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BOARD NOTICE

BOARD NOTICE 8 OF 2012**SACPCMP**

THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS

The South African Council for the Project and Construction
Management Professions (SACPCMP)

CALL FOR COMMENT

**Registration Rules for Construction Mentors in
Terms of Section 18(1) (c) of the Act, 2000
(Act No.48 of 2000)**

Written comments and inputs are invited by the SACPCMP from all Voluntary Associations, any person and / or industry that will be affected by the new specified category.

Submission should be made to:

Postal Address

The Registrar

SACPCMP

PO Box 6286

Halfway House

1685

TEL : (011) 318 3402/3/4

FAX : (011) 318 3405

EMAIL : admin@sacpcmp.org.za**Physical Address**

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Corner New and 6thRoads

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CLOSING DATE IS ON OR BEFORE 17TH FEBRUARY 2012

1. GUIDELINES FOR REGISTRATION OF CONSTRUCTION MENTORS

PREAMBLE

1.1 INTRODUCTION

The SACPCMP hereby prescribes the registration of Construction Mentors as a specified category in terms of section 18(c) of the Act, 48 of 2000. The registration system described in this document applies to those mentors that operate at levels other than professional Construction Mentors. Furthermore, those to be registered in the category of Construction Mentor will only be permitted to provide mentorship support to contractors up to CIDB Grade5. This document provides the requirements that an individual needs to comply with in order to order attain recognition by the SACPCMP as a Construction Mentor.

Construction Mentorship is to be controlled and regulated through the implementation of a comprehensive mechanism for evaluating and registering construction mentors.

Construction Mentorship requires that certain standard approaches be adopted in order to ensure that the standards set by the SACPCMP are upheld. The SACPCMP has as its objective, the regulation of the Construction Mentorship profession thereby protecting emerging and smaller contractors from unscrupulous actions, and ensuring the progressive development of this vulnerable group.

Construction Mentors can be appointed in two main ways :

- Contractor appoints a Construction Mentor directly to develop his skills;
- Financier or employer appoints a Construction Mentor directly or through the contractor to mitigate the risk on a project and to develop the contractor's skills

The SACPCMP acts as the custodian of the profession of construction mentorship, accordingly it is responsible for:

1. Registration of Construction Mentors,
2. Prescription of the code of conduct for Construction Mentors.
3. Monitoring the continuing professional development of each registered Construction Mentor,
4. Determine the conditions for maintaining registration on annual basis, and
5. Publishing guidelines professional fees, after consultation with voluntary associations.

1.2 DEFINITIONS

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

- Act 43 of 2000 Council for the Build 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

“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.

“Built Environment” refers to the functional area in which registered persons practice. The Built Environment includes all structures that are planned and/or erected above or underground, as well as the land utilized for the purpose and supporting infrastructure.

“Construction Discipline” General Building, Civil Engineering, Electrical Engineering, Mechanical Engineering or one of the Specialist categories identified by the CIDB in their Register of Constructors.

“Construction Mentor” means a person with at least ten years’ experience in the construction industry, and who has been assessed by the SACPCMP council as competent to provide mentorship services.

“Construction Mentorship” is the evaluation and assessment of a Contractor’s skills, identification of the Contractor’s shortcomings and the provision of suitable relevant professional advice to the Contractor to address these shortcomings and thereby to achieve their potential.

“Construction Programme” is the programme for the works indicating the logical sequence and duration of all activities to be completed by the contractors, subcontractors, and suppliers, in appropriate detail, for the monitoring of progress of the works.

“Contract Programme” is the construction programme for the works agreed between the contractor and the Employer’s Agent.

“Contractor” means any person or legal entity entering into contract with the client for the execution of the works or part thereof.

“Cost Consultant” means the person or entity appointed by the client to establish and agree all budgets and implement and manage the necessary cost control on the project.

“Construction Mentorship Services” means the evaluation and assessment of a Contractor’s skills, identification of the Contractor’s shortcomings and the provisions of suitable relevant professional advice to the Contractor to address these shortcomings and thereby to achieve their potential.

