



The fee indicated on this application form is valid from 1 April 2011 to 31 March 2012 **SACAP/R0011**

SPECIAL DISPENSATION : APPLICATION FOR REGISTRATION AS CANDIDATE

THE FOLLOWING MUST ACCOMPANY THE APPLICATION:

- Certified copies of qualifications
- Certified copy of ID document or passport*
- Certified copy of Senior School Certificate, or equivalent*
- A3 Portfolio of work (Original + 2 Copies)
- Proof of payment of **non-refundable** admin fee of **R12 768.00**
(R11 200.00 + R1 568.00)

Administration fee must be paid directly into SACAP’s bank account. Proof of payment must accompany the application.
Use Z9999Z as reference when making payment.

BANKING DETAILS:

FIRST NATIONAL BANK: RANDBURG BRANCH
BRANCH CODE: 254005
ACCOUNT NUMBER: 50411172203

USE Z9999Z AS REFERENCE WHEN MAKING A PAYMENT FOR THIS PARTICULAR APPLICATION
PROOF OF PAYMENT MUST ACCOMPANY THE APPLICATION

A: PARTICULARS OF APPLICANT

Surname:

First names:

Title:

Mr	Mrs	Ms	Miss
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Date of Birth:

:	:	:
D	M	Y

ID Number:

Passport Number:

Race:

Asian	Black	Coloured	White
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 (for statistical purposes only)

Gender:

Male	Female
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Are you Disabled?

YES	NO

If yes, state nature of Disability:

Work Telephone No:

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Home Telephone No:

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

Cell Phone No:

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Facsimile No:

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Business e-mail Address:

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Personal e-mail Address:

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Residential address:

	Postal Code:	

Postal address:

	Postal Code:	

B: EMPLOYMENT DETAILS:

PREVIOUS EMPLOYMENT:

Give full account of practical experience which you gained in the office of a registered Architectural Professional after completion of your studies, in chronological order from the oldest to the most current:

Name of Practice:

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Date of Employment:

From:		To:	
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Name of Principal:

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SACAP Registration Number of Principal:

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Contact Details of Principal:

Telephone Number:	
Cell phone Number:	
Facsimile Number:	
E-Mail Address:	

Type of Work Carried Out During Employment:

Name of Practice:

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Date of Employment:

From:		To:	
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Name of Principal:

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SACAP Registration Number of Principal:

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Contact Details of Principal:

Telephone Number:	
Cell phone Number:	
Facsimile Number:	
E-Mail Address:	

Type of Work Carried Out During Employment:

Name of Practice:			
Date of Employment:	From:		To:
Name of Principal:			
SACAP Registration Number of Principal:			
Contact Details of Principal:	Telephone Number:		
	Cell phone Number:		
	Facsimile Number:		
	E-Mail Address:		
Type of Work Carried Out During Employment:			

Name of Practice:			
Date of Employment:	From:		To:
Name of Principal:			
SACAP Registration Number of Principal:			
Contact Details of Principal:	Telephone Number:		
	Cell phone Number:		
	Facsimile Number:		
	E-Mail Address:		
Type of Work Carried Out During Employment:			

Should this space be inadequate, please supply further information on a loose sheet/s, inserted in this application form, in the same format as stipulated above.

CURRENT EMPLOYMENT:

Name of Practice:			
Date of Employment:	:	:	:
	D	M	Y
Name of Principal:			
Principal's contact number:			
Principal's e-mail address:			
Type of Practice:			
CIPRO Number:			
Number of Principals in the Practice:			
Number of Employees in the Practice:			

C: PROFESSIONAL QUALIFICATIONS

ARCHITECTURAL QUALIFICATIONS:

	Qualifications obtained	Educational Institution	Years of Study	Enrolment date	Graduation Date
Examinations passed					
A certified copy of each certificate must be attached					

OTHER (NON-ARCHITECTURAL) QUALIFICATIONS:

	Qualifications obtained	Educational Institution	Years of Study	Enrolment date	Graduation Date
Examinations passed					
A certified copy of each certificate must be attached					

D: MEMBERSHIP OF A SACAP RECOGNISED VOLUNTARY ASSOCIATION

Are you a member of one or more of the following SACAP recognised Voluntary Association:

	YES	NO	If YES, please indicate:		
			Institute Number	Grade of Membership	Enrolment Date
S A Institute for Architects - SAIA					
S A Institute for Architectural Technologists - SAIAAT					
S A Institute of Draughting - SAID					
S A Institute of Building Designers - SAIBD					
SA Institute of the Interior Design Professions - IID					
Border Kei Institute of Architects - B-KIA					
Cape Institute for Architects - CIA					
Eastern Cape Institute of Architects – ECIA					
Free State Institute of Architects - FSIA					
Gauteng Institute for Architects - GIaA					
KwaZulu-Natal Institute for Architects - KZ-NIA					
Pretoria Institute for Architects - PIA					

E: PORTFOLIO

Applicants should exploit the portfolio to showcase the building projects they have been involved with some requirements are:

- The portfolio should be a ring-bound or hardcover A3 document in landscape format with the applicant's name and the category being assessed on the cover page.
- It should have a table of contents listing projects chronologically from the most recent. Projects older than five years should be added with circumspection.
- Projects should be illustrated with design development drawings (reduced to A3) and photographs, and each project should be elucidated with a description of locality, client, nature and scope, and a statement of the applicant's involvement, e.g. development of the brief, designer or part of the design team, technical documentation or contract administration

F: LEARNING LEVELS FOR ASSESSMENT AND ASSESSMENT SCALE

LEVEL	LEARNING LEVEL	DESCRIPTION
A	Knowledge	To be able to recall and remember facts and information (recall).
B	Understanding	To not only recall facts, but especially to understand their impact (insight).
C	Application	To apply existing knowledge to new situations.
D	Problem solving	To solve a complex problem (analysis, synthesis & evaluation).

