

SOUTH AFRICAN COUNCIL FOR PLANNERS



The South African
Council *for* Planners
S A C P L A N

POLICY GUIDELINES	
ARRANGEMENTS FOR REGISTRATION OF PROFESSIONAL / TECHNICAL PLANNERS IN SPECIAL CIRCUMSTANCES	
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POLICY GUIDELINES

ARRANGEMENTS FOR REGISTRATION OF PROFESSIONAL / TECHNICAL PLANNERS IN SPECIAL CIRCUMSTANCES

1. STATUTORY REQUIREMENTS OF THE PLANNING PROFESSION ACT, ACT 36 OF 2002

- 1.1 Sections 13(2) and (3) of Planning Profession Act, 2002 places an obligation on an applicant who wishes to register in terms of the Act to prepare and submit an application in the form as prescribed by the SACPLAN.
- 1.2 Based on the requirements of the previous Council under Act 19 of 1984, a practical training report was required to be submitted by an applicant to demonstrate sufficient experience within the required categories of work stipulated in the rules of the Council. In particular, the rules required the applicant to procure the signature of the responsible supervisor for each category of experience claimed by the applicant where such supervisor must be a registered person as contemplated in the Act.

2. PRACTICAL CONSIDERATIONS IN SPECIAL CIRCUMSTANCES

- 2.1 In certain instances the SACPLAN Registration Committee is confronted with applications from persons who hold the required academic qualifications and who, on the face of it, have extensive experience in the correct categories of work, as contemplated in the current Rules of the Council. However, in certain circumstances such persons are unable to procure the signatures of registered persons in their capacities as supervisors for a host of reasons including:
 - 2.1.1 where the applicant has worked in isolation with no supervisor in attendance;
 - 2.1.2 where the supervisors of the applicant are not registered with SACPLAN; or
 - 2.1.3 where the nominated supervisors are no longer in contact with the applicant and cannot be traced so as to procure the required signatures (typically as a result of death, immigration and for other related reasons).
- 2.2 In such instances it appears unreasonable to refuse the application for registration where, from a practical perspective it is clear to the Registrations Committee that the applicant is indeed sufficiently qualified (academically) and has gained appropriate post-graduate experience and, by all accounts, may qualify for registration, save for the requirement to procure the required signatures from registered supervisors.
- 2.3 It is in the above regard that SACPLAN has adopted policy guidelines which shall apply in the special circumstances as set out above.

3. ADOPTED POLICY GUIDELINES

3.1 Having regard to the provisions of Sections 13(4)(b) and (c) of the Act, SACPLAN has a fair degree of latitude and discretion in formulating the rules for registration in a manner which may also serve to accommodate the special cases set out in the previous sections of this report. There is no statutory prohibition on adopting policy guidelines / rules which will enable the registration of an applicant in circumstances where, for reasons which fall beyond the control of the applicant, the required signatures of registered supervisors cannot be procured.

3.1.1 In the above regard SACPLAN has adopted the following guidelines:

- (i) **That**, an applicant seeking registration as a Professional or Technical Planner under the provisions of the Planning Profession Act, 2002 (Act 36 of 2002) is required to procure the required signatures on the practical training report from supervisors who are registered persons in terms of the Act.
- (ii) **That**, where an applicant seeking registration is unable to procure the required signatures from supervisors who are registered persons in terms of the Act, the alternative of submitting sworn affidavits from other colleagues who are registered in terms of the Act is accepted.
- (iii) **That**, where the circumstances as set out in (ii) are applicable, the applicant is required to procure a minimum of 3 (three) sworn affidavits from persons registered in terms of the Act with a minimum of three (3) years post technical¹ or professional² registration experience, who shall attest to the professional ability of the applicant, also with regard to the period of post-graduate experience of the applicant and the nature of the work of the applicant, and to confirm that in the opinion of the signatory to the affidavit, the applicant is indeed ready to be registered as a professional or technical planner in terms of the Act. The said sworn affidavits must be in a similar format as the example set out in form RSC8 Annex A.
- (iv) **That**, in respect of (iii) above, the persons providing the sworn affidavits shall have scrutinised the applicant's practical training report and shall sign the training report on each page as confirmation that they are in agreement that that the work covered by the applicant is indeed appropriate for registration.

