



## Rules on Membership Requirements

### Amended March 2006

#### 1. **Definitions**

- 1.1 ACPM – The Association of Construction Project Managers
- 1.2 Act – The Project and Construction Management Professions Act 2000 (Act 48 of 2000)
- 1.3 Approved – approved by Exco
- 1.4 Approved Educational Qualification – An Approved four-year technical qualification applicable to the construction industry, obtained from an Approved tertiary educational institution.
- 1.5 Constitution – the constitution of the ACPM
- 1.6 Construction Project Management - the overall management of a Project from inception to completion, the minimum extent of which has been broadly defined by the ACPM in the Scope of Services
- 1.7 Exco – the Executive Committee of the ACPM
- 1.8 Experience – Construction Project Management experience deemed as appropriate by Exco
- 1.9 Principal – a director, partner or member of a duly registered professional practice, as the case may be
- 1.10 Project - the design and construction of undertakings in the built environment
- 1.11 Rules – these rules of membership requirements
- 1.12 Scope of Services – the particular management duties defined in the ACPM's recommended Client-Project Manager Agreement as published from time to time

#### 2. **General**

- 2.1 These Rules arise from the membership requirements of the Constitution including proposed amendments thereto. The existing categories of membership are:
  - 2.1.1 Student Members
  - 2.1.2 Associate Members
  - 2.1.3 Affiliated Members
  - 2.1.4 Full Members
  - 2.1.5 Fellows



- 2.1.6 Corporate Members
- 2.2 It is the aim of ACPM that applicants for the category Member should be registered as Professional Construction Project Managers under the Act.
- 2.3 As the entire subject of qualifications, standards, professional registration, and education and training is under development in South Africa, it is to be expected that the ACPM's requirements for membership will likewise evolve. While these Rules contain both objective and subjective criteria, every effort will be made to apply these consistently and to improve the objectivity of the process over time.
- 2.4 A Membership Subcommittee made up of at least 3 members of Exco will deal with membership issues under the following mandate from Exco:
  - 2.4.1 To recommend to Exco the rules for membership in the various categories permitted by the Constitution
  - 2.4.2 To review applications for the various categories of membership in terms of the approved rules, including the holding of interviews with applicants and the checking of qualifications, experience and references, and to recommend to Exco their acceptance or rejection.
- 2.5 These Rules are intended to facilitate the entry of new people into the profession, including persons categorised as previously disadvantaged individuals. In this regard:
  - 2.5.1 Progression from Student Member through Associate Member to Member has been structured;
  - 2.5.2 Alternatives to Approved Educational Qualifications have been allowed for, in order to make provision for entry to the profession based upon practical experience complemented by further courses of tertiary education and training;
  - 2.5.3 Subcommittees of Exco working on education, training and empowerment will be consulted regularly to achieve a co-ordinated approach.
  - 2.5.4 Bursary applications will only be considered by Exco if the applicants are Student Members or higher.
- 2.6 These Rules contain provisions to enable the membership base to be built up, after which they will be no longer be applicable.
- 2.7 Notwithstanding the rules for all categories of Membership, the Executive Committee reserves discretionary powers to accept or reject any application or to determine the appropriate category for individual applicants.

### 3. Rules for the category "Student Member"

- 3.1 A Student Member must:



- 3.1.1 Be registered at a tertiary educational institution for the purposes of studying towards an Approved Educational Qualification which is specifically in the field of Construction Project Management; and
- 3.1.2 Have passed the requirements for the first two years of the course; and
- 3.1.3 Have signed a declaration to abide by the Constitution, Rules and Code of Professional Conduct of the ACPM for the time being in force.

#### **4. Rules for the category “Associate Member”**

- 4.1 An Associate Member must:
  - 4.1.1 Possess an Approved Educational Qualification in terms of 9.1- 9.4 or practical experience approved by Exco in terms of 10.1; and
  - 4.1.2 Be currently engaged in the field of Construction Project Management as a core activity, with a view to satisfying the requirements for becoming a Member. This may include professional practice or academic study; and
  - 4.1.3 Be working under the mentorship of a Member except where this has been impractical due to location etc, whereupon the situation will be acknowledged and not be restrictive; and
  - 4.1.4 Have signed a declaration to abide by the Constitution, Rules and Code of Professional Conduct of the ACPM for the time being in force.

