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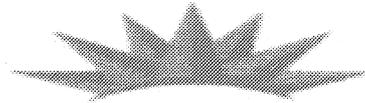
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BOARD NOTICES

BOARD NOTICE 139 OF 2013



THE SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING PROFESSION

REQUIREMENTS WITH WHICH A VOLUNTARY ASSOCIATION SHALL COMPLY IN TERMS OF SECTION 14(d) OF THE QUANTITY SURVEYING PROFESSION ACT, 2000 (ACT NO. 49 OF 2000) IN ORDER TO QUALIFY FOR RECOGNITION UNDER SECTION 25 OF THE SAID ACT:

Notice is hereby given that the South African Council for the Quantity Surveying Profession has, in terms of section 14(d) of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) determined the requirements with which an association must comply in order to qualify for recognition as a voluntary association in terms of section 25 of the Act, as set out in the schedule hereto.

SCHEDULE

1. In this schedule, unless the context indicates otherwise, an expression or a word to which a meaning has been assigned in the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000), shall bear the same meaning, and:
 - 1.1 "Act" means the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000);
 - 1.2 "Association" means an association of natural persons engaged in the Quantity Surveying profession within any of the categories specified in section 18(1) of the Act, or an association of natural persons engaged in various professions, inclusive of natural persons engaged in the Quantity Surveying profession within any of the categories specified in section 18(1) of the Act;
 - 1.3 "Council" means the South African Council for the Quantity Surveying Profession, established in terms of section 2 of the Act;
 - 1.4 "Division" means the quantity surveying division of a multi-professional association; and
 - 1.5 "multi-professional association" means an association of natural persons engaged in various professions, inclusive of natural persons engaged in the Quantity Surveying profession within any of the categories specified in section 18(1) of the Act.
2. In order to qualify for recognition as a voluntary association under section 25 of the Act, an Association must comply with the following requirements:
 - 2.1 The Association or Division must solely promote the interest of the quantity surveying profession;
 - 2.2 The Association must be formed as a juristic entity with the main object of the Association or Division being to promote the Quantity Surveying profession or the professional interests of its quantity surveying members;
 - 2.3 The Association or Division shall have a constitution, which is not in conflict with the rules and regulations published under the Act, which is approved by its members, and which:
 - 2.3.1 provides for its management structure, nomination procedure and requirements with which its members elected to the management board shall comply;
 - 2.3.2 sets out, in detail, the aims and objectives of the Association or Division, its administrative powers and power relating to the enrolment of members, termination of membership, education in quantity surveying, appointment of staff, financial arrangements and other Association or Division matters;
 - 2.3.3 provides the requirements for membership in different categories and the rules for cancellation and the re-instatement thereof; and
 - 2.3.4 provides a code of professional conduct for its members, which is not in conflict with the Council's code, and a system of disciplinary procedures that includes appropriate sanctions when the code is contravened;
 - 2.4 The Association or Division shall not have less than 50 members registered with the Council in terms of section 19 of the Act;

- 2.5 A majority of the members of the Association or Division shall be registered with the Council in terms of section 19 of the Act and shall have full voting rights in the Association or Division;
- 2.6 If the Association or Division is representing a particular category or categories of registered persons, the majority of its members shall be registered in such category or categories;
- 2.7 The Association or Division must have an established secretarial office with sufficient staff to maintain it in a proper manner, or be able to satisfy the Council with an approved alternative arrangement;
- 2.8 The Association or Division must maintain a register (roll) of members, which register (roll), must be made available at its secretarial office at any time for perusal by its membership or any other member of the public;
- 2.9 In respect of a multi-professional association, only the Division will have voting rights with regard to any quantity surveying matter;
- 2.10 The Association must be able to satisfy the Council that it is able to financially sustain itself for the period during which the certificate is granted;
- 2.11 The Association or Division must keep its quantity surveying members informed of any matters brought to its attention by the Registrar of the Council;
- 2.12 The Association or Division must be able within its constitution to make provision for annual general meetings and special general meetings of its quantity surveying members and to disseminate other reports and publications whenever it is necessary to do so;
- 2.13 The Association or Division must keep proper accounting records of all moneys collected by way of subscriptions or by any other method set out in its constitution and produce annual financial statements / audited accounts for dissemination to its members. At any time the books of account shall be open for inspection by the members.
- 2.14 The period of recognition by the Council of the voluntary association shall be valid for a period of 5 (five) years from the date of signature of the Certificate, whereafter the recognition will be subject to review by the Council.
- 2.15 Applications for recognition in terms of section 25(2) of the Act must include a copy of the Association or Division's constitution, which includes reference to furthering the aims and objects of the quantity surveying profession and be committed to the promotion and regulation of the quantity surveying profession within the Republic of South Africa.
- 2.16 All applications for the recognition and registration as a voluntary association will be subject to an initial once-off non-refundable administration fee of R600,00 (Six Hundred Rand). No subsequent annual subscriptions will be levied thereafter.

(End)

BOARD NOTICE 140 OF 2013

**THE SOUTH AFRICAN COUNCIL**
for the
QUANTITY SURVEYING PROFESSION

Established in terms of the Quantity Surveying Profession Act 2000 (Act No 49 of 2000)

RULES FOR THE PROCEDURE OF NOMINATION OF SACQSP COUNCIL MEMBERS

In terms of section 36(1) of the Quantity Surveying Profession Act, 2000 (Act 49 of 2000), the South African Council for the Quantity Surveying Profession hereby makes known that it has determined rules as set out in the Schedule hereunder.

The rules contained in the Schedule below shall become effective on 15 July 2013.

SCHEDULE**PREAMBLE**

The purpose of these rules is to provide for the process of nominating persons to serve on the South African Council for the Quantity Surveying Profession (SACQSP) in terms of the provisions of the Act.

Service as a member of the SACQSP is a voluntary contribution of valuable time and wisdom to the Quantity Surveying profession and to the South African society.

1. Definitions

In these rules, and unless the context otherwise indicates, any expression or word to which a meaning has been assigned in the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) bears the same meaning, and -

“Nominating bodies” means entities as described in Rule 5.4 hereof.

“Recommendation Panel” means a panel appointed by the Council, as described in Rule 8 hereof to evaluate the nominations and make recommendations for consideration by the Council and appointment by the Minister.

“The profession” means the Quantity Surveying profession.

2. Composition of the Council

The composition of the Council is defined in section 3 of the Act, which provides for seventeen members of whom:

- (a) Nine professionally registered persons, excluding candidates, of whom at least six must actively practise in the Quantity Surveying profession-
 - (i) who must be nominated by the voluntary associations, registered persons and prescribed nominating bodies;
 - (ii) who must represent the professional (PrQS) category of registered persons

- contemplated in section 18, in the prescribed manner; and
- (b) two professionals, who are professors or lecturers in quantity surveying at an accredited educational institution nominated by the educational institutions, voluntary associations or registered persons;
 - (c) three persons, of whom at least—
 - (i) two must be professionals, in the service of the State nominated by any sphere of government; and
 - (ii) at least one must be nominated by Public Works department; and
 - (d) three members of the public nominated through an open process of public participation.

3. Calling for nominations

3.1 Invitations

- 3.1.1 The Council shall call for nominations on or at a date determined by the Council, which date shall be at least eight (8) months before the date of expiry of the term of office of the serving members of the Council.
- 3.1.2 Registered Persons, Nominating Bodies and Voluntary Associations shall be invited by letter substantially in the form of Annexure A, B, C and D respectively, copies of which will be placed on the SACQSP and the Voluntary Association's websites.
- 3.1.3 Nominations for members by the public shall be invited by notice in the Government Gazette and one national newspaper, which nominations shall be submitted within a period of at least 60 (sixty) days from the date of notice.
- 3.1.4 The manner for inviting Registered Persons, Voluntary Associations (VAs) and State Employee is prescribed substantially in the form of Annexures A, B and C respectively.
- 3.1.5 The manner for inviting nominations in terms of Section 3(1)(c) and (d) of the Act is described in Rule 6 and Rule 7 hereof respectively.

4. Requirements for Nominees as Council Members

The Council shall consist of registered and non-registered persons of the Quantity Surveying profession.

4.1 Registered Persons

To be eligible for nomination as member of the Council a registered person shall comply with the following requirements:

- (a) Be registered as a Professional Quantity Surveyor or specified categories prescribed by the council
- (b) Have a background or experience in the Quantity Surveying profession in one or more of the following: education, training, professional conduct, professional practice, and institutional affairs;
- (c) Make a declaration of being prepared to serve on the Council and/or any of its committees;
- (d) Be a South African citizen and ordinarily resident in the Republic of South Africa; and
- (e) Be willing to sign and adhere to SACQSP's official Terms of Reference for the Council and Committee Members.

4.2 Persons not required to be registered

Nominees shall comply with the following requirements:

- (a) Have insight into matters concerning the safety and health of the public;

- (b) Have expertise supplementary to the direct field of responsibility of the Council and the Quantity Surveying profession, such as law, accounting, political science, economics, environmental management and education;
- (c) Make a declaration of being prepared to serve on the Council and/or any of its committees;
- (d) Be a South African citizen and ordinarily resident in the Republic of South Africa; and
- (e) Be willing to sign and adhere to SACQSP's Official Terms of Reference for the Council and Committee Members.

4.3 Disqualification from membership of the Council in terms of Section 6(1) of the Act –

4.3.1 The following persons shall not be eligible to be appointed as a member of the Council:

- (a) A person who is not a South African citizen and ordinarily resident in the Republic;
- (b) An un-rehabilitated insolvent;
- (c) A person who has been convicted of an offence in the Republic and been sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both. This provision excludes offences associated with political objectives and committed prior to 27 April 1994;
- (d) A person who has been convicted of an offence in a foreign country and been sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or both;
- (e) A person who has been removed from an office of trust as a result of improper conduct; or
- (f) A person who has, in terms of the Act (including any previous Act), been found guilty of improper conduct by a disciplinary tribunal or the Council of SACQSP.

In terms of Section 6(3) of the Act, the Minister must for the purpose of rule 4.3.1(d) above, take cognizance of the prevailing circumstances in a foreign country relating to a conviction.

4.3.2 Section 5(2) of the Act determines that a member of the Council may not serve for more than two consecutive terms of office.

4.4 Compilation of Reserve list

4.4.1 The Council may compile a Reserve List of nominees who meet the requirements but are not on the list of nominees recommended for appointment.

4.4.2 Nominees shall be required to indicate their availability to be included in a Reserve List if they are not appointed to the Council.

4.4.3 When a vacancy arises on the Council during its term of office, the Minister may draw on such Reserve List as a first source of nominees in the filling of the vacancy.

5. SECTION 3(1)(a) NOMINEES

5.1 Professional Representation in terms of Section 3(1)(a) of the Act

Nine registered persons, excluding candidates, of whom at least six shall actively practice in the Quantity Surveying profession:-

- (i) Who must be nominated by the voluntary associations or other registered persons and prescribed nominating bodies;
- (ii) Who must represent the categories of registered persons contemplated in section 18 of the Act, in the prescribed manner.

5.2 Prescribed Representation of the Categories of Registration

At least two persons from each category mentioned in Section 18 of the Act and actively practising in the Quantity Surveying Profession shall be represented.

5.3 Prescribed Disciplines of the Quantity Surveying Professions

The Quantity Surveying disciplines should be represented proportionally as reflected in the register of registered persons as contemplated in section 11(c) of the Act where possible, without compromising transformational and geographic representivity.

5.4 Prescribed Nominating Bodies

5.4.1 Nominating Bodies are as set out in section 3 (1) (a) to (d) of the Act.

6. Nominations by the State in terms of section 3(1)(c) of the Act

6.1 Nominations will be invited from Local, Provincial and National Government.

6.2 SACQSP will advertise the vacancies on the Department of Public Works website.

7. Public Representation

Section 3(1)(d) of the Act makes provision for the appointment of three members of the public, nominated through an open process of public participation.

8. Recommendation Panel

8.1 When any nomination for members of a new Council becomes necessary, the Council shall constitute a Recommendation Panel within 30 days of the call for nominations.

8.2 The Recommendation Panel shall be constituted with persons drawn from the existing Council members as follows:

- (a) The Council president and/or vice president
- (b) One registered person from each of the categories of registration;
- (c) One registered person with special knowledge of Quantity Surveying education;
- (d) One persons from the DPW, who must be registered with the Council;
- (e) Any two other persons nominated by the Council to ensure transformational representivity on the panel; and
- (f) One person who has legal knowledge of both the Act and the SA Constitution, failing which the Registrar.

8.3 A minimum of half of the members of the Recommendation Panel should be outgoing Council Members who are not eligible for re-appointment.

