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GENERAL NOTICE

NOTICE 1960 OF 2004

Guidelines for Registration of Professional Construction Mentors

DRAFT FOR PUBLIC COMMENT

Draft Registration system for Construction Mentors developed for the SACPCMP by
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Draft for Public Comment - 02 September 2004

Comments may be submitted on or before 31 October 2004 to:

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Guidelines for Registration of Professional Construction Mentors

PREAMBLE

INTRODUCTION

Mentorship is to be controlled and regulated through the implementation of a comprehensive mechanism for evaluating and registering professional construction mentors. This registration system makes provision for the monitoring and auditing of the performance of construction mentors, and introduces a professional ethic to the provision of construction support services. In order to do this effectively, it is important to understand the respective responsibilities of the different role players that are involved in mentorship within the construction industry.

ROLE PLAYERS

Reasons for role players becoming involved in the implementation of construction mentorship within construction projects are varied, and normally stem from a vested interest in the success of the construction project.

Employer / Client Body

The employer or client body has a vested interest in having the project completed successfully, within budget, on time, and to acceptable quality standards. If a tenderer is recommended for award of a contract, and does not have the requisite experience or capability to perform the project without support, the employer may appoint a professional construction mentor to assist the contractor with the execution of the works.

SACPCMP

The SACPCMP acts as the regulatory body that governs the registration of professional and candidate construction mentors. Their responsibility is to ensure that professional construction mentors are evaluated in an equitable manner, and that they act and operate in accordance with the standards that are set by the Council. The SACPCMP has the responsibility of promoting the professional image of construction mentors, and ensuring that this becomes recognized as an equal amongst the built environment professions.

Construction Mentor

The construction mentor provides the best possible advice and support to contractors based on the mentor's knowledge, skills, experience and expertise as detailed in the scope of the mentor's contract of appointment. They will offer advice, and where required, they will act in the best interests of the supported contractor.

Supported Contractor

The supported contractor has the objective of enhancing his capability through the engagement with a professional construction mentor, who will provide him with advice, guidance and support in the areas where he is lacking in knowledge, skills, expertise or experience. This increased capability will assist the supported contractor in performing construction works that would otherwise be beyond his capability, thereby accelerating his experiential learning, and growth. This will allow the contractor to provide better quality, at a more competitive price, and in a shorter time frame to prospective clients.

Financial Institutions

Financial institutions often appoint professional construction mentors as part of their risk management regime. The risk of providing finance to a contractor is reduced considerably if there is a professional construction mentor overseeing and supporting the contractor in the execution of the works.

INSTITUTIONAL FRAMEWORK FOR CONSTRUCTION MENTORSHIP SACPCMP

The SACPCMP acts as the custodian of the profession of construction mentorship, being a specialization of the construction and construction project management professions. As such, the Council is responsible for :

- 1 registration of candidate and professional construction mentors
- 2 providing standardised contractual agreements for the provision of mentorship services
- 3 providing a monitoring system for employers, contractors and the Council to determine the performance of each mentor and contractor
- 4 monitoring the continuing professional development of each registered professional and candidate construction mentor
- 5 publishing an annual register of candidate and professional construction mentors
- 6 publish guideline professional fees, after consultation with the voluntary associations.

STANDARDS SOUTH AFRICA

Standards South Africa are currently developing¹ a management specification for construction mentorship services as part of the SANS 1921 series. It is entitled *The provision of mentorship in construction works contracts*. This standard sets out the options available to employers, contractors and financial institutions in utilising the services of a professional mentor.

It stipulates the minimum requirements for the provision of mentorship services on construction works contracts, in the different roles that a professional construction mentor may assume.

SAQA / NQF / CETA

Unit standards are in the process of being developed for the various levels of construction mentorship. It is envisaged that the professional construction mentor will have to be trained towards, and assessed against an elective generic mentorship unit standard at NQF level 7. This unit standard will be for the specialist mentoring of construction contractors which all built environment professionals may aspire to providing, and could be included in a range of qualifications and learnerships at level 7. Built Environment Professionals currently offering mentorship services to the industry could have their skills and knowledge assessed through recognition of prior learning (RPL) against this unit standard with little if any additional training requirements.

¹ The standard is currently being drafted (September 2004), and will be considered by the SANS technical committee for publication.

Registration of Professional Construction Mentors

Definitions:

Built Environment Professions: Those categories of professionals established in terms of the following Acts:

- Act 43 of 2000 Council for the Built Environment Act
- Act 44 of 2000 Architectural Professions Act
- Act 45 of 2000 Landscape Architectural Professions Act
- Act 46 of 2000 Engineering Professions Act
- Act 47 of 2000 Property Valuation Professions Act
- Act 48 of 2000 Project and Construction Management Professions Act
- Act 49 of 2000 Quantity Surveying Professions Act

Candidate construction mentor: Construction mentor with at least seven years experience, and who performs mentorship services under the supervision of a professional construction mentor (see section 2 for criteria)

Construction discipline: General Building, Civil Engineering, Electrical Engineering, Mechanical Engineering or one of the Specialist categories identified by the CIDB in their Register of Contractors..