“Direct Contractors” are contractors appointed by the client to execute work other than the works.

“Employer’s Agent” means the person or entity appointed by the client and who has full authority and obligation to act in terms of the construction contracts.

“Improper Conduct” as contemplated in section 27(3) of the Project and Construction Management Professions Act, means failure to comply with the code of conduct for registered persons.

“Professional Construction Mentor” Built environment professional with at least ten years experience, and who has been assessed by the SACPCMP council as competent to provide mentorship services.

“Principal Consultant” means the person or entity appointed by the client to manage and administer the services of all other consultants.

“Project and Construction Management Professions Act” means the Project and Construction Management Professions Act, 2000 (Act No.48 of 2000).

“Project” means the total development envisaged by the client, including the professional services.

“Public” means any person or group of persons who is, or whose environment is, either directly or indirectly affected by any construction project, or by a product, outcome or influence of a construction project, which may impact on the health, safety and interest of such person or group of persons.

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

“Subcontractors” are specialists and other contractors executing work or supplying and fixing any goods and who are employed by the contractor.

“Substantially Practise” means regularly and consistently carry out construction mentorship work identified and charging a professional fee for such work and accruing professional responsibility to a client or an employer for the performance of such functions.

“Suppliers” mean a person or entity appointed by the client to supply goods and products for incorporating into the works.

“The Council for the Built Environment” means Council for the Built Environment established under section 2 of the Council for Built Environment Act, 200 (Act No.43 of 2000)

“The South African Council for the Project and Construction Management Professions” means the South African Council for the Project and Construction Management Professions established by section 2 of the Project and Construction Management Professions Act, 2000 (Act No.48 of 2000) and **“SACPCMP”** has the same meaning.

“Works” means all work executed or intended to be executed in accordance with the construction contracts.

1.3 APPLICATION FOR REGISTRATION

1. A person who wishes to be registered as a Construction Mentor must apply for in the prescribed application form in schedule 1 (attached).
2. The application form should be accompanied by the following:
 - An application fee as determined by the Council. (refer to Schedule 2 for current rates)
 - A certified copy of the identification document
 - *Curriculum Vitae* of the Applicant

1.4 CRITERIA FOR CERTIFICATION AS A CONSTRUCTION MENTOR

1.4.1 Categories of Construction Mentor

The SACPCMP will register Construction Mentors in different fields, based on their experience, knowledge and capabilities, as demonstrated in the registration process. A person will be registered as a Construction Mentor if they satisfy the Council that they comply with the registration criteria identified in Section 2.2 below.

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.

1.4.2 General requirements for registration as a Construction Mentor.

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

1. Be able to demonstrate that they have a matric certificate, plus one other recognised technical qualification to the level of NQF 6 or equivalent in the built environment; and
2. Be able to demonstrate that they have at least ten years experience in the construction industry at a senior management level; and
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 knowledge¹; and
6. Undergo an interview with the SACPCMP Mentor Registration Committee.

¹ The applicant will be assessed through a recognized ETQA body against the mentor qualifications by means of either a direct assessment or through recognition of prior learning (RPL).

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

1.4.3 Demonstration of knowledge, skills and experience to act as a Construction Mentor

A Construction Mentor may only provide mentorship in the construction discipline for which they are registered. A Construction Mentor must in addition, be assessed as competent in all of the following five areas in project related categories². Construction Mentors may only provide mentorship in the construction sector in which they are registered with the SACPCMP.1.4.3.1

Demonstrate an ability to transfer skills and assess a contractor's capabilities

The applicant must demonstrate their ability to effectively transfer their knowledge, expertise, experience and skills to the beneficiary. This must be demonstrated by means of a combination of training and on the job coaching.

The applicant must also demonstrate their ability to accurately assess a contractor's knowledge and expertise. This must be quantifiable in order to identify the specific areas that the contractor requires assistance and advice on in order to reach their full potential.