8.4 Directives to Recommendation Panel:

- (a) The Council shall identify and inform the Recommendation Panel of Council Members that are eligible and available for re-appointment. The Recommendation Panel should ensure continuity.
- (b) The Council has the right to ratify or amend the list of nominees recommended by the Recommendation Panel.
- (c) Not more than three persons serving on the Recommendation Panel may serve on the new Council.

8.5 The Recommendation Panel shall consider the following when making recommendations to the Council:

8.5.1 The requirements for nominees to be appointed from the profession [Section 3(1)(a)], from registered persons, [(Section 3(1)(b)) the academia, [(Section 3(1)(c)) from the State and [(Section 3(1)(d)) the public.

8.5.2 The Recommendation Panel shall take into account transformational and geographic representivity in its recommendation.

8.5.3 The needs of the Council:

The Council shall, within 30 days of the expiry of the notice of invitation, make its recommendations to the Minister based on recommendations from the Recommendation Panel with the view to meeting *inter alia* the following needs of the new Council:

- (a) Persons with a background in standard setting in Quantity Surveying education and training;
- (b) Persons with experience in the accreditation of Quantity Surveying educational programmes;
- (c) Persons with experience in the registration processes for Quantity Surveying candidates and professionals;
- (d) Persons with experience in preliminary investigations and enquiries related to alleged improper conduct by registered persons;
- (e) Persons with experience in the relationships between the SACQSP and other organisations in South Africa and elsewhere, particularly with regard to international recognition of South African education and registration; and
- (f) Persons with an interest in Continuing Professional Development (CPD).

8.6 The administrative assistance required by the Recommendation Panel is to be supported by the Registrar and the secretariat of the SACQSP.

9. Assessment of Nominations

9.1 All nominations received shall be scrutinised by the Registrar firstly to confirm the eligibility of the nominee and compliance with requirements.

9.2 The Recommendation Panel shall evaluate each nominee in terms of the Council's needs and the requirements of the Act and identify all nominees who meet the requirements.

9.3 The Recommendation Panel shall by a date determined by the Council submit a report to the Council containing:

- (i) a list of all nominations received;
- (ii) a list of nominees recommended;
- (iii) a reserve list of nominees;
- (iv) a list of nominees not eligible and the reasons therefore; and
- (v) confirmation of compliance with the principle of representivity as envisaged by the Act and these Rules, the challenges faced in that regard, and how same was addressed.

ANNEXURES

INVITATION TO REGISTERED PERSONS

ANNEXURE A

Date

Dear Registered Person

INVITATION TO NOMINATE: SACQSP COUNCIL MEMBERS

You are cordially invited to nominate one or more registered persons for consideration and possible appointment as member(s) to the South African Council of the Quantity Surveying Profession (SACQSP) in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000). When nominating, consideration should be given to representivity in respect of race, gender, disability and geographical location.

The following should be noted:

1. Nominees must be registered with the SACQSP, in at least one of the following categories: Professional Quantity Surveyor or specified categories prescribed by the Council (**registration in the candidate category is expressly excluded in terms of section 3(1)(a) of the Act**).
2. The nominations should be made on the Nomination Form and be signed by the registered person submitting the nomination.
3. Nominees appointed to the Council may not serve for more than two consecutive terms of office.
4. The Council will meet at least twice a year and will be supported by administrative staff. The period of office for the members is four years.
5. The nominations must be accompanied by:
 - 5.1 An Acceptance Form duly completed and signed by the nominee;
 - 5.2 A brief Curriculum Vitae in the attached format; and
 - 5.3 A declaration by the nominee stating that he/she is not disqualified in terms of section 6(1) of the Act nor has he/she served on the Council for two consecutive terms.
6. Successful nominees will be appointed in their own right and will not represent any constituency in particular.
7. Since the potential number of nominations is likely to exceed the number of vacancies on Council by a significant margin, serious consideration will be given to the nominees' expertise, background and ability.
8. All nominees must be South African citizens and be ordinarily resident in the RSA.
9. All nominations, duly completed and signed, must be submitted to the Council (**Attention: The Registrar**) at the address provided in this correspondence, by no later than..... (date to be within at least 60 days from date of invitation). Incomplete nominations and nominations received after this date will not be considered.
10. SACQSP will establish a "Recommendation Panel" (in terms of Rule 8.1 of the Procedure for the Nomination of Council Members) which will be responsible for recommending to Council the names of the nominees considered most suitable for appointment by the Minister. No more than three members of the Recommendation Panel will be eligible for appointment to the Council.
11. The Minister retains the discretion to appoint any person who may have been nominated but not recommended. Therefore the names of all the nominees will be presented to the Minister.
12. Appointments will be on a non-remunerative basis. Only reasonable travel and subsistence expenses will be paid to members.

Yours sincerely

Registrar of SACQSP

INVITATION TO VOLUNTARY ASSOCIATIONS

ANNEXURE B

DATE

Dear Voluntary Association

INVITATION TO NOMINATE: SACQSP COUNCIL MEMBERS

You are cordially invited to nominate one or more persons for consideration and possible appointment as member(s) of the South African Council for the Quantity Surveying Profession (SACQSP) in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000). When nominating, consideration should be given to representivity in respect of race, gender, disability and geographical location.

The following should be noted:

1. **Voluntary Associations** may nominate as many persons as they deem appropriate. Each nomination must be submitted on a separate Nomination Form.
2. Nominees must be registered with the SACQSP, in at least one of the following categories: Professional Quantity Surveyor or specified categories prescribed by the Council (**registration in the candidate category is expressly excluded in terms of section 3(1)(a) of the Act**).
3. The nominations must be made on the Nomination Form and be signed by a duly authorised representative, typically the President or Chief Executive.
4. Nominees appointed to the Council may not serve for more than two consecutive terms of office.
5. The Council will meet at least twice a year and will be supported by administrative staff. The period of office for the members is four years.
6. The nominations must be accompanied by:
 - 6.1 An Acceptance Form duly completed and signed by the nominee;
 - 6.2 A brief Curriculum Vitae in the attached format; and
 - 6.3 A declaration by the nominee stating that he/she is not disqualified in terms of section 6(1) of the Act nor has he/she served on the Council for two consecutive terms.
7. Successful nominees will be appointed in their own right and will not represent his/her Voluntary Association.
8. Since the number of Voluntary Associations and Nominating Body's nominations far exceed the number of vacancies on Council, serious consideration will be given to the nominees' expertise, background and ability to represent more than one sector of interest contemplated in section 3 of the Act.
9. All nominees must be South African citizens and be ordinarily resident in the RSA.
10. All nominations, duly completed and signed, must be submitted to the Council (**Attention: The Registrar**) at the address provided in this correspondence, by no later than..... (date to within be at least 60 days from date of invitation). Incomplete nominations and nominations received after this date will not be considered.
11. SACQSP will establish a "Recommendation Panel" (in terms of Rule 8.1 of the Procedure for Nomination of Council Members) which will be responsible for recommending to Council the names of the nominees considered most suitable for appointment by the Minister. No more than three members of the Recommendation Panel will be eligible for appointment to the Council.
12. The Minister retains the discretion to appoint any person who may have been nominated but not recommended. Therefore the names of all the nominees will be presented to the Minister.
13. Appointments will be on a non-remunerative basis. Only reasonable travel and subsistence expenses will be paid to members.

Yours sincerely

Registrar of SACQSP

INVITATION TO STATE SECTOR EMPLOYEES**ANNEXURE C****DATE****Dear****INVITATION TO NOMINATE: SACQSP COUNCIL MEMBERS**

You are cordially invited to nominate one or more persons for consideration and possible appointment as member(s) of the South African Council for the Quantity Surveying Profession (SACQSP) in terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000). When nominating, consideration should be given to representivity in respect of race, gender, disability and geographical location.

Vacancies: three persons, of whom at least—

- (i) two must be professionals, in the service of the State nominated by any sphere of government; and
- (ii) at least one must be nominated by the National Department of Public Works

The following should be noted:

1. The State Sector may nominate as many persons as they deem appropriate. Each nomination must be submitted on a separate Nomination Form.
2. Nominees must be registered with the SACQSP, in at least one of the following categories: Professional Quantity Surveyor or specified categories prescribed by the Council (**registration in the candidate category is expressly excluded in terms of section 3(1)(a) of the Act**).
3. The nominations must be made on the Nomination Form and be signed by a duly authorised representative, typically the Department Head or Director General.
4. Nominees appointed to the Council may not serve for more than two consecutive terms of office.
5. The Council will meet at least twice a year and will be supported by administrative staff. The period of office for the members is four years.
6. The nominations must be accompanied by:
 - 6.1 An Acceptance Form duly completed and signed by the nominee;
 - 6.2 A brief Curriculum Vitae in the attached format; and
 - 6.3 A declaration by the nominee stating that he/she is not disqualified in terms of section 6(1) of the Act nor has he/she served on the Council for two consecutive terms.
7. Successful nominees will be appointed in their own right and will not represent his/her Voluntary Association.
8. Since the number of nominations for State Sector employees is limited to three, serious consideration will be given to the nominees' expertise, background and ability to represent more than one sector of interest contemplated in section 3 of the Act.
9. All nominees must be South African citizens and be ordinarily resident in the RSA.
10. All nominations, duly completed and signed, must be submitted to the Council (**Attention: The Registrar**) at the address provided in this correspondence, by no later than..... (date to within be at least 60 days from date of invitation). Incomplete nominations and nominations received after this date will not be considered.
11. SACQSP will establish a "Recommendation Panel" (in terms of Rule 8.1 of the Procedure for Nomination of Council Members) which will be responsible for recommending to Council the names of the nominees considered most suitable for appointment by the Minister. No more than three members of the Recommendation Panel will be eligible for appointment to the Council.
12. The Minister retains the discretion to appoint any person who may have been nominated but not recommended. Therefore the names of all the nominees will be presented to the Minister.
13. Appointments will be on a non-remunerative basis. Only reasonable travel and subsistence expenses will be paid to members.

Yours sincerely

Registrar of SACQSP

INVITATION TO THE PUBLIC TO BE PUBLISHED IN THE NEWSPAPERS

ANNEXURE D

INVITATION TO THE PUBLIC TO NOMINATE SACQSP COUNCIL MEMBERS

Call for Nominations for Members of the Public to be appointed as Members of the South African Council for the Quantity Surveying Profession (SACQSP).

In terms of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000), nominations are invited from members of the general public to serve on the SACQSP Council:

Number of vacancies: **3 vacancies.**

Background

In December 2000, the President assented to legislation providing for the establishment of Council for the Quantity Surveying profession. The Council was established in August 2001 and replaced the previous statutory Council and board for the profession. The Council registers professionals and candidates in their profession, accredits educational institutions, upholds professional conduct, identifies the functions of the profession, recommends professional fees and promotes regional and international recognition of the profession.

The Council will meet at least twice a year and will be supported by administrative staff.

The period of office for the members is four years.

Each nomination must be in writing and must contain the following information in the detail required by the Council. (*Please refer to the Council directly for further information.*)

1. The name and address of the nominating person or organization;
2. The name, address and identity number of the nominee;
3. An Acceptance Form duly completed and signed by the nominee
4. Motivation for the appointment of the nominee to the Council (not exceeding one page);
5. A short Curriculum Vitae of the nominee (not exceeding two pages), the format of which can be found on SACQSP website www.SACQSP.org.za; and
6. A declaration by the nominee stating that he/she is not disqualified in terms of section 6(1) of the Act nor has he/she served on the Council for two consecutive terms.

All nominations, duly completed and signed, must be submitted to the Council (**Attention: The Registrar**) at the address provided in this correspondence, by no later than..... (date to be within at least 60 days from date of invitation). Incomplete nominations and nominations received after this date will not be considered.

South African Council for the Quantity Surveying Profession

P.O. Box 654 Halfway House, 1685

Tel: 011 312-2560 Fax: 011 312-2562

Email: Registrar@sacqsp.co.za

Web: www.sacqsp.org.za

ANNEXURE E

APPLIES TO ANNEXURES A, B, C AND D

Pro Forma Curriculum Vitae

The format below should be closely followed.

(Unnecessary information should be avoided as far as possible.)