#### **5 Rules for the category “Affiliated Member”**

- 5.1 An Affiliated Member must:
  - 5.1.1 Possess an Approved Educational Qualification in terms of 9.1-9.4 or appropriate Construction Project Management experience approved by Exco in terms of 10.1; and
  - 5.1.2 Practice Construction Project Management from time to time but not necessarily as a core business; and
  - 5.1.3 Have, in the opinion of the ACPM Exco, gained appropriate experience in the field of Construction Project Management; and
  - 5.1.4 Have signed a declaration to abide by the Constitution, Rules and Code of Professional Conduct of the ACPM for the time being in force.

#### **6 Rules for the category “Full Member”**

- 6.1 A Full Member must:



- 6.1.1 Possess an Approved Educational Qualification in terms of 9.1-9.4 or appropriate Construction Project Management experience approved by Exco in terms of 9.1; and
- 6.1.2 Have had at least 4 years appropriate Construction Project Management experience in the field of Construction Project Management that is acceptable to Exco and which has enabled the applicant to have demonstrated his competence to achieve effective results. This experience must have been obtained after the requirements given in 6.1.1 have been met. Exco will evaluate practical experience taking cognisance of the areas of Construction Project Management duties as set out in the recommended Scope of Services published by the ACPM. Applicants are required to submit details of their experience in the form of a portfolio in accordance therewith, together with applicable references; and
- 6.1.3 The Practical Experience and Competency Checklist must be completed and signed by the applicant's Mentor, who shall be a Full Member, and in doing so expresses a "Professional Opinion" regarding the competence of the applicant.
- 6.1.4 Be currently engaged in the field of Construction Project Management as a core activity; this may include those applicants following an Academic career in Construction Project Management provided that their position, seniority and experience is deemed acceptable to Exco; and
- 6.1.5 Have passed the requirements set by Exco for a professional interview of the applicant by an interview panel chosen by Exco, provided that this requirement has not been waived in terms of 6.3. The interview panel will comprise three Members who shall be members of Exco; and
- 6.1.6 Be registered in terms of the Act as a Professional Construction Project Manager; and
- 6.1.7 Have signed a declaration to abide by the Constitution, Rules and Code of Professional Conduct of the ACPM for the time being in force.
- 6.2 ACPM's Code of Professional Conduct requires *inter alia* that members undertake only work for which they are qualified and experienced. Members may have general or specialised experience. Specialised experience may be in any of the functions within the broad disciplines of Construction Project Management, such as time management, cost engineering, contract services, education, training, etc.
- 6.3 The professional interview referred to in 6.1.4 may be waived at the discretion of Exco until the Professional examination for Construction Project Management as referred to in 6.4 has been finalised.
- 6.4 It is intended that persons applying for the category Member will be required to pass an examination in Construction Project Management, set either by ACPM or a body



appointed by it or a body recognised by it. This examination will become normal procedure once finalised.

7. **Rules for the categories “Fellow”**

- 7.1 The category “Fellow” is not obtained by normal application protocol. Exco will from time to time nominate and invite potential candidates to submit information as detailed in 7.2 for their consideration.
- 7.2 A Fellow must:
  - 7.2.1 Have been practicing as a Construction Project Manager for at least 20 years as their core profession with at least 10 years having been in a position of seniority; and
  - 7.2.2 Have been a Member of ACPM for a minimum of 5 years; and
  - 7.2.3 Have either;
    - 7.2.3.1 actively served on the ACPM Exco for 2 terms (4 years); or
    - 7.2.3.2 made a significant contribution to the profession; and
  - 7.2.4 May be invited to submit their Curriculum Vitae detailing their previous 15 year’s experience. The Curriculum Vitae to be submitted to the ACPM a minimum of 2 months prior to the AGM; and
  - 7.2.5 Have been unanimously approved by Exco.
- 7.3 Individuals invited by Exco to become Fellow’s will be invited to attend the AGM, at which function their new status as Fellow(s) will be announced.
- 7.4 Exco may at their discretion decide on whether a Fellow be required to pay annual membership subscriptions. This will be decided per individual.

8. **Rules for the category “Corporate Member”**

- 8.1 A Corporate Member must:
  - 8.1.1 be a registered company, close corporation, partnership or division thereof whose main business purpose is the provision of professional Construction Project Management services(a practising entity); and
  - 8.1.2 have submitted its company/partnership profile or brochure and details of at least three recent project assignments in which the practising entity or it’s Principals has provided professional Construction Project Management services encompassing the minimum Scope of Services published by the ACPM. Client



references must be supplied together with reasonable proof of the nature of the services provided; and

- 8.1.3 have a minimum of 2 Principals; and
- 8.1.4 have at least 50% by number with a minimum of 2 of the practicing entity's Principals being Full Members of ACPM; and
- 8.1.5 have signed a declaration to abide by the Code of Professional Conduct for Corporate Members of the ACPM; and
- 8.1.6 have been accepted by Exco as a Corporate Member; and
- 8.1.7 not use the ACPM logo on any stationery other than that officially representing the authorized practicing entity only.