1.4.3.2 Demonstrate competence in construction contract administration

The applicant must demonstrate

- That they are competent in setting up efficient systems for contract administration;
- That they have a good working knowledge of the forms of contract approved for use by the CIDB; and
- That they fully comprehend the requirements and workings of the CIDB standard conditions of tender.

1.4.3.3 Demonstrate technical competence in one or more construction disciplines

The applicant must demonstrate technical competence in at least one of the construction disciplines by:

- Interpreting technical specifications;
- Describing suitable construction techniques; and

² 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.

- Demonstrating their understanding of the importance of adherence to statutory requirements such as National Building Regulations.

This competence area deals with the critical issue of quality in construction contracting.

1.4.3.4 Demonstrate competence in commercial aspects of contracting

The applicant must demonstrate

- A comprehensive understanding of how contracting businesses are operated;
- A comprehensive and practical knowledge of employment practices;
- Understanding of human resources management on a construction project;
- Ability to procure suppliers and subcontractors effectively and efficiently;
- Ability to set up practical and appropriate systems to control commercial risks, costs and performance;
- That they can draw up project level financial statements;
- That they can draw up risk management plans for a project; and
- Understand the commitments of all parties under the Construction Health and Safety regulations.

This competence area deals with the critical issue of cost in contracting.

1.4.3.5 Demonstrate competence in construction project management

The applicant must demonstrate

- That they can develop a fully resourced project programme;
- An ability to identify more efficient and effective methods of construction in order to speed up progress; and
- Competence at co-ordinating resources to maximise site production.

This competence area deals with the critical issue of time in contracting.

1.5 REGISTER OF CONSTRUCTION MENTORS

The SACPCMP will maintain and regularly update the Register of Construction Mentors and will require that all registered Construction Mentors adhere to the Code of Conduct published by the SACPCMP from time to time. Any registered Mentors that are found guilty of improper conduct will be deregistered.

The SACPCMP Register of Construction Mentors will be published annually and will be available for inspection by the public.

1.6 REGISTRATION OF APPLICANTS ON THE REGISTER OF CONSTRUCTION MENTORS

1.6.1 Admission to the SACPCMP Register of Construction Mentors

Once the applicant has satisfied the SACPCMP Registrar that

- He/she is competent to act as a Construction Mentor,
- Has satisfied all requirements detailed in section 2.2 hereof,
- All application fees have been paid, and
- The requisite undertakings have been made

His/her name will be added to the SACPCMP Register of Construction Mentors.

1.6.2 Continuing Professional Development

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 Construction Mentor being de-registered.

1.6.3 Recognition of registration with other Mentorship Programmes

Where an applicant has been accredited as a Mentor by other mentorship programmes, SACPCMP may recognise such accreditation as fulfilling part of the requirements for registration with the SACPCMP. The SACPCMP may register such applicants in line with the requirements for Construction Mentors 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 the normal application requirements.

The recognized mentorship accreditation programmes³ that fulfil part of the requirements for registration are those provided by:

1. The University of Pretoria
2. The University of Free State

In addition to fulfilling the requirements of these recognized mentorship programmes, the applicant will be required to undergo an interview with the SACPCMP Registration Committee, and where

³ Note that other mentor accreditation programmes are welcome at any time to submit their particulars to the SACPCMP for evaluation and recognition

necessary, a psychometric test if such was performed less than six months prior to application for registration.

1.7 TITLE AND ABBREVIATION

A person registered in terms of this rules as a Construction Mentor, may use the title "Construction Mentor" abbreviated as CMentor.

1.8 TRANSITIONAL ARRANGEMENTS

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

1.9 CONSTRUCTION MENTORS

The SACPCMP may register applicants as Construction Mentors if they can provide evidence that they have successfully passed their Matric examinations, and have one further recognised technical qualification in the built environment, and have at least ten 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 Code of Conduct published by SACPCMP, 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.

