

SYLLABUS

for the SACAP Professional Practice Examination

OCTOBER 2021

PAPER ONE: sections 1 to 4

PAPER TWO: sections 1 to 5 (with particular focus on section 5)

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 Institute 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 each 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, Unemployment Insurance Fund, 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