invigilator and specified in the "Open-Book Assessment" notice, where necessary.
- 4.12.5 Bags, beverages, food, jackets, books and any other items identified by the Invigilator** - **MUST** be placed in areas designated by the invigilator and **are not to be taken into the examination venue**.
- 4.12.6 No electronic or communication devices will be allowed** in the examination venue, including cell phones, laptops, pagers, programmable calculators, etc. Only calculator models authorised by the invigilator will be allowed. It is the **candidate's responsibility** to ascertain whether the use of calculators is permitted, and, if it is, whether any restrictions are imposed on the types of calculators that may be brought to the examination venue
- 4.12.7 Smoking and/or smoke breaks** during the examination **is/are not allowed**. Except for bottled water, **no food or drink** is allowed in the examination venue. Candidates with health problems that warrant relaxation of this regulation should provide medical documentation to the invigilator prior to the beginning of the examination. Such Candidates should restrict themselves to those items and packaging that will least distract other candidates
- 4.12.8** Candidates **MUST NOT** begin or attempt to read the examination questions until instructed to do so.
- 4.12.9 No loose papers** will be handed to candidates. Candidates **MUST** indicate rough work on examination papers/answer sheets
- 4.12.10 Important:** make sure that any **loose answering sheets** or additional answering books are clearly marked and **bound** together.
- 4.12.11** Please **number your answers** carefully and write the question numbers, in the sequence asked, on the front cover of the answer books.
- 4.12.12** Answers **MUST** be written in **black/Blue** ink only. **NO** pencil answers will be considered –these answers are often illegible and the scripts cannot be photocopied for moderation and appeals purposes.
- 4.12.13** Candidates **MAY NOT borrow or receive assistance** from other Candidates during the course of the examination.
- 4.12.14** Candidates **are not allowed to communicate** with one another in any manner whatsoever during the examination.
- 4.12.15** Unless in distress, Candidates are not allowed to visit the washroom unnecessarily during an examination session.

- 4.12.16** Candidates **MUST remain seated** during the examination period. A candidate needing to speak to the invigilator (e.g. to ask for additional paper or to request permission to leave the examination room for any reason) should indicate this by raising his or her hand.
- 4.12.17** Questions concerning possible **errors, ambiguities or omissions** in the examination paper **MUST** be directed to the invigilator who will investigate them through the proper channels. The invigilator **IS NOT** permitted to answer questions other than those concerning the examination paper, as mentioned above.
- 4.12.18** To ensure minimal **disruption at the beginning and end** of the examination, Candidates **MUST** remain seated at their desks for the first 30 minutes and the final 15 minutes of the examination
- 4.12.19** It is the responsibility of the candidate to make sure s/he **hands in their examination script** to the invigilator before leaving the venue
- 4.12.20** Candidates who leave before the examination is over **MUST** hand in all completed and **attempted work, notes made during the assessment, and the examination paper**.
- 4.12.21** **No additional time** to complete the examination will be granted to Candidates
- 4.12.22** Candidates are expected to complete their examination in an **honest and straightforward manner**.
- 4.12.23** Candidates **with study notes** in their possession while writing the examination will have their papers **disqualified** and will not be allowed to continue with the examination.
- 4.12.24** Any incident of **violation of the examination protocol**, will be investigated thoroughly and the candidate will face serious consequences and if found guilty of such a transgression, barred from all further SACPCMP examinations.
- 4.12.25** As these examinations are primarily intended for obtaining accreditation by the Council and thereby applying to become a Professional, **proven dishonesty** will result in the candidate being prevented from being granted Professional registration on the basis of impaired personal integrity.

4.13 STUDY/ REFERENCE MATERIAL

4.13.1 List of Reference Material

List of study material may be found on the website.

Examinations study guides are provided at the examination workshop or may be obtained from the office at a nominal fee.

CHAPTER 5 - INTERVIEW POLICY

5.1 INTRODUCTION

As part of the requirements for registration as professionals, all applicants are expected to pass a *Professional Interview (PI)*. The following guidelines have been developed for the interview process to assist Candidates with their interview preparations.

5.2 PURPOSE

The purpose of the interview is to assess the Candidate's knowledge of Construction Project management / Construction Management together with his/her ability to accept professional responsibility for the work he/she performs.

5.3 INTERVIEW PROCESS

5.3.1 Eligibility

Only Candidates who have been recommended for Professional Interviews by SACPCM will be allowed to attend the interviews. These Candidates must inform the SACPCMP in writing of their intention to attend the interview by fax, mail or e-mail.

5.3.2 Interview Panel and Process

5.3.2.1 Interview panel

A panel of at least 3 members will be constituted for the interviews.
Members of the interviewing panel will be constituted by accredited professionals.

5.3.2.2 Interview Process

- i. Chairperson will introduce the members of the panel to the applicant.
- ii. Chairperson will request the applicant to briefly introduce him-/her self in terms of qualifications, experience and current engagement in the field of the category being applied for. He/she may be asked to elaborate on specific aspects.
- iii. The interview is conducted in terms of questions and answers as determined by the council.
- iv. At the end of the interview, candidates will be asked if they had a fair and objective interview.

