

SAFCEC Guide to SACPCMP's Construction Manager Registration

Step 1

Download, read and understand the **Scope of Services** (the SACPCMP is yet to upload this to their website, contact the SACPCMP directly for a copy) for the Construction Manager registration category. The scope of service or identification of work sets out the expected deliverables of a Construction Manager at each project stage.

Project Stage	Definition	Related Expected Deliverables
1	Project initiation and briefing	-
2	Concept and feasibility	-
3	Design development	-
4	Tender documentation and procurement <i>(Pre-project planning)</i>	<ul style="list-style-type: none"> • Tender proposal, submittal and negotiation • Bill of Quantity • Construction strategy and method statements • Procurement strategy for subcontractors and key suppliers • Register of proposed subcontractors • Schedule of project health and safety requirements • Contract insurance and guarantee proposals • Project management and communication organogram • Health and safety plan • Quality assurance program • Site establishment plan signed subcontractor agreements • Records of construction meetings • Agreed contract program • Agreed construction documentation schedule • Detail construction program including resource plan
5	Construction documentation and management <i>(Build phase – project execution)</i>	<ul style="list-style-type: none"> • Design drawings • Monthly progress payment claims • Construction status report • Comprehension of all construction contracts
6	Project close out	<ul style="list-style-type: none"> • Consolidated Health and safety file • Contract closeout report • Defect liability period • Project debriefing – lessons learnt and risks for future projects

Step 2

Download the **Application for Registration Form**.

Step 3

Complete the Application for Registration Form.

- **Section A** – Personal Particular Details

Fill in the correct personal particular details with as much detail as possible, this information will be used by the SACPCMP to make contact with you in the future. This is also the information which will ultimately be printed on your certificate of registration.

- **Section B** – Category of Registration applied for

After familiarising yourself with the Scope of Services document and understanding the expectation of the registration categories select a registration category. In this case ‘Construction Manager’.

- **Section C** – Educational Qualification

Complete the table noting down your highest qualifications obtained to date. **CERTIFIED COPIES OF ALL CERTIFICATES OBTAINED MUST BE SUBMITTED OR APPLICATIONS WILL NOT PROCEED TO ASSESSMENT.**

Below is a guide to the qualification versus expected years of relevant practical experience.

Potential qualifications for registration	Required years of relevant experience
An accredited honours degree in the Built Environment field of study	minimum of four (4) years' relevant post-graduate practical experience.
An accredited B-Tech qualification in the Built Environment field of study	minimum of five (5) years' relevant post-graduate practical experience.
An accredited National Higher Diploma in the Built Environment field of study	minimum of six (6) years' relevant post-graduate practical experience.
An accredited National Diploma in the Built Environment field of study	minimum of seven (7) years' relevant post-graduate practical experience.
In cases where an applicant does not possess a qualification and had more than (10) ten years of relevant practical experience, the Recognition of Prior Learning (RPL) route to registration is recommended.	

A large portion of available marks are assigned to the applicant's qualifications. It is important to note down what **relevant qualifications** you have and to show the assessor proof with certified copies of these qualifications to gain necessary scores from the assessor.

- Up to 35% of the marks could be lost if certified copies of certificates and short courses are not included with the application.

- **Section D** – Registration with Professional Institutions

Note down all relevant professional registrations here. Also applicable are other Voluntary and Professional Registration Organisations, such as:

- MCIQB
- ASAQS

- ECSA
 - PMI
 - MCPM
- Note that this is worth 10% of the marks, it is important to note any membership and show proof of such membership through certified copies of membership, so the assessor can assign you the necessary marks.

Also note down evidence of activities or studies done that reflect your commitment to remaining relevant in the field of Construction Management and the built environment, this could include:

- Relevant Short Courses;
 - Workshops / Conferences / Relevant Speeches given;
 - Relevant Journal Articles read or published.
- The assessor will assign marks for this, so try and complete this section. It is worth 5% of the overall marks. Again certified copies as proof need to be supplied or the assessor cannot assign marks.

- **Section E** – Practical Experience

Note down the relevant practical experience you have obtained here. This will be verified through the CV too. Again a certain portion of scoring is assigned to relevant experience.

Confirm you have completed and attached your A1 and A2 reports (see below).

