



APPLICATION FOR INDIVIDUAL MEMBERSHIP OF ACPM

Return completed application form and all required attachments to:
Membership Sub Committee, ACPM, PO Box 653141, Benmore, 2010 Republic of South Africa

The application must be submitted together with the application fee of R850.00 or
proof of prior electronic transfer to ABSA Bank Branch No. 335642, A/c. No. 4052176388

SECTIONS TO BE COMPLETED (REFER RULES ON MEMBERSHIP REQUIREMENTS)

	Student	Associate	Affiliate	Member
Section 1 – Personal particulars	√	√	√	√
Section 2 – Category of membership	√	√	√	√
Section 3 – Course of study	√			
Section 4 A – Educational qualification		√	√	√
Section 4 B – Practical experience in lieu of approved educational qualifications (if applicable)		√	√	√
Section 4 C – Practical experience and competency checklist		√	√	√
Section 5 – Practical experience in field of construction project management and/or construction management			√	√
Section 6 – Details of current employment		√	√	√
Section 7 – References and Referees		√	√	√
Section 8 – Registration in terms of Act 44 of 2000				√
Section 9 – Declaration	√	√	√	√

SECTION 1 – PERSONAL PARTICULARS

Title	Surname	Full Names		
Sex	Date of birth	Nationality	ID or Passport No.	
Physical address				
Postal address (if different)				
Telephone No.	Fax No.	Cell Phone No.	E-mail address	

SECTION 2 – CATEGORY OF MEMBERSHIP APPLIED FOR

Category of membership being applied for				Are you an existing member?	
Student	Associate	Affiliate	Member	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				If yes state:	
				Membership category	Membership no.

SECTION 3 – COURSE OF STUDY

Name & address of tertiary educational institution at which you are a registered student	
Course of study	Years completed
<i>Note: Attach a certificate giving proof of your registration as a student at the educational institution and current year of study.</i>	

SECTION 4A – EDUCATIONAL QUALIFICATIONS

Names and addresses of tertiary educational institutions	Qualifications obtained	Year of graduation

Note: Attach a certified copy of the qualification certificate that you believe satisfies the ACPM's requirements for Approved Education Qualifications. It is only necessary to submit one such certificate. Should you wish the ACPM's membership database to include any other of your qualifications, certified copies of these certificates must be submitted as well.

SECTION 4 B – PRACTICAL EXPERIENCE IN LIEU OF APPROVED EDUCATIONAL QUALIFICATIONS

Do you wish ACPM to give consideration to approving your practical experience in lieu of Approved Educational Qualifications? This should be done if you believe that the qualifications you are submitting under section 4A are insufficient.	Yes	<input style="width: 80%; height: 20px;" type="text"/>
	Not Necessary	<input style="width: 80%; height: 20px;" type="text"/>
If yes, attach documentary evidence of practical experience combined with courses of tertiary education and training applicable to the construction industry, as required in terms of the Rules on Membership Requirements.		

SECTION 4 B – PRACTICAL EXPERIENCE & COMPETENCY CHECKLIST – COMPLETED BY THE APPLICANT’S MENTOR (FULL MEMBER)

Name of Mentor:	Date:.....	Signature:
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SECTION 5 – PRACTICAL EXPERIENCE IN THE FIELD OF CONSTRUCTION PROJECT MANAGEMENT AND/OR CONSTRUCTION MANAGEMENT

Do you consider that you have obtained at least 4 years practical experience in the field of construction project management and/or construction management to enable you to demonstrate your competence to achieve effective results in these fields?	Yes	<input type="text"/>
	No	<input type="text"/>
If yes, attach documentary evidence of practical experience, together with applicable references, as required in terms of the Rules on Membership Requirements. Your experience must be documented in such a way that it can be readily assessed in terms of all the areas of management duties as set out in the recommended minimum scope of services published by ACPM.		
Are you currently engaged in the field of construction project management or construction management?	Yes	<input type="text"/>
	No	<input type="text"/>
Are you prepared to attend a professional interview by an interview panel chosen by ACPM, as required in terms of the Rules on Membership Requirements? If no, state reasons:-	Yes	<input type="text"/>
	No	<input type="text"/>

SECTION 6 – DETAILS OF CURRENT EMPLOYMENT

Name of employer	
Address of employer	Telephone no.
	Fax no.
	Senior contact person
Job title	Outline job description
Name of ACPM Member under whose supervision you are working	

SECTION 7 – REFERENCES & REFEREES

You are required to provide at least 3 references in each of the following categories:
Clients, Consultants and Contractors.

Clients:

Company Name	Contact Person	Tel/Email

Consultants:

Company Name	Contact Person	Tel/Email

Contractors:

Company Name	Contact Person	Tel/Email

SECTION 8 – REGISTRATION IN TERMS OF ACT 48 OF 2000

Are you currently registered in terms of the Project and Construction Management Professions Act 2000 (Act 48 of 2000)?