5.4 AREAS TO BE INTERVIEWED ON

The areas of focus are as indicated below;

5.4.1 PM's Short Account of Qualifications and Experience (Both Pr. CPM and Pr. CM)

5.4.2 For Construction Project Managers (Pr. CPM)

- 4.2.1 Technical Competency
- 4.2.2 PM Competency as Principal Consultant
- 4.2.3 PM Competency as Principal Agent

5.4.3 For Construction Managers (Pr. CM)

- 4.3.1 Technical Competencies
- 4.3.2 CM Competency in Co-ordinating Construction Processes
- 4.3.3 CM Knowledge and Understanding of Construction Contracts

5.4.4 Knowledge of Scope of Services**5.4.5 PM / CM Maturity in Problem solving and decision making****5.5 INTERVIEW ASSESSMENT AND DECISION**

The interview assessment criteria and scoring will be determined by the Interview Panel.

Each Candidate will be independently scored by each Panel Member against the stipulated Criteria. Each Candidate will be assessed to determine whether he/she fulfils the SACPCMP criteria to be registered and recommendations made accordingly.

After the interview, the chairperson will summarize and aggregate the scores to arrive at the decision. The applicant will be notified of the decision of the Panel, in writing, within 14 working days.

If applicants fail the professional interview they are informed of the area(s) in which they have limitations and are advised to acquire further experience in the particular area(s) for at least 6 months before re-applying to attend the professional interview.

Only a score of 60% and above will be considered as successful.

5.6 APPEAL PROCESS

Where a candidate is dissatisfied with the decision of the interview panel, they have the right to appeal. The appeals policy may be followed accordingly.

CHAPTER 6 – APPEAL POLICY

6.1 PURPOSE

The purpose of the appeals policy is provide guidelines to aggrieved candidates wishing to appeal the examination, registration or interview decision made by the Council.

6.2 INFORMATION REQUIRED

Candidates must provide evidence in the form of documents or records supporting such an appeal before their applications may be considered.

6.3 THE APPEAL PROCEDURE

- 6.3.1 An applicant should on receipt of an unsatisfactory decision made by the Council regarding his/her application or interview assessment, lodge an appeal in writing within 30 working days of becoming aware of the Council decision.
- 6.3.2 The appeal should be accompanied by an appeals fee as determined by the council from time to time.
- 6.3.3 The applicant shall provide the Council in writing, with evidence of facts overlooked by the Council in assessing his/her application.
- 6.3.4 Upon receipt of the appeal, the office will constitute an appeals committee to review the appeal.
- 6.3.5 The Council shall within 60 working days respond to the applicant with reasons for the decision.
- 6.3.6 An applicant shall within 30 working days furnish the Council with additional information in a case where he/she believes that the Council has not considered some details or substantiate some details with the view to review the decision.
- 6.3.7 The Council shall review the submission made and respond to the applicant within 30 working days from receipt of additional information.

6.4 DECISION OF APPEAL COMMITTEE

The Appeal Committee may then decide to either:

- consider additional evidence
- or invite the candidate for-re-assessment
- or dismiss the appeal against the decision of the Council and confirm the findings

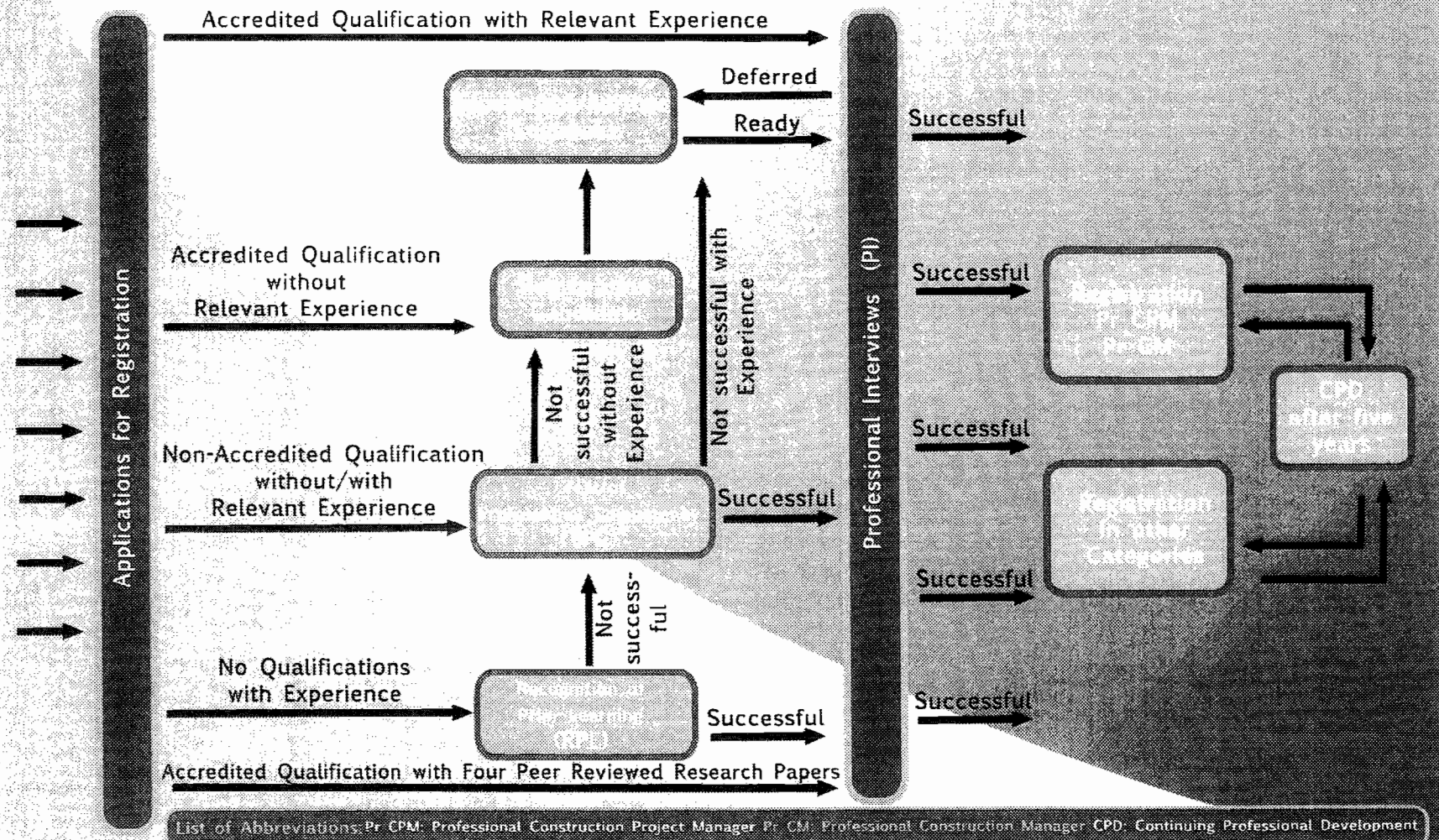
The decision of appeal committee will be considered final and binding.

