

BOARD NOTICE 26 OF 2009

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

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

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 RPL 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
Fax : 011 318-3405

CLOSING DATE : ON OR BEFORE 31 MARCH 2009

CHAPTER 1 RECOGNITION OF PRIOR LEARNING POLICY

1.1 BACKGROUND OF THE COUNCIL

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 Council is empowered by Section 19 (2) of the Act 2000, to register the applicant in the relevant category and issue a registration certificate if the applicant has satisfied the relevant educational outcomes by presenting evidence of prior learning in Project and Construction Management.

SACPCMP was established to provide for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest and advance construction and project management education.

The objectives of the SACPCMP is therefore to provide guidance and frameworks within which the professionals within the Construction Management environment are to operate and ensure that effective guidance policies and frameworks that recognise *prior learning* are established, consistently applied and implemented by the Council.

Recognition of Prior Learning (RPL) does not create, develop or replace prior or any other forms of learning and should not be used as the preferred methodology for obtaining registration with the SACPCMP within the relevant categories. RPL specifically assesses and recognises prior learning to determine whether or not a candidate qualifies for registration in a suitable SACPCMP Registration Category.

1.2 DEFINITION OF RPL

Section 19 (4) of the Act No. 48 of 2000, defines *Prior Learning* as the previous learning and experience of a learner, howsoever obtained, against the learning outcomes required for a specified qualification and the acceptance for the purposes of qualification of that which meets those requirements.

The SACPCMP acknowledges prior learning acquired by individuals in either formal or informal learning disciplines and embraces and supports a culture of lifelong learning by means of independent study or instruction, or on-the-job-training in cooperation with experts in the field.

The process of recognising prior learning involves the following:

- **Identifying** what the applicant knows and can do
- **Matching** the applicant's skills, knowledge and experience to specific standards and the associated assessment criteria for registration with SACPCMP.
- **Assessing** the applicant against the relevant criteria
- **Crediting** the applicant for skills, knowledge and experience built up through formal, informal and non formal learning that occurred.

1.3 PURPOSE OF RPL POLICY

The definition and purpose of RPL, within the South African context is indicated as follows: *"Recognition of Prior Learning in South Africa has, unlike similar initiatives in other countries, a very specific agenda. RPL is meant to support transformation of the education and training system of the country. This calls for an approach to the development of RPL policy and practices that explicitly address the visible and invisible barriers to learning and assessment. Such an approach must generate the commitment of all role players to remove these barriers and to build a visible, usable and credible system as an effective and creative vehicle for lifelong learning. It is important that consensus be generated around the criteria and support systems within which the integrity and quality of all assessments will be protected"* (SAQA RPL Policy. 2002:11).

The purpose of this policy is to introduce a system that will ensure that candidates from different educational backgrounds with knowledge and experience built up through formal, informal and non-formal learning that occurred in the past are fairly assessed for professional competency by ensuring that they demonstrate similar knowledge and skills levels in Construction Project Management, Construction Management or in both fields and that they are treated equally by the SACPCMP and other relevant institutions.

By applying the relevant *RPL Tools and Instruments* contained in the Annexure to this policy, the programme is designed to assess the amount of knowledge that individuals possess and credit them for their knowledge base.

1.4 SCOPE

The SACPCMP RPL policy applies to candidates 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 environment and wish to be registered with the SACPCMP.

1.5 LEGAL FRAMEWORK AND NATIONAL PRINCIPLES OF RPL ASSESSMENT

In order to ensure that RPL is implemented in an organised and quality assured way, RPL will be conducted within the guidelines, principles and purpose of RPL as published in the South African Qualifications Authority (SAQA) guideline documents (SAQA Act No 58 of 1995, Government Gazette No 6140, No R542 and the SAQA Criteria and Guidelines for the Implementation of the Recognition of Prior Learning" document SAQA RPL Policy (2002:11).