2. STANDARD SCOPE OF SERVICES FOR CONSTRUCTION MENTORS REGISTERED IN TERMS OF THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT NO.48 OF 2000

2.1 GENERAL NOTES

a. Construction mentorship services cannot be defined only on a project by project basis, since the relationship between Contractor and Construction Mentor can extend far longer than any project. The activities detailed herein can be identified for a single project, or over a period of time and across multiple projects.

b. Construction Mentors are appointed to support Contractors. The entity that appoints and pays for the Construction Mentor is not necessarily the same entity that appoints a Construction Mentor to assist a Contractor. Each of these entities would make use of the Construction Mentor to achieve different objectives, depending on their role in the Project, and it is important to take cognisance of these when selecting the activities that the Construction Mentor will be providing.

- c. The timing of the Construction Mentors involvement will depend on who engages the Construction Mentor, on what basis, for what period of time, and the extent of the advice and support required by the Contractors.

2.2 STANDARD CONSTRUCTION MENTORSHIP SERVICES

Construction Mentors shall be able to perform the following standard activities:

2.21 ACTIVITY 1 – APPOINTMENT OF A CONSTRUCTION MENTOR

Definition

Identify the Contractor to be mentored, who the Construction Mentor will be, what the Construction Mentor's experience should include, identifying the Contractor's needs and options, appointment of additional specialists where required, determination of Construction Mentor's brief, priorities, assumptions and strategies.

Standard Services

1. Presentation of the possible outcomes resulting from a Construction Mentorship relationship.
2. Identification of the skills required by the Construction Mentor in order to address the perceived requirements of the Contractor.
3. Documentation of the required Construction Mentorship services and incorporation thereof into an Agreement.
4. Establishment of a performance monitoring system for determining the efficacy of Construction Mentorship in the development of the Contractor's skills.

Deliverables

- Draft agreement for the provision of Construction Mentorship services.
- Construction Mentorship monitoring system incorporated into the Agreement

2.2.2 ACTIVITY 2 – CONTRACTORS SKILLS ASSESSMENT

Definition

Compilation of a skills assessment report on the Contractor, identifying the Contractor's strengths, shortcomings and operational systems. Determination of the level of input required for each area where a skills shortage is identified.

Standard Services

1. Completion of a skills audit questionnaire with the Contractor.
2. Determination of the level of skills that the Contact currently has.
3. Determination of areas for the Construction Mentor to provide advice.
4. Determination of the provisional estimate of time required by Construction Mentor to bring the Contractor up to the required level of skill.
5. Define and agree preliminary scope of Construction Mentorship services.
6. Prepare Preliminary Construction Mentorship Programme and schedule.

Deliverables

- Preliminary scope of Construction Mentorship services
- Preliminary Construction Mentorship programme and schedule.

2.2.3 ACTIVITY 3 – MENTOR ADVISES CONTRACTOR AND BUILDS SKILLS

Definition

Advise the Contractor on how best to manage, co-ordinate and integrate advice given and skills transfer required within the agreed scope, time, cost and quality parameters.

Standard services

1. Review and recommend practical and cost effective construction methods which will comply with the project specifications.
2. Review tender documentation together with the Contractor to establish any cost effective alternative solutions.
3. Provide advice to the Contractor on the Health and Safety requirements during construction.
4. Provide advice on cost control systems as may be required by the Contractor for estimating, budgeting and cost reporting purposes.
5. Attend the appropriate planning, co-ordination and management meetings as an observer.
6. Monitor skills development progress of the Contractor throughout the Construction Mentorship programme.

7. Provide advice and contact particulars of relevant training courses provided by others that are appropriate for the Contractor's level of expertise.
8. Advise the Contractor on site establishment including the provision of all necessary temporary services, storage facilities, security requirements and other site requirements
9. Advise the Contractor on all matters relating to the project.