¹ The three years post Technical Registration experience is required for persons signing in respect of an applicant applying for registration as a Technical Planner.

² The three years post Professional Registration experience is required for persons signing in respect of an applicant applying for registration as a Technical Planner or Professional Planner.

- (v) **That**, where the circumstances as set out in (ii) are applicable and the applicant is unable to obtain sworn affidavits from other colleagues who are registered in terms of the Act, the applicant must obtain a letter of their non-registered supervisors on the company's letterhead stating the work experience obtained by the applicant while under their supervision.
- (vi) **That**, where the circumstances as set out in (v) are applicable, the applicant is required, in addition to the letter of their non-registered supervisors, to procure a minimum of 3 (three) sworn affidavits from persons registered in terms of the Act with a minimum of three (3) years post technical³ or professional⁴ registration experience, who shall attest to the professional ability of the applicant, also with regard to the period of post-graduate experience of the applicant and the nature of the work of the applicant, and to confirm that in the opinion of the signatory to the affidavit, the applicant is indeed ready to be registered as a professional or technical planner in terms of the Act. The said sworn affidavits must be in a similar format as the example set out in form RSC8 Annex A.
- (vii) **That**, in respect of (vi) above, the persons providing the sworn affidavits shall have scrutinised the applicant's practical training report and shall sign the training report on each page as confirmation that they are in agreement that the work covered by the applicant is indeed appropriate for registration.
- (viii) **That**, in addition to procuring the relevant affidavits as aforesaid, the applicant is required to complete and submit the practical training report as contemplated in the rules of SACPLAN and to submit a sworn affidavit with regard thereto and to attest to the correctness of the information provided.
- (ix) **That**, applicants who are unable to procure the signatures of supervisors who are registered persons in terms of the Act, may in addition to the above be required to undergo an interview as part of the process to assess their suitability for registration.
- (x) **That**, upon the Registrations Committee being satisfied that the applicant has met the abovementioned requirements for registration, the Registrations Committee may recommend to SACPLAN that such application be approved in the context of these adopted policy guidelines.

³ The three years post Technical Registration experience is required for persons signing in respect of an applicant applying for registration as a Technical Planner.

⁴ The three years post Professional Registration experience is required for persons signing in respect of an applicant applying for registration as a Professional Planner.

- (xi) ***That***, the alternative of submitting affidavits as a mechanism to facilitate the approval of applications for registration will be available from the date of SACPLAN's approval of this Position Statement.



SWORN AFFIDAVIT

I, the undersigned
(FULL NAME AND SURNAME)

ID Number hereby make oath and confirm as follows:

1. I am a Registered Professional Planner / Technical Planner in terms of the provisions of the Planning Profession Act, 2002 (Act 36 of 2002) and in this regard I confirm my registration number to be
2. I confirm that as a Registered Professional Planner / Technical Planner I am in good standing with SACPLAN.
3. I know and have personal knowledge of:

.....
(FULL NAMES AND SURNAME OF APPLICANT)

in his / her capacity as an applicant for registration status in terms of the aforesaid legislation.

4. By signing this affidavit I attest to the professional ability of the applicant, also with regard to the period of post-graduate experience of the applicant and the nature of the work of the applicant, and to confirm that in my opinion, the applicant is indeed ready to be registered as a professional or technical planner in terms of the Act.

5. I confirm that I have personally scrutinised the application documents and record of in-training experience which forms part of the application for registration by said Applicant.

6. I confirm that, as a Registered Professional Planner / Technical Planner, I am satisfied that the applicant is of good professional standing and has gained sufficient in-training experience to justify registration in terms of the Planning Profession Act, 2002 (Act 36 of 2002) and, should I be called on to do so, I shall testify to such facts in as far as it may be required.

7. I acknowledge that I am bound to the professional rules and codes of conduct of the South African Council for Planners under the aforesaid legislation and attest to this affidavit under such prescripts.

.....
SIGNATORY

I certify that the declarant acknowledges that he/she is conversant with this declaration and understands it, and that the declarant uttered the following words: "I swear that the contents of this declaration are true, so help me God".

Signature

STAMP

COMMISSIONER OF OATHS:

DATE:

PLACE: