



South African Council for the Architectural Profession  
PROFESSIONAL PRACTICE EXAMINATION  
OCTOBER 2021  
PAPER 1

- Candidates are required to answer **ALL** the questions.
- Questions must be answered in **SEQUENCE**. Ensure that your answers are clearly **NUMBERED**.
- This is a **CLOSED BOOK** paper. No notes, supplementary documents or online referencing is permitted.
- All answers must be **in your OWN words** where appropriate.
- Where answers are duplicated between candidates, plagiarised, or copied, **ZERO** marks will be granted
- Total marks for paper one – **150 marks**
- Pass mark – a minimum of **50%** in each of the two papers
- Time allocation – **3 hours**

**QUESTION 1**

12 marks

1.1	Provide the full name, number, and year of publication of the gazetted document which contains the rules by which Architectural Professionals must abide.	(3)
1.2	In your own words, describe one function of the National Building Regulations and Building Standards Act? (Act 103 of 1997)	(3)
1.3	Which form of law established the foundation for South Africa's current framework of Contract Law?	(2)
1.4	Select the correct hierarchical order (from the highest authority to lowest) of the South African courts from the following options: A. – Magistrates Court – Supreme Court of Appeal – Small Claims Court B. – Supreme Court of Appeal – High Court – Magistrates Court C. – High Court – Magistrates Court – Constitutional Court D. – Constitutional Court – High Court – Supreme Court of Appeal	(2)
1.5	Provide the full name of the public entity with which a contractor must be registered in order to tender for public sector construction projects valued at over R 200 000.00.	(2)

**QUESTION 2**

20 marks

<p>Mr David Adams has appointed you to provide architectural services to design his new home. After receiving your project inception report, Mr Adams sent you an email that asks for clarity on a few points. You are now preparing your response to his request. Herewith is an extract from Mr Adams' email:</p> <p><i>Thank you for the information in your inception report. Could you please clarify the following:</i></p> <p><i>You proposed that we use a "standard form" of construction contract as part of the tender process in work stage 4.2 and to appoint the contractors. Is it really necessary to purchase this type of contract?</i></p>
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2.1	In your own words, respond to the following TWO requests in response to Mr Adams' question – outlining the contractual arrangement if no standard form of a construction contract is signed, and Common Law principles would be applied during construction:	
2.1.1	Describe TWO (2) disadvantages for the CONTRACTOR (3 marks each).	(6)
2.1.2	Describe TWO (2) disadvantages for the EMPLOYER (3 marks each).	(6)
2.2	In your own words, explain how South Africa's Common Law is determined. (4 marks for explanation)	(4)
2.3	In your own words list Four (4) topics that you would include in your inception report. (1 mark each)	(4)

### QUESTION 3

12 marks

3.1	Continuing Professional Development (CPD) is required to qualify for the renewal of registration with SACAP. In your own words, describe TWO (2) benefits of regularly attending and engaging in CPD courses and activities. (2 marks each)	(4)	
3.2	Select ONE of the following abbreviations that represent an organisation that is NOT a Voluntary Association (VA).	(2)	
a.	ClfA	f.	SAIA
b.	FACE	g.	SAIAT
c.	GifA	h.	SAIBD
d.	PIA	i.	SAID
e.	SACAP	j.	IID
3.3	Identify under which category each of the following activities would fall when claiming CPD credits:		
3.3.1	Membership at one of the approved Voluntary Associations (VA's)	(1)	
3.3.2	Attending a workshop on the JBCC presented by one of the VA's	(1)	
3.3.3	Practising architecture while employed at an architectural practice	(1)	
3.4	Who appoints the SACAP Council members?	(3)	

