



South African Council for the Architectural Profession  
PROFESSIONAL PRACTICE EXAMINATION  
OCTOBER 2022  
SYLLABUS

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The Professional Practice Examination (PPE) consists of TWO examination papers.  
*The examination papers will comprise the following parts of the Syllabus:*

*paper ONE:* sections **ONE to FOUR**

*paper TWO:* sections **ONE to FIVE**

Examination paper TWO will comprise the content of the entire Syllabus,  
**with particular focus** on section 5 (*Construction Procurement and Contracting*)

## **1 The Architectural Professional as Practitioner**

### **1.1 Statutory and regulatory context**

- 1.1.1 Legislative Context
- 1.1.2 Architectural Profession Act
- 1.1.3 National Building Regulation and Building Standards Act

### **1.2 South African Council for the Architectural Profession (SACAP)**

- 1.2.1 The role of SACAP
- 1.2.2 SACAP Categories of Registration and Identification of Work
- 1.2.3 SACAP Code for Professional Conduct
- 1.2.4 Continuing Professional Development (CPD)
- 1.2.5 SACAP Framework and Guideline for Professional Architectural Fees

### **1.3 Voluntary Associations**

- 1.3.1 Formation and Role of Voluntary Associations
- 1.3.2 SACAP Recognised Voluntary Associations

### **1.4 Legal Context**

- 1.4.1 The South African Legal System
- 1.4.2 Laws of Contract and Delict
- 1.4.3 Law of Agency
- 1.4.4 Property Law

### **1.5 Associated Legislation**

- 1.5.1 Legislation relating to the Built Environment Profession  
*as itemised in the PPE List of Study Material: SECTION 2*
- 1.5.2 Legislation relating to the Professional Architectural Practice  
*as itemised in the PPE List of Study Material: SECTION 3*

## **2 The Architectural Professional and their Office**

### **2.1 Establishing a Practice**

- 2.1.1 The Business Plan
- 2.1.2 Forms of Practice  
*Sole Proprietorship, Partnership, Personal Liability Company, Private Company, Public Company - the statutory requirements and the advantages and disadvantages of each.*
- 2.1.3 Practice Administration

### **2.2 Personnel**

- 2.2.1 The Legal Nature of the Employer / Employee Relationship
- 2.2.2 Human Resource Management

### **2.3 Financial Management**

- 2.3.1 Financial Administration
- 2.3.2 Presentation of Invoices and Statements
- 2.3.3 Types of Taxation  
*VAT, Income Tax, Pay-as-you-earn, Skills Development Levy, UIF, etc.*

### **2.4 Risk Management**

- 2.4.1 Risks, Responsibilities and Liabilities Arising with the Architectural Practice
- 2.4.2 Professional Indemnity Insurance
- 2.4.3 Office and Staff Insurance

### **2.5 Quality Management Systems**

- 2.5.1 Compilation and Implementation
- 2.5.2 Accreditation

### **2.6 Project Planning, Delivery and Controls**

- 2.6.1 Design management and coordination
- 2.6.2 Cost, Change and Quality Control

## **3 The Provision of Architectural Services**

### **3.1 Architectural Services**

- 3.1.1 Context and scope of services
- 3.1.2 The Project Brief
- 3.1.3 Project Initiation
- 3.1.4 The Standard / Full Scope of and Architectural Professional's Service
- 3.1.5 Partial services
- 3.1.6 Additional services
- 3.1.7 Ethics in the provision of Architectural Services

### **3.2 The Architectural Professional's Appointment**

- 3.2.1 The Professional Service Agreement
- 3.2.2 SACAP Client-Professional Project Agreement for Architectural Services
- 3.2.3 SAIA Client-Architect Agreement
- 3.2.4 PROCSA Suite of Agreements
- 3.2.5 Limits of Responsibility of the Architectural Professional

- 3.2.5 Termination of the Architectural Professional's Services
- 3.2.6 Copyright and Intellectual Property of the Architectural Professional's Work

### **3.3 The Professional Team**

- 3.3.1 The Appointment of the Professional Team
- 3.3.2 Other Members of the Professional Team  
*Project Manager, Quantity Surveyors, Engineers, Town Planners, and other related Professions – their respective functions and inter-professional relationships.*
- 3.3.3 Clerk of Works
- 3.3.4 The Context of Principal Agency and Principal Consultancy
- 3.3.5 Joint Ventures and Consortiums

### **3.4 Fees for Architectural Services**

- 3.4.1 SACAP Framework and Guideline for Professional Architectural Fees
- 3.4.2 Project cost-based fees
- 3.4.3 Alternative methods for the calculation of fees
- 3.4.4 Deferred remuneration
- 3.4.5 Fees for additional services
- 3.4.6 *Pro bono* work

### **3.5 Statutory Submissions and Project Record Documentation**

- 3.5.1 Statutory Submission and Approval Procedures
- 3.5.2 Project Record Documentation

## **4 Dispute Resolution**

### **4.1 Litigation**

- 4.1.1 Litigation of Construction Disputes
- 4.1.2 Disadvantages of Referring Construction Disputes to Litigation

### **4.2 Options for Dispute Resolution**

- 4.2.1 Factors that Contribute to Disputes in Construction
- 4.2.2 Settlement, Mediation and Reconciliation
- 4.2.3 Adjudication
- 4.2.4 Arbitration

## **5 Construction Procurement and Contracting**

### **5.1 Project Management**

- 5.1.1 Project Management Concepts
- 5.1.2 Project Communication
- 5.1.3 Project Program

### **5.2 Procurement**

- 5.2.1 Forms of Construction Contracts
- 5.2.2 The Procurement Process for Construction
- 5.2.3 Standard and Bespoke Forms of Construction Contract

### **5.3 Construction Contracting and Pricing Strategies**

- 5.3.1 Construction Contracting Strategies
- 5.3.2 Construction Pricing Strategies
- 5.5.4 Forms of Subcontract

### **5.4 The Construction Contract (JBCC)**

- 5.4.1 Characteristics of the Construction Contract
- 5.4.2 JBCC Principal Building Agreement
- 5.4.3 JBCC Minor Works Agreement
- 5.4.4 JBCC Nominated / Selected Subcontract Agreement
- 5.4.5 Obligations of the Principal Agent
- 5.4.6 Stages of Completion
- 5.4.7 Revision of the Date for Practical Completion
- 5.4.8 Issuing of Certificates for Payment