If an applicant is still not satisfied with the Council decision, he/she will within 90 days from the date on which the Council furnished him/her with its reasons for that decision and after giving notice in writing to the Council, appeal to the CBE against that decision in terms of section 21 of the Council for the Built Environment Act, 2000.

The applicant may in terms of section 35(2) of the Act, (48 of 2000), after giving notice to the Council or the CBE (stage 5) as the case may be, lodge a notice of appeal with the Registrar of the appropriate High Court within one month from the date of the decision of the Council or the CBE.

The working days referred to exclude the statutory building recess period

SACPCMP Routes to Registration



Annexure B

SACPCMP

The South African Council for Project and Construction Management Professions
PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

APPLICATION FOR REGISTRATION FOR CONSTRUCTION MANAGEMENT AND CONSTRUCTION PROJECT MANAGEMENT

P. O. Box 6286 Halfway House 1685
B9 International Business Gateway, Corner of New Road and Sixth Road, MIDRAND
Tel: (011) 318 3402/3/4 Fax: (011) 318 3405 E-mail: registrations@sacpcmp.co.za Website: www.sacpcmp.co.za

APPLICANTS ARE TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM

- SECTION A Personal Particulars of Applicant
- SECTION B Category of Registration Being Applied For
- SECTION C Educational Qualifications
- SECTION D Other Professional Qualifications / Registration with Professional Institutions
- SECTION E Practical Experience in Construction Project Management and/
or Construction Management
- SECTION F Details of Current Employment
- SECTION G Declaration
- SECTION H Documents submitted with Application

SECTION A: PERSONAL PARTICULARS OF APPLICANT

Type of Identification (Mark with an X)	RSA ID-Document	<input type="checkbox"/>	Foreign ID-Document	<input type="checkbox"/>
Identification No.:	<input type="text"/>			
Country of Issue	<input type="text"/>			
Title (Mark with an X)	Dr.	<input type="checkbox"/>	Prof.	<input type="checkbox"/>
	Mr.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>
	Ms.	<input type="checkbox"/>	Rev	<input type="checkbox"/>
Gender (Mark with an X)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Ethnic Group	Black	<input type="checkbox"/>	White	<input type="checkbox"/>
	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	Other	<input type="checkbox"/>		
(Strictly for statistic purpose only)				
Surname	<input type="text"/>			
Initials and First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Day	Month	Year	

E-mail Address	<input type="text"/>									
Cell No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address	<input type="text"/>									
	<input type="text"/>							Postal Code	<input type="text"/>	
Physical Address	<input type="text"/>									
	<input type="text"/>							Postal Code	<input type="text"/>	
Address where communications must be sent (Mark with an X)	Postal Address <input type="checkbox"/>							Physical Address <input type="checkbox"/>		
Province	<input type="text"/>									

SECTION B: CATEGORY OF REGISTRATION BEING APPLIED FOR

Category of registration being applied for (Mark with an X)

Category

Professional Construction Project Manager

☐

Construction Manager

☐

Candidate Construction Project Manager

☐

Candidate Construction Manager

☐

State whether any previous application(s) had been refused, and if so, when and reasons for refusal

SECTION C: EDUCATIONAL QUALIFICATIONS

Names and address of Tertiary / University Institution	Qualifications Obtained	Year of Graduation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note

Attach certified copies of above qualification certificates

SECTION D: PROFESSIONAL QUALIFICATIONS / REGISTRATION WITH PROFESSIONAL INSTITUTIONS

D1-Names and address of Association/ Institution	Registration / Membership	Year of Membership
D2 - Evidence of Continuing Professional Development (CPD)		

Note

Attach certified copies of above qualification, registration or membership certificates

SECTION E: PRACTICAL EXPERIENCE IN THE FIELD OF PROJECT AND CONSTRUCTION MANAGEMENT

Do you consider yourself to have obtained the necessary and relevant 4 years of practical experience in the field of Construction Project Management and / or Construction management (Mark with an X)

Yes

☐

Not Necessary

☐

If yes, attach documentary evidence of practical experience as prescribed (Mark with an X if attached)

☐

1 List of projects worked on in the last 4 years in the prescribed format

☐

2 Project Report as prescribed

☐

Are you currently engaged in the field of Construction Project Management and / or Construction Management?