Deliverables

- Proposed Construction Method Statements drawn up by the Contractor
- Appropriate cost control systems implemented within the Contractor's organisation
- Efficient utilisation of personnel, materials and resources in the delivery of the construction works project
- Personnel employed with the requisite competencies and skills for a Contractor of that size.

2.2.4 ACTIVITY 4 – MONITORING AND ASSESSMENT OF CONTRACTOR SKILLS

Definition

The process of establishing and implementing effective and appropriate monitoring systems to measure the development of the Contractor's skills and capabilities.

Standard Services

1. Select, recommend and agree the monitoring strategy for the Contractor.
2. Monitor the preparation and implementation of the Health and Safety requirements of the project
3. Monitor the ability of the Contractor to manage the preparation and submission of a Tender
4. Monitor the ability of the Contractor to prepare and agree the Project Programme including the scheduling of sub-contractors.
5. Monitor the Contractor's ability to effectively manage the process for procurement of sub-contractors and suppliers in accordance with agreed procedures, including calling for tenders, evaluation of tenders, and award of sub-contracts and supplier agreements.

Deliverables

- Monitoring strategy
- List of properly appointed sub-contractors and suppliers with suitable contracts
- Schedule of Health and Safety requirements
- Project programme

2.2.5 ACTIVITY 5 – FINANCIAL CONTROLS AND MANAGEMENT

Definition

The process of establishing and implementing effective and appropriate financial controls in order that the Contractor can efficiently manage project level as well as company-level finances.

Standard Services

1. Analyse project risks and finalise tender submissions
2. Calculate and determine project cashflow requirements
3. Identify and implement appropriate project cost control measures for different site operations.
4. Project financial reporting on a regular basis
5. Composite control of multiple project cashflow requirements from a company perspective.
6. Financial controls required to balance project cashflow requirements on a continuous basis.
7. Preparation of project financial statements

Deliverables

- Project cash flow that relates to the construction programme, costs and revenue
- Risk matrix identifying the financial impacts of a project prior to tender submission
- Project cost control systems appropriate to the nature of the project
- Regular project cost reports indicating costs, profits and reasons for any variation from the projected cash flow

2.2.6 ACTIVITY 6 – CONSTRUCTION DOCUMENTATION AND MANAGEMENT

Definition

The management and administration of construction contracts, including the preparation and co-ordination of the necessary documentation to facilitate effective execution of the works.

Standard Services

1. Assist the Contractor to plan, price, estimate and submit tender proposals.
2. Advise the Contractor on appropriate industry associations that they should join, along with the advantages of membership.
3. Facilitate the Contractor's compliance with statutory requirements.
4. Facilitate the management of the preparation and agreement of the Health and Safety Plan with the Client's Health and Safety Consultants and sub-contractors.

5. Facilitate the establishment and maintenance of regular monitoring of all site setting out including line, level and datum of the works.
6. Facilitate the continuous monitoring the compliance by the site management of the Health and Safety Plan.
7. Advise the Contractor on the provision of the necessary documentation as required by the Health and Safety Consultant for the Health and Safety File.
8. Advise the Contractor on the implementation of the requirements of the Environmental Management Plan.
9. Advise the Contractor on how to appoint subcontractors and suppliers including the finalizing of all agreements.
10. Facilitate the receipt, co-ordination, review and approval of all contract Documentation provided by the sub-contractors and suppliers for Compliance with the entire contract requirements.
11. Advise the contractor on how best to monitor the on-going project Insurance requirements.
12. Advise the contractor on how to facilitate and manage the establishment of sub-contractors on the site.
13. Advise the Contractor on how to finalize and agree the Quality Assurance Plan with the design consultants and sub-contractors
14. Advise the Contractor on how to continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan.
15. Advise the Contractor on how to establish and co-ordinate the formal and informal communication structure and procedures for the construction process
16. Advise the Contractor on how to regularly facilitate and record the necessary construction management meetings including sub-contractors, suppliers, programme, progress and costs meeting.
17. Advise the Contractor on how to finalize and agree the contract programme and revisions thereof as necessary.
18. Advise the Contractor on how to prepare and finalize the detailed Construction Programme including resources planning
19. Advise the Contractor on how to prepare and agree an information Schedule for timeous implementation of construction.
20. Advise the Contractor on how to continuously manage the review of construction documentation and information for clarity of construction requirements.
21. Advise the Contractor on how to manage and administer the distribution of Construction information to all relevant parties.
22. Advise the Contractor on how to continuously monitor the construction progress.
23. Advise the Contractor on how to manage the review and approval of all necessary shop details and product proprietary information by the design sub-contractors.