Ethics: The moral principles or system by which any particular person is guided including the rules of conduct recognized in professional construction mentorship.

Professional construction mentor: Construction mentor with at least ten years experience, and who has been assessed by the SACPCMP council as competent to provide mentorship services (see section 2 for criteria)

SACPCMP: The South African Council for Project and Construction Management Professions.

1. Scope

The registration system described in this document applies to those built environment professionals with suitable experience who will be registered at a professional level, and excludes mentors that operate at other levels in the construction industry. This document provides the requirements that an individual needs to comply with in order to attain recognition by the SACPCMP as a Candidate Construction Mentor and Professional Construction Mentor.

2. Assessment Criteria for certification as Professional Construction Mentor

2.1. Categories of Construction Mentor

The SACPCMP will register construction mentors in different categories, based on their experience, knowledge and capabilities, as demonstrated in the registration process. The categories of Construction Mentor are as follows:

- 1 Candidate Construction Mentor
- 2 Professional Construction Mentor

Each applicant will be assessed in line with the requirements for registration with regard to expertise, knowledge and capabilities. Under no circumstances will the SACPCMP register an applicant in a category if they have not complied with all of the requirements for that category.

2.2. General requirements for registration as a Candidate Construction Mentor

An applicant may be registered as a Candidate Construction Mentor should they:

1. Be registered in terms of any of the Built Environment Professions Acts².
2. Be able to demonstrate that they have at least **seven** years experience in the construction industry at a senior management level.
3. Submit the name and contact particulars of a Professional Construction Mentor who has agreed to act as their overall sponsor, and who will directly supervise the applicant should they be registered as a Candidate Construction Mentor.

Upon registration as a Candidate Construction Mentor the applicant will be required to sign and adhere to the SACPCMP Code of Ethics, and undertake to submit annual declarations of the mentorship services that they have provided to the SACPCMP.

2.3. General requirements for registration as a Professional Construction Mentor

An applicant may apply for registration as a Professional Construction Mentor should they :

- 1 Comply with the requirements for registration as a Candidate Construction Mentor, and
- 2 Be able to demonstrate that they have at least **ten** years experience in the construction industry at a senior management level.
- 3 Be able to demonstrate their knowledge, skills and experience to the SACPCMP by means of completing the requisite testing, and
- 4 Be assessed by the SACPCMP as able to act suitably as a mentor following a psychometric examination, and
- 5 Be certified as competent in the transfer of skills and knowledge³, and
- 6 Undergo an interview with the SACPCMP Mentor Registration Committee.

Upon registration as a Professional Construction Mentor the applicant will be required to sign and adhere to the SACPCMP Code of Ethics, and undertake to submit to the SACPCMP annual declarations of the mentorship services that they have provided. Professional Construction Mentors will be required to maintain a record of all mentorship services provided and procure and maintain the requisite level of Professional Indemnity Insurance⁴ as stipulated by the SACPCMP from time to time.

2.4. Competence of a Professional Mentor

A Professional Construction Mentor may only provide mentorship in the construction discipline for which they are registered⁵. For all other disciplines, the Professional Mentor will act as a Candidate Mentor. A Professional Construction Mentor must in addition, be assessed as competent in all of the following five areas in project- related categories⁶. Professional Mentors may only provide mentorship in the construction sector in which they are registered with the SACPCMP.

² The Built Environment Professions Acts are:

- Act 43 of 2000 Council for the Built Environment Act
- Act 44 of 2000 Architectural Professions Act
- Act 45 of 2000 Landscape Architectural Professions Act
- Act 46 of 2000 Engineering Professions Act
- Act 47 of 2000 Property Valuation Professions Act
- Act 48 of 2000 Project and Construction Management Professions Act
- Act 49 of 2000 Quantity Surveying Professions Act

³ The applicant will be assessed through the Construction CETA or other recognized ETQA body (such as Council for Higher Education) against the mentor qualification by means of either a direct assessment or through recognition of prior learning (RPL).

⁴ It is proposed that the level of Professional Indemnity Insurance that would be required is R1m. Discussions are currently underway with the Professional Indemnity Insurance firms to secure competitive rates and conditions for construction mentorship services.

⁵ Construction discipline – General Building, Electrical Engineering, Civil Engineering, Mechanical Engineering or other specialized discipline determined by the SACPCMP.