Assessment scale

ASSESSMENT SCALE												
PROFESSIONAL CATEGORY	LEARNING LEVEL REQUIREMENTS PER CATEGORY		OUTCOMES FIELD and NUMBER									
			Office practice, legal aspects and ethics	Computer applications	Contextual & urban relationships	Architectural history, theory & precedent	Architectural design	Environmental relationships	Contract documentation & administration	Building structures	Construction technology	Building services & related technologies
			1	2	3	4	5	6	7	8	9	10
Professional Architect	Knowledge	A										Relevant to Identification of Work Matrix
	Understanding	B										
	Application	C		■								
	Problem solving	D	■		■	■	■	■	■	■		
Prof. Senior Arch. Technologist	Knowledge	A										Relevant to Identification of Work Matrix
	Understanding	B										
	Application	C			■	■		■				
	Problem solving	D	■	■			■			■		
Prof. Arch. Technologist	Knowledge	A										Relevant to Identification of Work Matrix
	Understanding	B			■	■		■				
	Application	C	■				■		■			
	Problem solving	D		■								
Prof. Arch. Draughts-person	Knowledge	A			■	■		■				Relevant to Identification of Work Matrix
	Understanding	B	■				■					
	Application	C							■			
	Problem solving	D		■								

F: DECLARATION

I, the applicant declare that:

- Section 19(3)(a) of the Act does not apply to me

Section 19(3)(a)

Despite subsection (2), the council may refuse to register an applicant—

- if the applicant has been removed from an office of trust on account of improper conduct;
- has been convicted of an offence in the Republic, other than an offence 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;
- if the applicant has, subject to paragraph (b), 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 15 both;
- 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, 1973;
- for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;
- if the applicant is an unrehabilitated 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 or she is applying for registration.

- To the best of my knowledge all the information contained herein is true and correct

Date:

:	:	:
D	M	Y

Signature of Applicant: _____

I agree that my contact details (including but not restricted to telephone number, addresses and e-mail address(es) be made available to recognised organisations at the discretion of SACAP

YES	NO

FOR OFFICE USE ONLY

APPROVED FOR REGISTRATION:

Date Approved:

:	:	:
D	M	Y

Approved for Registration as:

Candidate Architect

Candidate Senior Architectural Technologist

Candidate Architectural Technologist

Candidate Draughtsperson

ASSESSOR 1 (Chair)	ASSESSOR 2 (Secretary)	ASSESSOR 3	ASSESSOR 4	ASSESSOR 5
Signature				
Name				
Capacity				

Date Registered:

:	:	:
D	M	Y

Computer Code:

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Council Number:

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INFORMATION SHEET : SPECIAL DISPENSATION : APPLICATION FOR REGISTRATION AS CANDIDATE

At a meeting held on 19 and 20 February 2010, Council approved a Special Dispensation for persons who have been practicing without registration. This special dispensation enables applicants who have been practicing without registration for more than 6 years to be registered as Professionals, under the following conditions:

1. Step One

- a) A special application for Consideration must be submitted. The administration fee payable for this application is **R12 768.00** (R11 200.00 + R1 568.00 VAT);
- b) A portfolio document must be submitted, together with the Application Form, for evaluation by a SACAP appointed committee;
- c) The evaluation will include an interview with the applicant on a date to be advised.

If step one is unsuccessful, applicant will be advised to apply for registration under the normal registration conditions.

2. Step Two

If Step One is successful:

- a) The applicant will be registered as a Candidate with full credit. The administration fee payable for such an application amounts to **R1 660.00** (R1 456.00 + R204.00 VAT). Although the applicant will initially be registered as a Candidate, he/she will not be required to complete an internship period;
- b) Payment of the above amount for registration as a Candidate must be received by SACAP within **6 (six) weeks** from date of the successful evaluation.
- c) The applicant that has been registered as a Candidate will qualify for a special Professional Practice Examination (PPE). The fee for this exam will be **R5 992.00** (R5 256.00 + R736.00 VAT).
- d) The PPE must be written by the Candidate within **4 (four) weeks** from date of registration as a Candidate.

3. Step Three

If Step Two is completed successfully:

- a) The applicant will immediately be allowed to apply to be upgraded to a Professional registration category. The cost for this upgrade is **R11 500.00** (R10 088.00 + R1 412.00 VAT);
- b) An application to upgrade, together with the proof of payment, must be submitted to SACAP within **4 (four) weeks** of receipt of the positive results of the PPE.
- c) After the upgrade has been completed, the registered persons will be charged prorata annual fees, based on the normal fees payable by all Registered Persons.

Please note that all fees payable are Administration Fees and are non-refundable.