Yes

☐

No

☐

SECTION F: DETAILS OF CURRENT EMPLOYMENT

Name of Employer

Address of Employer

Tel No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Fax No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Job Title

Outline Job Description

Name of Supervisor

SECTION G: DECLARATION

I, the applicant, hereby declare that:

- a) I am not disqualified in terms of section 19 of the Act from being registered in the category applied for
- b) I am not subject to suspension from registration by any other professional body
- c) I have read and understood the registration policy and guidelines and have no objections to it.
- d) all the particulars and documents submitted are in every respect true and correct and have been lawfully obtained, and I have no objection to the verification of the authenticity of the documents.
- e) I will abide by the code of conduct for registered persons.

Signature of Applicant: _____

SECTION H: DOCUMENTS SUBMITTED WITH THIS APPLICATION

Please submit the following documents with the application (Mark with an X)

1 Completed Application Form

2 Certified copy of Identification Documents

3a Certified copies of relevant certificates

3b Academic Transcript

4 List of Projects involved in (in format prescribed)

	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Official use only

5 Project Report

6 Curriculum Vitae

7 Payment of Application Fee

Cheque

Postal Order

Bank Deposit Slip

Electronic Payment Slip

Bank Payment by EFT (Old Mutual)

SACPCMP Bank Account Details

Name of Bank: NEDBANK

Account Name: SACPCMP

Branch Name: CENTRAL BUSINESS

Branch Code: 128405

FOR OFFICE USE ONLY

Fees Paid and Receipt Number

R

Date of Receipt of Application

Day

Month

Year

AUTHORISATION OF REGISTRATION (To be completed after Council Approval)

Category of Registration

Pr CPM

Pr CM

Can CPM

Can CM

Approved

Not Approved

Signature

Date of Authorization

:

:

Day

Month

Year

Annexure C



The South African Council for Project and Construction Management Professions
PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

APPLICATION FOR REGISTRATION FOR CONSTRUCTION MENTORSHIP

P. O. Box 6286 Halfway House 1685

B9 International Business Gateway, Corner of New Road and Sixth Road, MIDRAND

Tel: (011) 318 3402/3/4 Fax: (011) 318 3405 E-mail: registrations@sacpcmp.co.za Website: www.sacpcmp.co.za

APPLICANTS ARE TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM

- SECTION A Personal Particulars of Applicant
SECTION B Category of Registration Being Applied For
SECTION C Educational Qualifications
SECTION D Other Professional Qualifications / Registration with Professional Institutions
SECTION E Practical Experience in Construction Mentorship
SECTION F Details of Current Employment
SECTION G Declaration
SECTION H Documents submitted with Application

SECTION A: PERSONAL PARTICULARS OF APPLICANT

Type of Identification (Mark with an X)

RSA ID-Document

☐

Foreign ID-Document

☐

Identification No.:

Country of Issue

Title (Mark with an X)

Dr.

☐

Prof.

☐

Mr.

☐

Mrs.

☐

Ms.

☐

Rev

☐

Gender (Mark with an X)

Male

☐

Female

☐

Ethnic Group

Black

☐

White

☐

Coloured

☐

Indian

☐

Other

☐

(Strictly for statistic purpose only)

Surname

Initials and First Name

Date of Birth

Day

Month

Year

E-mail Address

Cell No.

Fax No.

Postal Address	<div style="border: 1px solid black; height: 20px;"></div>		Postal Code	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
Physical Address	<div style="border: 1px solid black; height: 20px;"></div>		Postal Code	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
Address where communications must be sent (Mark with an X)		Postal Address		Physical Address
		<div style="border: 1px solid black; width: 40px; height: 20px;"></div>		<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
PROVINCE	<div style="border: 1px solid black; height: 20px;"></div>			

SECTION B: CATEGORY OF REGISTRATION BEING APPLIED FOR

Category of registration being applied for (Mark with an X)

Category

Professional Construction Mentor

State whether any previous application(s) had been refused, and if so, when and reasons for refusal

SECTION C: EDUCATIONAL QUALIFICATIONS

Names and address of Tertiary / University Institution	Qualifications Obtained	Year of Graduation
Note Attach certified copies of above qualification certificates		

SECTION D: PROFESSIONAL QUALIFICATIONS / REGISTRATION WITH PROFESSIONAL INSTITUTIONS

D1 - Names and address of Association / Institution	Registration / Membership	Year of Membership
D2 - Evidence of Continuing Professional Development (CPD)		
Note Attach certified copies of above qualification, registration or membership certificates		

SECTION E: PRACTICAL EXPERIENCE IN THE FIELD OF CONSTRUCTION MENTORSHIP

Do you consider yourself to have obtained the necessary and relevant 10 years of practical experience in the field of Construction Mentorship and / or Construction Management (Mark with an X)

Yes

☐

Not Necessary

☐

If yes, attach documentary evidence of practical experience as prescribed (Mark with an X if attached)

☐

1 List of projects worked on in the last 4 years in the prescribed format

☐

2 Project Report as prescribed

☐

Are you currently engaged in the field of Construction Mentorship and / or Construction Management?

Yes

☐

No

☐**SECTION F: DETAILS OF CURRENT EMPLOYMENT**

Name of Employer

Address of Employer

Tel No.