CURRICULUM VITAE

(Name of Nominee)

1. General Information:

Names & Surname:

Date of Birth:

RSA Identity Number:

Citizenship:

Country of Normal Domicile:

Professional Registration (SACQSP or other):

Registration Number:

Other Professional Affiliations:

Academic Qualifications and Years attained:

Years Experience Post-qualification:

2. Professional Experience (200 words)

Specialisation:

Key Experience: (Brief summary of most important work during stages of career)

3. Involvement in Profession (100 words)

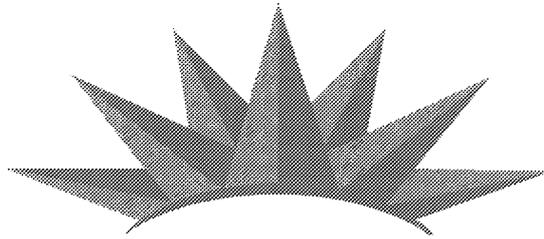
Contributions to Professional Associations, Societies and Councils:

(Local & International)

4. Key Attributes and Contributions on offer to new Council

(i.e. Why you should be appointed) (100 words)

BOARD NOTICE 141 OF 2013



THE SOUTH AFRICAN COUNCIL
for the
QUANTITY SURVEYING PROFESSION

Established in terms of the Quantity Surveying Profession Act 2000 (Act 49 of 2000)

Quantity Surveying
Programme Accreditation
Guideline

The background image is a grayscale, textured photograph showing architectural blueprints spread out on a surface. In the foreground, a pair of drafting compasses and a pencil are visible, resting on the blueprints. The text is overlaid in large, bold, black font.

Revised January 2013 – Approved Council 7th March 2013

Framework of Accreditation System

A system of accreditation needs to take into account national policies and regulatory frameworks, the institutional quality landscape, and international trends with respect to quality and standards in higher education. In addition, within our particular discipline, cognizance has to be taken of general policy adopted by the SACQSP, most particularly that relating to registration requirements.

The basic principle upon which the SACQSP accreditation policy is founded, compliant with the requirements of the Quantity Surveying Profession Act (No.49 of 2000), is that educational service providers are required to have their quantity surveying programmes evaluated for accreditation purposes at any of the four academic qualification levels recognized in the 2013 SACQSP Route to Registration as Government Gazetted (currently termed Honours Degree, Bachelor's Degree, Diploma, and Certificate). These qualifications refer to a minimum of 480, 360, 240, and 120 credits, respectively. Notwithstanding the requirement for the SACQSP to assess for possible accreditation these four levels of academic programmes, the **minimum academic** route to registration with the SACQSP is an accredited tertiary programme providing a 360 credit qualification. The above qualification levels are defined by fundamental and core knowledge areas / unit standards as compiled by the Quantity Surveying Standards Generating Body (QSSGB). At all four academic qualification levels, the HEQC criteria for programme accreditation would be applied (amended where necessary as indicated later in this discussion document). Outcomes of the programme evaluation would be in line with published HEQC procedures (refer to Table 5 of the 'Criteria for Programme Accreditation' document issued by the CHE – Annexure A).

A differential accreditation process has been adopted for existing accredited programmes compared to those that have not previously been subjected to an accreditation review. However, the criteria for the re-accreditation of existing programmes are identical to those for new programmes at the same level, and comprise the same categories of programme input, process, output and impact, and review. The criteria should be used as the basis for an institution's self-evaluation of the programme(s) concerned, along with additional benchmarks that the institution might set for itself.

A fundamental precept underpinning the implementation of this accreditation policy document is that it should not be seen as a mechanism to entrench or establish a hierarchy of tertiary education providers at the expense of others. The criteria and outcomes of programme evaluation as described in this document are intended to provide a framework for the promotion of the principles underpinning academic development within all providers of quantity surveying tertiary education. Where programmes are not initially accredited, procedures are included in the policy documentation to permit such programmes to clearly identify and address perceived shortcomings in order to be re-evaluated for possible future accreditation.

Accreditation criteria – amendments to the standard HEQC documentation

As indicated above, it is considered necessary to have a degree of differentiation within the accreditation system, both to accommodate the practical realities that pertain to the higher education sector in South Africa, as well as the need to benchmark higher levels of professional education with international standards. In considering the amendments, reference should be made to the basic HEQC criterion (nominally amended) that is supplied as Annexure A herewith.

Insofar as construction management and property studies core and fundamental unit standards are concerned, the standards and competencies developed by the relevant SGBs shall apply *mutatis mutandis*.

Certificate Level (prescribed programme comprises a minimum of 120 credits)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material substantially covering the 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Certificate in Quantity Surveying' qualification level.

Criterion 2(ii) : Currently a National Senior Certificate is required. In future, the minimum entry requirement will be a FETC with appropriate subject combinations and levels of achievement.

Diploma Level (prescribed programme comprises a minimum of 240 credits)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material substantially covering the 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Diploma in Quantity Surveying' qualification level.

Criterion 2(ii) : Currently a National Senior Certificate is required. In future, the minimum entry requirement will be a FETC with appropriate subject combinations and levels of achievement. Alternatively, a Higher Certificate or Advanced Certificate (refer to the HEQF draft document) in a cognate field will satisfy the minimum requirement.

Insert additional text as follows: 75% of first year undergraduate Diploma programme entrants must have at least 23 unweighted NSC points or equivalent in accordance with the following table:

NSC %	NSC Rating
90-100	8
80-89	7
70-79	6
60-69	5
50-59	4
40-49	3
30-39	2
0-29	1

Note: 'Life Orientation' and 'Mathematics Literacy' are to be excluded from the points calculation.

Criterion 3(i) : Replace first sentence with : Full-time and/or Permanent academic staff teaching on undergraduate Diploma programmes generally have relevant academic qualifications higher than the exit level of the Diploma programme, but at least 75% of the full-time academic staff teaching on this programme must have at least a Bachelor's Degree or an equivalent professional qualification.

Note: For the purposes of this Policy, a permanent staff member is an employee who either (a) contributes to a retirement fund at the Institution being considered for accreditation, or (b) is

employed fulltime (continuing appointment) on a contract of at least three years at such institution.

Criterion 3(iv) : Insert additional text as follows: Service provider departments must achieve a publication output rating of 0.6 per full-time academic staff member, calculated as a rolling average over three years, in accordance with the attached Annexure B - *Schedule of Weightings for Research Outputs*.

Note: Publication output ratings are calculated as follows:

A=total score N=fulltime academic members of staff (excluding vacancies) in department
Standard = $A / N \geq 0.6$

Criterion 4(i) : Add after first sentence: The full-time senior lecturer equivalent (SLE) staff : full-time equivalent (FTE) student ratio should not exceed 1:40 (excluding PG Diploma, Masters and PhD students).

Note: For the purposes of this Policy, the senior lecturer equivalent (SLE) calculation, per department, is the total recurrent and non-recurrent costs for full-time and part-time academic staff members (including all tutors and demonstrators), divided by the rand equivalent of the mid-point of the senior lecturer cost-of employment range.

An FTE student enrolment takes as a unit a student who is following a standard full-time curriculum. A part-time student who is taking (say) one third of a standard curriculum is counted as 0.33 of an FTE enrolment. FTE enrolments per department and per Faculty are built up from the course level, summing the unweighted credit values per course.

Criterion 18(iii) : Insert new sub-clause : At least 60% of graduates that exit tertiary education at this level must be in relevant employment within 12 months of graduation.

Bachelor Degree Level (prescribed programme comprises a minimum of 360 credits)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material substantially covering the 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Bachelor's Degree in Quantity Surveying' qualification level.

Criterion 2(ii) : Currently a National Senior Certificate with Matriculation Endorsement or Exemption is required. In future an FETC with appropriate subject combinations and levels of achievement will be the minimum entry requirement. Alternatively, a level 5 or 6 qualification (refer to the HEQF draft document) in a cognate field will satisfy the minimum entrance requirement.

Insert additional text as follows: 75% of first year undergraduate entrants must have 29 unweighted NSC points or equivalent in accordance with the following table:

NSC %	NSC Rating
90-100	8
80-89	7
70-79	6
60-69	5
50-59	4
40-49	3

30-39	2
0-29	1

Note: 'Life Orientation' and 'Mathematics Literacy' are to be excluded from the points calculation.

Criterion 3(i) : Replace first sentence with : Full-time and/or Permanent academic staff teaching on undergraduate Bachelors programmes generally have relevant academic qualifications higher than the exit level of the Bachelors programme, but at least 75% of the full-time academic staff teaching on this programme must have at least a Masters level qualification.

Note: For the purposes of this Policy, a permanent staff member is an employee who either (a) contributes to a retirement fund at the Institution being considered for accreditation, or (b) is employed fulltime (continuing appointment) on a contract of at least three years at such institution.

Criterion 3(iv) : Insert additional text as follows: Service provider departments must achieve a publication output rating of 0.8 per full-time academic staff member, calculated as a rolling average over three years, in accordance with the attached Annexure B - *Schedule of Weightings for Research Outputs*.

Note: Publication output ratings are calculated as follows:

A=total score N=fulltime academic members of staff (excluding vacancies) in department
Standard = $A / N \geq 0.8$

Criterion 4(i) : Add after first sentence: The full-time senior lecturer equivalent (SLE) staff : full-time equivalent (FTE) student ratio should not exceed 1:40 (excluding PG Diploma, Masters and PhD students).

Note: For the purposes of this Policy, the senior lecturer equivalent (SLE) calculation, per department, is the total recurrent and non-recurrent costs for full-time and part-time academic staff members (including all tutors and demonstrators), divided by the rand equivalent of the mid-point of the senior lecturer cost-of employment range.

An FTE student enrolment takes as a unit a student who is following a standard full- time curriculum. A part-time student who is taking (say) one third of a standard curriculum is counted as 0.33 of an FTE enrolment. FTE enrolments per department and per Faculty are built up from the course level, summing the unweighted credit values per course.

Criterion 18(iii) : Insert new sub-clause : At least 60% of graduates that exit tertiary education at this level must be in relevant employment within 12 months of graduation.

Honours Degree Level (prescribed programme comprises an additional 120 credit)

Criterion 1(iv) : Insert additional text as follows: Service providers are required to offer course material substantially covering the 'Fundamental' and 'Core' unit standards listed by the Quantity Surveying SGB for the 'Honours Degree in Quantity Surveying' qualification level.

Criterion 2(ii) : The minimum admission requirement is an appropriate 360-credit Bachelor's Degree.

Criterion 3(i) : Replace first sentence with : Full-time and/or Permanent academic staff teaching on Honours programmes generally have relevant academic qualifications higher than the exit level of the Honours programme, but at least 75% of the full-time academic staff teaching on this programme must have at least a Masters level qualification.

Note: For the purposes of this Policy, a permanent staff member is an employee who either (a) contributes to a retirement fund at the Institution being considered for accreditation, or (b) is employed fulltime (continuing appointment) on a contract of at least three years at such institution.

Criterion 3(iv) : Insert additional text as follows: Service provider departments must achieve a publication output rating of 0.8 per full-time academic staff member, calculated as a rolling average over three years, in accordance with the attached Annexure B - *Schedule of Weightings for Research Outputs*.

Note: Publication output ratings are calculated as follows:

A=total score N=fulltime academic members of staff (excluding vacancies) in department
Standard = $A / N \geq 0.8$

Criterion 4(i) : Add after first sentence: The full-time senior lecturer equivalent (SLE) staff : full-time equivalent (FTE) student ratio should not exceed 1:40 (excluding PG Diploma, Masters and PhD students).

Note: For the purposes of this Policy, the senior lecturer equivalent (SLE) calculation, per department, is the total recurrent and non-recurrent costs for full-time and part-time academic staff members (including all tutors and demonstrators), divided by the rand equivalent of the mid-point of the senior lecturer cost-of employment range.

An FTE student enrolment takes as a unit a student who is following a standard full- time curriculum. A part-time student who is taking (say) one third of a standard curriculum is counted as 0.33 of an FTE enrolment. FTE enrolments per department and per Faculty are built up from the course level, summing the unweighted credit values per course.

Criterion 18(iii) : Insert new sub-clause : At least 60% of graduates that exit tertiary education at this level must be in relevant employment within 12 months of graduation.

Policy implementation – existing accredited programmes

- a) All service providers of programmes currently accredited by the SACQSP and whose administrative structure has not changed since last being granted accreditation, will be invited to submit a self-evaluation report covering SACQSP criteria 1 – 19 (where appropriate) by a date to be published from time to time by the SACQSP.
- b) Accreditation site visits shall take place to all responding institutions on dates to be agreed upon by the relevant tertiary institutions and the SACQSP.
- c) Institutions which do not respond appropriately to the accreditation invitation by a date to be advised by the SACQSP will designated as “Not Accredited”, and will be invited to participate with ‘new programmes’ in a later, two-stage accreditation process (see ‘new programmes / programmes not previously accredited’ below).
- d) Where currently accredited service providers whose administrative structures relating to programmes have been significantly affected since last being granted accreditation (e.g. through institutional mergers), these institutions will be considered as ‘new programmes / programmes not previously accredited’ (see section below), once their current accreditation term expires.

- e) The accreditation status of service providers will be publicly displayed on the website of the SACQSP. This will clearly indicate the programme level, and any *Conditions* that may apply to accreditation such as 'Candidacy', 'Provisional', etc.