Yes

If yes,

No

Category of Registration

Registration Number

SECTION 9 – DECLARATION

- I wish to be admitted into membership of the Association of Construction Project Managers (“ACPM”) at the appropriate category of membership
- If admitted, I agree to abide by the Constitution, Rules and Code of Professional Conduct of the ACPM for the time being in force and I acknowledge I have read and understood those that are current at the time of my application
- I declare that:
 - I have not been removed from an office of trust on account of improper conduct
 - I have not been convicted of an offence in the Republic of South Africa, other than an offence committed prior to 27 August 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both
 - I have not been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both
 - I am not an unrehabilitated insolvent whose insolvency was caused by my negligence or incompetence in performing work falling within the scope of construction project management
- I undertake to pay all application and registration fees due to ACPM by me from time to time
- I declare that all statements made on this application form and accompanying documents are true

Signed at on this day 20

.....
Signature of applicant

PRACTICAL EXPERIENCE & COMPETENCY CHECKLIST

EXPERIENCE & COMPETENCIES REQUIRED

This section should be verified and initialled by a Full Member and should accompany all applications.

Technical Competencies - Verified by Mentor (Full Member)

	Yes / No	Initial
Knowledge of Construction Science		
Understanding of Structures		
Understanding of Construction and Building Services		
Understanding of Construction and Building Finishes		
Knowledge of Materials		
Knowledge of Construction Processes		
Site, Plant and Equipment		
Formwork Systems		
Quality Management		
Health and Safety Management		
Environmental Management		
Organizational / Management Structures		
General Building Sequences		
General Output / Production Factors		
Basic Knowledge of Trades		

PM Competencies as Principal Consultant - Verified by Mentor (Full Member)

	Yes / No	Initial
Facilitate the development of a Clear Project Brief		
Procurement of Consulting Team		
Clearly define the roles and responsibilities of the Consulting Team		
Prepare Letters of Appointment for Consulting Team		
Prepare, co-ordinate and monitor a Project Initiation Programme		
Concept Development		
Preliminary Costings		
Feasibility Studies		
Prepare Indicative Construction Programme		
Prepare Documentation Programme / Schedule		
Prepare Procurement Programme / Schedule		
Agree Contract Programmes		
Co-ordinate Documentation Programme with Contract Programme		
Monitor and Co-ordinate Quality Management of Design Processes		
Establish & recommend Professional Indemnity requirements		
Monitor and co-ordinate design process		
Prepare Agenda, Chair and prepare minutes		
Planning Meetings		
Co-ordination Meetings		
Management Meetings		
Operations / Tenants Meetings		
Co-ordinate and monitor cost control by Quantity Surveyors / Engineers		
Co-ordinate and monitor preparation of Procurement Documentation		
Facilitate and monitor the preparation of health and safety specifications		

Facilitate the preparation of all conditions of contract		
Manage the prequalification, tendering, adjudication, recommendation and appointment processes		
Take responsibility for and perform the role of principal agent on building contract		

PM Competencies as Principal Agent - Verified by Mentor (Full Member)

	Yes / No	Initial
Build good relationships (Partnering) between client, consulting and construction teams		
Monitor, manage and co-ordinate		
Resolution of Contractor Queries		
Quality Control by Consulting Team and Contractors		
Issue, costing and implementation of site instructions and variations		
Agree and Monitor Contract Programme and Working Programmes		
Monitor and Review construction progress and programme updates		
Co-ordinate and monitor interface between all Contractors		
Monitor long lead items and off site production		
Facilitate and monitor implementation of health and safety plan		
Facilitate and co-ordinate the production of the health and safety file		
Manage resolve and certify progress and contractual claims		
Oversee and co-ordinate preparation and issue of defects lists		
Monitor implementation of remedial works by contractors		
Oversee and facilitate the agreement of final accounts		
Expedite and co-ordinate project close out		

CHECKLIST

Have you read and understood the Constitution of the ACPM, its Rules on Membership Requirements, other Rules as currently published, and its Code of Professional Conduct?	<input type="checkbox"/>
Have you completed those sections of this application form that are indicated on page 1 for the particular category of membership you are applying for?	<input type="checkbox"/>
If you are applying for student membership, have you attached a certificate giving proof of your registration at the educational institution and current year of study?	<input type="checkbox"/>
Have you attached a certified copy of the educational qualification you are submitting in support of your application? If you have previously been accepted for Associate membership and this was previously submitted, it is not necessary to re-submit this again.	<input type="checkbox"/>
Have you attached certified copies of any other educational qualifications you wish the ACPM database to include?	<input type="checkbox"/>
If you have answered Yes in section 4B, have you submitted evidence of practical experience combined with courses of tertiary education and training in lieu of Approved Educational Qualifications? This must comply with the Rules on Membership Requirements.	<input type="checkbox"/>
If you are applying for Member category, has the evidence of practical experience you are submitting been documented in such a way that it can be readily assessed in terms of all the areas of management duties as set out in the recommended minimum scope of services published by ACPM?	<input type="checkbox"/>
Have you signed the Declaration in section 8?	<input type="checkbox"/>
Have you included your application fee or proof of prior electronic payment into ACPM's bank account?	<input type="checkbox"/>