In line with the South African Council on Higher Education (CHE), Act No 101 of 1997 and the Higher Education Act and the Education White Paper 3 of 1997, SACPCMP will use the CHE policy framework as a guideline for the implementation of RPL for accredited programmes and or modules within the Project and Construction Management environment.

The Council is mandated by Section 13 (c) and (d) of the Act 2000, to consult the Council on Higher Education regarding matters relevant to education in professional and construction management and to consult SAQA, or any body established by it and the voluntary associations, to determine competency standards for the purpose of registration.

Assessments will also be based on the following **principles of Assessment**:

- International comparability
- Interactive assessments
- Public availability and scrutiny of credit transfer provisions
- Equal opportunities for all individuals regardless of gender, race or disability
- A consistent approach to the granting of credit
- Grounded in sound education and training theory
- Compliance with the objectives of NQF
- Non discriminatory principle

1.6.1 REGISTRATION CRITERIA AND CATEGORIES

1.6.1 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.

1.6.2 Registration Categories:

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

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

1.7 RPL ASSESSMENT CRITERIA

1.7.1 In an attempt to address visible and invisible barriers that exist with regard to access into RPL programmes, the SACPCMP entry requirements and selection criteria are as follows:

1.7.2 Candidates will be assessed in line with the category applied for as prescribed.

1.7.3 Applicants will be assessed based on the minimum requirements indicated in the *Identification of Work (IDoW)* statements as follows:

a) CONSTRUCTION PROJECT MANAGEMENT**Stage 1: Initiation and Briefing**

- i. Facilitate the development of a Clear Project Brief Establish the clients procurement policy for the project
- ii. Assist the client in the procurement of the necessary and appropriate consultants including the clear definition their roles, responsibilities and liabilities
- iii. Establish in conjunction with the client, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended project
- iv. Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project
- v. Prepare, co-ordinate and monitor a Project Initiation Programme
- vi. Facilitate the preparation of the Preliminary Viability Assessment of the project
- vii. Facilitate client approval of all Stage 1 documentation

Stage 2: Concept and Feasibility

- i. Assist the client in the procurement of the necessary and appropriate consultants including the clear definition

of their roles, responsibilities and liabilities.

ii. Advise the client on the requirement to appoint a Health and Safety Consultant

iii. Communicate the project brief to the consultants and monitor the development of the Concept and Feasibility within the agreed brief

iv. Co-ordinate and integrate the income stream requirements of the client into the concept design and feasibility

v. Agree the format and procedures for cost control and reporting by the cost consultants on the project.

vi. Manage and monitor the preparation of the project costing by other consultants

vi. Prepare and co-ordinate an indicative project documentation and construction programme

vii. Manage and integrate the concept and feasibility documentation for presentation to the client for approval

Viii. Facilitate client approval of all Stage 2 documentation

Stage 3: Design Development

i. Assist the client in the procurement of the balance of the consultants including the clear definition of their roles, responsibilities and liabilities.

ii. Establish and co-ordinate the formal and informal communication structure, processes and procedures for the design development of the project.

iii. Prepare, co-ordinate and agree a detailed Design and Documentation Programme, based on an updated Indicative Construction Programme, with all consultants

iv. Manage, co-ordinate and integrate the design by the consultants in a sequence to suit the project design, documentation programme and quality requirements.

v. Conduct and record the appropriate planning, co-ordination and management meetings

vi. Facilitate any input from the design consultants required by Construction Manager on constructability.

vii. Facilitate any input from the design consultants required by Health and Safety consultant

viii. Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals

ix. Establish responsibilities and monitor the information flow between the design team, including the cost consultants.

x. Monitor the preparation by the cost consultants of cost estimates, budgets, and cost reports

xii. Monitor the cost control by the cost consultants to verify progressive design compliance with approved budget, including necessary design reviews to achieve budget compliance