Policy implementation – new programmes / programmes not previously accredited

- a) All identified service providers of quantity surveying programmes will be advised of accreditation requirements in terms of the Quantity Surveying Profession Act (No. 49 of 2000), and provided with details of the new accreditation policy. The deadline for this process is to be established by the SACQSP and made known to such institutions at least 6 months ahead of any intended implementation. Such service providers are to be invited to formally signify acceptance into the accreditation process. The deadline for receipt of the institutional responses is shall be made known to each institution by the SACQSP.
- b) Where service providers elect not to submit to the accreditation process, the appropriate registration authority (e.g. CHE, and possibly SAQA) is to be immediately advised and appropriate action taken.
- c) Service providers of quantity surveying programmes that do enter the new accreditation system are required to enter into a two-stage accreditation system as described by the HEQC. The initial 'Candidacy' phase requires that these programme providers demonstrate, firstly, that they meet the SACQSP / HEQC's criteria for the candidacy phase (the input criteria), or, alternatively, that they have the potential or capability to meet these criteria in a stipulated period of time. The institution's application for candidacy status should be based on a critical self-evaluation of the new programme measured against the requirements of the SACQSP / HEQC's programme input criteria and should be submitted by a date to be made known by the SACQSP. A SACQSP panel of peers will evaluate applications for new programmes. The peer panel may also undertake a site visit, if necessary. If the requirements for candidacy are met, the SACQSP will award provisional accreditation to the new programme. This stage is to be completed by a date to be made known by the SACQSP. Where institutions that have indicated they wish to participate in the accreditation process fail to meet the deadline, they may apply to be re-considered after a period of 12 months.
- d) Where provisional accreditation is granted following completion of the candidacy phase, service providers are required to participate in the further 'Accreditation' phase. Within one year of the provisional accreditation being granted, the institution must demonstrate that it has met any conditions set by the SACQSP during the candidacy phase. Acceptable reasons and relevant evidence have to be provided in instances where the conditions have not been met. The institution is also required to conduct a self-evaluation of the programme, using the SACQSP / HEQC's criteria for the accreditation phase, which include those for programme input, process, output and impact, and review. The institution must submit a programme progression (improvement) plan to address areas in need of attention as identified in the self-evaluation. A site visit may be conducted, if necessary. A new programme receives full accreditation only after the requirements for the accreditation phase have been met.
- f) It should be noted that in both phases of accreditation, institutions will have the opportunity to further develop the programme where it does not meet the required criteria, on the expectation that they have the ability to remedy the problem areas and attain minimum standards within a stipulated period of time.
- g) The accreditation status of service providers will be publicly displayed on the website of the SACQSP.

This will clearly indicate the programme level, and any *Conditions* that may apply to accreditation such as 'Candidacy', 'Provisional', etc.

Outcomes of programme evaluation

Academic programmes will be evaluated by SACQSP-appointed peer review panels of specialists against the criteria indicated in Annexure A. The scheduling of this process will be established by the SACQSP and will be made known to all institutions at least 6 months before being implemented.

All the criteria are regarded as relevant for ensuring and enhancing programme quality. The SACQSP also recognises the need for flexibility in the interpretation of the criteria, since the relative importance and weight to be attached to specific programme areas and their related criteria may differ between programmes. Members of the peer review panel have the responsibility for using their discipline and subject knowledge to make these judgements within the context of the programme that is evaluated. The review panel will first evaluate the programme against each individual criterion, using the following categories to classify the results in each instance:

- (i) ***Commend***: All the minimum standards specified in the criterion were fully met and, in addition, good practices and innovation were identified in relation to the criterion.
- (ii) ***Meets minimum standards***: Minimum standards as specified in the criterion were met.
- (iii) ***Needs improvement***: Did not comply with all the minimum standards specified in the criterion. Problems/weaknesses could be addressed in a short period of time not exceeding one year.
- (iv) ***Does not comply***: Did not comply with the majority of the minimum standards specified in the criterion.

The outcomes of the programme evaluation as a whole should be determined in a holistic manner and not by merely calculating the sum total of the evaluations against individual criteria. The following classification will be used for the accreditation outcomes of the programme as a whole:

Programme type	Evaluation against stated criteria	Classification of accreditation outcomes
<p>New programme Candidacy phase</p>	<p>Exceeds minimum standards: All minimum standards specified in the criteria were met and, in addition, examples of good practice and innovation were identified in relation to several criteria.</p> <p>Complies with minimum standards: All minimum standards specified in the criteria were met.</p> <p>Needs improvement: Not all minimum standards specified in the criteria were met. Problems / weaknesses could be addressed in a short period of time not exceeding one year.</p> <p>Does not meet minimum standards: Did not meet the majority of minimum standards specified in the criteria.</p>	<p><i>Provisionally accredited</i></p> <p><i>Provisionally accredited</i></p> <p><i>Provisionally accredited (with conditions)</i></p> <p><i>Not provisionally accredited</i></p>
<p>New programme Accreditation phase</p>	<p>Exceeds minimum standards: All minimum standards specified in the criteria were met and, in addition, examples of good practice and innovation were identified in relation to several criteria.</p> <p>Complies with minimum standards: All minimum standards specified in the criteria were met.</p> <p>Needs improvement: Not all minimum standards specified in the criteria were met. Problems / weaknesses could be addressed in a short period of time not exceeding one year.</p> <p>Does not meet minimum standards: Did not meet the majority of minimum standards specified in the criteria.</p>	<p><i>Accredited</i></p> <p><i>Accredited</i></p> <p><i>Accredited (with conditions)</i></p> <p><i>Not accredited</i></p>
<p>Existing programmes</p>	<p>Exceeds minimum standards: All minimum standards specified in the criteria were met and, in addition, examples of good practice and innovation were identified in relation to several criteria.</p> <p>Complies with minimum standards: All minimum standards specified in the criteria were met.</p> <p>Needs improvement: Not all minimum standards specified in the criteria were met. Problems / weaknesses could be addressed in a short period of time not exceeding one year.</p> <p>Does not meet minimum standards: Did not meet the majority of minimum standards specified in the criteria.</p>	<p><i>Accredited</i></p> <p><i>Accredited</i></p> <p><i>Accredited (with conditions)</i></p> <p><i>Not accredited</i></p>

Composition of panels for accreditation visits

Subject to approval by the HEQC, the composition of the visiting accreditation panel shall typically consist of:

- At least one academic with relevant accreditation experience, nominated by the ESR and appointed by the SACQSP
- One nominee from the relevant professional accrediting body e.g., SACQSP.
- One nominee from the relevant professional accrediting body secretariat
- One local employer nominated by the relevant professional accrediting body
- One programme external examiner from the university's or service provider's programme(s) nominated by the tertiary institution undergoing the accreditation inspection
- One nominee from the Council for the Built Environment

Internal review and HEQC accreditation

It is acknowledged that those institutions which have undergone HEQC visits, conduct approved (by the HEQC) internal reviews of programmes, and have been declared "self accrediting" institutions by the HEQC will be exempt from complying with the basic HEQC requirements. Such institutions will, however, still be required to comply with the relevant threshold standards of entry requirements, quality assurance, research output, and graduate employability, including the provision of documentary evidence of performance where necessary.

ANNEXURE A

PROGRAMME ACCREDITATION CRITERIA

CRITERION 1: Programme design

The programme is consonant with the institution's mission, forms part of institutional planning and resource allocation, meets national requirements, the needs of students and other stakeholders, and is intellectually credible. It is designed coherently and articulates well with other relevant programmes, where possible.

In order to meet the criterion, the following is required at minimum:

- (i) The programme is consonant with the institution's mission and goals and was approved by the appropriate institutional structures, including Senate/equivalent structure. Provision is made for the programme in the institution's planning and resource allocation processes.
- (ii) The programme meets the national requirements pertaining to programmes which are at present being developed within the context of the NQF.
- (iii) Learning outcomes, degree of curriculum choice, teaching and learning methods, modes of delivery, learning materials and expected completion time cater for the learning needs of its target student intake. Competences expected of students who successfully complete the programme are made explicit.
- (iv) The design maintains an appropriate balance of theoretical, practical and experiential knowledge and skills. It has sufficient disciplinary content and theoretical depth, at the appropriate level, to serve its educational purposes.
- (v) The design offers students learning and career pathways with opportunities for articulation with other programmes within and across institutions, where possible.
- (vi) Modules and/or courses in the programme are coherently planned with regard to content, level, credits, purpose, outcomes, rules of combination, relative weight and delivery. Outsourcing of delivery is not permitted.
- (vii) There is a policy and/or procedures for developing and evaluating learning materials and ensuring their alignment with the programme goals and underpinning philosophy. Where necessary, members of the academic staff are trained to develop learning materials.
- (viii) Programme outcomes meet national and/or regional labour market, knowledge or other socio-cultural needs. The requirements of professional bodies are taken into consideration, where applicable. Relevant stakeholders, including academic peers from outside the institution, and employers and professional bodies where applicable, are involved in the development of the programme.
- (ix) The characteristics and needs of professional and vocational education are catered for in the design of the programme, where applicable. This includes the following, in addition to (i) – (vii) above:

- The programme promotes the students' understanding of the specific occupation for which they are being trained.
 - Students master techniques and skills required for a specific profession or occupation.
 - Work-based learning and placement in a work-based environment form an integral part of the curriculum, where possible.
- (x) In the case of institutions with service learning as part of their mission:
- Service learning programmes are integrated into institutional and academic planning, as part of the institution's mission and strategic goals.
 - Enabling mechanisms (which may include incentives) are in place to support the implementation of service learning, including staff and student capacity development.

CRITERION 2: Student recruitment, admission and selection

Recruitment documentation informs potential students of the programme accurately and sufficiently, and admission adheres to current legislation. Admission and selection of students are commensurate with the programme's academic requirements, within a framework of widened access and

equity. The number of students selected takes into account the programme's intended learning outcomes, its capacity to offer good quality education and the needs of the particular profession (in the case of professional and vocational programmes).

In order to meet the criterion, the following is required at minimum:

- (i) Advertising and promotional materials contain accurate and sufficient information about the programme with regard to admission policies, completion requirements and academic standards. Marketing and advertising are done according to DoE and SAQA regulations and accurate information is provided about the NQF level and the accreditation status of the programme.
- (ii) Admission, matriculation exemption, age exemption, etc. adhere to current legislation.
- (iii) The programme's admission criteria are in line with the National Plan for Higher Education's (NPHE's) goal of widening access to higher education. Equity targets are clearly stated, as are the plans for attaining them. Provision is made, where possible, for flexible entry routes, which includes RPL with regard to general admission requirements, as well as additional requirements for the programme, where applicable. Admission of students through an RPL route should not constitute more than 10 percent of the student intake for the programme.
- (iv) Admission requirements are in line with the degree of complexity of learning required in the programme, within the context of widening access and promoting equity.
- (v) Selection criteria are explicit and indicate how they contribute to institutional plans for diversity. The number of students selected for the programme does not exceed the capacity available for offering good quality education. The number of students is balanced against the intended learning outcomes of the programme and takes into account the mode(s) of delivery and the programme's components (modules/courses).

- (vi) In the case of professional and vocational programmes, the quality and number of students admitted takes into account the needs of the particular profession, consonant with the appropriate equity considerations.

CRITERION 3: Academic Staffing

Academic staff responsible for the programme are suitably qualified and have sufficient relevant experience and teaching competence, and their assessment competence and research profile are adequate for the nature and level of the programme. The institution and/or other recognised agencies contracted by the institution provide opportunities for academic staff to enhance their competences and to support their professional growth and development.

In order to meet the criterion, the following is required at minimum:

- (i) Academic staff for undergraduate programmes have relevant academic qualifications higher than the exit level of the programme, but at minimum a degree. Academic staff for postgraduate programmes have relevant academic qualifications at least on the same level as the exit level of the programme. At least 50 percent of the academic staff for postgraduate programmes have relevant academic qualifications higher than the exit level of the programme. The qualifications of academic staff were awarded by recognised higher education institutions.
- (ii) The majority of full-time academic staff has two or more years of teaching experience in a recognised higher education institution, and in areas pertinent to the programme. In the case of professional programmes, a sufficient number of academic staff members also have relevant professional experience. Qualified and experienced academic staff design the learning programme, although junior or part-time tutors may act as facilitators of learning.
- (iii) Academic staff are competent to apply the assessment policies of the institution. Some of the academic staff responsible for the programme have at least two years' experience of student assessment at the exit level of the programme. There is ongoing professional development and training of staff as assessors in line with SAQA requirements.
- (iv) Academic staff members have research experience through their own research and/or studies toward higher education qualifications. The research area(s) of some of the academic staff members are relevant to the subject areas of the programme. In the case of postgraduate programmes, the research profile of the staff includes recognised research outputs.
- (v) The institution and/or other recognised agencies contracted by the institution provide orientation and induction opportunities in which new academic staff members participate. Provision is made for regular staff development opportunities in which relevant academic staff participate.