Fax No.

Job Title

Outline Job Description

Name of Supervisor

SECTION G: DECLARATION

I, the applicant, hereby declare that:

- f) I am not disqualified in terms of section 19 of the Act from being registered in the category applied for
- g) I am to subject to suspension from registration by any other professional body
- h) I have read and understood the registration policy and guidelines and have no objections to it.
- i) all the particulars and documents submitted are in every respect true and correct and have been lawfully obtained, and I have no objection to the verification of the authenticity the documents.
- j) I will abide by the code of conduct for registered persons.

Signature of Applicant _____

SECTION H: DOCUMENTS SUBMITTED WITH THIS APPLICATION

Please submit the following documents with the application (Mark with an X)

- | | | |
|---|---|--------------------------|
| 1 | Completed Application Form | <input type="checkbox"/> |
| 2 | Certified copy of Identification Documents | <input type="checkbox"/> |
| 3 | Certified copies of relevant certificates | <input type="checkbox"/> |
| 4 | List of Projects involved in (in format prescribed) | <input type="checkbox"/> |
| 5 | Project Report | <input type="checkbox"/> |
| 6 | Curriculum Vitae | <input type="checkbox"/> |
| 7 | Psychometric Report | <input type="checkbox"/> |
| 8 | Payment of Application Fee | |
| | Cheque | <input type="checkbox"/> |
| | Postal Order | <input type="checkbox"/> |
| | Bank Deposit Slip | <input type="checkbox"/> |
| | Electronic Payment Slip | <input type="checkbox"/> |
| | Bank Payment by EFT (Old Mutual) | <input type="checkbox"/> |

Official use only

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

SACPCMP Bank Account Details

Name of Bank: NEDBANK

Account Name: SACPCMP

Branch Name: CENTRAL BUSINESS

Branch Code: 128405

FOR OFFICE USE ONLY

Fees Paid and Receipt Number

R

--	--	--	--	--	--

Date of Receipt of Application

:		:		
---	--	---	--	--

Day

Month

Year

AUTHORIZATION OF REGISTRATION (To be completed after Council Approval)

Category of Registration

Pr C Mentor:

Approved

☐Not
Approved☐

Signature

Date of Authorization

:		:		
---	--	---	--	--

Day

Month

Year

REFERRAL FORM FOR PSYCHOMETRIC TEST

Dear Service Provider,

The applicant would like to register with the Council as a Professional Mentor. He/She would like to be evaluated and understands that it is a mandatory requirement for registration.

The following tests need to be conducted :

1. 16 Personality Factor Test (16 PF)
2. The Personal, Home and Social Functioning Questionnaire (PHSF)
3. The Thematic Apperceptive Test (TATA)

NAME OF APPLICANT:

ID NUMBER:

SIGNATURE OF APPLICATION:

Name and Address of Service Provider :

Practice Number:

Date Assessed:

Kindly email or fax results to

Registrations@sacpcmp.co.za / Fax 011 318-3405

For enquiries contact the Registrations Manager at: 011 318 3405

Annexure D



The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

ASSESSMENT FORM FOR PROFESSIONAL CONSTRUCTION PROJECT MANAGER (Pr. CPM)

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT:

CATEGORY OF REGISTRATION APPLIED FOR:

DATE OF RECEIPT OF APPLICATION:

1 APPLICATION FORM

Completed

Yes

☐

No

☐

Signed

Yes

☐

No

☐

2 SUPPORTING DOCUMENTS

Certified Copy of ID

☐

Certified Copy of relevant Certificates

☐

Projects Profile (List of Projects Involved In)

☐

Project Report

☐

Curriculum Vitae

☐

Payment of Application Fee

☐

3 Any Other Relevant Information

ASSESSMENT**1 Educational and Professional Qualifications**

Qualification

Name of Institution

Is Qualification Accredited?

Yes

☐

No

☐

Assessor's Comments

2 Relevant Practical Experience**a** Years of relevant experience:

b Comments on Project Report

c Comment on Project Profile

Item	Max	Score
Educational Qualifications	35	
Membership of Professional Associations	10	
Years of Experience	5	
Projects Profile (Projects Involved In)	5	
Project Report		
General Presentation	3	
Technical Competence	3	
PM Competence as Principal Consultant	8	
PM Competence as Principal Agent	8	
Knowledge and Competence in the following;		
Project Integration Management	2	
Project Scope Management	2	
Project Time Management	2	

Project Cost Management	2	
Project Quality Management	2	
Project Human Resources Management	2	
Project Communication Management	2	
Project Procurement Management	2	
Project Risk Management including Health & Safety	2	
Continuing Professional Development (CPD)	5	
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100	

ASSESSOR'S REPORT

1 Comment on Educational and Professional Qualifications

2 General Comment on Relevant Practical Experience

3 General Comment on Continuing Professional Development

Recommended for:

Professional Interview (PI)

☐

Further relevant practical experience

☐

Candidate

☐

Test of professional Competence (TPC)

☐

Recognition of Prior Learning (RPL)

☐
Other Recommendations

Name of Assessor:

Signature of Assessor:

Date of Assessment:

SACPCMP

Annexure E

The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

ASSESSMENT FORM FOR PROFESSIONAL CONSTRUCTION MANAGER (Pr. CM)

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT:

CATEGORY OF REGISTRATION APPLIED FOR:

1 APPLICATION FORM

Completed

Yes

☐

No

☐

Signed

Yes

☐

No

☐

2 SUPPORTING DOCUMENTS

Certified Copy of ID

☐

Certified Copy of relevant Certificates

☐

Projects Profile (List of Projects Involved In)

☐

Project Report

☐

Curriculum Vitae

☐

Payment of Application Fee

☐

Psychometric Report

☐

Any Other Relevant Information

ASSESSMENT

1 Educational and Professional Qualifications

Qualification

Name of Institution

Is Qualification Accredited?