- xiii. Facilitate and monitor the timeous technical co-ordination of the design by the design team
- xiv. Facilitate client approval of all Stage 3 documentation

Stage 4 Tender Documentation and Procurement

- i. Select, recommend and agree the Procurement Strategy for contractors, subcontractors and suppliers with the client and consultants
- ii. Prepare and agree the Project Procurement Programme.
- iii. Co-ordinate and monitor the preparation of the tender documentation by the consultants in accordance with the Project Procurement Programme.
- iv. Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate contractors for approval by the client
- v. Advise the client, in conjunction with other consultants on the appropriate insurances required for the implementation of the project.
- vi. Monitor the reconciliation by the cost consultants of the tender prices with the project budget
- vii. Agree the format and procedures for monitoring and control by the cost consultants of the cost of the works.
- viii. Facilitate client approval of the tender recommendation(s).

Stage 5 Construction Documentation and Management

- i. Implement the appointment of contractors and all agreements on behalf of client
- ii. Inform contractor to appoint nominated sub-contractor
- iii. Manage, co ordinate and approve all contract documentation to comply with the approved contract agreements
- iv. Conduct site handover to the relevant contractors
- v. Implement project documentation management to support project processes
- vi. Plan, organise and support project meetings and workshops to review and implement corrective actions to improve quality
- vii. Evaluate the contract programme by the contractors
- viii. Facilitate change control to the scope of works and cost alterations to the contract
- ix. Facilitate and monitor the Health and Safety Plan
- x. Facilitate and monitor the environmental management plan

- xi. Implement the construction communication and information procedures
- xii. Evaluate and schedule timeously issue of construction information to contractors and professionals
- xiii. Manage and approve all information to the contractors by the design consultants
- xiv. Provide assistance in implementing and assuring project work is conducted in accordance with the project quality plan
- xv. Manage, Monitor and approve contractors payments and claims
- xvi. Manage and contribute to the control of actual cost against budget for the progress cost reports
- xvii. Monitor lead times of material that is critical to the project
- xviii. Prepare and submit progress reports to relevant project team
- xix. Facilitate manage and co ordinate required testing and commissioning with the relevant consultants and contractors
- xx. Manage, co-ordinate and monitor the practical completion and final completion of the project.
- xxi. 1 Monitor and evaluate the items requiring rectification for practical and final completion
- xxii. Monitor, review, approve and certify monthly progress payments.
- xxiii. Receive, review and adjudicate any contractual claims.
- xxiv. Monitor the preparation the preparation of monthly cost reports by the cost consultants.
- xxv. Monitor long lead items and off-site production by the contractors and suppliers.
- xxvi. Prepare monthly project reports including submission to the client
- xxvii. Manage, co-ordinate and monitor all necessary testing and commissioning by consultants and contractors.
- xxviii. Co-ordinate, monitor and issue the Practical Completion Lists and the Certificate of Practical Completion.
- xxix. Co-ordinate and monitor the preparation and issue of the Works Completion List by the consultants to the contractors.
- xxx. Monitor the execution by the contractors of the defect items to achieve Works Completion.
- xxxi. Facilitate and co-ordinate adequate access with the occupant for the rectification of defects by the contractors

Stage 6. Close out

- i. Issue the Works Completion Certificate

- ii. Manage, co-ordinate and expedite the preparation by the design consultants of all as-built drawings and design documentation.
- iii. Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees.
- iv. Manage and expedite the procurement of all statutory compliance certificates and documentation.
- v. Manage the finalization of the Health and Safety File for submission to the Client.
- vi. Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
- vii. Manage, co-ordinate and expedite the preparation and agreement of the final account by the cost consultants with the relevant contractors.
- viii. Co-ordinate, monitor and issue the Final Completion Defects list and Certificate of Final Completion.
- ix. Prepare and present Project Closeout Report.

