



RECORD OF WORK

(e-LOG)

POLICY DOCUMENT

POLICY ON MAINTAINING WORK EXPERIENCE RECORDS

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1. INTRODUCTION AND PURPOSE

As the Property Valuers Profession Act, 2000 (Act No. 47 of 2000) and the Rules made under section 37 of the said Act direct a candidate valuer to keep record of his/her work performance at all times, this log is designed to assist the candidate to do so.

1.1 LEGISLATIVE FRAMEWORK

Substitution of Rule 6 of Rules

1. *The following rule is hereby substituted for rule 6 of the Rules:*

“Restriction and conditions applicable to candidates and valuation work

6. (1) *A candidate in any category of registration must at all times and circumstances comply with section 19(3) of the Act, read with item 9 of Annexure C.1 or item 8 of Annexure C.2, of the Rules for the Property Valuers Profession, 2008, as the case may be, which provides clearly that he or she may perform work in the property valuers profession only under the supervision and control of a professional (“the supervisor or mentor”) and, consequently, that he or she or any person or body for or on his or her behalf –*

- (a) *shall not canvass or solicit valuation work or publish his or her services in his or her capacity as a candidate;*
- (b) *shall accept an instruction or request to assist in the performance of a property valuation only from his or her supervisor or mentor or another professional (“the instructing professional”), which instruction or request shall –*
 - (i) *be in writing, stating the name, registration category and postal address of the instructing professional;*
 - (ii) *contain the name of the person requiring the property valuation, (“the client”); the registration particulars and description of the property to be valued; the type of property; the purpose of the valuation; and the work to be performed by the candidate; and*
 - (iii) *form part of the resulting valuation report;*
- (c) *shall, if requested by any person or body (“the client”) to perform property valuation work refer the client or the request to an instructing professional;*
- (d) *except where a candidate is in fact also the client he or she shall not, directly or indirectly, instruct a professional to perform property valuation work for a client.*

1.2 The work must always be performed under the supervision/ mentorship and control of a professional valuer of his/her choice, but subject to approval by the Council. Clause 6(2) of the said Rules read with section 19(3) of the Act provides that all valuation reports prepared by a candidate valuer and all other documents produced by him/her and which relate to his/her work

in that capacity must be signed and countersigned by the candidate valuer and the mentor/supervisor.

- 1.3 The main reason for the countersigning of the documents by supervisor or mentor confirms or verifies that the candidate valuer received supervision and training from an experienced valuer, and that the supervisor accepts responsibility for the work done. Only work done under supervision and control shall be taken into account by the Council for the purpose of assessment of the candidate experience.

2. DEFINITIONS

2.1 Candidates/Professional Associated Valuer

A candidate is a valuer in training and the supervisor/mentor is responsible for his/her practical training. A candidate cannot be a supervisor/mentor of another candidate valuer.

A Professional Associated Valuer is only permitted to perform valuations in one or two areas (either types of property or purposes). A Professional Associated Valuer who undertakes to mentor a candidate must ensure that he is permitted to perform the required valuations. Where a Professional Associated Valuer is not permitted to perform valuation of certain types of property or for certain purposes, he may not supervise / mentor a candidate valuer in those areas.

2.2 Supervisor

Supervisor is a registered professional that will be closely overseeing the work of a candidate/Pr AVal on a day to day basis with specific or focussed attention. The candidate may have more than one supervisor.

2.3 Mentor

A mentor is a registered professional with the South African Council for the Property Valuers Profession (SACPVP) other than a Pr Associated Valuer with limited scope of valuation work who has engagements with the candidate valuer. This engagement can be distant communication. The candidate may have more than one mentor.

2.4 Work Experience of the Candidate/Pr AVal

3. INSTRUCTIONS TO CANDIDATES

- 3.1 All electronic forms must be completed in full.
- 3.2 Incomplete logbooks will not be considered and will be returned to candidates.
- 3.3 Activities can be signed for by your supervisor/mentor only. Candidates should find a suitable, qualified and willing professional to be their mentor and the mentors will receive their own guide after approval of their mentorship.
- 3.4 When completing this log, be responsible and honest and remember that it is your responsibility that your logbook is fully completed and signed by all relevant parties by the council.
- 3.5 Ensure that you update the e-log wherever you go to do any valuation activity or attend any workshop/conference. Proof of attendance must be submitted e.g. the invite attached or scanned and emailed through.
- 3.6 Note that both the candidate and the supervisor/mentor need to submit a report to the Council quarterly.
- 3.7 Should a candidate use more than one supervisor/mentor when doing his/her valuations then a separate page should be completed and signed by the mentor or supervisor (refer to Form 14.19).
- 3.8 The following are different **purposes** for which valuations are done:
 - 3.8.1 Purchase & sale
 - 3.8.2 Rental determination
 - 3.8.3 Mortgage bonds & security
 - 3.8.4 Investment & pension funds
 - 3.8.5 Leasebacks
 - 3.8.6 Expropriation & land restrictions
 - 3.8.7 Municipal endowment
 - 3.8.8 Compensation town-planning schemes
 - 3.8.9 Municipal rating
 - 3.8.10 Deceased and other estates
 - 3.8.11 Financial statements
 - 3.8.12 Insurance

4. RESPONSIBILITY OF THE SUPERVISOR

4.1 Supervision and Control

4.1.1 A candidate must at all times and in all circumstances perform work in property valuation under the supervision and control of a supervisor/mentor of his/her own choice, but subject to approval by the Council.

4.1.2 In rural areas, a candidate may have more than one supervisor/mentor. The supervisor/mentor is the person responsible for overseeing the candidate's day to day work and for ensuring that the work is satisfactorily carried out in a proper and professional manner.