Yes

11

No

--	--

Assessor's Comments

2 Relevant Practical Experience

a Years of relevant experience:

b Comments on Project Report

Comments on Project Report:

c Comment on Project Profile

Scoring of Assessment

Item	Max	Score
Educational Qualifications	35	
Membership of Professional Association(s)	10	
Years of Experience	5	
Projects Profile (Projects Involved In)	5	
Project Report		
General Presentation	3	
Technical Competence	3	
CM Competence in co-ordinating Construction Processes	8	
CM Knowledge and understanding of Construction Contracts	8	
Knowledge and Competence in the following;		
Project Integration Management	2	

Project Scope Management	2	
Project Time Management	2	
Project Cost Management	2	
Project Quality Management	2	
Project Human Resources Management	2	
Project Communication Management	2	
Project Procurement Management	2	
Project Risk Management including Health & Safety	2	
Continuing Professional Development (CPD)	5	
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100	

ASSESSOR'S REPORT

- 1 Comment on Educational and Professional Qualifications

- 2 General Comment on Relevant Practical Experience

- 3 General Comment on Continuing Professional Development

Recommended for:

Professional Interview (PI)

☐

Further relevant practical experience

☐

Test of professional Competence (TPC)

☐

Recognition of Prior Learning (RPL)

☐

Other Recommendations

Name of Assessor:

Signature of Assessor:

Date of Assessment:



Annexure F

The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

APPLICATION FOR REGISTRATION ASSESSMENT FORM
FOR PROFESSIONAL CONSTRUCTION MENTOR (Pr. C Mentor)

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT: _____

CATEGORY OF REGISTRATION APPLIED FOR: _____

DATE OF RECEIPT OF APPLICATION: _____

1 APPLICATION FORM

Completed

Yes

☐

No

Signed

Yes

☐

No

2 SUPPORTING DOCUMENTS

Certified Copy of ID

☐

Certified Copy of relevant Certificates

☐

Projects Profile (List of Projects Involved In)

☐

Project Report

☐

Curriculum Vitae

☐

Payment of Application Fee

☐

Psychometric Report

☐

Any Other Relevant Information

1 Educational and Professional Qualifications

Name of Institution

Yes

--	--

11

a Years of relevant experience:

Years of relevant experience:

[illegible]

Item	Max	Score
Educational Qualifications	15	
Membership of Professional Association(s)	5	
Years of Experience	15	
Projects Profile (Projects Involved In)	5	
Project Report		
General Presentation	5	
Technical Competence	20	
Commercial Competence	30	
Continuing Professional Development (CPD)	5	
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100	

ASSESSOR'S REPORT

- 1 Comment on Educational and Professional Qualifications

--

- 2 General Comment on Relevant Practical Experience

--

- 3 General Comment on Continuing Professional Development

--

Recommended for:

Professional Interview (PI)

☐

Further relevant practical experience

☐

Test of professional Competence (TPC)

☐

Recognition of Prior Learning (RPL)

☐**Other Recommendations**

--

Name of Assessor:

Signature of Assessor:

Date of Assessment:

SACPCMP

Annexure G

The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

SCORE SHEET FOR PROFESSIONAL CONSTRUCTION PROJECT MANAGER (Pr. CPM)

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT: _____

CATEGORY OF REGISTRATION APPLIED FOR: _____

DATE OF RECEIPT OF APPLICATION: _____

3 Scoring of Assessment

Item	Max	Ass 1	Ass 2	Ass 3	Average
Educational Qualifications	35				
Membership of relevant CM and CPM Voluntary Association(s)	10				
Years of Experience	5				
Projects Profile (Projects Involved In)	5				
Project Report					
General Presentation	3				
Technical Competence	3				
PM Competence as Principal Consultant	8				
PM Competence as Principal Agent	8				
Knowledge and Competence in PM Knowledge Areas	18				
Continuing Professional Development (CPD)	5				
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100				

1 Comment on Educational and Professional Qualifications

2 General Comment on Relevant Practical Experience

3 General Comment on Continuing Professional Development

Annexure H



The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

SCORE SHEET FOR PROFESSIONAL CONSTRUCTION PROJECT MANAGER (Pr. CM)

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT: _____

CATEGORY OF REGISTRATION APPLIED FOR: _____

DATE OF RECEIPT OF APPLICATION: _____

3 Scoring of Assessment

Item	Max	Ass 1	Ass 2	Ass 3	Ave
Educational Qualifications	35				
Membership of CPM and CM Voluntary Association(s)	10				
Years of Experience	5				
Projects Profile (Projects Involved In)	5				
Project Report					
General Presentation	3				
Technical Competence	3				
CM Competence Co-ordinating Constr Processes	8				
CM Knowledge in Construction Contracts	8				
Knowledge and Competence in PM Knowledge Areas	18				
Continuing Professional Development (CPD)	5				
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100				