b) CONSTRUCTION MANAGEMENT

Stage 3: Design Development

- i. Define and agree preliminary scope of construction works.
- ii. Prepare Preliminary Construction Programme
- iii. Provide the necessary lead times required to prepare a detailed Design and Documentation Programme.
- iv. Review and recommend practical and cost effective construction alternatives to consultants' designs.
- v. Attend the appropriate planning, co-ordination and management meetings as required.
- vi. Review designs by consultants in relation to constructability requirements.
- vii. Review designs by consultants in relation to constructability requirements.
- viii. Review designs by consultants in relation to Health and Safety requirements during construction and provide input if required on related practical and cost issues.
- ix. Provide detailed cost information as required by the cost consultant for estimating, budgeting and cost reporting purposes.
- x. Prepare and submit a proposed method statement for the construction of the works.

Stage 4: Tender Documentation and Procurement

- i. Review and confirm the Construction Strategy and method for submission of the Tender
- ii. Prepare the Construction Management Organogram and obtain commitment from appropriate staff as required.
- iii. Select, recommend and agree the procurement strategy for subcontractors and suppliers with the Principal Agent and consultants

- iv. Manage and co-ordinate the preparation and implementation of the Health and Safety
- v. requirements for inclusion in the tender
- vi. Review tender documentation to establish any cost effective tender solutions
- vii. Manage the preparation and submission of the tender
- viii. Prepare and agree the Procurement Programme for subcontractors and suppliers
- ix. Agree list of subcontractors and suppliers with the Principal Agent
- x. Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate domestic subcontractors and suppliers.
- xi. Manage, co-ordinate and finalize negotiations on all contractual commitments.

Stage 5: Construction Documentation and Management

- i. Manage the preparation and agreement of the Health and Safety Plan with the Client's Health and Safety Consultants and subcontractors.
- ii. Manage the site establishment including the provision of all necessary temporary services, storage facilities, security requirements and other site requirements.
- iii. Establish and maintain regular monitoring of all line, level and datum of the works.
- iv. Continuously monitor the compliance by the site management of the Health and Safety Plan.
- v. Provide the necessary documentation as required by the Health and Safety Consultant for the Health and Safety File.
- vi. Manage the implementation of the requirements of the Environmental Management Plan.
- vii. Appoint subcontractors and suppliers including the finalization of all agreements.
- viii. Receive, co-ordinate, review and obtain approval of all contract documentation provided by the subcontractors and suppliers for compliance with all of the contract requirements.
- ix. Monitor the ongoing projects insurance requirements.
- x. Facilitate and manage the establishment of subcontractors on the site.
- xi. Finalize and agree the Quality Assurance Plan with the design consultants and subcontractors.
- xii. Continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan.
- xiii. Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.

- xiv. Regularly conduct and record the necessary construction management meetings including subcontractors, suppliers, programme, progress and cost meetings.
- xv. Finalize and agree the contract programme and revisions thereof as necessary.
- xvi. Prepare and finalize the detailed Construction Programme including resources planning.
- xvii. Prepare and agree Information Schedule for timeous implementation of construction.
- xviii. Continuously manage the review of construction documentation and information for clarity of construction requirements.
- xviii. Manage and administer the distribution of construction information to all relevant parties.
- xix. Continuously monitor the construction progress.
- xx. Manage the review and approval of all necessary shop details and product proprietary information by the design subcontractors.
- xxi. Review and substantiate circumstances and entitlements that may arise from any changes required to the Contract Programme.
- xxii. Establish procedures for, and monitor all scope and cost variations.
- xxiii. Manage the preparation of monthly progress claims for payment
Receive, review and substantiate any contractual claims within the prescribed period.
- xxiv. Regularly prepare and submit a Construction Status Report, including construction financial status report.
- v. Manage, co-ordinate and supervise all work on and off site.
- vi. Manage and co-ordinate the requirements of the direct contractors if required to do so.
- vii. Manage, co-ordinate and monitor all necessary testing and commissioning.
- viii. Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Practical Completion.