CRITERION 4: Support Staffing

The academic and support staff complement is of sufficient size and seniority for the nature and field of the programme and the size of the student body to ensure that all activities related to the

programme can be carried out effectively. The ratio of full-time to part-time staff is appropriate. The recruitment and employment of staff follows relevant legislation and appropriate administrative procedures, including redress and equity considerations. Support staff are adequately qualified and their knowledge and skills are regularly updated.

In order to meet the criterion, the following is required at minimum:

- (i) The staff :student ratio expressed as full-time equivalents is suitable for the nature and field of the programme and number of enrolled students. Sufficient support staff dedicated to the programme are available, where appropriate.
- (ii) The programme has an appropriate full-time : part-time staff ratio to ensure working conditions conducive to teaching and learning and research. Part-time and junior staff and tutors are trained, where necessary, and monitored by full-time staff.
- (iii) Recruitment and employment of staff adhere to the stipulations of the Labour Relations Act and to conditions of service, and there are appropriate administrative procedures for the selection, appointment, induction and payment of staff members and tutors. Redress and equity considerations receive due attention in the appointment of staff.
- (iv) The academic staff complement is such that it ensures that students are exposed to a diversity of ideas, styles and approaches.
- (v) Contractual arrangements relating to the hours and workload of staff ensure that all programme quality assurance, teaching, research, learning support, materials development, assessment, monitoring of part-time staff (where applicable), counselling and administrative activities take place.
- (vi) Administrative, technical and academic development support staff are adequately qualified for their duties, and opportunities exist for staff development.
- (vii) For distance learning programmes, sufficient administrative and technical staff are employed to handle the specialised tasks of registry, dispatch, management of assignments, record-keeping, and other issues in relation to student needs.

CRITERION 5: Teaching and learning strategy

The institution gives recognition to the importance of promoting student learning. The teaching and learning strategy is appropriate for the institutional type (as reflected in its mission), mode(s) of delivery and student composition, contains mechanisms to ensure the appropriateness of teaching and learning methods, and makes provision for staff to upgrade their teaching methods. The strategy sets targets, plans for implementation, and mechanisms to monitor progress, evaluate impact and effect improvement.

In order to meet the criterion, the following is required at minimum:

- (i) Recognition of the importance of the promotion of student learning is reflected in the institution's central operating policies and procedures, including resource allocation, provision of support services, marketing, appointments and promotions.
- (ii) A teaching and learning strategy is in place which:

- Is appropriate for the institutional type as reflected in its mission (programme types, research, teaching), mode(s) of delivery (contact/distance/e-learning), and its student composition (age, full-time/part-time, advantaged/disadvantaged), etc.
- Has mechanisms to ensure that teaching and learning methods are appropriate for the design and use of learning materials and instructional and learning technology.
- Provides for staff development opportunities where staff can upgrade their teaching methods.
- Contains targets, plans for implementation, ways of monitoring progress and evaluating impact, and mechanisms for feedback and improvement.

CRITERION 6: Student assessment policies and procedures

The different modes of delivery of the programme have appropriate policies and procedures for internal assessment; internal and external moderation; monitoring of student progress; explicitness, validity and reliability of assessment practices; recording of assessment results; settling of disputes; the rigour and security of the assessment system; RPL; and for the development of staff competence in assessment.

In order to meet the criterion, the following is required at minimum:

- (i) The programme has appropriate policies and procedures in all modes of delivery for:
 - Internal assessment of student learning achievements by academic staff responsible for teaching a course/module of the programme in a system that includes internal moderation.
 - External moderation of students' learning achievements by appropriately qualified personnel. Moderators are appointed in terms of clear criteria and procedures and conduct their responsibilities in terms of clear guidelines.
 - Monitoring student progress in the course of the programme.
 - Ensuring the validity and reliability of assessment practices.
 - Secure and reliable recording of assessment results.
 - Settling of student disputes regarding assessment results.
 - Ensuring the security of the assessment system, especially with regard to plagiarism and other misdemeanours.
 - Development of staff competence in assessment.
- (ii) There are appropriate policies and procedures for RPL, including the identification, documentation, assessment, evaluation and transcription of prior learning against specified learning outcomes, so that it can articulate with current programmes and qualifications. Assessment instruments are designed for RPL in accordance with the institution's policies on fair and transparent assessment.

CRITERION 7: Infrastructure and library resources

Suitable and sufficient venues, IT infrastructure and library resources are available for students and staff in the programme. Policies ensure the proper management and maintenance of library resources, including support and access for students and staff. Staff development for library personnel takes place on a regular basis.

In order to meet the criterion, the following is required at minimum:

- (i) Suitable and sufficient venues are available at all official sites of learning where the programme is offered, including teaching and learning venues, laboratories and clinical facilities, where appropriate. There are codes for clinical conduct, laboratory practice and safety, where appropriate. Venue allocation and timetabling are carefully planned to accommodate the needs of students.
- (ii) Suitable and sufficient IT infrastructure, as determined by the nature of the programme, is available at all sites of learning. This includes functionally appropriate hardware (computers and printers), software (programmes) and databases. The infrastructure is properly maintained and continuously upgraded and adequate funds are available for this purpose. Students and staff are trained in the use of technology required for the programme.
- (iii) Suitable and sufficient library resources exist which:
 - Complement the curriculum.
 - Provide incentives for students to learn according to their own needs, capacity and pace.
 - Support appropriate professional and scholarly activities of students and staff involved in the programme.
- (iv) Policies exist for the proper management and maintenance of library resources, and for their continuous renewal and expansion. These policies are integrated into the institution's financial plan.
- (v) On- and off-campus students have adequate library support and adequate access to library research and computing facilities.
- (vi) Staff development takes place on a regular basis to update the library staff's knowledge and skills.

CRITERION 8: Programme administrative services

The programme has effective administrative services for providing information, managing the programme information system, dealing with a diverse student population, and ensuring the integrity of processes leading to certification of the qualification obtained through the programme.

In order to meet the criterion, the following is required at minimum:

- (i) The programme information system is managed effectively in order to provide reliable information on the following:

- Venues, timetables, access to library and IT facilities, availability of academic and support staff for student consultations, and student support services. Information and communication needs of students in remote (rural) areas receive due attention.
 - Records of the students in the programme, including admission, progression, grades/marks, fees and graduation.
 - Records of students in the programme for the National Learner Records Database (NLRD) of SAQA.
- (ii) Effective administrative systems are in place for:
- with the needs of a diverse student population.
- (iii) Clear and efficient arrangements are in place for ensuring that the integrity of certification processes for the qualification obtained through the programme is not compromised. These include:
- Effective mechanisms to quality assure the processing and issuing of certificates.
 - Effective security measures to prevent fraud or the illegal issuing of certificates.

CRITERION 9: Postgraduate policies, procedures and regulations

Postgraduate programmes have appropriate policies, procedures and regulations for the admission and selection of students, the selection and appointment of supervisors, and the definition of the roles and responsibilities of supervisors and students, etc.

In order to meet the criterion, the following is required at minimum:

- (i) Appropriate policies, procedures and regulations are in place for student admission, selection and assessment. These are communicated to all postgraduate students, and academic and administrative staff, and implemented consistently across the institution and programme.
- (ii) The selection and appointment criteria in place for postgraduate supervisors are acceptable to the research community in the area of study. These include the following:
- The supervisor has a qualification in a relevant field of study higher than, or at least at the same level as, the exit level of the postgraduate programme he/she is supervising.
 - The supervisor has an appropriate research track record, as well as experience, expertise and peer recognition in the field of study.
 - In the case of inexperienced or new supervisors, there is ongoing staff development and support, and joint supervision is explored as an option.
- (iii) Explicit guidelines exist on the roles and responsibilities of supervisors and students and other matters relevant to the performance of research. These include the following:
- The nature, format and expected turnaround time for work submitted to the supervisor.
 - Forms of assessment, and the communication of feedback to the student, which includes:
 - a. The periodicity of contact between student and supervisor, and the schedule for the submission of progress reports and written work.

- b. Research ethics, code of conduct, regulations on plagiarism and intellectual property rights.
- c. Examination and qualification requirements.

CRITERION 10: Programme Co-ordination

The programme is effectively coordinated in order to facilitate the attainment of its intended purposes and outcomes. In order to meet the criterion, the following is required at minimum:

- (i) An academic is identified as programme coordinator and operates within the framework of an agreed-upon mandate and defined procedures and responsibilities. This includes responsibility for:
 - Ensuring the academic coherence and integrity of the programme and that all conditions for the delivery of the programme are met.
 - Coordination of logistical and other issues regarding:
 - The day-to-day delivery of the programme.
 - All aspects of the programme quality management system, including the provision of resources.
 - The review of the programme and feedback with a view to improvement.
 - Monitoring of expenditure.
- (ii) Opportunities exist for student input and participation in relevant aspects of programme coordination.
- (iii) Policies for ensuring the integrity of certification processes for the qualification obtained through the programme are effectively implemented. These include:
 - Mechanisms for monitoring the eligibility of candidates for the award of certificates.
 - Mechanisms for quality assuring the processing and issuing of certificates.
 - Security measures for preventing fraud or the illegal issuing of certificates.

CRITERION 11: Academic development for student success

Academic development initiatives promote student, staff and curriculum development and offer academic support for students, where necessary.

In order to meet the criterion, the following is required at minimum:

- (i) Staff responsible for academic development are adequately qualified and experienced for their task, and their knowledge and skills are regularly updated.
- (ii) Student and staff development initiatives are responsive to the needs of the students and staff. This includes foundational and skills-oriented provision for students.

- (iii) Curriculum development at programme and course/module levels includes strategies for language skills development, numeracy and cognitive skills which enhance the use of disciplinary discourse and skills by students.
- (iv) Additional student academic support is offered where necessary.
- (v) The effectiveness of academic development initiatives is regularly monitored and feedback is used for improvement.

CRITERION 12: Teaching and learning interactions

Effective teaching and learning methods and suitable learning materials and learning opportunities facilitate the achievement of the purposes and outcomes of the programme.

In order to meet the criterion, the following is required at minimum:

- (i) Students are provided with guidance on how the different components of the programme (for example, subjects, courses and/or modules) contribute to the learning outcomes of the programme.
- (ii) There is an appropriate balance between, and mix of, different teaching and learning methods. Teaching and learning methods are appropriate to the design and use of the learning materials and instructional and learning technology.
- (iii) Suitable learning opportunities are provided to facilitate the acquisition of the knowledge and skills specified in the programme outcomes, and within the stipulated time.
- (iv) Students actively participate in the teaching and learning process.
- (v) The staff have opportunities to upgrade their teaching methods and there is facilitation of suitable learning opportunities.
- (vi) The effectiveness of teaching and learning interactions is regularly monitored and the results are used for improvement.

CRITERION 13: Student assessment practices

The programme has effective assessment practices which include internal (or external) assessment, as well as internal and external moderation.

In order to meet the criterion, the following is required at minimum:

- (i) Assessment is an integral part of the teaching and learning process and is systematically and purposefully used to generate data for grading, ranking, selecting and predicting, and for providing timely feedback to inform teaching and learning and to improve the curriculum.

- (ii) The learning achievements of students are internally assessed by the academic staff responsible for teaching a course/module in terms of a system that includes internal moderation. This includes:
- Academic staff who teach a course/module are responsible for designing, implementing and marking both formative and summative student assessments, for recording results and for feedback to students.
 - For summative assessment, especially where more than one marker is involved, internal moderation checks are undertaken to ensure the reliability of the assessment procedures.
 - Procedures are in place and are followed to receive, record, process, and turn around assignments within a time frame that allows students to benefit from feedback prior to the submission of further assessment tasks.
- (iii) The learning achievements of students on the exit level of a qualification are externally moderated by appropriately qualified people who have been appointed according to clear criteria and procedures and who conduct their responsibilities in terms of clear guidelines. External moderation includes the following:
- External moderators are recommended by the examining academic department, are independent experts in their fields, have qualifications at least on the same level as the qualification being examined, are changed regularly, are not appointed as part of reciprocal arrangements (where possible), and are approved by and responsible to Senate/equivalent body.
 - The institution provides information on the curriculum and on continuous assessment, and guidelines to assist external moderators in the completion of their reports.
 - External moderators mark fully at the exit level of the programme at least 10 percent of the examination scripts for each paper written and do random checks of at least 20 percent of examination scripts for each paper.
 - Completed external moderator reports are returned to the lecturer concerned and also to the programme coordinator or head of department/school. Problems are discussed with the lecturer concerned and the programme coordinator monitors the implementation of agreed improvements. External moderators approve the final marks list for the qualification concerned.
 - External moderators are expected to comment on the validity of the assessment instruments, the quality of student performance and the standard of student attainment, the reliability of the marking process, and any concerns or irregularities with respect to the observation of institutional/professional regulations.
- (iv) Assessment practices are effective and reliable in measuring and recording student attainment of the intended learning outcomes. This includes the following:
- Assessment criteria are commensurate with the level of the qualification, the requirements of SAQA and, where appropriate, professional bodies, and are made explicit to staff and students.

