South African Council
for the Architectural Profession

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South African Council for the Architectural Profession Registration Policy

Name of the Policy:	Registration Policy
Custodian:	Senior Manager: PSS
Reviewed by:	Registrar
Recommended by:	Registration & RPL Committee
Approval by Council:	11 December 2025
Signature: President of Council	
Next Review Date	11 December 2027

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. Interpretation and Definitions

Interpretation

a) The headings in this policy are inserted for convenience only and shall not affect the interpretation thereof.

b) Unless the context indicates otherwise or a contrary intention appears:

c) Any reference to a gender shall include all genders;

d) Any reference to the singular shall include the plural, and vice versa.

Definitions

For this policy, the following terms shall, unless expressly stated otherwise or unless inconsistent with the context in which they appear, have the meanings assigned below:

Apprentice: means a person who does not possess formal architectural qualifications, who has at least 3 years' experience in architecture, and who has been registered in a specified category in terms of Section 18(1)(c) of the Act**;**

Architectural Learning Sites (ALS): means an educational institution that offers architectural programs and that has been granted accreditation by the Council in terms of Section 13(b) of the Act;

Category of Registration: refers to any of the registration categories, specified in Sections 18(1)(a), (b), and (c) of The Act;

Continuing Professional Development (CPD): means continuing education and training as contemplated in Section 13(k) of the Act, and also means the systematic maintenance, improvement, and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's architectural career;

Foreign Architectural Professional: Refers to an architectural professional, from a country outside South Africa, who undertakes a specific project, for a limited period, in South Africa.

Internship: Refers to the pre-determined period that a Registered Candidate is required to work under the mentorship of a Registered Professional;

Monthly Training Records (MTRs): Refer to the records to be submitted by a registered Candidate, during his/her period of candidacy;

Professional Practice Examination (PPE): means the examination, administered by SACAP, that Registered Candidates are required to write and pass before upgrading to a professional registration category;

Recognition of Prior Learning (RPL): means Credit and acknowledgement of the competencies – or a portion of the competencies – required through previous learning and experience for registration in a specific category;

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Registered Candidate: means a person who is registered in terms of section 19(2)(b) of the Act;

Registered Professional: means a person who is registered in terms of section 19(2)(a) of the Act;

SACAP: refers to the South African Council for the Architectural Profession, and the Council has the same meaning; and

The Act: means the Architectural Profession Act, 2000 (Act No. 44 of 2000); and

The Council: means the Council established in terms of Section 2 of the Act, and the context of these conditions means any committee, person, or persons duly authorised by the Council to perform specified functions in terms of these conditions.

2. Introduction

a) The categories in which a person may register in the architectural profession are:
Professionals are divided into:
(i) Professional Architect;
(ii) Professional Senior Architectural Technologist;
(iii) Professional Architectural Technologist; or
(iv) Professional Architectural Draughtsperson

Candidates are divided into:
(i) Candidate Architect;
(ii) Candidate Senior Architectural Technologist;
(iii) Candidate Architectural Technologist; or
(iv) Candidate Architectural Draughtsperson;

Specified categories
(i) Building Control Officers (Plan Examiner & Building Inspectors
(ii) Interior Designers
(iii) Students
(iv) Retired Professionals Offering Expert Services; and
(v) Apprentices

b) In terms of section 19 (1) (a) and (c) of the Act, a person must apply, in the prescribed application form, to the council for registration in a category referred to in section 18(1). The application form referred to in paragraph *(a)* must be accompanied by the prescribed fee.

c) Section 19 (2) provides that the Council must register the applicant in the relevant category of registration and issue a registration certificate to the successful applicant in the prescribed form if, after consideration of an application, the Council is satisfied that the applicant:

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(i) In the case of a person applying for registration as a professional who has demonstrated his or her competence as measured against standards determined by the Council for the relevant category of registration, and has passed any additional examinations that may be determined by the Council.

(ii) In the case of a person applying for registration as a candidate or a candidate in a specified category, has satisfied the relevant educational outcomes determined by the council for this purpose, by having passed accredited or recognized examinations at any educational institution offering educational programmes in architecture; and having passed any other examination that may be determined by the council; or presenting evidence of prior learning in architecture.

d) A person who is not registered as per the above provisions of the Act is prohibited from practising architecture in any form. Therefore, registration with SACAP in terms of section 19 above is a prerequisite for practising in the architectural profession in South Africa.