Stage 6 Contract Close Out

- i. Monitor, evaluate and expedite the construction works completion certificate.
- ii. Prepare and monitor the preparation of all as built drawings, operating manuals, warranties and guarantees of the completed construction works.
- iii. Finalize the necessary Health and Safety File for hand over
- iv. Manage and conduct the necessary measures during the defects liability period for Final Completion.
- v. Prepare and conclude the final account with the client and subcontractors

- vi. Prepare the final construction of works contract close out report for hand over.
- vii. Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors.
- viii. Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Final Completion.
- ix. Prepare and conclude the final account with the client and subcontractors.
- x. Prepare and present Contract Closeout Report

1.7.4 All RPL Assessment Tools and Instruments are designed according to the recommended Identification Document of Works. In addition, all applicants will be assessed based on the The Crawford – Ishikura Factor Table for Evaluating Roles (CIFTER) in order to determine the suitable category for registration purposes.

Applicants must meet the minimum requirements in order to be considered for RPL. The decision of the Council regarding RPL will be based on a careful review of the candidate's skills, knowledge, qualifications and work experience. Depending on the Candidate's level of skill, knowledge and competency, a decision will be made on which route a Candidate may follow to obtain the necessary requirements for registration in an appropriate category.

1.8 Scoring of applicants will be done as outlined in the table below:

Registration Category	Accepted Pass Mark (%)
Professional Construction Manager	80%
Candidate Construction Manager	60%
Professional Construction Project Manager	80%
Candidate Construction Project Manager	60%

1.9 RPL ASSESSMENT METHODOLOGY

To ensure that consistent assessment methods are maintained all evidence provided of prior learning and experiential learning will be recorded. The evidence requirements and submissions will be informed by the learning outcomes and qualification requirements as prescribed. Candidates must will be informed of the specific requirements that must be met and given a fair opportunity to prepare for assessment with sufficient support and guidance provided.

1.9.1 The RPL assessment methodology will consist of any or all, but not limited to, the following to

ensure that an assessment is made based on the Candidates' knowledge, skill and reflexive competence:

- professional Interview
- Portfolio of Evidence;
- Written and Oral Knowledge Assessment;
- Product Evidence / Assignments or Projects; and
- Completed Projects / Tasks Report/Case Studies
- Demonstration

1.9.2 The assessment outcomes will enable an evaluation of a candidate who is applying for registration or entry into a specific qualification or work category / designation in terms of existing knowledge / understanding and past or prior experience.

1.9.3 The assessment tools or methods will therefore adhere to basic Outcomes Based Principles (OBE) for: assessing competency; effective assessment of the relevant outcome or category; ensuring that evaluation correlates with the credits required in a particular outcome or category; ensuring that assessment decisions indicate levels achieved as either "competent" or "not yet competent"; and ensuring that the industry specific assessment scale determining competency is applied.

1.9.4 This process will ensure that all SACPCMP assessments are,

- Authentic
- Valid
- Reliable
- Sufficient
- And Current

1.10 CANDIDATE PREPARATION AND SUPPORT

Adequate assessment preparation and support vital to the effectiveness of the candidate's RPL process will be provided by SACPCMP. The requirement for adequate preparation is due to the intensity of the programme and the fact that many of the candidates may lack formal learning.

1.10.1 Candidate support will be provided for in particular when candidates are deemed "not yet competent" and require either:

- Additional experience to specific outcomes and the availability of workplace based institutions/providers;

- Further academic learning or training against specific outcomes and the availability of accredited institutions.

1.10.2 Candidates' special needs will also be accommodated and special needs may include, but is not limited to:

- Disability(ies)
- Access to formal Learning; and/or
- Registration requirement

1.11 RPL ASSESSORS, ADVISORS AND MODERATORS

RPL Assessors, Moderators and Advisors must be Professional Construction Project Managers, Professional Construction Managers, educationalists and other professionals who are trained and experienced in RPL assessment and moderation processes. They must possess relevant experience with service providers providing accredited programmes at SAQA level 7.