⁶ The unit standards that will be drafted for construction mentorship will contain specific outcomes in these five areas. These unit standards may be added onto other recognized professional qualifications or learnerships.

2.4.1. Skills transfer and assessment of a contractor's capabilities

A construction mentor's primary objective is to be able to effectively transfer their knowledge, expertise, experience and skills to the beneficiary. This entails the coaching, development and transfer of skills, knowledge and experiential learning to the beneficiary. The construction mentor must be able to accurately assess a contractor's knowledge and expertise in order to fully understand where to concentrate skills development efforts.

2.4.2. Construction contract administration

The objective of ensuring a Professional Construction Mentor's competence in construction contract administration is to ensure that the requirements of the contract are met. This entails detailed knowledge of conditions of contract, and the administration of these contracts in terms of the requirements set out in the conditions of contract. These activities are also pertinent at tender stage, where the tender conditions must be met in order for a tender submission to be responsive.

2.4.3. Technical

The objective of ensuring a Professional Construction Mentor's technical competence is to ensure that the technical requirements of the construction contract are met. This entails the construction of the works in accordance with the technical requirements of the contract, in both the end product, and the construction methodology that is used. This area deals with the critical issue of **quality** in construction contracting.

2.4.4. Commercial

The objective of ensuring a Professional Construction Mentor's competence in commercial matters is to effectively incorporate the cost element of contracting to successfully secure tenders, and to maximise profitability of a contract once it has been awarded. This entails costing, scheduling, risk management and control over unforeseen circumstances encountered on the project. This area deals with the critical issue of **cost** in contracting.

2.4.5. Construction project management

The objective of ensuring a Professional Construction Mentor's competence in construction project management is to ensure the effective planning and co-ordination of all construction resources to achieve the productivity that is required to complete the contract within the contract period. This area deals with the critical issue of **time** in contracting.

3. Register of Professional Construction Mentors

The SACPCMP will maintain and regularly update the Register of Professional Construction Mentors and will require that all registered Candidate and Professional Construction Mentors observe a code of ethics (see Appendix A). Any registered mentors that transgress the code of ethics will be deregistered, (see Section 5 hereof).

The SACPCMP Register of Professional Construction Mentors will be published annually and will be available for inspection at the SACPCMP offices.

4. Registration of applicants on the Register of Professional Construction Mentors

4.1. Admission to the SACPCMP Register of Professional Construction Mentors

Once the applicant has satisfied the SACPCMP Registrar that he/ she is competent to act in a particular category, all application fees have been paid, and the requisite undertakings have been made, his/her name will be added to the SACPCMP Register of Professional Construction Mentors.

4.2. Continuing Professional Development Requirements

Professional Construction Mentors are required to comply with the Continuing Professional Development requirements as set out by the SACPCMP from time to time. Failure to comply for the second year running will result in the Professional Construction Mentor being de-registered.

4.3. Annual declaration by Candidate and Professional Construction Mentors

Candidate and Professional Construction Mentors will be required to submit a record of all mentorship activities that they have undertaken in that year. In addition they will be required to update their data on an annual basis, failing which they will be removed from the SACPCMP Register of Professional Construction Mentors.

5. De-registration of Candidate and Professional Construction Mentors

Should an Candidate or Professional Construction Mentor contravene the SACPCMP Code of Ethics for Professional Construction Mentors (Appendix A) he will be disciplined in accordance with the SACPCMP Disciplinary Procedures.

Sanctions that may be applied to a Candidate or Professional Construction Mentor who has contravened the code of ethics include being struck off the Register of Professional Construction Mentors for a period determined by the SACPCMP Registration Committee.

Should a Professional Construction Mentor be found to be not delivering a satisfactory level of performance he/she may be sanctioned by having his/she status changed to that of Candidate Construction Mentor until their performance improves to an acceptable level, whereupon they may re-apply for registration as a Professional Construction Mentor.

6. Interim Arrangements

Until the required mentorship unit standards, qualifications and learnerships have been registered on the NQF, the SACPCMP will operate under the interim arrangements detailed below.

6.1. Candidate Construction Mentors

Applicants may be registered as Candidate Construction Mentors if they can provide evidence that they are registered Built Environment Professionals, have at least seven years of senior management experience in the construction industry and can identify the Professional Construction Mentor who is prepared to act as their sponsor. Applicants will be required to sign and declare adherence to the SACPCMP Code of Ethics for Mentors. Annual declarations detailing the mentorship provided must be submitted to the SACPCMP.

6.2. Professional Construction Mentors

The SACPCMP may register applicants as Professional Construction Mentors if they can provide evidence that they are registered Built Environment Professionals, have at least seven years of senior management experience in the construction industry. The applicant will be required to demonstrate their experience and competence in the construction industry, undergo a psychometric examination, make declarations that they will adhere to the SACPCMP Code of Ethics, and submit annual declarations to the SACPCMP detailing the mentorship services provided. The applicant may be registered following an interview with the SACPCMP Registration Committee.