Confirm you are currently practicing in the field.

- **Section F** – Employer details

Provide details of your current employer.

- **Section G** – Declaration

The SACPCMP has a Code of Conduct that ensures the practitioners it registers will operate ethically once registered. Read and understand what you are signing up for before signing off here.

The SACPCMP holds the right to investigate unethical and incompetent behaviour which could result in the loss of registration and thus the inability to practice in Construction Management.

- **Section H** – Documents Checklist

Conduct a check yourself to ensure that you have compiled and are submitting the correct documentation, the SACPCMP will double check this. If your application submission is incomplete your application process will be stopped (this is a major cause of slow turnaround times for applications).

If you have made the necessary application payment, then include proof of the payment with your submission. The other option is to submit your application and wait for the Council to invoice you, once you have then submitted the application fee your submittal will be released for assessment (use the tracking number or your ID number for these payments so the Council can link your payment to your application).

All of your Certificates as well as the copy of your ID/ Passport & valid Work Permit must be stamped as certified true copies of the originals. This can be done at almost any police station at no charge. It is important to note that the validity of certified copies expires after 3 months, so make sure that yours have not expired by the time of submitting.

Along with certified copies of certificates and Identification Documents the SACPCMP requires the applicant to submit a CV along their prescribed lines. The **CV Template** that is provided should be used in order for the assessor to quickly have access to the relevant information required for registration –applicants run the risk of assessors missing crucial information if this template is not used.

The CV is the introduction to the assessor on your ability, experience and project exposure. This sets the tone for your application.

The CV should be accompanied by an organogram which depicts your responsibility/accountabilities on a project. Don't simply use your company organogram for this as it could dilute the assessor's ability to gauge your experience. Draw up your own simple organogram to best reflect your position of responsibility/authority.

A1 and A2 Reports

Having completed the application form competencies and experience are further demonstrated through the A1 and A2 reports.

Annexure A1 Report:

Use the headings provided below to develop a project profile of the projects involved in in the last 2-4 years. This gives the assessor an idea of the scale, complexity and type of projects involved in. The assessor will also get an understanding of your involvement and experience. It may be helpful to do this in a table format for ease of reading.

Example:

Name of project	Medupi Power Station – Dirty Water Dam	Shondoni Bunker
Type and description of project	Civil Engineering, construction of dirty water dam at Medupi Power Station	Construction of a 15,000t pre-cast coal bunker and overland conveyors. Materials handling project.
Geographic location of project	Lephalale – Limpopo	Kinross - Mpumalanga
Name of client and position and contact details of client representative	Eskom Clients Agent – Mott Macdonald, J. Soap. jsoap@gmail.com 0112345678	Sasol Clients Agent – Fluor J. Blogs. jblogs@flour.com 0112345678
List of participating organisations	Eskom Mott Macdonald ABC Construction DEF sub-contractors	Fluor GHI Contractors JKL Sub-contractors MNO specialist contractors
Year started and year completed (or planned completed date)	July 2012 – May 2014	February 2013 – August 2014
Original completion date	June 2014	May 2014
Actual completion date	Minor works completed in July 2014	May 201
Percentage of practical completion	100%	100%
Total value of project	R 300m	R 750m
Percentage participation of your organisation in the project	ABC Contractors where the principal contractors. DEF sub-contractors executed approximately 25% of the project	100% Principal Contractors
Your specific role in the project	Construction Manager at ABC Contractors	Construction Manager for GHI Contractors
Was the project successfully completed	Yes	Yes

- It is important to use the terminology for the category you are registering for in your CV and A1 reports. If your company uses the term 'site agent', 'project manager' or 'Contracts Manager' but the work you were doing was in line with what the SACPCMP had identified as a 'construction manager' (ie project stages 4-6), then for the sake of your application use the SACPCMP's terminology for your application. Assessors will query your experience if you do not use the 'construction manager' terminology for the category you are applying for, regardless of your employment title given by your employer.
- The assessor will determine the type of projects as well as the scale and risk of projects the applicant was involved in from the A1 report. Make sure your CV and A1 report align or questions on your experience will arise.
- Try and show some diversity in project exposure in your CV and A1 reports.