1.11.1 To ensure that Moderators and Assessors produce quality assessments, they will continuously make reference to the following guideline documents in respect of RPL Assessments:

- SAQA Criteria & guidelines for the implementation of RPL;
- SAQA Registered Qualifications;
- CHE Regulation on RPL;
- Draft Policy for the identification of work
- Council Policy, Procedures and requirements: RPL
- Institution Policy, Procedures and requirements: RPL

1.11.2 RPL Assessors, Moderators and Advisors will be responsible for:

- reviewing and updating the SACPCMP RPL policies and procedures in line with the requirements of the South African Qualifications Authority (SAQA) and NQF
- determining the level of access offered against the SACPCMP registration framework and making recommendations to the SACPCMP.
- To advise the Registration Committee on matters pertaining to new developments in the RPL standards and policies.
- Assessing all candidates seeking RPL from the SACPCMP.

1.11.3 Extensive moderation will ensure that the quality of results was benchmarked and that effective assessment and RPL implementations have been considered.

1.11.4 Moderation will be conducted and reported on the following, but not limited to:

- i. Compliance and Adherence to Policy, Procedure and consistent Implementation;
- ii. Selection criteria and admission into RPL;
- iii. Assessment Methodologies and Tools in relation to outcomes being assessed;
- iv. Preparation and support of Candidates during RPL Process;
- v. Assessors qualifications and experience;
- vi. Review of assessment processes, methods and tools and
- vii. Appeals submitted

1.12 APPEAL PROCEDURE

Appeals will be dealt with in the manner as outlined in the registrations policy and guidelines.

1.13 MONITORING AND EVALUATION

1.13.1 The following criteria will form the basis of SACPCMP assessments and internal monitoring and evaluation of systems, processes and policies to ensure effective quality assurance:

- QMS, Policy review and evaluation;
- Implementation and improvement of quality management mechanisms;
- Review of the mechanisms for quality management;
- Resource allocation,
- Assessor, Moderator and Panel member qualifications and Subject Matter Expertise;
- Criteria for the support and enhancement; and
- Review of programme development, management and assessment; and
- Cost effectiveness

1.13.2 Review of assessment processes and principles will include review of

- RPL methods of assessments (oral, written, demonstrations, project/case studies, further documentation assessments)
- RPL Procedures, Tools and Instruments (as outlined in the *Portfolio of Evidence*)
- facilitators, RPL advisors, assessors and moderators and ultimately assessment decisions.

Review reports will be recorded and filed and appropriately disseminated.

CHAPTER 2 APPLICATION GUIDELINES

- 2.1 Each application must be accompanied by the following documentation as indicated in the portfolio of evidence:
- a) a comprehensive *curriculum vitae*
 - b) *certified copies* of diplomas, certificates, letters of commendation and testimonials and relevant certificate numbers.
 - c) *personal details* (age, gender, marital status, nationality, ID number, postal and physical address, contact information, etc
 - d) *tertiary education* –stating the name, address and contact information of the institution and the programme of study undertaken.
 - e) *proof of continued skills enhancement* (for instance, certificates of attendance at workshops, seminars, conferences) where appropriate
 - e) full details and evidence of relevant prior learning.
 - f) *proof of career training* such as technical or professional training and practical experience, where necessary.
 - g) Copy of identity document
 - h) organogram
 - i) Portfolio of Evidence (the format available in the office).
- 2.2 All candidates wishing to be considered for RPL assessment must forward their applications to:

Physical Address

The Registrar,
SACPCMP.
B9 International Business Gateway.
Corner New Road and 6th Road.
Midrand.

Postal Address

P.O Box 6286.
Halfway House.
1685.
Telephone: +27 11 318 3402/3/4 Fax: +27 11 318 3405