



PRACTICAL TRAINING REQUIREMENTS FOR PURPOSES OF REGISTRATION

1. INTRODUCTION

The Planning Profession Act (No. 36 of 2002) provides for three categories of registration: Candidate Planner, Technical Planner, and Professional Planner.

In order to register as either a Technical or Professional Planner, applicants must be able to demonstrate that they have obtained relevant practical training under the supervision of a registered Planner.

Since the process of preparing and promulgating Rules in terms of Act 36 of 2002 has not yet been completed, the Rules in terms of the Town and Regional Planners Act (Act 19 of 1984) still apply. This means that the requirements for practical training, as contained in the Rules made in terms of Act 19 of 1984, still apply.

Set out below is an extract of the document on Practical Training Requirements prepared in terms of Act 19 of 1984 (with some minor editorial modifications), and which should be used for the purpose of completing a Practical Training Report.

2. PRACTICAL TRAINING

Every applicant for registration must, after obtaining a recognised planning qualification, have completed a period of practical experience. This experience of town and regional planning work is required so that a person who is registered has some knowledge of applying town and regional planning theory and principles in practice and of acquiring a professional method of undertaking planning work. For these reasons the required practical training must satisfy the following criteria:

- a. it must be for a total period of at least 24 months
- b. except where the Council agrees otherwise, the period of 24 months practical training must be undertaken after obtaining the relevant planning qualification.
- c. the practical training must be undertaken under the guidance of a registered town and regional planner. This means that the practical training must be done by the person while employed by or working with or for or in collaboration with a registered town and regional planner. In addition to practical training obtained after qualification, an applicant may request the Council to recognise experience obtained prior to qualification. The Council will assess each such request on merit and may waive the requirement regarding the post graduate training period in whole or in part.

- d. There are two categories of practical training - these are Category A and Category B. An applicant must have both categories of experience and at least six of the 24 months must be in either Category A or Category B.
- e. When applying for registration the Council requires particulars of the practical training which has been undertaken in the form of a comprehensive "practical training report". This report must describe the following:
- the type of planning work
 - the name or description of the project/s
 - the extent or scale of the project/s
 - the applicant's work responsibilities
 - actual time spent (in months or parts thereof) on each type of planning work

and should be based on the guidelines for practical training set out below.

3. GUIDELINES FOR PRACTICAL TRAINING

The purpose of practical training is twofold. Firstly, to ensure that before registration a person develops the ability and achieves competency in applying theoretical concepts and academic knowledge to planning in practice. Secondly, to obtain experience in practical planning and to gain knowledge of the nature of professional responsibility.

To assist applicants in describing and summarising their practical training the Council has identified 31 different types of planning work. Work types 1 - 15 fall under Category A and Types 16 - 31 under Category B and represent most of the activities within the field of town and regional planning. Two important points in this regard should be noted:

- The list of work types is not exhaustive. Any planning work which does not fall within the descriptions of the various work types should be listed under "Other" with its own suitable description.
- Although the various work types are divided into either Category A or Category B it is possible that a type of planning work could fall under both categories A and B. Applicants when preparing their "practical training report" should indicate clearly the category A or B to which the work has been allocated. A summary of the total practical training undertaken should also be submitted and applicants should note that the total time of practical training shown on their summary cannot be more than the period during which the practical training was undertaken.

The important distinction between the two categories is that Category A is planning work which has to do with the analysis of planning problems and the formulation of planning solutions. Category B on the other hand concerns the management of planning projects and the "implementation" of plans or planning projects. Thus for example local structure plans (type 5) could fall under Category B where the work involves the administration and implementation of structure plan proposals, in the same way, zoning schemes could fall under category A where this kind of work involves the research or formulation of new zoning systems.

Category A: Planning Investigation and Plan Formulation

The following is an indication of the types of work which could fall under this category.

1: National Structure Plans (Strategic Planning at National Level)

At national level physical planning is directed at the achievement of stated economic and social objectives making the best use of both natural and human resources. In this national physical planning action the following aspects, inter alia, receive attention: National traffic and transportation systems; Provision of water and energy; Utilisation of mineral, marine and other resources; Human settlements, which include housing and urbanisation; Agricultural development; Conservation of the environment; Economic priorities. Planning at this level sets priorities on both a sectoral and regional basis to serve as guidelines for planning at other levels. Because planning at National level is largely policy formulation and is seldom concerned with specific development projects, it can, for the most part, be regarded as structure or strategic planning.