3. Purpose

a) The purpose of this policy is to outline requirements for registration in the architectural profession as per the categories below:

(i) Applications for Registration as a Candidate;
(ii) Registration of Foreign Architectural Professionals undertaking limited projects in South Africa;
(iii) Upgrades;
(iv) Re-registrations; and
(v) Reinstatement.

4. Registration Fees and Disqualifications

a) The Council reserves the right to determine the fees payable for registration in terms of Section 12(1) of the Act.

b) Despite any of the conditions listed under this policy, the Council reserves the right not to register an applicant if such an applicant does not meet registration requirements and/or is disqualified to register with SACAP in terms of section 19 (3) of the Act.

5. Application for registration as a candidate and/or Apprentice

a) The following matrix details the registration requirements for each category of registration in the architectural profession. The matrix outlines experience and or qualification requirements for each category.[1]

[1] A Bachelor of Architecture degree that was offered previously by accredited ALSs, which comprised of 5 years or more of full-time study, meets the requirements for registration as a Candidate Architect. The previous B Arch 5- or 6-years qualification has been replaced with the M Arch (Prof) at NQF Level 9.

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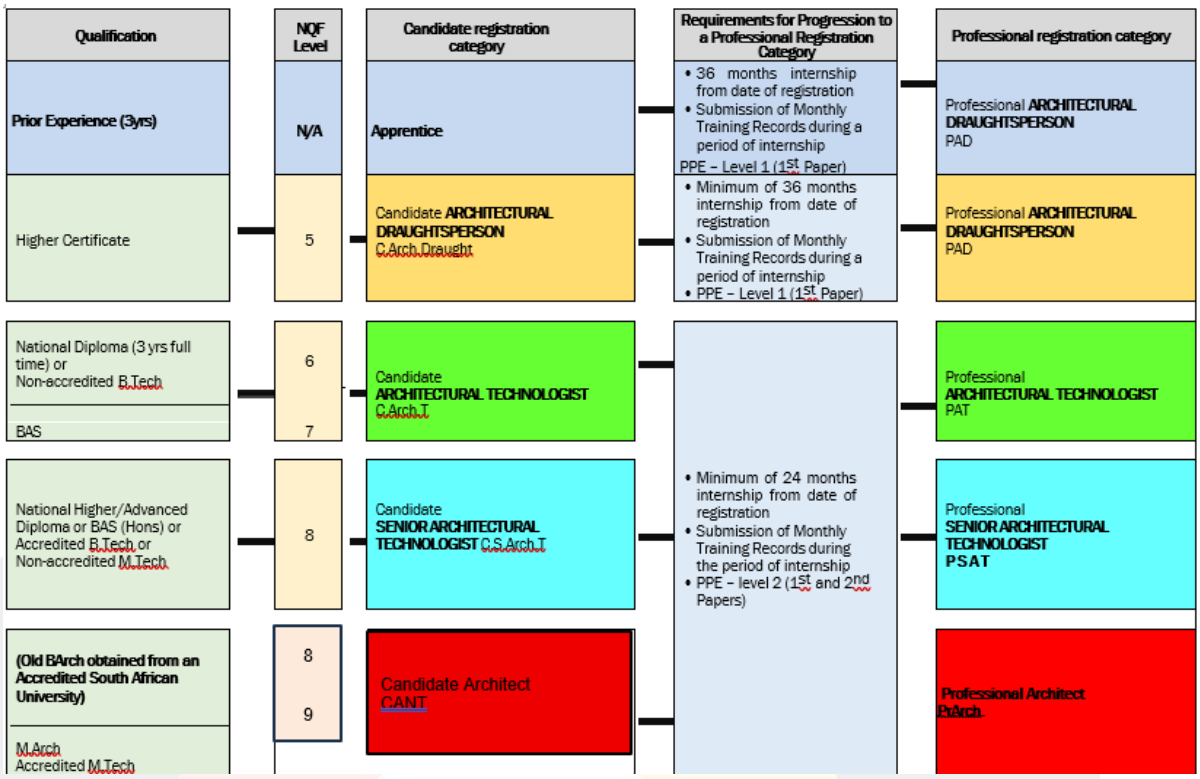
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b) An applicant without any of the recognised qualifications may apply for registration as an Apprentice. Once registered, the Apprentice must complete three years of structured workplace training under the direction, control, and supervision of a person registered in terms of Section 26(4) of the Act.

c) An application for an upgrade to any professional category of registration can only be submitted once all the Recognition of Prior Learning and/or qualification requirements have been met and the applicant has passed the PPE.

d) A newly qualified graduate's registration category is determined by the National Qualification Framework level of the qualification.

