



SYLLABUS FOR THE PROFESSIONAL PRACTICE EXAMINATION

1. The Architectural Professional as practitioner:

- 1.1. The Architectural Professions Act No 44 of 2000.
 - 1.1.1. General provisions of the Act.
 - 1.1.2. Categories of registration: Requirements for registration.
 - 1.1.3. Reservation of work for the various categories.
 - 1.1.4. Recommended tariff of fees.
 - 1.1.5. Renewal of Registration (CPD Conditions)
 - 1.1.6. Recognition of Prior Learning (RPL)

- 1.2. Voluntary Professional Organisations, their form and function.

- 1.3. The Architectural Professional and his office.
 - 1.3.1. Forms of practice: sole practitioner, partnership, close corporation company, multi-disciplinary – legal nature of each and the advantages and disadvantages of each.
 - 1.3.2. The Architectural Professional and his employees – the legal nature of the employer/employee relationship.
 - 1.3.3. Statutory requirements regarding employees.
 - 1.3.4. Risks and liabilities arising from the conduct of a practice – insurance.
 - 1.3.5. Taxation – PAY, VAT etc.

- 1.4. The Architectural Professional and his client.
 - 1.4.1. Professional Code of Conduct.
 - 1.4.2. The Architectural Professional as agent – the legal nature of agency.
 - 1.4.3. Recommended forms of client/architect agreements.
 - 1.4.4. Professional fees.

- 1.5. The Architectural Profession and the professional team.
 - 1.5.1. The other members of the professional team – project manager, quantity surveyors, engineers, town planners, etc – their respective functions and inter-professional relationships.
 - 1.5.2. Recommended forms of inter-professional agreements.

2. The architectural service to the client:

- 2.1. Work stages in accordance with SACAP's Recommended Tariff of fees and variations for fast track.
- 2.2. National Building Regulations and legislative constraints on the design of a project: e.g. Title deed conditions, town planning, energy efficiency etc.
- 2.3. Securing statutory approval of design proposals – securing waivers of statutory requirements.
- 2.4. Preparing construction and tender documentation: drawings and specifications.
- 2.5. Procuring a building contractor to carry out the project.
- 2.6. Administering the building contract on behalf of the client.
- 2.7. The Architectural Professional's liability and how it may be limited and indemnified.
- 2.8. The Architectural Professional's copyright on his work.

3. Construction law and building contracts:

- 3.1. General principles of the law of contract.
 - 3.1.1. Legal requirements of a Contract.
 - 3.1.2. Breach of contract and remedies.
- 3.2. The characteristics of a building contract as a contract for the letting and hiring of work.
- 3.3. Types of building contract and their advantages and disadvantages.
 - 3.3.1. Lump-sum (with quantities): Provisional and full bills.
 - 3.3.2. Lump-sum (without quantities).
 - 3.3.3. Cost-plus (different variables).
 - 3.3.4. Labour-only.
 - 3.3.5. Design-and-build (Turn-key).
- 3.4. The JBCC Series 2000 suite of documents 2007 versions:
 - The Principal Building Agreement,
 - The Nominated/Selected Subcontract Agreement;

- The Minor Works Agreement and The Preliminaries.

Candidates will be required to have a detailed knowledge of the provisions of these agreements, including, but not limited to, the following aspects:

- 3.4.1. Risks, indemnities and insurances.
- 3.4.2. Guarantees by the contractor and the employer for due performance.
- 3.4.3. Contract instructions and variations to the scope of the works.
- 3.4.4. Nominated and selected subcontractors.
- 3.4.5. Stages in bringing the works to completion.
- 3.4.6. Delays and the revision of the date for practical completion.
- 3.4.7. Adjustments to the contract value and the final account.
- 3.4.8. Interim and final certificates and payment.
- 3.4.9. Recovery of expense or loss.
- 3.4.10. Breach and Cancellation of Contract.
- 3.4.11. Dispute Resolution.

4. Dispute Resolution:

- 4.1. The public process – litigation in the courts.
- 4.2. The private process – alternative dispute resolution.
 - 4.2.1. Mediation and conciliation.
 - 4.2.2. Arbitration.
 - 4.2.3. Adjudication.