### QUESTION 4

12 marks

4.1	Why is it important for your employer to make monthly contributions to the Unemployment Insurance Fund (UIF) if you are permanently employed? (3 marks for explanation)	(3)
4.2	Which other form of taxation must be paid by your employer if you are employed full time?	(2)
4.3	If you do freelance work (or work on a contract basis), which form of taxation are you required to pay to the South African Revenue Service (SARS)?	(2)
4.4	You own an architectural practice that offers professional services. Your annual revenue is less than ONE million rand.	
4.4.1	Are you required to add Value Added Tax (VAT) to invoices to your clients? (answer "YES" or "NO")	(1)

4.4.2	In your own words, provide TWO (2) reasons why you would register your company for Value Added Tax (VAT) at SARS? (2 marks each)	(4)

**QUESTION 5**

30 marks

5.1	The SACAP Guideline for Professional Fees (Board Notice 91 of 2020) classifies various types of buildings according to different levels of complexity.	
5.1.1	In your own words, provide THREE (3) explanations of why various types of buildings are classified according to different levels of complexity (2 mark per explanation).	(6)
5.1.2	Identify the level of complexity of the following types of buildings according to the SACAP Guideline Professional Fees (Board Notice 91 of 2020): In terms of the SACAP Guideline and Framework for Professional Fees (Board Notice 91 or 2020), identify the level of COMPLEXITY for each of the following building types:	
5.1.2.1	Medical clinic	(1)
5.1.2.2	Single dwelling unit	(1)
5.1.2.3	Nursery School	(1)
5.1.2.4	Horse stable	(1)
5.2	Which juristic person is responsible for determining the "Identification of work for the Architectural Profession" policy?	(3)
5.3	In your own words, provide three (3) reasons for the "Identification of work for the Architectural Profession" policy (3 marks each)	(9)
5.4	SACAP provides two options for professionals to gain the ability to conduct architectural work outside of their current registration category. Identify these TWO (2) options and describe each one in your own words (1 mark option, 3 marks for explanation).	(8)

**QUESTION 6**

32 marks

<p>You were approached by Mr John Kura from the Golden Tree Hotel Group to design a four-star boutique hotel just outside the Dinokeng Game Reserve. Mr Kura indicated that the budget for the project is R150 000 000.00 (excluding VAT and professional fees).</p> <p>Mr Kura has asked you to provide a fee proposal for the standard (full) scope of professional architectural services for this project. The fees for your services will be project cost-based and will be in line with the latest SACAP Guideline for Professional Fees (Board Notice 91 of 2020).</p>		
6.1	Using the SACAP Guideline for Professional Fees of 2020, calculate the proposed Architectural fees for this project, showing your calculations. An extract from the SACAP Guideline is provided. Present your calculations for each of the work stages with the relevant PERCENTAGE and FEE indicated for each stage including VAT. Indicate the total fee for the project including VAT. (0.5 mark per stage percentage, 1 mark per stage fee, 6 marks calculation)	(15)

**TABLE 3: Medium Complexity**

HIGH COMPLEXITY					
Cost Bracket	Value of works		Primary Fee	Plus, secondary fee	
	From	To		Add %	On balance over
	A	B	C	D	E
1	1.00	200 000.00	21 600.00	16.80%	1.00
2	200 001.00	650 000.00	55 199.83	16.20%	200 001.00
3	650 001.00	2 000 000.00	128 099.67	14.40%	650 001.00
4	2 000 001.00	4 000 000.00	322 499.53	12.60%	2 000 001.00
5	4 000 001.00	6 500 000.00	574 499.40	12.00%	4 000 001.00
6	6 500 001.00	13 000 000.00	874 499.28	11.40%	6 500 001.00
7	13 000 001.00	40 000 000.00	1 615 499.17	10.80%	13 000 001.00
8	40 000 001.00	130 000 000.00	4 531 499.06	10.20%	40 000 001.00
9	130 000 001.00	260 000 000.00	13 711 498.96	9.90%	130 000 001.00
10	260 000 001.00	520 000 000.00	26 581 498.86	9.60%	260 000 001.00
11	520 000 001.00	1 040 000 000.00	51 541 498.76	9.30%	520 000 001.00
12	1 040 000 001.00		99 901 498.64	9.00%	1 040 000 001.00