## 9. Approved Educational Qualifications

- 9.1 Exco will develop and maintain a schedule of Approved Educational Qualifications, which will be made available to prospective applicants.
- 9.2 The following are examples of Approved Educational Qualifications (provided same have been obtained from an Approved tertiary educational institution):

<u>Qualification</u>	<u>Years of Post Qualification appropriate Construction Project Management Experience required</u>
· BSc(civil engineering)	4
· BSc(construction management)	4
· BSc(building science)	4
· BSc(quantity surveying)	4
· BSc(architecture) (6 year)	4
· The equivalent B.Tech degrees	6
· A 4 year technical degree applicable to the building construction industry but not in the above list (eg in town planning) plus an acceptable MSc in construction project management	4
· Other qualifications that Exco deem to be equivalent to the above.	

- 9.3 Approved Educational Qualifications may include foreign qualifications.
- 9.4 In approving educational qualifications, cognisance will be taken of accreditation of qualifications by the various other professional bodies and/or the South African Qualifications Authority. The ACPM does not intend to perform accreditation functions itself except where this is unavoidable.

## 10. Practical experience in lieu of Approved Educational Qualifications



- 10.1 Exco will give consideration to approving practical experience in lieu of an Approved Educational Qualification, provided that:
  - 10.1.1 The practical experience has been combined with courses of tertiary education and training applicable to the construction industry; and
  - 10.1.2 This alternative tertiary education and practical experience should have provided the applicant with equivalent technical knowledge to that which would have been obtained through an Approved Educational Qualification. As a guide, 8 years of appropriate practical experience covering both professional and construction duties could be regarded as the minimum.

## 11. **Rules regarding applications**

- 11.1 Applications from prospective Student, Associate, Affiliate and Full Members must be made on the prescribed application form for individual membership and must be signed to indicate acceptance to abide by the Constitution, Rules and Code of Professional Conduct of the ACPM for the time being in force.
- 11.2 Applications from prospective Student Members must be accompanied by proof of registration as a student at an Approved educational institution.
- 11.3 A certified copy of the applicant's applicable educational qualification certificate must accompany applications from prospective Associates or Members.
- 11.4 Applications based on practical experience must be accompanied by detailed documentation describing the applicant's experience in terms of the requirements of these Rules, and referees that may be contacted by Exco.
- 11.5 Applications from prospective Corporate Members must be made on the prescribed application form for corporate membership and signed by a duly authorised representative of the applicant to indicate acceptance to abide by the Constitution, Rules and Code of Professional Conduct for Corporate Members of the ACPM for the time being in force.
- 11.6 Upon Exco's acceptance of the application, the relevant registration and membership fee will become payable. Membership will not come into effect until all required documentation has been submitted and the applicable fee has been received.

## 12. **Continuing Professional Development**

- 12.1 Every member elected to the category Associate, Affiliate or Member must submit reasonable evidence of continuing professional development. This evidence must show that:-
  - 12.1.1 The member remains in active practice in the field of Construction Project Management or in a specialist function within this field.



12.1.2 The member has furthered his or her knowledge and experience in the field of Construction Project Management, by attending Approved courses of study or seminars, or through Approved research and development. As a guide, the following minimum extent of study has been envisaged by Exco:-

12.1.2.1 24 hours per year of dedicated training and development provided by a trainer registered with the South African Qualifications Authority or otherwise Approved; and

12.1.2.2 The content of the courses of study is applicable to the Scope of Services; and

12.1.2.3 Proof of attendance has been submitted.

12.2 The member must submit the evidence referred to in 12.1 on the ACPM's prescribed form and within 3 months of request by Exco. Exco will make such requests at intervals of three years.

12.3 Members not providing adequate evidence will forfeit their membership by notification from Exco, unless elected as Honorary Members. This will not prevent them from re-applying in the future should they so wish.

13. **Continued registration in terms of the Act**

13.1 All members who are required to be registered as a Professional Construction Project Manager in terms of these Rules, will forfeit their membership if they lose such registration.