4.1.3 Before submission thereof to the client, all valuation reports prepared by a candidate and all other documents produced by him/her and which relate to his/her work in that capacity must be signed and countersigned by the candidate and the supervisor/mentor.

4.1.4 The main purpose of this requirement is not the countersignature as such, but to provide for supervision and training by an experience professional, namely the supervisor/mentor.

4.1.5 By countersigning the documents the supervisor/mentor certifies that the work has been performed under his/her supervision and control and that he/she accept responsibility for such work.

4.1.6 A candidate and his/her supervisor/mentor must use their respective titles and registration numbers in all valuation reports and other documentation relating to their work in the property valuers profession.

4.1.7 Your current supervisors/mentor's name and particulars have been noted and recorded by the Council but please note that all subsequent changes must be submitted to the Council without delay.

5. PROCESS OF SUBMISSION AND APPROVALS FOR WORK EXPERIENCE

5.1 Personal particulars

PERSONAL DETAILS	CANDIDATE VALUER
Name and Surname	
ID	
Passport Number	
Postal Address	
	Postal code:
Tel number (w) & (h)	() ()
Cell No. & fax No.	() ()
E-mail address	
SACPVP reg no.	
Nationality	
Academic Qualifications	

5.2 Valuation related Qualifications updates

Inform and submit new qualifications to Council.

5.3 Work Summary Schedule per Supervisor (below)

PURPOSE OF VALUATION TYPE OF VALUATION	Expropriation	Rental Determination	Mortgage Bond and Security, [section 13(f)]	Investments and Financial Statements: (Pension Funds, etc.)	Land Reform	All other Motivated Valuation Reports	Municipal Rating (Mass valuations) & Endowment	Insurance	TOTAL							
1. Residential Land (includes land for special properties)																
2. General residential land (flats)																
3. Single Dwellings																
4. Blocks of Flats																
Individual Residential Units (Sectional Title & Share block)																
Sectional Title Scheme & Share Block Schemes																
Timeshare Schemes																
Leasehold																
Commercial and Office Land																
Commercial and Retail Properties																
Industrial and Warehouse Land																
Industries and Warehouses																
Potential Township Land																
Partially Developed Townships																
Small Holdings (Agricultural, residential, commercial and industrial)																
Servitudes (Specify type below)																
Land on which Mines are situated																
Farms (including Forest land) (Specify type below)																
Special Type Properties (Specify type below)																
TOTAL																
Supervisor Comments																

5.4 Work Summary Schedule per Mentor (below)

<div style="text-align: right; color: blue;">PURPOSE OF VALUATION</div> <div style="text-align: left; color: red;">TYPE OF VALUATION</div>	Expropriation	Rental Determination	Mortgage Bond and Security, [section 13(t)]	Investments and Financial Statements: (Pension Funds, etc.)	Land Reform	All other Motivated Valuation Reports	Municipal Rating (Mass valuations) & Endowment	Insurance	TOTAL				
1. Residential Land (includes land for special properties)													
2. General residential land (flats)													
3. Single Dwellings													
4. Blocks of Flats													
Individual Residential Units (Sectional Title & Share block)													
Sectional Title Scheme & Share Block Schemes													
Timeshare Schemes													
Leasehold													
Commercial and Office Land													
Commercial and Retail Properties													
Industrial and Warehouse Land													
Industries and Warehouses													
Potential Township Land													
Partially Developed Townships													
Small Holdings (Agricultural, residential, commercial and industrial)													
Servitudes													
(Specify type below)													
Land on which Mines are situated													
Farms (including Forest land)													
(Specify type below)													
Special Type Properties (Specify type below)													
TOTAL													
Mentor's Comments													

5.5 Work Synopsis per Supervisor

SACPVP: WORK SYNOPSIS SCHEDULE				FROM	TO
<i>One schedule per Supervisor</i>					
No.	Date of Valuation	Property Description/ERF No	Property Type	Purpose of Valuation	Value of property
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Supervisor's Comments			Supervisor's Approval signature		
			Date		

5.6 Work Synopsis per Mentor

SACPVP: WORK SYNOPSIS SCHEDULE				FROM	TO
<i>One schedule per Mentor</i>					
No.	Date of Valuation	Property Description/ERF No	Property Type	Purpose of Valuation	Value of property
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Mentor's Comments			Mentor's Approval signature		
				Date	

5.5 Rules of Submission

SACPVP RULES OF SUBMISSION FOR REGISTRATION PURPOSES

Supervisor/Mentor Approval process (Quarterly)

- 1 An approved Supervisor/Mentor who has accepted the role of supervisor in writing monitors and counter signs all valuation work produced by a candidate for the period stated
- 2 A Supervisor/Mentor receives the work summary and work synopsis from the Candidate by email
- 3 Supervisor/Mentor must review and confirm the content and accuracy of the work summary and work synopsis submitted by the Candidate
- 4 Step 3 is confirmed by Supervisor / Mentor providing an online signature and emailing the work summary and work synopsis of the Candidate to the Registrar of SACPVP

Candidate completion of work summary and work synopsis (Quarterly)

- 1 Candidate must submit all valuation work for counter signature by the approved Supervisor/Mentor
- 2 Submit a work summary and work synopsis of all valuation work produced for the period stated to the approved Supervisor/Mentor for approval and email submission to SACPVP
- 3 The email submission from the Candidate to the Supervisor/Mentor, and to the SACPVP by the Mentor / Supervisor will be deemed the verification and approval of the valuation work performed by the Candidate.

SACPVP acknowledgement and comments

- 1 SACPVP may review the submission and may request a sample of the valuations undertaken as an audit and verification basis
- 2 SACPVP to update their records accordingly, for example category changes and allocation of CET points to participating Mentors/Supervisors