24. Advise the Contractor on how to review and substantiate circumstances and Entitlements that may arise from any changes required to the Contract Programme.
25. Advise the Contractor on how to establish procedures for, and monitor all scope and cost variations
26. Advise the Contractor on how to manage the preparation of monthly progress claims for payment
27. Advise the Contractor on how to receive, review and substantiate any contractual claims within the prescribed period.
28. Advise the Contractor on how to regularly prepare and submit a Construction Status Report, including construction financial status report
29. Advise the Contractor on how to manage, co-ordinate and supervise all work on and off site.
30. Advise the Contractor on how to manage and co-ordinate the requirements of the direct contractors if required to do so.
31. Advise the Contractor on how to manage, co-ordinate and monitor all necessary testing and commissioning.
32. Advise the Contractor on how to co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Practical Completion.

Deliverables

- Health and Safety Plain
- Site establishment Plan
- Signed Sub-contract Agreements
- Quality Assurance Plan
- Construction Communication Organogram
- Record of Construction Meeting
- Agreed Contract Programme
- Agreed Construction Documentation Schedule
- Detailed Construction Programme including Resource Plain
- Design drawings, shop details and proprietary product information
- Monthly progress payment claims
- Construction status Reports

2.2.7 ACTIVITY 7 – PROJECT CLOSE OUT

Definition

The process of managing and administering the project closeout, including preparation and co-ordination of the necessary record documentation to facilitate the effective operation of the project by the client

Standard Services

1. Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Works Completion.
2. Manage, co-ordinate and expedite the preparation by the relevant sub-contractors of all as-built drawings and construction documentation
3. Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees
4. Manage and expedite the procurement of applicable statutory compliance certificates and documentation
5. Manage the finalization of the Health and Safety File for submission to the Health and Safety Consultant.
6. Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
7. Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors
8. Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Final Completion.
9. Prepare and present Contract Closeout Report
10. Advise the Contractor on how to upgrade their CIDB Contractor Grading Designation.

Deliverables

- | |
|---|
| <ul style="list-style-type: none">▪ Health and Safety File▪ Contract Closeout Report |
|---|

3. PROPOSED FEE SCALE PRINCIPLES FOR CONSTRUCTION MENTORS**3.1 PRINCIPLES UPON WHICH THE FEE SCALES ARE BASED.**

Construction Mentorship is a different service to that provided by Construction Managers or Construction Project Managers. Whilst a Construction Mentor should have experience and expertise similar to the Construction Project Manager, they are not responsible for the delivery of the project works, but rather to support improved contractor performance.

It is proposed that the fee scale be adjusted to a level that reflects the responsibility of the Construction Mentor in delivery of the works. Since the Construction Mentor is responsible for the provision of advice only, the payment of a fee in relation to the value of the works constructed is

non-sensual. The amount of effort in providing advice has a relation more to the learner contractor's level of skill than the size of project.

It should also be noted that Construction Mentors will be appointed by contractors as well as public and private sector employer bodies. Where the public sector bodies appoint a Construction Mentor, they will typically do so in terms of a development programme where there is budget especially allocated for mentorship services. This scenario requires a guideline to identify whether the Mentorship Services are at a reasonable level.

Construction Mentorship services are measured by the time spent on advising and assisting the learner contractor. The fee scale should therefore only be a time based, maximum hourly rate.