2: Regional Structure Plans

Planning at regional level will take provincial boundaries into consideration and will use these as planning regions. Principally, the same spatial elements as used for structure planning at national level will serve as guidelines in preparing regional structure plans. However, more detailed attention is given to these elements at regional level. Of particular importance at this level, is the creation of a framework for future population settlement and an important prerequisite for this is the quantification of human settlements in anticipated urbanisation and the creation of jobs.

3: Sub-Regional Structure Plans

Planning at this level places greater emphasis on the social, economic and physical needs of development and consequently, the guidelines contained in national and regional plans have to be modified and adapted to the particular social, economic and geographic characteristics and development problems of the sub-region concerned. Sub-regional plans could therefore differ considerably in content resulting from the constant need to accommodate local circumstances as these are manifested by communities and individuals on the ground. In these plans, the use to which specified portions of land are put to provide specially for social and infrastructural requirements, is more specific, thus crystallising more clearly projects for implementation over a shorter period.

4: Urban Structure Plans

The urban structure plan concerns physical planning of a single urban area or a functionally interrelated complex of urban centres.

Whilst the arrangement of land uses is usually the main element, the associated needs of communities as identified by them and expressed for example in the form of transportation, education, health, job opportunities, residential, recreational and other requirements form essential aspects of this planning process. Development priorities and the intensity of land uses are further important components of this type of plan. At this level of planning the basic requirements of involving communities in the processes of land development will be entrenched. This will impact on future actions in the process of development facilitation.

5: Local Structure Plans

Local structure plans concern planning within the area of jurisdiction of a local authority. Whilst these plans deal with the same subject as urban structure plans, they are more specifically community based and planning proposals are therefore usually set out in greater detail. Planning at this level usually has a strong developmental element and is driven by expressed community and individual needs which are quantified in planning proposals. Such planning proposals will entertain such needs of communities and active participation of communities is encouraged. Local structure plans in the form of policy statements can be prepared and are obviously confined to proposals aimed at solving specific issues and development problems.

6: Planning Surveys, Analyses and/or Policy Formulation

Survey and analysis comprise the systematic study of any activity forming the basis of land use or socio-economic planning decisions on behalf of any private, public or academic institution. Such surveys are essentially performed in conjunction with communities and include the scientific collection, compilation, analysis and evaluation of data. Such data, once collated and verified at community level, is used for projections of population, education, health, housing, recreation and environmental needs as well as for economic activities, employment, government policy, etc. In other words, this category of work will lead to a report which deals with aims and objectives of the community as well as the most important policy aspects of the applicable authority, together with recommendations for the execution of general or specific town and regional planning policy. Policy formulation includes the formulation of the aims and objectives and environmental policy by private corporations or governmental agencies and includes a report which defines these aims, objectives, policy aspects and recommendations.

7: Layout Plans, Township Plans and Land Development Plans

In the main this plan shows in detail the proposed development to be undertaken for communities by public or private developers. The documentation includes sufficient detailed information to explain the proposed development and how it will effect or be affected by the adjoining existing or proposed developments with reference to services and design standards/criteria. This category includes, inter alia, a proposed urban layout for housing or industrial uses, a land development application, a redevelopment or urban renewal scheme, a scheme for the upgrading of existing settlements, or a plan proposing a specified land use e.g. recreation, shopping, etc.

8: Urban Design and Site Planning

In this type of work, the design of urban development of some magnitude, is dealt with. The work is principally three dimensional in nature and includes the physical form of buildings and the space between buildings, and also includes access roads, the technical implications of services and infrastructure, questions relating to feasibility, design standards and site valuation. The land use relationship between buildings is an important consideration. The culmination of this work type is typically the preparation of a site development plan.

9: Planning Research

Research includes the detailed study of a particular subject which contributes to the knowledge and broader understanding of, inter alia, the conceptual, theoretical and/or practical elements of socio-economic, physical and environmental planning and development for implementation at the urban or regional levels. Research is generally carried out under commission and/or at an acknowledged research establishment. This category does not include the surveys and analyses in other types of work included in these regulations.

