South African Council
for the Architectural Profession

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1. Special Candidacy Exemption

1.1 The purpose of the Special Candidacy Exemption is to provide a mechanism through which a person registered for more than 4 years as a candidate in any registration category may apply for exemption from the requirement to submit monthly training records as prescribed in the Practical Training Policy, where such person, due to special circumstances, was unable to comply with the said requirement.

1.2 The Special Candidacy Exemption provides a mechanism through which a person holding an architecture qualification from a SACAP-accredited educational institution and with more than five (5) years of experience may apply for exemption from the requirement to submit monthly training records, as prescribed in the Practical Training Policy, where the person, due to special circumstances, was unable to comply with the said requirement.

1.3 Special circumstances may include, but are not limited to, instances where the candidate has undertaken practical training outside the Republic, or where other compelling circumstances existed which prevented the candidate from complying with the administrative requirements of the Practical Training Policy, provided that the candidate is able to demonstrate that the necessary practical training and competencies required by the Policy were nonetheless obtained.

1.4 The Council may, upon consideration of the application and supporting evidence, grant or refuse such exemption at its discretion.

2. Categories of experience

2.1 Where an application for Special Candidacy Exemption demonstrates the existence of special circumstances, and the candidate has provided, through the application and a portfolio of evidence, sufficient proof that the necessary practical training requirements have been obtained in accordance with the applicable categories of training outlined below, the application may be accepted and referred to the Assessment Panel for interview and evaluation of the candidate's experience and training against the requirements set out herein.

2.2 The Assessment Panel appointed to consider an application for Special Candidacy Exemption shall assess the application and supporting documentation against the criteria outlined below to determine whether the candidate meets the minimum requirements for enrolment for, and admission to, the Professional Practice Examination.

Project and Office Management

a) *Meeting with clients and discussing briefs and preliminary drawings*
b) *Formulating client requirements*
c) *Pre-contract project management*
d) *Determining contract conditions*
e) *Drafting professional correspondence*
f) *Coordinating the work of consultants*
g) *Managing office and project accounting systems*

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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h) *Handling personnel issues*
i) *Complying with statutory requirements for running an office*
j) *Managing professional insurance*

Design and Design Documentation

a) *Conducting site investigations and evaluations.*
b) *Meeting with relevant authorities.*
c) *Assessing implications of applicable regulations.*
d) *Preparing schematic and design development drawings.*
e) *Checking design proposals against statutory requirements.*
f) *Preparing budgets, estimates, cost plans, and feasibility studies*

Construction Documents

a) *Preparing working drawings and specifications.*
b) *Monitoring documentation processes against time and cost plans.*
c) *Checking documents for compliance with statutory requirements.*
d) *Coordinating subcontractors' documentation.*
e) *Coordinating contract drawings and specifications*

Contract Administration

a) *Preparing, receiving, and adjudicating bids or tender documentation and related procedures*
b) *Conducting site meetings and inspections of works*
c) *Issuing instructions, notices, and certificates to contractors.*
d) *Preparing client reports.*
e) *Administering variations and monetary allowances.*
f) *Resolving disputes.*
g) *Preparing as-built drawings.*
h) *Managing final accounts*

3. Requirements for Special Candidacy Exemption

3.1 The applicant must be registered with SACAP as a Candidate in any of the prescribed registration categories.

3.2 The applicant must have been registered as a Candidate for a minimum period of four (4) years; or, if not registered, hold an architectural qualification from a SACAP-accredited educational institution and with more than five (5) years of experience.

3.3 The applicant must demonstrate the existence of special circumstances that prevented registration with SACAP after obtaining architectural qualification; or, if registered, a reason for not complying with the administrative requirements of the Practical Training Policy, such as the submission of monthly training records.

3.4 The applicant must submit a portfolio of evidence consisting of five (5) projects demonstrating that the required practical training and competencies outlined in the Practical Training Policy have been obtained.

3.5 The applicant must complete and submit the online prescribed application form.

3.6 The applicant must pay the prescribed application fee.

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