6.3. Recognition of registration with other Mentorship Programmes

Where an applicant has been accredited as a mentor by other mentorship programmes, the SACPCMP may recognise such accreditation as fulfilling part of the requirements for registration with the SACPCMP. The SACPCMP may register such applicants in the category that they determine the most appropriate, in line with the requirements for that category following such additional examinations which may be required, and an interview with the registration committee. Where applicants are accredited as construction mentors under

mentorship programmes that are not listed as recognized, the SACPCMP Registration Committee will determine their eligibility for registration based on evidence submitted, suitable examinations, a psychometric test and an interview.

Currently the recognized mentorship programmes that fulfill part of the requirements for registration are:

- 1 The University of Pretoria
- 2 The University of the Free State

Annexure A: SACPCMP Code of Ethics for Construction Mentors

I, _____ (full name),

_____ (ID number), agree to abide by this code of ethics and discharge my duties as Candidate / Professional Construction Mentor towards my client with complete fidelity and integrity, and **undertake to:**

- 1) order my conduct as mentor in accordance with the laws of the Republic of South Africa.
- 2) provide advice and opinions to my client in a fair and unbiased fashion.
- 3) charge for my mentorship services in accordance with the scale of fees laid down by the SACPCMP.
- 4) maintain full regard to the public interest.
- 5) conduct myself so as to uphold the dignity, standing and reputation of the mentorship profession, and other mentors.
- 6) disclose to my client any possible conflict of interest relating to my mentorship services to them.
- 7) discharge my duties to my client without undue delay.

and I furthermore **undertake not to:**

- 8) undertake work as a mentor, or provide advice for which my experience has not rendered me competent.
- 9) undertake work as a mentor, or provide advice without a written agreement.
- 10) derive, directly or indirectly, any financial benefit other than fees for mentorship resulting from my association with my client.
- 11) divulge to any third party, any information of a confidential nature relating to the business activities of my client.
- 12) render any similar service to other parties, with or without remuneration, which conflicts with my client's interests without my client's permission.

Mentor's Signature

Date:

Witness

Date:

Appendix B: MODEL FOR A REGISTRATION SYSTEM FOR CONSTRUCTION MENTORS

Application for Registration as a Candidate Mentor:

Requirements:

- Registration as a Built Environment Professional
- Minimum of 7 Years experience at a senior management level (Director or senior Manager)
- Sign and declare adherence to the SACPCMP Code of Ethics for Mentors

Restrictions:

May not practice as a candidate mentor without the direct supervision of a Professional Mentor. Minimum of three years as a Candidate Mentor before the candidate can be considered as a Professional Mentor.

Application for registration as a Professional Mentor:

Requirements:

- Registration as a Built Environment Professional
- Minimum of 7 Years at a senior management level
- Minimum of 3 years experience as a Candidate Mentor under supervision of a Professional Mentor, or 10 years at senior management level
- Provide documented proof of having the requisite competence against the relevant mentorship qualification (certified by the CETA or other ETQA) as obtained following a formal training course or Recognition of Prior Learning (RPL); and
- Undergo a psychometric examination; and
- Undergo an examination in the theory of Project Management; and
- Undergo a scenario project on problem solving; and
- Submit a report demonstrating the mentor's skills and competencies; and
- Sign and declare adherence to the SACPCMP Code of Ethics for Mentors; and
- Agree to submit annual declarations to the SACPCMP; and
- Agree to maintain a record of all mentorship provided; and
- Agree to procure and maintain Professional Indemnity Cover as detailed in the SACPCMP guidelines; and
- Undergo an interview with the SACPCMP mentorship Registration Committee.

Registration as a Mentor:

SACPCMP registers applicant as a Candidate or a Professional Mentor

Capture on SACPCMP database:

New Mentor's particulars are captured on the database

Monitoring and Continuing Professional Development:

Mentor is required to submit an annual declaration of the mentorship that he has done to retain registration.

Seminars / training / and continuing work are rated for CPD credits.

Trainee Contractors submit confidential reports to SACPCMP regarding Mentors performance – which is captured in the SACPCMP database.

SACPCMP Registration Committee reviews Mentor's status every year for re-admission as Professional Mentor, based on performance during the past two years.

Interim Arrangements:

Currently accredited Mentors are added directly to the Register of Professional Mentors as Candidate Mentors after examination and interview by SACPCMP and signing the code of ethics and after an interview with the Registrar / Council Member. Current arrangements for registration through the University of Pretoria or the University of the Free State continue until the Mentor Qualification is in place, and the CETA has established the administrative arrangements for ETQA, etc.

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