
Professional Practice Examination
May 2023

LIST OF STUDY MATERIAL

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

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 (Stages 1 – 6)
- 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 <i>Project Manager, Quantity Surveyors, Engineers, Town Planners, and other related Professions – their respective functions and inter-professional relationships.</i>
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	<i>Pro bono</i> work
3.5	Statutory Submissions and Project Record Documentation
3.5.1	Statutory Submission and Local Authority 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