6.2	After finalising the concept design stage, Mr Kura indicated that he plans to appoint a Quantity Surveyor to act as principal agent due to the scale of the project.		
6.2.1	In your own words, explain to Mr Kura how your fees will be adjusted for partial services if you were to be appointed as an architectural professional and principal consultant only, not as a principal agent. <i>(3 marks for explanation)</i>		(3)
6.2.2	Based on the latest SACAP Guideline for Professional Fees (Board Notice 91 of 2020), calculate the proposed architectural fees if you were NOT appointed as a principal agent. Indicate the FEE for each work stage including VAT. Indicate the total fee for the project including VAT.		(5)
6.3	As you would no longer be required to act as principal agent, Mr Kura requested whether it would be possible for one of your employees to conduct additional site inspections for two months during the construction work stage.		
6.3.1	Based on the SACAP Guideline for Professional Fees (Board Notice 91 of 2020), indicate how you would calculate the professional fees for this additional service. <i>(1 mark answer, 2 marks explanation)</i> .		(3)
6.3.2	In your own words, explain to Mr Kura what the difference is between a project manager and a principal agent. <i>(2 marks explanation)</i> .		(6)

**QUESTION 7**

10 marks

	Ms Lesedi Makwetla is in the process of selling her house. The bank of the person who wishes to purchase the property has however requested copies of the current floor plans before the transaction may be approved. When reviewing the floor plans, Ms Makwetla noticed that the garage had not been indicated. She contacted you to inquire about updating the plans to provide a set of as-built drawings indicating all the structures that have been erected on the site.		
7.1	In your own words, respond to this request, providing an explanation of why you would rather compile a set of "Project Record Documentation" than as-built drawings. <i>(2 marks explanation)</i> .		(4)

7.2	Your previous client, Mr, and Mrs Nkosi, contacted you to say they are trying to arrange for the sale of their house that you designed seven years ago. Mr Nkosi has requested copies of the original drawings and documentation.	
7.2.1	In terms of the SACAP Code of Conduct for Registered Persons, how long are you required to keep copies of the original approved drawings and documentation? (2 marks answer).	(2)
7.2.2	Mr Nkosi claims that they never received a copy from your office. Provide TWO (2) systems you would put in place to ensure that this never happens? (2 marks each)	(4)

## QUESTION 8

22 marks

Stephen Smith, one of your friends, is registered as a candidate draughtsperson. Stephen recently opened his own architectural practice called "Smithing Designs."		
8.1	In your own words, explain to Stephen why he is not permitted open his own practice if he is still a candidate. (3 marks answer)	(3)
8.2	You noticed on social media that Stephen posted a photo of the first set of drawings he prepared for submission to the local authority. The title block is clearly visible in the photo, showing the address, name, and identity number of the client. In your own words, explain why this is incorrect in terms of the Protection of Personal Information (POPI) Act (4 of 2013). (4 marks answer)	(4)
8.3	In your own words, describe THREE (3) steps to follow to ensure that you will safeguard the personal information of your clients in order to adhere to the POPI Act (2 marks per answer).	(6)
8.4	Stephen told you that he is designing a new farmhouse 55 kilometres outside Colesburg in the Northern Cape. He is of the opinion that no local authority approvals are required to commence with construction. In your own words, describe why Stephen's opinion is incorrect. (3 marks answer)	(3)
8.5	You successfully registered with SACAP as an architectural professional. You have decided to start your own practice.	
8.5.1	Which type of business entity would you consider if you were to start your own architectural practice that specialize in high end residential architecture?	(2)
8.5.2	Stephen continues to work as a candidate draughtsperson. He has requested that you sign-off drawings and documentation with your SACAP registration number on his behalf for submission to the local authority In your own words, explain the consequences of agreeing to Stephen's request. (4 marks for explanation)	(4)

end of examination paper one