Annexure A2 Report:

This is the most important part of the application and needs to be executed correctly in order for you to receive the best possible scoring of your Knowledge, Skill & Experience. Develop two separate project reports that will effectively show the assessor your understanding, competence and knowledge in the pre-identified nine knowledge areas. Do not stray from the requested knowledge areas! The only means the assessor has (outside of your qualifications) to make a judgement on the applicant's competence, capability and experience is through your ability to reflect it through these nine core knowledge areas covered in the A2 report. Once you have completed these reports, it may prove beneficial to have someone proof read your A2 report for errors/omissions.

- Remember the project report show cases **your** competence, knowledge and understanding, the assessor doesn't want to know about the company you work for or information outside of the nine knowledge areas. Write your report in the third person using, 'I' and 'my' not, 'we' and 'the company'.
- Show that you have taken professional responsibility on projects through the 9 knowledge areas.
- Your report can be compiled by extracting the best examples from the projects in your A1 report to show case your successes and frustration/challenges gained.
- Do not leave a knowledge area out or combine knowledge areas. Marks are assigned per knowledge area, so show the assessor your competence in all 9 knowledge areas or run the risk of losing marks.

Develop a short introduction to give the assessor some context in terms of your experience and career path to date

Knowledge area	Examples of discussion points
Project Integration Management	The overall project execution planning (project charter) at stage 4, could include stakeholder management too
Project Scope Management	Work breakdown structure
Project Time Management	Compensation events, show general contractual understanding
Project Cost Management	What you can spend versus what you do spend
Project Quality management	Project hold points
Project Human Resources Management	Stakeholder management, CLO's
Project Communication Management	Close out files, your role as a point of contact, chairing of site meetings, flows of information
Project Risk Management including Health and Safety Issues	Differentiate between operational risk and HS risk, show an understanding of the 2014 construction regulations
Project Procurement Management	Long lead items, procurement of sub-contractors

Finalise with a brief conclusion

- Having completed your A2 report refer back to the scope of services deliverables as per the project stages (see the table above which isolates the deliverables per project stage). Consider if you have adequately incorporated these required deliverables in your reports to effectively demonstrate to the assessor your competencies.

Brief guide on how to address a knowledge area in your A2 reports

Project Quality Management

Success:

'Quality management is crucial aspect of a construction project and is the backbone of any reputable construction company's service offering. On the (a project identified in the A1 report) project, I was able to successfully comply to the client's quality requirements by having a structured site quality control program for the project. I identified various control and hold points for the construction processes on the project with the quality manager prior to site establishment and the onsite quality assurance was reviewed by myself at weekly site meetings during construction. Given the remote and harsh conditions of the project I identified early on in the project that concrete ready mix would be a major challenge for the project, however through consultation with the local ready mix supplier I was able to ensure a mix was delivered which met the high quality standards for the project. Test cubs were crushed at the ready mix testing facility fort nightly and the results were witnessed by myself and the Client representative and logged. Ultimately the quality objectives of the project were successfully met.'

Challenges

'On the (a project identified in the A1 report) project I experienced some major challenges in terms of quality management. The client specified sub-contractor for the project was unfamiliar with the stringent quality standards that I maintain on my projects. Very early on in the project noticed that they were not conducting their slump tests correctly, I immediately called in some of my team to supervise them for the rest of the shift and followed this up with training on our quality requirements and expectations for the project in conjunction with my onsite quality manager. I regularly visited their operations for the following months and was satisfied that they were adequately complying to the necessary quality standards. I now ensure that myself or a supervisor is present whenever a sub-contractor starts on one of my sites to avoid any similar issues. I also do basic training with sub-contractors to ensure they understand what is expected in terms of quality management on my projects.

- Feel free to include photos from site in your A2 report if you feel it could strengthen your application.
- Remember the assessors do their assessments in their free time and after hours, make sure your A2 report reads well so that the assessor can score you accordingly. A poor application with little effort and not in line with SACPCMP requirements will likely aggravate the assessor to your detriment.