10: Academic Work

This type of work includes practical research (at a recognised planning school) in the conceptual elements of developmental, socio-economic, physical and environmental planning and the application of appropriate techniques in urban and/or regional and rural planning. Instruction in disciplines related to such research in town and regional planning such as regional economics, urban studies, small scale farming rural development etc, at a recognised planning school or related school is included in this type of work.

11: Development Evaluation

This type of work comprises the evaluation of environmental influences as well as the economic and social implications of any public or private development or proposed development. Included in this work type are the processes that are contained in evaluating the way in which money is spent on development projects and evaluating whether the effort has attained the stated goal. A consequence of evaluation is the possible feed back of information to future initiatives to attain better efficiencies.

12: Land Economics

In the process of land economics, the planner will be responsible for presenting to his clients analyses of economic phenomena relating to land and the use of land in accordance with given town planning and other restraints. These analyses will be preceded by prior participatory consultation with communities. Such examinations will include a statement on the importance of desirability of the use of land and will include analyses of supply and demand, benefit and cost, best case scenarios and the like. The process will also include the presentation of business plans for the most optimal use and development of land.

13: Corporate Strategic Planning

In this type of work, the practitioner will be central in the process of formulating strategic proposals for the physical utilisation of land, buildings, infrastructure and superstructure of a client. The proposals will include a business plan implying a budget and programme for development and will be based on a physical plan indicating the socio-economic development targets of the client.

14: Miscellaneous Planning Work

This type of work comprises land use planning work and/or design work or other activities in town and regional planning which do not fit into the above-mentioned categories, but which could be approved by the Council conditional upon full details and examples of such work being submitted for inspection in order to allow the Council to judge whether or not the work is of such magnitude, type and standard that it could validly be regarded as town and regional planning experience.

15: Other

Planning work which does not fall in any of the above categories can be listed under this item.

Category B: Planning Administration and Implementation

The following is an indication of the types of work which could fall under this category.

16: Urbanisation

In this instance, the planner will be the central figure concerned with the multi-disciplinary activities undertaken to achieve effective development of urbanisation. The function will entail clear guidance on matters such as land procurement, environmental considerations, social and economic realities such as the most efficient delivery of services and the provision of job opportunities, the provision of a viable transportation service and accessibility, the provision and delivery of efficient local government and the like. The activity will include the consultation process with all affected parties, but most importantly the communities who will be residing in or near the planned facility, adjoining land and stake holders as well as all negotiations leading up to final decision making. Included in this activity is continuing attention to the solution of community problems and follow-up thereafter. A central theme in urbanisation will be the quest for appropriate types of land tenure.

17: Housing

Housing is a multi-disciplinary activity in which the planner will play a leading coordinating role in conjunction with many related professions. This coordination will be essential to ensure that numerous activities are brought together to achieve the most efficient and optimally suitable delivery of houses. In the process, cognisance will be taken of social and welfare needs including studies of age, gender, income, religion, language and the like, relating to each community. In all cases, in the provision of land, services and housing, a clear understanding of community needs must first be obtained and expressed most typically in reports and actions reflecting affordability and the ability of communities to be involved in the process of delivery. A process of participation and capacity building will be pursued in order to empower communities to perform similar functions by themselves at a later date. A sensitivity towards related professions involved in housing such as architecture, engineering, finances, quantity surveying, sociology, social welfare, public health, and local government, will be essential.

18: Development Planning

Whilst all plans with a physical objective envisage prospective future development, the term "development planning" is used here to emphasize a process in which it is planned to implement specified projects within well defined time frames. Because development planning envisages the implementation of specified projects, it has a more definite impact and is usually attuned to the development of specified areas for a specific community. A time scale for the execution of specified projects, as well as a financial budget, are usually two of the most important elements of development planning. Development planning essentially involves a prior survey in conjunction with the participating communities and entails preparing a report which clarifies the aims, objectives, time scale and financial implications of such development plan. The most important responsibilities of the actors involved are set out with an explanation of their expected activities in the execution of the programme and their role in implementation, phasing, budgeting and acceptance of accountability. The planning may result in a document which may be either diagrammatic or in detail but will be manifested by action which reflects flexibility in interpretation and execution.

