South African Council
for the Architectural Profession

51 Wessel Road, Right Wing,
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# SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION
# PRACTICAL TRAINING POLICY

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|---|---|---|
| Custodian | Professional Statutory Services | |
| Initially developed by | Education and Accreditation | Date: 02 October 2020 |
| Revised by | Acting Senior Manager: Professional Statutory Services | Date: 16 February 2026 |
| Approved by | Council | Date: 27 March 2026 |
| Signature |  | |
| Next Review Date | March 2028 | |

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

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## 1. Introduction

a) Practical training is performed by persons registered as candidates and apprentices in order to qualify to write the Professional Practice Examination (PPE). The practical training complements the academic education of the prospective professional by adding knowledge and experience which are fundamental to the profession and can only be obtained in practice.

b) All registered candidates and apprentices have to complete a period of structured practical training in a professional practice before being allowed to write an examination in order to register as a professional.

c) In terms of section 19(2) of the Architectural Profession Act No. 44 of 2000 ("the Act"), the Council must be satisfied that an applicant has demonstrated competence according to Council standards and passed any required examinations. Accordingly, completion of apprenticeship/candidacy, with approved Monthly Training Records (MTRs), is mandatory before a candidate/apprentice is eligible to write the PPE.

d) The Council requires candidates and apprentices to complete the full term of practical training before eligibility for the PPE. All MTR submissions must accurately reflect realistic hours. Records that are excessively long, impractical, or inconsistent with standard practice may be adjusted or rejected to ensure the integrity of practical training and confirm that candidates meet the required 400 value units within the prescribed period.

## 2. Practical Training

a) All registered candidates bear full responsibility for maintaining and submitting their practical training records. Candidates must ensure that each record accurately reflects the work performed during their practical training and that all entries are properly approved and signed by an employer or mentor who is in good standing with SACAP.

b) It is the candidate's responsibility to submit these verified records to the Council within the prescribed timelines. Failure to obtain proper approvals or to submit accurate records may result in delays in recognition of practical training and may affect eligibility to sit for the PPE.

## 3. Nature of Training

a) The training must take place under the supervision of a registered professional who is in good standing with the Council.

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b) The training must be structured to place progressively more responsibility on the candidate to ensure that he or she is capable of applying academic knowledge to practice and of making and executing professional decisions.

c) The experience gained during the training period shall include the elements of practice stipulated in Appendix A.

## 4. Responsibilities of a Registered Candidate

a) The onus is on the candidate to ensure that his/her training meets the prescribed requirements.

b) In the event the candidate experiences difficulties with the training, he/she shall attempt to resolve these with his/her employer and/or mentor.

c) The candidate is responsible for completing the monthly training records in the way prescribed by Council.

d) The submission of monthly training records must be approved by the employer/mentor before being submitted to Council.

e) The submission must reach Council in the prescribed manner, within two weeks of the end of each month.

## 5. Role of the Employer/Mentor

a) The employer/mentor is morally obliged to assist candidates to obtain the required breadth of training by providing opportunities for a variety of experiences and by actively imparting knowledge.

b) The employer/mentor should verify and sign off on the monthly training records, submitted online by the candidate, indicating that he/she is in agreement with the nature and level of work performed and the competence displayed by the candidate.

## 6. Duration of Training Period

a) The duration of the training for persons registered as Candidate Architects, Candidate Senior Architectural Technologists and Candidate Architectural Technologists shall be strictly two years.

b) The duration of training for Candidate Architectural Draughtspersons and Apprentices shall be strictly three years.

c) The durations stipulated in paragraphs a) and b) above shall be observed unless a candidate/apprentice makes compelling representations regarding their personal circumstances that justify a departure from the stipulated durations. If the Council is persuaded of the existence of exceptional circumstances, it shall extend the period of candidacy.