Step 4

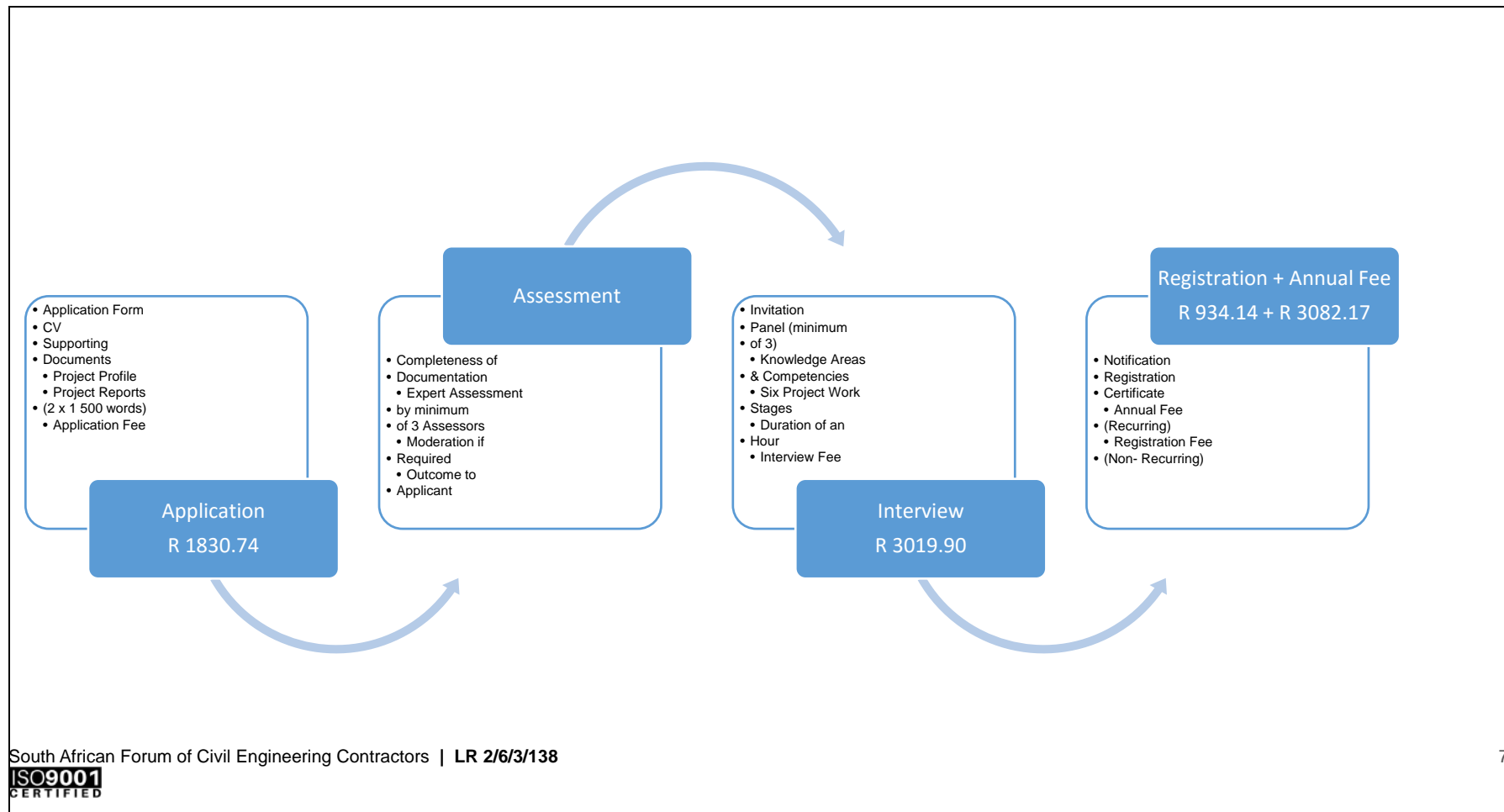
Upon successful assessment of your application the SACPCMP will contact you regarding the next available professional interview date. Refer to the [professional interview guide](#) for assistance in preparing. Unsuccessful applicants will also be guided accordingly.

Step 5

Once you have completed the professional interview successfully you will be notified and you will be required to pay the registration fee and the annual fee. Once these are paid, you will be issued with a Registration Certificate with a unique registration number. You will then be officially professionally registered.

Once you are registered you will have to maintain your professional development in a long term continued plan (Continued Professional Development (CPD)). [Policy, Criteria & Guidelines for CPD](#) are available on the SACPCMP website

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