- Learning activities and the required assessment performances are both aligned with learning outcomes at the programme and modular level.
 - Learning outcomes for a programme/module and their link to assessment criteria and judgements are clearly stated and communicated to students. A range of appropriate assessment tasks is effective in measuring student attainment of the intended learning outcomes. There is at least one integrated assessment procedure for each qualification which is a valid test of the key purposes of the programme.
 - A system is in operation for maximising the accuracy, consistency and credibility of results, including consistency of marking and concurrence between assessors and external examiners on the nature and quality of the evidence which indicates achievement of learning outcomes.
 - Students' assessment records are reliable and secure. Assessment data is accessible to academic coordinators, administrators, teaching staff and students, as appropriate.
- (v) RPL is done in an effective, reliable and consistent manner.

CRITERION 14: The Assessment System

The programme has taken measures to ensure the reliability, rigour and security of the assessment system.

In order to meet the criterion, the following is required at minimum:

The assessment system is rigorous and secure. This includes:

- Institutional/faculty/professional rules governing assessment are published and clearly communicated to students and relevant stakeholders.
- Evidence is provided to demonstrate that these rules are widely adhered to.
- Breaches of assessment regulations are dealt with effectively and timeously.
- Students are provided with information and guidance on their rights and responsibilities regarding assessment processes (for example, definitions of and regulations on plagiarism, penalties, terms of appeal, supplementary examinations, etc.).
- Student appeals procedures are explicit, fair and effective.
- There are clear and consistent published guidelines/regulations for:
 - Marking and grading of results.
 - Aggregation of marks and grades.
 - Progression and final awards.
 - Credit allocation and articulation.

CRITERION 15: Coordination of work-based learning

The coordination of work-based learning is done effectively in all components of applicable programmes. This includes an adequate infrastructure, effective communication, recording of progress made, monitoring and mentoring.

In some professional programmes, work-based learning does not traditionally form part of the curriculum. Although strongly supported, it is recognized that work-based learning is not a mandatory requirement for quantity surveying tertiary programmes. However, for those programmes which do incorporate this learning approach, the requirements of this criteria should be adhered to.

In order to meet the criterion, the following is required at minimum:

- (i) Learning contracts or agreements are implemented through which the student, the higher education institution and the employer can negotiate, approve and assess the objectives and outcomes of the learning process. Various parties, i.e. the institution, students, mentors and employers, adhere to the contract or agreement on their roles and responsibilities.
- (ii) Regular and effective communication takes place between the institution, students, mentors and employers involved in work-based learning. Good working relations are maintained between the various parties involved.
- (iii) A system (both at the institution and at the place of employment) is in operation to record and monitor regularly and systematically the progress of the student's learning experience in the workplace.
- (iv) A mentoring system enables the student to recognise strengths and weaknesses in his/her work, to develop existing and new abilities, and to gain knowledge of work practices.

CRITERION 16: Delivery of postgraduate programmes

The postgraduate programme is managed properly, offers opportunities for students to develop research competence, and ensures that research is properly assessed. Policies for student admission and selection, criteria for the selection and appointment of supervisors, and guidelines on the roles and responsibilities of supervisors and students are effectively implemented.

In order to meet the criterion, the following is required at minimum:

- (i) The postgraduate programme is managed properly and offers students opportunities to develop research competence. This includes the following:
- A senior academic with research and postgraduate supervision experience:
 - Coordinates research programmes, monitors the progress of postgraduate students and oversees assessment procedures.
 - Coordinates structured master's and doctoral programmes, monitors the progress of postgraduate students and oversees assessment procedures.
 - Training is provided in research skills, including guidance on research design and methodology. Training is also provided in language, writing and numeracy skills, where required. Employment-related skills are developed, where appropriate.
 - Monitoring and review of the postgraduate system takes place regularly and includes student feedback on the quality of the learning experience, supervision and support infrastructure.
- (ii) Research is properly assessed, which includes the following (in addition to the requirements for assessment specified in Criterion 13)
- At least one examiner external to the institution is appointed per dissertation/thesis.
 - Without undermining the principle of assessment based on academic judgement, assessment decisions are made transparently and students are afforded reasonable access to information (e.g. examiners' reports).
 - There are opportunities for students to defend their theses (e.g. through an oral defense).
 - Higher degree committees or similar structures consider examiners' reports and make considered decisions about examination outcomes.
- (iii) Policies for student admission and selection are effectively implemented (see Criterion 8).
- (iv) Criteria for the selection and appointment of postgraduate supervisors are effectively implemented, as well as guidelines on the roles and responsibilities of supervisors and students (see Criterion 8).

Criteria for programme output and impact

These criteria pertain to what is delivered and attained by a programme. Programmes have to be effective with regard to student retention and throughput rates, especially in relation to race and gender equity. The programme should contribute to enhancing the employability of students and alleviating shortages of expertise in relevant fields, in cases where these are the desired outcomes of the programme.

CRITERION 17: Student Retention and Throughput

Student retention and throughput rates in the programme are monitored, especially in terms of race and gender equity, and remedial measures are taken, where necessary.

In order to meet the criterion, the following is required at minimum:

- (i) The programme coordinator has access to and monitors information on retention and throughput rates for the programme, also in terms of national benchmarks. Appropriate remedial action is taken where necessary.
- (ii) The race and gender profile of the qualifying class increasingly resembles that of the entering class.

CRITERION 18: Employability

The programme has taken steps to enhance the employability of students and to alleviate shortages of expertise in relevant fields, in cases where these are the desired outcomes of the programme.

In order to meet the criterion, the following is expected at minimum:

- (i) There is evidence that the programme attempted to have an impact on the employability of students, where these are the desired outcomes of the programme.
- (ii) Conscious efforts are made to get the programme acknowledged in the workplace/community and by other institutions. An improvement plan is put into operation, where necessary.

CRITERION 19: Programme Effectiveness

User surveys, reviews and impact studies on the effectiveness of the programme are undertaken at regular intervals. Results are used to improve the programme's design, delivery and resourcing, and for staff development and student support, where necessary.

In order to meet the criterion, the following is required at minimum:

- (i) User surveys are undertaken at regular intervals for feedback from academics involved in the programme, graduates, peers, external moderators, professional bodies and employers, where applicable, to ascertain whether the programme is attaining its intended outcomes.
- (ii) There are regular reviews of the effectiveness of benchmarking in the programme against equivalent national and international reference points, with a view to goal setting and continuous self-improvement in the programme.
- (iii) Student throughput and retention rates are regularly reviewed, also with regard to national requirements.

- (iv) Impact studies are regularly undertaken to measure and evaluate the impact of the programme and its graduates on the employability of students and in alleviating shortages of expertise in relevant fields, where these are the desired outcomes of the programme. Impact studies could also ascertain the degree of acknowledgement of the programme in the community, by other institutions, and in the workplace, where applicable.
- (v) Results of user surveys, reviews and impact studies are used in a regular evaluation of all programme aspects and to develop improvement plans.

ANNEXURE B

Schedule of Weightings for Research Outputs

University departments delivering a SACQSP accredited programme will be expected to achieve an average annual output rating (per full time academic staff member), according to the appropriate NQF Level of their qualification, in accordance with the following table:

Agreed Weightings for Research Outputs			
Research Activity	Number	Weighting	Total
DoE Subsidy Earning Accredited Articles		1.0	
Non-Subsidy Earning Intl Peer Reviewed Articles *		1.0	
Int'l Peer Reviewed Books *		4.5	
Int'l Peer Reviewed Chapters in Books *		1.0	
Published RSA Peer Reviewed Conference Proceedings		0.5	
Published Int'l Peer Reviewed Conference Proceedings *		0.5	
Abstracts in Proceedings of International Conference		Nil	
Other (e.g. trade journals and course manuals)		Nil	
Patents		1.0	
Total			A

A = total score.

N = full time academic members of staff (excluding vacancies) in department

Standard of Research Output = Total Score (A) / full time academic staff

Minimum required

- 240-credit Diploma qualification ≥ 0.6
- 360-Bachelors or B-Tech qualification ≥ 0.8
- 480-Bachelors with Honours qualification ≥ 0.8

* International Research outputs are subject to the SACQSP ESR Committee review

ANNEXURE C**THE SOUTH AFRICAN COUNCIL**
for the
QUANTITY SURVEYING PROFESSION

Established in terms of the Quantity Surveying Profession Act 2000 (Act 49 of 2000)

QS Programme Accreditation Protocols

The protocols are the guideline steps that the Council is to follow to ensure that the Programme Accreditations are undertaken in a uniform and controlled manner across all educational institutions in South Africa.

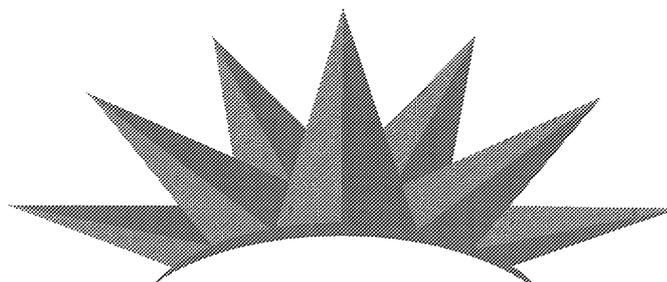
1. A panel of "Esteemed Senior Educators" is to be formed consisting of a minimum of 3 (three) and a maximum of 5 (five) emeritus professors including former professors who may have retired from senior educator posts in/at built environment departments of accredited education service providers within South Africa. This panel would have the advantage of eradicating differences of background experiences / knowledge of policy / different interpretations amongst the various individuals and would automatically start the creation of a 'pool' of independent assessors from this background.
2. The applicant programme provider is to be invited \pm 9-months before the intended accreditation due date to submit a paper submission based upon the SACQSP Programme Accreditation Policy document.
3. The SACQSP is to invoice the applicant on receipt of the paper submission based upon the number of programmes to be accredited.
4. The paper submission is to be forwarded to 2 (two) of the panel of "Esteemed Senior Educators" for evaluation based on the standard preliminary report sheet provided. Ideally, the paper submission from academic institutions where a panel member formally worked, should be not be allocated to them.
5. On receipt of the 2 (two) completed preliminary reports, the "Esteemed Senior Educators" are to physically meet and share / review each institution's reports and recommendations. The panel then compiles a single balanced composite report for each institution, based strictly on the SACQSP Accreditation Policy.
6. This consolidated assessment is to be sent to the institutions for follow-up action by a cut-off date.
7. The academic provider's return comments / missing information is to be sent to both "Esteemed Senior Educators" for a revised recommendation (probably best done again in a face-to-face meeting but could be done in a conference call / Skype meeting, to be submitted to the ESR Committee.

8. The ESR Committee (who must ultimately carry the responsibility) are to decide on the extent of the site inspection that is necessary for any institution. Re-accreditation visits (i.e. in the Accreditation Phase) will differ for those requiring initial accreditation (i.e. in the Candidacy Phase).
9. The site assessing panel is to be formed as per the requirements set out on page 11 of the SACQSP Accreditation Policy document. It is important to appoint a 'chair' of this group - normally it would be the academic with relevant accreditation experience.
10. The chairman of the accrediting panel is to be one of the 2 "Esteemed Senior Educators", plus persons with knowledge of SGB and DoHE criterion.
11. Each site assessor is to receive a paper copy of the consolidated paper report as tabled to the ESR, plus an electronic copy of submission documentation.
12. The programme to be followed will be copied to the applicant institution and the site assessors per annexure A hereto.
13. The visiting assessing panel, on conclusion of the site visit programme are to agree on a report (with recommendations) which should be drafted by the chair of the visiting panel and the Registrar, based on notes taken during the visit. This should be completed within a fortnight of the visit.
14. The visiting assessing panel report is to be submitted to the ESR / Council for final decision.
15. The assessors and panel chairman shall be remunerated a fee per programme as approved by SACQSP Executive Committee annually

SACQSP ACCREDITATION VISIT PROGRAMME**Programme:** _____**Campus:** _____ **Date:** _____

TIME	ACTIVITY	ATTENDEES
08h30 – 09h00	Introduction to University & Faculty with course outline and overview of subject curricula	All
09h00 – 10h00	Inspection of subject files, examination papers, relevant project submissions, final year assignments, external examiner reports, etc.	Assessing Panel
10h00 – 10h15	Tea	
10h15 – 11h15	Meeting with lecturers, service lecturers, course leaders, etc	All
11h15 – 12h15	Tour of facilities including computer labs, library, lecture rooms, etc	Assessing Panel
12h15 – 13h00	Meeting with the HoD and Dean of the Faculty	All
13h00 – 14h00	Lunch with course team	All
14h00 – 14h30	Meeting with students / Class Reps / Graduates	Assessing Panel
14h30 – 15h00	Meeting with external examiners	Assessing Panel
15h00 – 15h45	Further inspection of subject files, examination papers, relevant project submissions, final year assignments, external examiner reports, etc.	Assessing Panel
15h45 – 16h00	Tea	
16h00 – 16h30	Accreditation panel private meeting	Assessing Panel
16h30 – 17h00	Report back to HoD and staff	All
	Close	

BOARD NOTICE 142 OF 2013



THE SOUTH AFRICAN COUNCIL
for the
QUANTITY SURVEYING PROFESSION
Established in terms of the Quantity Surveying Profession Act 2000 (Act 49 of 2000)

**CODE OF PROFESSIONAL
CONDUCT**

**PUBLISHED IN TERMS OF THE QUANTITY SURVEYING PROFESSION
ACT 2000 (ACT NO 49 OF 2000)**

(Revised March 2013)

Adopted by Council 7th March 2013

CODE OF PROFESSIONAL CONDUCT

In terms of the requirements of Section 27 (of the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000), and Section 4 of the Rules of the Council, the South African Council for the Quantity Surveying Profession hereby makes known that it has determined the code of professional conduct as set out in the schedule hereunder.