6. Applicants with Foreign qualifications

a) A person holding a foreign qualification must submit the qualification, together with an official transcript translated into English where necessary, for evaluation by the Foreign Qualification Evaluation Subcommittee established under the authority of the Education Committee.

b) The Subcommittee shall assess the authenticity, comparability, and relevance of the foreign qualification, with reference to the standards and methodologies consistent with those applied by recognised national qualification frameworks, including the determination of an equivalent level on the National Qualifications Framework (NQF).

c) Upon completion of the evaluation, the Subcommittee shall provide a formal recommendation regarding the closest equivalent accredited South African architectural

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qualification and its corresponding NQF level, which shall inform the Council's decision on the applicant's eligibility for registration.

Canberra Accord

d) An applicant who holds a foreign qualification obtained from an accredited institution in a country that is a signatory to the **Canberra Accord** shall be exempt from the internal foreign qualification evaluation process. Such applicants may submit their registration application directly to SACAP for consideration and processing, provided that appropriate documentary evidence of the qualification and other required supporting documents are submitted in support of the application.

Mutual Recognition Agreements

e) An applicant from a country that has entered into a Mutual Recognition Agreement with SACAP shall be exempt from the internal foreign qualification evaluation process. Such an applicant must submit all necessary documentation, including a certificate from a member country regulatory body responsible for licensing, confirming that the applicant is competent to undertake architectural services in South Africa.

7. Building Control registration requirements

a) In terms of the National Building Regulations & Standards Act, the minimum qualification of any building control officer appointed in terms of section 5 of the Act shall be of a standard equivalent to a senior certificate plus three years of tertiary education, at an accredited educational institution, in one of the following building disciplines:

i) Civil engineering;
ii) structural engineering;
iii) architecture;
iv) building management;
v) building science;
vi) building surveying; or
vii) quantity surveying

b) Any person who applies to register with SACAP as a Building Control Officer, Plan Examiner, and Building Inspector shall submit the relevant qualifications and letter of employment with the relevant municipality.

c) Any person who is registered with SACAP as a Building Control Officer is not entitled to perform architectural work.

8. Mentorship period

a) After registration, a Candidate and/or Apprentice has to complete a period of internship, working under the mentorship of a Registered Professional.

b) During the period of registration, an Apprentice must complete a minimum of 3 years of structured training in the workplace, under the direction, control, and supervision of a

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person registered in terms of Section 26(4) of the Act. The Apprentice will be required to submit monthly records for 36 months of work before writing the PPE.

c) During the period of registration, a Candidate Architectural Draughtsperson shall complete a minimum of three years under the supervision, direction, and control of a registered professional.

d) During the period of registration, Candidate Architects, Candidate Senior Architectural Technologists, and Candidate Architectural Technologists shall complete a minimum of two years of structured training under the supervision, direction, and control of a registered professional.

e) During this period of registration, the Candidate and or Apprentice submits monthly training records for a pre-determined period. The period of internship only commences on the date of registration.

f) During the period of internship, the Candidate and or Apprentice must submit monthly training records, approved and signed off by their Mentor.

g) The Candidate/Apprentice has to also write and pass the PPE (refer to the Practical Training and Examination Policy) before applying to be upgraded to a Professional registration category.

9. Registration of Foreign Architectural Professionals, undertaking limited projects in South Africa

a) Foreign Architectural Professionals undertaking work in South Africa must be registered with SACAP for the duration of the project that they are undertaking.

b) To be registered, the foreign applicant will have to submit proof of the following

(i) Architectural qualification;
(ii) Registration in the country of origin
(iii) Specifics of the project to be undertaken in South Africa
(iv) What is the estimated duration of such a project
(v) That the project is undertaken in collaboration/partnership with a person already registered in a Professional registration category with SACAP
(vi) Any other documentation required by SACAP to conclude the evaluation and registration.
(vii) If the applicant qualifies for registration based on the information provided, the foreign architectural professional may be registered by SACAP in a Professional registration category, limited to the duration of the specific project.

c) If the foreign applicant qualifies for registration based on the information provided, such a foreign architectural practitioner may be registered with SACAP under a Professional registration category for the duration of the specific project.