1 Comment on Educational and Professional Qualifications

2 General Comment on Relevant Practical Experience

3 General Comment on Continuing Professional Development

SACPCMP

Annexure I

The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

SCORE SHEET FOR PROFESSIONAL CONSTRUCTION MENTOR (Pr. CMentor)

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT: _____

CATEGORY OF REGISTRATION APPLIED FOR: _____

DATE OF RECEIPT OF APPLICATION: _____

Scoring of Assessment

Item	Max	Ass 1	Ass 2	Ass 3	Ave
Educational Qualifications	35				
Membership of CPM and CM Voluntary Association(s)	10				
Years of Experience	5				
Projects Profile (Projects Involved In)	5				
Project Report					
General Presentation	5				
Ability to transfer skills and assess a Contractor's capabilities	5				
Demonstrate competence in Construction Contract Administration	10				
Demonstrate technical competence	5				
Demonstrate competence in Commercial Aspects of Contracting	10				
Demonstrate competence in Construction Project Management	5				
Continuing Professional Development (CPD)	5				
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100				

1. Comment on Educational and Professional Qualifications

2. General Comment on Relevant Practical Experience

3. General Comment on Continuing Professional Development

SACPCOMP

Annexure J

The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

SCORE SHEET FOR ACADEMIC ROUTE

APPLICANTS INFORMATION PROVIDED

NAME OF APPLICANT: _____

CATEGORY OF REGISTRATION APPLIED FOR: _____

DATE OF RECEIPT OF APPLICATION: _____

Scoring of Assessment

Item	Max	Ass 1	Ass 2	Ass 3	Ave
Educational Qualifications	35				
Membership of CM and CPM Voluntary Association(s)	10				
Relevant Industry Experience	5				
Projects Profile (Projects Involved In)	5				
Project Report					
General Presentation	3				
Technical Competence	5				
Research Report	8				
Four Peer Reviewed Research Papers	8				
Knowledge and Understanding of Mandatory Requirements					
Specialisation	8				
Professional Practice	8				
Continuing Professional Development (CPD)	5				
TOTAL SCORE FOR PRACTICAL EXPERIENCE	100				