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d) The period of training shall commence only after a candidate has been registered by the council.

e) All Candidates and apprentices are required to obtain 400 value units of Monthly Training Records (MTRs) over the 2- and 3-year period, respectively, in order to be eligible to write the PPE.

f) Council shall not accept Monthly Training Records from a candidate whose registration was suspended or cancelled in line with the Act. Monthly Training Records shall be submitted only during the period in which a candidate is registered and in good standing.

g) Candidates may claim a maximum of 10 hours per 24-hour period, inclusive of any overtime. Any claim exceeding 10 hours must be accompanied by a written explanation and the mentor's concurrence confirming the validity of the additional hours.

h) Candidates who have not written the PPE within the period referred to in paragraphs 6 a) and b) above must write and pass the examination at the first available date scheduled for the PPE after expiry of the said period.

i) Should any candidate not pass the PPE during the period indicated in paragraphs 7 a) and b) above, his/her registration will be cancelled.

j) Candidates who fail to obtain the required 400 value units of MTR within the period of candidacy will be allowed to apply for Special Candidacy Exemption (SCE) in order to be eligible to sit for the following PPE, provided they already have 300 value units of MTR obtained during the candidacy period referred to in paragraphs 6 a) and b) above.

## 7. Professional Practice Exam

The conditions for the writing and passing of the PPE are fully set out in the policy pertaining to the PPE, but must at all times be read in conjunction with this Policy.

## 8. Approval of Policy

The Practical Training Policy shall be recommended by the Education Committee for approval by the Council.

## 9. Review of Policy

The policy will be reviewed every two years unless urgently required by prevailing circumstances at any given time.

## Appendix A

| Requirements for practical training |
|---|

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In terms of section 18(2) of the Act, experience must be obtained under the supervision and control of a person registered in terms of section 19(2)(a) of the Act. Candidates are required to obtain 400 value units during the period of practical training.

a) One value unit is either:
   i. one full working day of relevant experience; or
   ii. attendance at a two-hour educational session.

b) Two value units are given for attendance of a half-day educational session*
c) Three value units are given for attendance of a full-day educational session*
d) A maximum of 40 value units may be obtained by attendance at educational sessions.
e) Minimum number of value units to be obtained in each of the various sections of the syllabus is stipulated below. These add up to 320. The additional 80 units may be acquired in any section/s at the discretion of the candidate.

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*An educational session is a formally structured lecture, seminar, workshop, conference, congress or colloquium approved by the Council for the purpose of this document.

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Categories of experience — Minimum value units

| | C Arch | C S Arch Tech | C Arch Tech | C Arch Draught |
|---|---|---|---|---|
| 1. Project and Office Management<br>• Meeting with clients<br>• Discussions with clients about the brief and the preliminary drawings<br>• Formulation of client requirements<br>• Pre-contract project management<br>• Determination of contract conditions<br>• Drafting of correspondence<br>• Co-ordination of the work of consultants<br>• Office and project accounting systems<br>• Personnel issues<br>• Statutory requirements for running an office<br>• Professional Insurance | 80 | 80 | 64 | 40 |
| 2. Design and Design Documentation<br>• Site investigation and evaluation<br>• Meeting with relevant authorities<br>• Assessment of the implications of relevant regulations | 40 | 30 | 24 | 8 |

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| • Preparation of schematic and design development drawings<br>• Checking design proposals against statutory requirements<br>• Preparation of budgets, estimates, cost plans and feasibility studies | | | | |
| 3. Construction Documents<br>• Preparation of working drawings and specifications<br>• Monitoring the documentation process against time and cost plans, checking of documents for compliance with statutory requirements<br>• Co-ordination of subcontractors' documentation<br>• Co-ordination of contract drawings and specifications | 120 | 150 | 200 | 240 |
| 4. Contract Administration<br>• Preparing, receiving and adjudication of documentation of bids or tenders and the procedures connected therewith, Site meetings<br>• Inspection of works<br>• Issuing instructions, notices and certificates to the contractor Client reports<br>• Administration of variations and monetary allowances<br>• Resolution of Disputes<br>• As-built drawings<br>• Final accounts | 80 | 60 | 32 | 32 |
| TOTAL OF MINIMUM UNITS REQUIRED IN CATEGORIES 1-4 | 320 | 320 | 320 | 320 |
| TOTAL UNITS REQUIRED | 400 | 400 | 400 | 400 |

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