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10. Registration Upgrades

a) Once an applicant has completed the period of internship, submitted the required monthly training records, and written and passed the PPE, the applicant can apply to be upgraded to a Professional registration category.

b) In the case of a Candidate/Apprentice wishing to upgrade to a different candidate registration category, upon obtaining a recognised qualification that qualifies them for the new category, any internship period already completed and monthly training records already submitted under the current registration category will be taken into account.

c) Such a Candidate will only be required to complete the remaining portion of the internship period and to claim the outstanding value units on the monthly training records after being upgraded to the new category.

d) If an applicant is already registered in a Professional registration category and obtains an additional academic qualification that permits an upgrade, they will be required to write and pass the Professional Practice Examination (PPE), if not previously completed. Similarly, a Registered Professional seeking an upgrade after completing the Recognition of Prior Learning (RPL) process, or any other qualifying process, must also write and pass the PPE if this was not done previously.

e) An application for an upgrade, accompanied by proof of payment and all required documentation, must be submitted to SACAP in the prescribed manner and format.

f) Upon completion of the upgrade, the registered person will be charged pro rata annual fees based on the standard annual fees applicable to all Registered Persons.

11. Re-registrations

a) A registered person who was removed as a result of non-payment of annual fees must apply for re-registration to be on the active register again.

b) A Registered Person who was removed from the register due to non-payment of annual fees may apply for re-registration to be reinstated on the active register.

c) The Registered person will be liable for the payment of a re-registration fee, as applicable at the time of the application.

d) The Finance Unit will prepare the re-registration application, indicating the total amount payable, and submit it to the Registered Person for payment.

e) Once payment has been made and the re-registration form submitted, the Registered Person will be re-registered as follows:

(i) Retain the registration number allocated on the date of suspension of registration;
(ii) The register of SACAP will reflect both the initial date of registration and the date of re-registration;
(iii) A new registration certificate will be made available for download on the registered person's profile;

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(iv) All requirements about Continuing Professional Development (CPD) as per the CPD Board Notice and/or CPD Policy must also be adhered to.

12. Reinstatement

a) A person may be reinstated if it is determined that their account was suspended in error.

b) Reinstatement must be confirmed by the person designated by the Finance Unit before a Registered person's account can be activated.

c) Any reinstatement fee payable will be confirmed by the person designated by the Finance Unit, and proof of payment must be provided before account activation, if applicable.

d) A new registration certificate may be issued to the practitioner upon request.

13. Retired Professionals Offering Expert Services

The Council has, from the beginning of the financial year, 1 April 2024, approved a differentiation of professionals who can apply to retire completely and persons who wish to retire, but still carry out certain aspects of architectural work.

a) Defined as Registered persons who provide expert services related to architecture, such as arbitrators, expert witnesses, consultancy and/or any other functions approved by the Council, excluding the designing and building, submission of building plans to the local authority, or any architecture work set out from stages 1 -6.

b) Applicants must be 70 years old or older.

c) Registration will remain ACTIVE

d) A new SACAP registration number will be allocated, indicating the status of the Retired Architectural Professional

e) Will pay a reduced annual fee.
- In accordance with Section 12(1)(c) of the Act; The council may, with regard to fees and charges, which are payable to the council, determine—
- annual fees, or portion thereof, in respect of a part of a year;

f) As persons listed in this category will still be performing architectural work, they have to comply with the CPD conditions and renew their registration every 5 years.

g) Will have a SACAP registration certificate, indicating their registration in this category.

14. Erroneous Registration

a) The Council shall cancel the registration of an applicant or registered person who was erroneously registered or whose registration was based on information subsequently proven to be false.

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b) The Council shall register a Registered Person in the correct registration category if it is discovered that they were erroneously registered in a lower or higher category despite possessing the relevant qualifications.

c) SACAP shall ensure compliance with the Promotion of Administrative Justice Act, 2000 (PAJA), when revoking erroneous registrations, including conducting proper consultation prior to cancellation, as required by PAJA.

15. Appeals

If an applicant is of the opinion that refusal to register him or her or cancel registration other than cancellation in terms of section 20(1)(a)(iii) or 32(3)(a)(iv), did not comply with section 33 of the Constitution, that applicant may, on payment of the prescribed fees and within 30 days from the date on if the refusal or cancellation came to his or her knowledge, an appeal to the council against that decision, together with substantiating documentation, will be considered by the Council.

16. Approval and Review of the policy

a) This Policy shall be recommended by the Registration & Recognition of Prior Learning Committee for approval by the Council.

b) The policy shall be reviewed every two years, unless there are material changes to legislation which may warrant urgent review of the policy.

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