1. Comment on Educational and Professional Qualifications

2. General Comment on Relevant Practical Experience

3. General Comment on Continuing Professional Development

SACPCMP

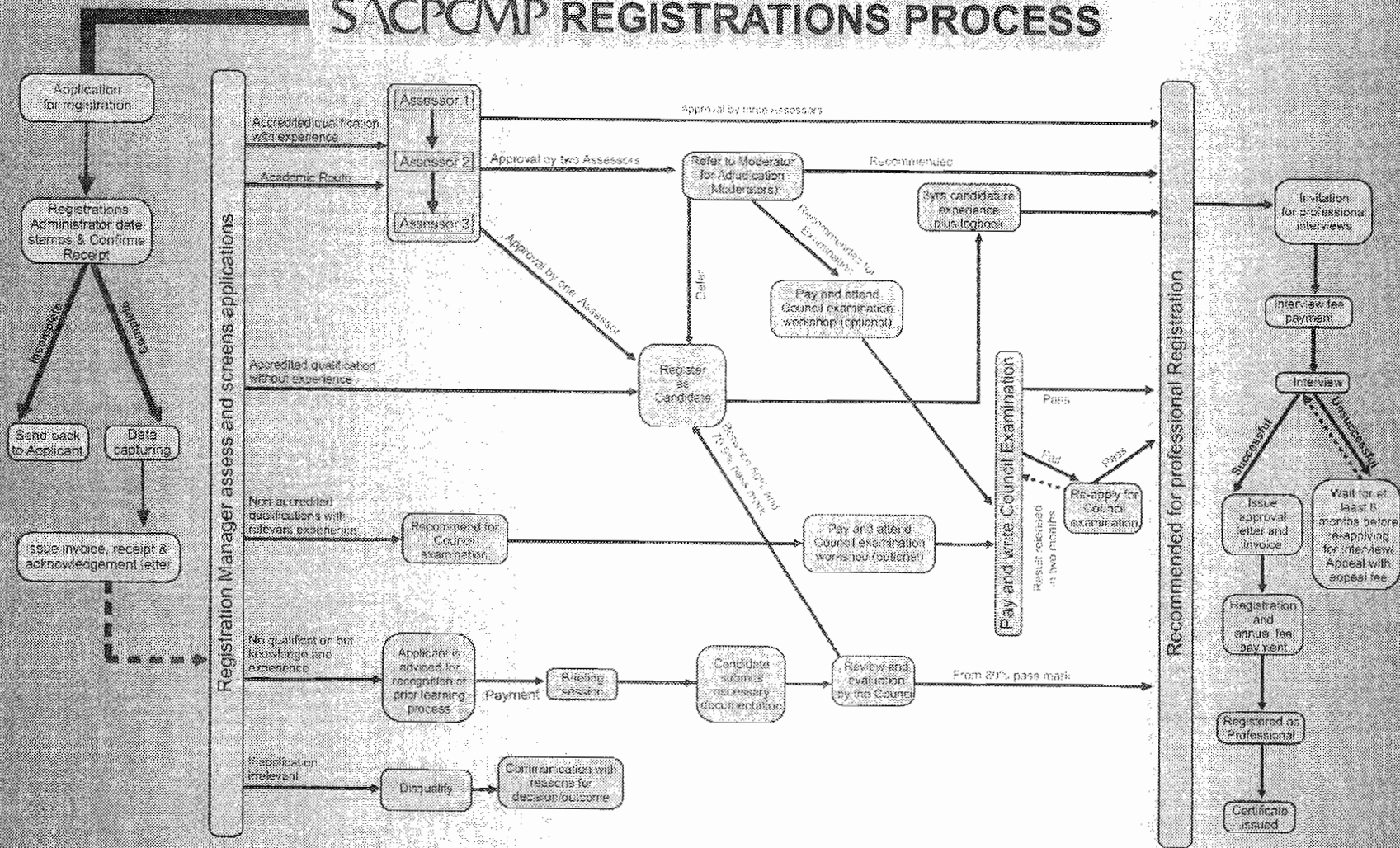
Annexure K

The South African Council for Project and Construction Management Professions

PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000

QUALIFICATIONS	MAXIMUM POINT	COMMENTS
Academic Universities		
BSc (Hons) (Constr. Mgt, Bldg Sc, QS, Civil)	20	
BEng (Civil)	20	
BEng (Electrical, Mechanical)	15	
BArch (Hons)	15	
BSc (Constr. Mgt, Bldg Sc, QS, Civil) 3 yrs	15	
Post Graduate - (Additional to First Degree Points)		
MSc (Constr. Mgt, Bldg Sc, QS, Civil)	5	Additional Point Only
MArch	5	Additional Point Only
SACPCMP Accredited qualifications	10	
Universities of Technology		
BTech / HND (Constr. Mgt, QS, Civil)	15	
BTech / HND (Arch. Tech)	15	
ND (Constr. Mgt, QS, Civil)	10	
ND (Arch. Tech)	10	
Post Graduate - (Additional to First Degree Points)		
MTech / HND (Constr. Mgt, QS, Civil)	5	Additional Point Only
MTech (Arch. Tech)	5	Additional Point Only
Other Certificates and Diplomas		
CPMP (4 x 5 Days in Construction Project Mgt)	2	Additional Point Only
APPM (4 x 5 Days in General Project Mgt)	2	Additional Point Only
Damelin Project Management	2	Additional Point Only
PMI - Project Management Professional (PMP)	2	Additional Point Only

SACPCMP REGISTRATIONS PROCESS



Annexure L

SACPCMP

Annexure M

South African Council for the Project and Construction Management Professions
(PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT 48 OF 2000)

P.O. Box 6286, Halfway House, 1685
B9 International Business Gateway, Corner of New Road and 6th Road, Midrand
Tel: (011) 318 3402/3/4 Fax: (011) 318 3405 E-mail: registrations@sacpcmp.co.za Website: www.sacpcmp.co.za

A. PERSONAL DETAILS						
(Mark the appropriate box with X)						
Title	Dr	Mr	Mrs	Ms	Prof	Miss
Surname: _____ First Name(s): _____						
I.D Number: _____						
Passport Number: _____						
B. CONTACT DETAILS						
Residential Address (please provide full details of your street address): _____ _____ _____ Postal Code: _____						
Postal Address: _____ _____ Postal Code: _____						
Name of Employer: _____						
Current Position: _____						
Telephone (Home): _____ Telephone (Work): _____ Cell: _____						
Fax Number: _____ Email address: _____						
C. EXAMINATION PREPARATORY WORKSHOP (Optional)						
Do you wish to attend the Examination Preparatory workshop? (Mark appropriate box with X) Only Candidates who have paid their attendance fees will be allowed to attend the workshop.						
Yes <input type="checkbox"/> No <input type="checkbox"/>						
D. EXAMINATION MODULE(S)						
(Please select your Examination Module(s) by marking the appropriate box(es) with X)						

Construction Project Management Theory	<input type="text"/>	Construction Management	<input type="text"/>
Construction Project Management Practice	<input type="text"/>	Construction Technology and Practice	<input type="text"/>
Construction Financial Analysis and Cost Management	<input type="text"/>	Construction Administration and Practice	<input type="text"/>

E. EXAMINATION CENTRE:

Main Centre: Johannesburg

Optional Centres

Mark your optional centre with **X**. Please note that optional centres will only be available if at least 20 candidates choose this as their examination centre)

Cape Town	<input type="text"/>	Bloemfontein	<input type="text"/>
Durban	<input type="text"/>	Kimberly	<input type="text"/>
Port Elizabeth	<input type="text"/>	Rustenburg	<input type="text"/>
Polokwane	<input type="text"/>	Nelspruit	<input type="text"/>

F. DECLARATION

- I declare that the particulars that I have provided on this application form are true and correct.
- I hereby reconfirm my acceptance of the obligation to adhere to the rules and regulations of the SACPCMP as determined, replaced, or revised from time to time.
- I have deposited my examination fees in the SACPCMP Account: **(Please attach proof of payment).**
Only Candidates who have paid their examination fees will be allowed to sit for examinations

**Name of bank: NEDBANK. Account name: SACPCMP. Account number: 1284064557. Branch name: CENTRAL BUSINESS
Branch code: 128 405**

Please fax through this application letter and your proof of payment to (011) 6434632
or email to registrations@sacpcmp.co.za

Signature _____ Date

G. FOR OFFICE USE

Amounts Received:	Receipt No	Amount
Workshop attendance fess	_____	_____
Examination Fees	_____	_____
Proof of identification	yes <input type="text"/> no <input type="text"/>	
Date of application	<input type="text" value="2:0"/> <input type="text" value=":"/> <input type="text" value=":"/> <input type="text" value=":"/>	