3.2 COMPARISON WITH TIME RELATED FEE SCALE FOR CONSTRUCTION PROJECT MANAGERS

The levels indicated in the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Project and Construction Management Professions Act, 2000, the following categories are identified for time-based fees :

1. To determine the time based fee rates the persons concerned are divided into:-
 - a. Category A, in respect of a private consulting practice in construction project management, shall mean a top practitioner whose expertise and relevant experience is nationally or internationally recognized and who provides advice at a level of specialization where such advice is recognized as that of an expert.
 - b. Category B, in respect of a private consulting practise in construction project management, shall mean a partner, a sole proprietor, a director, or a member who, jointly or severally with other partners, co-directors or co-members, bears the risks of the business, takes full responsibility for the liabilities of such practice, where level of expertise and relevant experience is commensurate with the position, performs work of a conceptual nature in project management.
 - c. Category C, in respect of a private consulting practice in construction project management, shall mean all salaried professional staff with adequate expertise and relevant experience performing project management work and who carry the direct responsibility for one or more specific activities related to a project.
 - d. Category D, in respect of a private consulting practice in construction project management, shall mean all other salaried technical staff with adequate expertise

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⁴FOOTNOTE

- a) Applicable category for Construction Mentor is Category D.
- b) Applicable category for Professional Construction Mentor is Category C.
- c) Hourly rates will from time to time be subject to change arising from increases that government may award to the grading in (i) to (iii) alluded to above.

and relevant experience performing project management work with direction and control provided by any person contemplated in categories A, B or C

These categories are similar to those defined for other Built Environment professionals by other Councils.

The rates stipulated for Professional Construction Mentors and Construction Mentors are as follows (refer to footnote for applicable category):

The scale of fees on a time basis, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand:

- i) For a person category A and B : **18,75** cents for each R100,00 of the total annual remuneration package (lowest notch) attached to the Director's grading (level 13) in the Public Service
- ii) For a person in category C : **17,5** cents for each R100,00 of the total annual remuneration package (lowest notch) attached to a Deputy Director's grading (level 12) in the Public Service;
- iii) For a person in category D : **16,5** cents for each R100,00 of his/her total annual cost of employment; provided that this hourly rate shall not exceed **16,5** cents for each R100,00 of the total annual remuneration package (lowest notch) attached to a Assistant Director's grading (level 11) in the Public Service;
- iv) Hourly rates calculated in terms of (i), (ii) and (iii) above shall be deemed to included overheads and charges in respect of time expended by clerical personnel which shall, therefore, not be chargeable separately;
- v) Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in terms of (i) above on a project shall be limited to 5 percent of the total time expended on the project. Any time expended by principals in excess of the 5 percent limit shall be remunerated at the rates determined in (ii) or (iii) above.

3.3 EXPENSES AND COSTS

For disbursements and for reasonable travelling and subsistence expenses additional payment shall be claimed over and above the fee payable under any other provision of this Tariff of Fees.

Recoverable expenses include:

- Travelling expenses for the conveyance of the construction mentor by means of:
 - Private motor transport, including any parking charges, toll fees and related expenses;

- A scheduled airline or a train, bus, taxi or hired car; or
 - Non-scheduled or privately owned air transport.
- Travelling time on the basis of the rate set out in clause 10, for all time spent in travelling by the construction mentor shall be as follows :
 - When fees are paid on a time basis, all hours spent in travelling are reimbursable.
 - When fees are paid on a percentage basis, reimbursement for travelling time shall be for all time spent in travelling minus the first hour per return journey.
- Accommodation and subsistence expenses incurred by the construction mentor;
- Agreed costs of typing, production, copying and binding of contactor documents, pre-qualification documents, feasibility reports, preliminary design reports, contractual reports, progress reports, etc.
- Expenses on special reproductions, copying, printing, artwork, binding and photography, etc. requested by the client.

Alternatively, a lump sum or percentage of the total fees payable to the construction mentor may be determined and agreed between the construction mentor and the client to cater for all or any of the above.