SCHEDULE

1. DEFINITIONS

In these rules, unless the context indicates otherwise, any expression or word to which meaning has been assigned in the Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000) shall bear the same meaning and –

'complaint' means any information regarding the improper conduct by a person registered in terms of *the Act*, which comes to the attention of the registrar or the council, or a complaint, charge or allegation of improper conduct against such person;

'member of a closely allied profession' means a person registered in terms of at least one of the following Acts:

Architectural Profession Act No. 44 of 2000

Engineering Profession Act No. 46 of 2000

Landscape Architectural Profession Act No. 45 of 2000

Project and Construction Management Professions Act No. 47 of 2000

Quantity Surveying Profession Act No. 49 of 2000

Planning Profession Act No. 36 of 2002

'quantity surveying practice' means the business of a registered Professional Quantity Surveyor conducted within the quantity surveying profession as a sole proprietorship, partnership, company, close corporation, trust or any other juristic person and where the word **'practice'** is used on its own in these rules, it shall bear the same meaning.

'registered persons' means persons registered in terms of *the Act*

'the Act' means the Quantity Surveying Profession Act 2000 (No. 49 of 2000) including any Regulation, Notice, Order or rule issued or made in terms of the Act

2. OBJECTS

The objects of this Schedule are to ensure that registered persons or quantity surveying practices-

- 2.1 uphold and promote the dignity, standing and reputation of the profession;
- 2.2 discharge their duties in a competent and efficient manner and with complete integrity and without prejudice to their client's or employer's interests and their professional responsibilities;
- 2.3 respect the interest and professional reputation of any other registered person or quantity surveying practice.

3. RULES OF CONDUCT

Registered persons and quantity surveying practices are subject to the disciplinary supervision of the council. The rules lay down standards of professional conduct and practice and failure to follow the guidance of the rules will be taken into account should it become necessary to examine the conduct or competence of a registered person.

The code of conduct forms the basis of disciplinary proceedings. The council will investigate any complaint of unacceptable professional conduct or of serious professional incompetence.

If a quantity surveying practice is in a breach of any provision of *the Act* or any rule published in terms of *the Act*, which would have constituted improper or unprofessional conduct if committed by registered persons in the carrying out of their profession as natural persons in private practice, the council shall proceed against the principal officer of the practice.

In fulfillment of the objects stated in 2, registered persons, –

- 3.1 must have due regard to public safety, public health and the public interest generally;
- 3.2 must discharge their duties to their respective employers or clients effectively and competently;
- 3.3 must discharge their duties to their respective employers or clients with integrity, fidelity and honesty;
- 3.4 must order their conduct so as to uphold the dignity, standing and reputation of the profession;
- 3.5 may not undertake or offer to undertake *professional work* for which their education, training and experience have not rendered them competent to perform;
- 3.6 must ensure that where work is carried out on behalf of a registered Professional Quantity Surveyor by an employee or by anyone else acting under a registered Professional Quantity Surveyor's direction or control, such registered person shall be responsible for ensuring that the person is competent to perform the task, and if necessary, is adequately supervised;
- 3.7 must provide work or services of a quality, scope, and to a level, which are commensurate with accepted standards and practices in the profession;
- 3.8 must disclose to their respective employers or clients, or prospective employers or clients, in writing –

- 3.8.1 any interest, whether financial or otherwise, which they may have in any company, firm, or organization, or with any person, which is related to the work for which they have been or may be employed; and
- 3.8.2 particulars of any royalty or other benefit which accrues or may accrue to them as a result of such work;
- 3.9 may not, subject to paragraph 3.8 receive, either directly or indirectly, any gratuity, commission or other financial benefit on any article or process used in or for the purpose of the work in respect of which they are employed, unless such gratuity, commission or other financial benefit has been authorised in writing by the employer or client concerned;
- 3.10 may not, whether practicing their profession or otherwise, injure the professional reputation or business of any other *registered person*;
- 3.11 may not knowingly attempt to supplant another registered Professional Quantity Surveyor in a particular appointment after the client has employed the other registered Professional Quantity Surveyor;
- 3.12 may not advertise their professional services in a self-laudatory manner or in a manner that is misleading or inaccurate or derogatory to the dignity of the profession;
- 3.13 may not knowingly misrepresent, or knowingly permit misrepresentation of, their own academic or professional qualifications or those of any other person involved with *quantity surveying work*, nor knowingly exaggerate their own degree of responsibility for *quantity surveying work* or that of any other person involved in it;
- 3.14 may not review for a particular client, the *quantity surveying work* of another registered Professional Quantity Surveyor except -
- 3.14.1 with their prior knowledge and written consent, which such consent shall not be unreasonably withheld. of the other *registered Professional Quantity Surveyor*. Furthermore, the must be afforded a reasonable opportunity to submit their comments to the client on the findings of the review;
- 3.14.2 after receipt of a notification in writing from the client, that the engagement of the other registered Professional Quantity Surveyor has been terminated; or
- 3.14.3 where the review is intended for purposes of a recognized and competent court of law in the Republic of South Africa or legal proceedings;

Such review may only be undertaken, following the full settlement by the client who is mandating that the quantity surveyors work be reviewed. [Drafting Note: the dispute could pertain to the quality of bad work that the client disputes is due and payable – Council to discuss]

Accordingly, the above provisions will not waive any lien or right of retention that the quantity surveyor whose work is being reviewed, may have held or hold, in respect of the work that they have undertaken;

- 3.15 may not without satisfactory reasons, destroy or dispose of; or knowingly allow any other person to destroy or dispose of, any calculations, drawings or contractual documents within a period of 5 years after completion of the project concerned;
- 3.16 may not place contracts or orders, or be the medium of payments, on their respective employer's or client's behalf without the written authority of the employer or client concerned;

- 3.17 may not issue any reports, specifications, documents or drawings in respect of *quantity surveying work* prepared by them or by any other person under their direction or control, unless –
- 3.17.1 such reports, specifications, documents or drawings bear the name of the organisation concerned;
- 3.18 may not either directly or indirectly deal in construction projects and / or property development for his / her own account or for any consideration where:
- (a) such dealings in construction projects and / or property development conflict with his / her responsibilities to his / her client or employer; or
- (b) he / she has privileged or confidential information concerning such construction projects and / or property development as a result of any quantity surveying work undertaken by him / her: Provided further that he / she shall not make any personal use of or divulge to others, privileged or confidential information related to the quantity surveying work undertaken by him / her
- 3.19 may neither personally nor through any other person improperly seek to obtain *quantity surveying work*, or by way of commission or otherwise, make or offer to make payment to a client or prospective client for obtaining such work;
- 3.20 must order their conduct in connection with *quantity surveying work* outside the borders of the Republic of South Africa in accordance with these rules in so far as they are not inconsistent with the law of the country concerned: Provided that where there are recognised standards of professional conduct in a country outside the Republic, they must adhere to those standards;
- 3.21 must ensure that, while engaged as partners, directors, members or trustees of a quantity surveying practice operating under the style of a sole proprietorship, a partnership, a company registered in terms of the Companies Act, 1973 (Act No. 61 of 1973), or a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984) (or any legislation which subsequently repeals or supersedes these Acts) and which performs *quantity surveying work* of a nature generally performed in a *quantity surveying practice*, the control over the *quantity surveying work* of the organisation is exercised, and the responsibility in respect of it is carried, by a *registered Professional Quantity Surveyor*;
- 3.22 must give the Registrar notice in writing within one month of any change of physical and postal addresses of business and residence;
- 3.23 must, when requested by the council to do so, in writing provide the council with all the information available to them which may enable the council to determine which *registered person* was responsible for any act which the council considers **prima facie** to be improper conduct;
- 3.24 In addition to the abovementioned rules, registered Candidate Quantity Surveyors -
- 3.24.1 shall not practice for their own account,
- 3.24.2 shall not practice in partnership, as a director of a company, as a member of a close corporation or trustee of a trust, performing quantity surveying work except with the prior written approval of the Council and subject to any condition which the Council may impose,
- 3.24.3 shall not perform any quantity surveying work other than under the direct and continuous supervision of a registered Professional Quantity Surveyor, except under such circumstances as the Council may approve in writing.

4. ESTABLISHMENT OF A QUANTITY SURVEYING PRACTICE AND CARRYING ON OF BUSINESS

- 4.1 A registered Professional Quantity Surveyor who practices *quantity surveying* in any form shall obtain the prior written approval of the council to do so and shall within 30 days of the establishment of the business inform the council thereof in writing, giving full details of the address from which the practice is conducted, type of practice and names of partners, shareholders, directors, members or trustees.
- 4.2 The council shall be informed of any changes in style or address, changes in the constitution of a practice and of its termination within 30 days of the relevant occurrence.
- 4.3 The use of impersonal names shall be submitted to the Registrar of the council for approval.
- 4.4 A registered Professional Quantity Surveyor shall not, except with the permission of the council and under such conditions as the council may prescribe, enter into any professional relationship or association with any person who is not a registered Professional Quantity Surveyor, or a member of a closely allied profession.
- Permission will not be granted if the person concerned –
- 4.4.1 is disqualified from registration under any provision of *the Act* or from membership of any closely allied profession;
- 4.4.2 is qualified to register under any category provided for under *the Act* but has not done so.
- 4.5 A quantity surveying practice shall be controlled by two-thirds registered Professional Quantity Surveyors in terms of number, shareholding, directorship and voting power.
- 4.6 A multidisciplinary professional practice, that also practices *quantity surveying work*, shall be controlled by registered members of closely allied professionals, and the quantity surveying division / section shall be under the fulltime supervision of a registered professional Quantity Surveyor.
- 4.7 Any office established for the purpose of conducting a *quantity surveying practice* shall be under the continuous, direct and personal supervision of a registered Professional Quantity Surveyor: Provided that the registrar may give permission for such office to be supervised on an intermittent basis for such period of time as the registrar may, in his or her discretion, determine. Conditions for such permission are that a registered Professional Quantity Surveyor shall be present in such office for a least one full day per week during normal office hours and that the time of attendance is prominently displayed outside the office. Permission will normally be granted to allow time for the replacement of a registered Professional Quantity Surveyor who has resigned or who has left for some reason or to allow time for the employment of staff where an office has to be established in an area because of the award of a project.
- 4.8 The council may order that a practice be dissolved if any partner, trust, member or shareholder who is not a registered person has been guilty of any act which, had he or she been a registered person, would have constituted a breach of any provision of *the Act* or these rules.
- 4.9 Letterheads of a practice shall display the names of sole principals, partners, directors, trustees or close corporation members, as the case may be, together with their registration status using the prescribed abbreviations.

Partners, directors or members who are not registered with the council should indicate their professional designations and qualifications

- 4.10 A practice must, when requested by a client to do so, provide the client in writing with all information pertaining to the juristic nature, style and composition of the practice, staffing levels and professional indemnity cover.
- 4.11 A practice must, in terms of their appointment for the provision of quantity surveying services, ensure that all quantity surveying work undertaken by the practice will be under the control of a registered Professional Quantity Surveyor and must provide full disclosure to the client of the level of supervision provided by the registered Professional Quantity Surveyor.

5. DISCIPLINARY PROCEDURES

In the event of a complaint, the disciplinary procedures set out in the Act are to be followed as follows:

Section 28 Investigation of a charge of improper conduct

Section 29 Charge of improper conduct

Section 30 Appointment of disciplinary tribunal

Section 31 Disciplinary hearing

Section 32 Proceedings after hearing

Section 33 Appeal against decision of disciplinary tribunal

6. REPEAL OF PREVIOUS RULES

The regulations pertaining to Code of Professional Conduct and Improper Conduct published under Notice No. R 208 dated 4 February 1983 are hereby repealed, subject to section 12 (2) of the Interpretation Act, 1957 (Act No. 33 of 1957).