19: Statutory Town Planning and Zoning Schemes

Work of this type includes defining and demarcating of specified use zones and the regulations applicable to permissible density and coverage, height, floor area ratio, building lines, parking, etc, in each zone. Legal provisions including protection for objection and appeal, yet ensuring continuous amendment of the planning scheme is essential. In this category, policy matters relating to the search for more appropriate and flexible town planning scheme measures are included. Control over or evaluation of development applications is not included in this activity but under Type B5.

20: Development Control and Appeals

Work of this type concerns the professional control over statutory town and regional planning documents such as structure plans, zoning schemes town planning schemes, building regulations, health regulations or any statutory control measure in terms of one or other legislative provision aimed at controlling the use or development of land whether or not this document is still in process of preparation or has already been finalised and also includes the administration of amendments to these documents. The relevant work deals principally with administration and covers the rules of procedures for town and regional planning. In addition, this type of work also includes appearing as a member of or counsel before any court, tribunal or board or council of appeal established in terms of any legislation to control any statutory instruments or regulations relating to the use and development of land. Included in this activity is the role that planners play in acting as a representative of a group, community or client in and adversary capacity before such court, tribunal, board or council of appeal, duly created in terms of any legislation.

21: Consent Use in terms of Statutory Requirements (including amendments to Title restrictions)

Motivated applications for the approval and amendment of land uses in terms of specific legislation are regarded as part of this category.

22 : Project Management

In this instance the planner will be the central figure (leader) in a multi-disciplinary team which must be created to guide a development project from inception, through approval by the appropriate authorities, to fruition. The work will entail the assembly of the talents of various related professions whose actions will be coordinated in to a programme to produce a harmonious action to effectively implement the client's needs. In this instance management of schemes to promote the optimal development of land for communities will be paramount. Such development may take place in urban areas in the form of development facilitation and in rural areas where development of small scale farming and community upgrade schemes may take place. Other areas of activity are in property development as well as land assembly for formal development.

23: Development Coordination

Development coordination implies the coordinated leadership provided by a planner in a multi-disciplinary development activity. In this process the planner is the catalyst who ensures that the responsibilities and activities of functional line departments (in the central, regional or local government) and other providers of services are coordinated in a development situation. Such coordination must take place at their specific levels of service rendering to ensure efficient and optimal joint supply of services and activities in such development.

24: Planning Law

In this instance, the planner will be called upon to present draft planning legislation, regulations or any other statutory instruments. The planner's involvement will also include preparing comments on proposed legislation relating to planning law and related law (eg environmental, transportation, mineral exploitation, agriculture etc) at central, regional or local levels of activity. The legislation may be in the form of amendments to existing legislation or may refer to completely new legislation. The planner will be expected to present pro active changes where it has been found that there is a need.

25: Plan Evaluation

Work of this type includes the evaluation of various plan proposals with a view to determining the best solution to any problem, given any restraints that may apply to a given piece of land, available finances, social parameters and the like.

26: Transportation and Land Use Planning

This type of work comprises the land use planning portion of transportation planning within an integrated transportation plan.

27: Property Development

The type of work comprises the submission of recommendations for the economic use of land for various land uses and the development of a specific property in accordance with a land use plan either by direct investment or by the active coordination of investment by private and public corporations.

28: Integrated Environmental Management

The planner will be involved in the process of integrated environmental management considerations at all stages of a particular development process in order to achieve the benefits of development with minimal harm to the environment. Included in this work type is the preparation of integrated environmental studies in accordance with guidelines set by the relevant authorities.

29: Rural Development

This type of work comprises the analysis of and proposals for agricultural and small scale farming development and includes participatory consultation with communities to enable the realisation of economic, social and physical aspects of rural development. The influence of appropriate community development projects in terms of broad rural and urbanisation policies must be taken into account.

30: Negotiation and Mediation

This includes the numerous activities involved in ensuring that broad participation in the planning process takes place. The activity involves mediation between adversaries which occur in the process of planning and take place under circumstances where negotiation skills are essential.

31: Other

Planning work which does not fall in any of the above categories can be listed under this item.