

FAQ's – REGISTRATION PROCESS

1. What qualification do I need to qualify for registration?

A: You need a planning qualification that is accredited by SACPLAN in a South African Planning Schools (the list of current accredited qualifications is obtainable on the SACPLAN website at www.sacplan.org.za).

2. I have a planning qualification which I've obtained in another country. Can I still register with SACPLAN? What is the procedure for registration of qualified planners?

A: Yes, you will need to follow the Interim Policy for Facilitating the Registration of Applicants with Foreign Qualifications in the Planning Profession, complete the forms and attach the necessary supporting documents stipulated in the policy (which is also obtainable on SACPLAN's website).

3. I have an accredited planning qualification, but with NO experience, am I eligible to register, and if so, in which category?

A: You will first need to apply as a Candidate planner and undertake work in the planning profession under the supervision of a registered planner for a period of minimum two years (24 months).

4. I paid my fees for 2011 in January why must I pay again now in June 2011 for 2012?

A: Once you are registered as a full-time student in one of the Accredited Planning Qualifications, you can register as a Candidate Student Planner.

5. Do I automatically upgrade from Candidate to Technical or Professional Planner?

A: No. In order to upgrade from Candidate Planner status you need to have obtained a minimum of 24 months experience, signed off by a Registered Supervisor, with a minimum of six months experience in each category (Category A (Planning Investigation and Plan Formulation) and Category B (Planning Administration and Implementation)). It is important to keep a record or logbook (time sheet) of the planning work you have done in the two years.

6. I have sufficient planning experience (more than two years), but I have NO registered planner/supervisor to sign off my practical report?

A: The Council has adopted a Policy on the “Arrangements for Registration of Professional/Technical Planners in Special Circumstances”, which must be followed in such circumstances. A copy of this policy is available from the SACPLAN Website at www.sacplan.org.za. Please note the date that this Policy will come to an end. Applicants with foreign planning qualification should follow the Foreign Qualifications Policy guidelines.

7. I have sufficient planning experience (more than two years), but I have NO accredited planning qualification?

A: The SACPLAN is in the process of developing a Policy and Procedures on the Recognition of Prior Learning (RPL). Once this Policy and Procedure are complete, it will be announced and made available on the SACPLAN Website.

8. Who can sign off on my Practical Training Report?

A: If you are applying for registration as a Technical Planner, your Practical Training Report can be signed off by either a Registered Technical Planner or a Registered Professional Planner, who was your supervisor.

A: If you are applying for registration as a Professional Planner, your Practical Training Report can only be signed off by a Registered Professional Planner, who was your supervisor.

Note: The Council has adopted a Policy on the “Arrangements for Registration of Professional/Technical Planners in Special Circumstances”, which must be followed in circumstances where you did not have a registered planner / supervisor to sign off on your practical report. A copy of this policy is available from the SACPLAN Website at www.sacplan.org.za.

FAQ's – ACCOUNTS

1. I have received a statement, but I have no idea how to read it?

A: The statement indicates the following information:

- Balance brought forward – this is the invoice for the previous year which is still unpaid.
- Invoice – this is the annual fees invoice for the current year.
- Credit transfer / cash deposit – this is the monies received by SACPLAN for the annual fees / registration fees to date.
- Balance due – this is the total amount due on your account as at a particular date / month end.

2. I received a statement which indicate a balance due although the payment was made, how is this possible?

A: If you have made payment for the annual fees and / or registration fees either through EFT (electronic funds transfer) or cash deposit, please make sure of the following:

- Use your registration number as reference; or
- Use your name and surname as reference.

Fax / email proof of payment to SACPLAN so that your payment can be correctly allocated to your account.

3. I made payment for my annual fees a year or two ago and I had misplaced my deposit slip / proof of payment, so what should I do then?

A: We would need the following to be able to locate your payment:

- Actual date of deposit / EFT and reference used on the deposit slip or EFT.
- Once we have located the payment, then we will allocate it to your account and then email you the statement to indicate the adjustment on your account.

4. I paid my fees in January why must I pay again now in June?

A: The financial year for SACPLAN runs from the 1st April to the 31st March each year. You can just check with the office to confirm for which year the fees are due and payable.

5. My postal and physical address on my invoice that I have received through email are incorrect, how is this possible when I sent through the correct address to your offices?

A: Kindly send an email to us every time your address changes. Alternatively fill in the change of details form available from the SACPLAN Website and forward it to our offices and we will effect the changes and send you an email to acknowledge your change of details

FAQ's – FEE STRUCTURE

1. I'm unemployed and studying. Is there a rebate for full-time students?

A: Yes, there is a Rebate for students registered full-time in one of the **Accredited Planning Educational Programmes**

2. If my application is declined, do I receive the fees I've paid?

A: If your application is declined, you can apply for a refund of the Annual fee paid. You will also have to provide the SACPLAN with your banking account details as refunds are only made through EFT payment. The Registration fee is non-refundable.

3. I am leaving the country and will not be practicing in South Africa. Has provision been made for a reduced annual fee?

A: You will still be liable for the full fee as you will still receive the full benefits of being Registered with SACPLAN e.g. newsletters, etc.

Please do not hesitate to send enquiries to planner@sacplan.co.za.