BOARD NOTICE 143 OF 2013

Academic Routes To Registration for Candidate Quantity Surveyor

Effective 1st January 2013	Academic Route						
	SACQSP Accredited Quantity Surveying Degrees		SACQSP Accredited Cognate Degrees +		Non Accredited QS Degree		MRICS / FRIICS QS Pathway Only
	1 A	1 B	2 A	2 B	3 A	3 B	
Route Code	1 A	1 B	2 A	2 B	3 A	3 B	4
NQF Credit	480	360	480	360	480	360	480 Equivalent
SAQA / NQF Exit Level	Level 8	Level 7	Level 8	Level 7	Level 8	Level 7	Level 8 Equivalent
Professional Skills Modules *	Nil	18	Programme Dependant	18	Programme Dependant	18	Nil
Minimum duration under a PrQS supervision**	3-Years	4-Years	4-Years	5-Years	4-Years	5-Years	N/A
Maximum Candidate Registration Period ***	10-years	10-years	10-years	10-years	10-years	10-years	N/A
Compulsory Interim Submission	1 off	1 off	1 off	2 off	1 off	2 off	N/A
Compulsory Final Submission	Yes	Yes	Yes	Yes	Yes	Yes	N/A
Daily Diary	Yes	Yes	Yes	Yes	Yes	Yes	N/A
Log Book	Yes 3-yr	Yes 4-yr	Yes 4-yr	Yes 5-yr	Yes 4-yr	Yes 5-yr	N/A
General report - current	Yes 3-yr	Yes 4-yr	Yes 4-yr	Yes 5-yr	Yes 4-yr	Yes 5-yr	N/A
Detailed Resume'							Yes
Project Report	Yes	Yes	Yes	Yes	Yes	Yes	N/A
APC Interview	Yes	Yes	Yes	Yes	Yes	Yes	N/A
PrQS Peer Interview							Yes

Applicable to New registrations from 1st January 2013 - Approved Council Meeting 7th March 2013

Notes to Above

- * If registered before 2013, the Candidate has 3-years to complete the specified list of PSM allocated per their official letter of registration
- ** This period may include secondment, external appointed PrQS supervision or whilst working under a PrQS in an construction company. Minimum of 12-months in RSA
- *** This period commences from date of initial registration. Candidates registered before 2007 will be given 5-years to complete their PrQS registration process.
- + Limited to BSc Construction Management and BSc Property Studies from (UP) and (UCT)
Maximum of 50% of the proven duration under PrQS Supervision may be backdated.

Non-Academic Routes To Registration for RPL Candidates

Effective 1st January 2013

Entry Qualifying	Recognised Prior Learning		
	Matric + Other Certificates	Non-QS Tertiary Diplomas + Degrees	National Diploma in Building
Route Code	5	6	7
NQF Credit	120	240 / 360 / 480	240
SAQA / NQF Exit Level	Level 4 + 5	Level 6-8	Level 6
Professional Skills Modules *	18	18	18
Minimum duration under a PrQS supervision prior to application*	15-Years #	10-Years #	5-Years #
Additional duration under a PrQS supervision with diaries and logbook	3-Years	3-Years	3-Years
Maximum Candidate Registration Period	5-Years	5-Years	5-Years
Compulsory Interim Submission	1 off	1 off	1 off
Compulsory Final Submission	Yes	Yes	Yes
General report - current	Yes	Yes	Yes
Detailed Resume'	Yes 10-yr	Yes 10-yr	Yes 5-yr
Project Report	Yes	Yes	Yes
APC Interview	Yes	Yes	Yes

Applicable to New registrations from 1st January 2013 - Approved Council Meeting 7th March 2013

Notes to Above

- * This period may include secondment, external appointed PrQS supervision or whilst working under a PrQS in an construction company. Minimum of 12-months in RSA.
- # This period of RPL requires to be proven on application.

BOARD NOTICE 144 OF 2013**NOTICE OF CANCELLATION OF REGISTRATION DUE TO NON-COMPLIANCE TO CPD POLICY**

In terms of paragraph 11 of the SACQSP Continuing Professional Development (CPD) Policy approved March 2007 - corrected 12 Oct 2007; The Registration Committee has adhered to due process as prescribed by the Council Meeting of the 7th March 2013 and hereby formally advises that the below listed registered professional quantity surveyors are non-compliant in respect to the submission of the prescribed CPD for the 5-year cycle ending 31st March 2013.

CPD NON COMPLIANT - 2008 - 2012

19	Allen	David Rhodes
33	Barnard	Francios
76	Du Plooy	Paul Michiel
139	Mckechnie	James Robert
172	Riem	Johannes Cornelius Dirk
179	Rousseau	Anton Pierre
201	Sothmann	Nicolas George
262	Huiskamp	Johannes Thymen
270	Kirchmann	William Michael
317	De Beer	Carl
332	Mare	Paul
345	Thompson	Edward Robert
412	Devlin	Francis Stanley
425	Jankowitz	Frederick
428	Labuschagne	Marius Louis
470	Phillips	William Henry
479	Crompton	David William
527	Hattingh	Eugene Ewald
538	Wright	William Grist
599	Louw	Tobias Herold
610	Rautenbach	Johan Abraham
620	Webber	Roger John
649	Howard	Frank John
685	Messina	Michele Mike
692	Smit	John Robin Karl
698	Manning	Malcolm Colin Cahill
709	Nel	Louis Jacobus
754	McCallum	Keith Norval
838	Butler	Anton Pieter
848	Gibson	Clive Kenneth
878	Stewart	Donald Robert
902	Veldsman	Brian John
928	Holden	Christopher James
938	Gloyne	Basil Gilbert Andrew
943	Reid	Alastair James
944	Walker	Bruce John
962	Jarmey-Swan	Brain Victor Davidson

975	Cornelius	Matthys Johannes
996	Lourens	Jan Hendrik
1000	Libera	Lorenzo Alexander Dominic
1003	Evans	Jane Evelyn
1007	Janse Van Rensburg	Ben Floris
1030	Steven-Jennings	Wendy Ann
1041	Terblanche	Hendrik Johannes
1049	Potgieter	Izak Johann
1060	Van Heerden	Izak Johannes
1075	Hepburn	Elsie Margarietha
1078	Maraschin	Flavio
1126	Venn	Charles Alfred Oliver
1128	Rudolph	Alan James
1132	De Beer	Johannes Frederick
1167	Botha	Louis Viljoen
1168	Cason	Duncan Gray
1196	Smit	Susara Cornelia
1217	Ogilby	Alan Robert
1223	Sonnekus	Martha Magdalena
1225	Barber	Rory Ewan
1233	Blignaut	Johannes Willem M
1237	Pierson	Anthony Peter
1245	Cory	Howard Charles
1252	Laing	Errol Charles
1265	Du Plessis	Johannes Willem
1277	Havemann	Glenn
1298	Coetzee	Willem Jacobus
1308	Simpson	Ian James
1311	Du Plessis	Anthony Nicholas Rex
1332	Van Der Linde	Izak Jacobus Stefanus
1355	Faller	Joseph Emil Nicholas
1359	Pienaar	Abel Albertus
1365	Heeger	Craig Anthony
1366	Vermeulen	Ingrid Lucie
1388	Swart	Izelle
1391	Zen	Rholand Wilfred Robert
1402	Du Plessis	Dirk Prieur
1410	Pienaar	Elizabeth Johanna Aletta
1427	Meyer	Johannes Frederik
1434	Steyn	Johannes
1478	Mather-Pike	Peter Anthony
1489	Gildenhuys	Ian Zondagh
1507	Roux	Kenneth Edward
1529	Schoeman	Albertus Daniel
1531	Stander	Melchior Jacobus
1580	Hazle	Robert Thomas Graham

1585	Kilian	Louis Ernst
1586	Kunneke	Dawid Johannes
1598	Van Eijden	Sonya
1605	Gillissen (Snr)	Pierre
1611	Nieman	Rudolf Jacobus
1627	Le Sueur	Paul
1634	Upsher	Clifford Cecil
1642	Paul	Brian John
1662	Moola	Ayoob
1671	Guiricich	Leonard Pio
1703	Van Blerk	Stuart Charles
1720	Liebenberg	Estelle Maria
1740	Hoffman	Daniel Johannes
1764	Meyer	christiaan Willem
1788	Joubert	Johannes Gerhardus
1791	Allers	Daniel Albertus
1801	Jansen Van Vuuren	Pieter Petrus
1808	Jelley	Malcolm John
1815	Applewhite	Michael John
1821	Wood	David Harold
1826	Strong	Kim
1834	Mentz	Deon
1848	McKenzie	Donald Andrew
1910	Brock	William Albert
1914	Liesker	Robert Johannes David
1917	Hatley	Alan
1931	Scott	Alan James
1946	Douglas	Frank William
1989	Du Plessis	Paul
1994	Coetzer	Jacobus Christoffel
2007	Kuschke	Hermann
2053	Buys	Izak Stephanus
2058	Burger	Hendrik Jacobus
2062	Craig	Iain
2071	Cronje	Karen
2086	Bothma	Willem Francois
2093	Du Plessis	Hendrik Johannes A
2146	Lane	Robert Mark
2165	Soomar	Ashraf Mahomed
2179	Rens	Jonathan Henri
2196	Campbell	Ian Charlton
2203	Visser	Catharina Elizabeth
2216	Van Antwerpen	Philippus Hendrek Albertus
2220	De Beer	Hendrik Johannes Petrus
2294	Scheepers	Janine
2306	Paul	Sean Gordon
2316	Schroder	Robert Neville

2338	Pretorius	Ernst Jonker
2355	Ten Cate	Herna Maritha
2377	Mazwana	Ntutuzelo
2378	Viljoen	Pieter Human
2379	Llale	Molefe Enoch
2389	Shepherd	Zenda Aletta Johanna
2400	Marais	Michelle Claire
2420	Martins	Celeste Elizabeth
2440	Reddie	Brett Donald
2477	Magaba	Jeremiah Wickson
2497	Dazana	Nontyatyambo Felicity
2509	Smith	Willem Petrus
2534	Reddy	Ganesan
2564	Joynson	Robert Paul
2583	Marincowitz	Ellison Margaret
2643	Banoo	Ahmad Ali
2764	Pillay	Ramakrishnan Colin
2816	Lester	Mark Dunstan
2838	Cunningham	Ian Grant
2867	Kunz	Pieter
2898	Towani	Stanley
2947	Motopi	Legohang Ann
2949	Nolan	Dennis
2968	Mattheus	Eugene
2972	Marx	Johannes Petrus
2986	Nkumba	Eston Nexton
3016	Coetzee	Herman Theodorus
3023	Martins	Herman Engelbertus
3024	Prinsloo	David Hercules
3043	Tseke	Morwamohube Ernest
3049	De Buys	Keith Robert
3084	Conradie	Martha Elizabeth
3132	Socishe	Nkululeko Solomon
3136	Baloyi	Meshack
3268	Swart	Johannes Nicholaas
3276	Van Niekerk	Jacques
3301	Koseelan	Paramanandan
3522	Ntlauzana	Robert Ayanda
3554	Golifili	Anele Mphuthumi
3590	Sliep	Johannes Cornelis
3656	De Villiers	Clive Roland
3894	Chiluvane	Nonhuthuko
1218	Rossouw	Johannes Petrus
1278	Harris	Leonard Arthur
1825	Daya	Jugdeesh Ranjit Keval
1666	Basch	Alexandeer Oscar
2504	Ndlovu	Sifiso Emmanuel
2753	Kayula	John Mulenga

2976	Nyathikazi	Daniel Matsheni
3393	Harper	Cheryl Margaret

The Registration Committee has informed the above registered person of the decision to cancel their registration effective 31st May 2013 and has instruct the registered person to return their original certificate of registration to the Council within 30 days of this notice.

Persons who have been formally de-registered as a PrQS may apply to the Registration Committee to be re-registered on the following basis;

1. The 5-year CPD cycle that was incomplete is to caught-up with 50-hours of CPD Category 1 and 75-hours of CPD Category 2
2. A penalty of an additional 25-hours of CPD Category 1 is to be submitted.
3. A re-enrolment fee as prescribed annually is to be levied
4. All 3 conditions listed above need to be full-filled prior to re-registration will be considered by the Registration Committee.
5. All the CPD submissions are to be done in the prescribed format.

Persons who have been de-registered are prohibited from practicing as a Quantity Surveyor and will face criminal prosecution for being in contravention of the QS Professions Act (49 of 2000) should they be reported to the Council.

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