

BOARD NOTICE

BOARD NOTICE 154 OF 2011

SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION

INTERIM POLICY ON THE IDENTIFICATION OF WORK FOR THE ARCHITECTURAL PROFESSION

THE ARCHITECTURAL PROFESSION ACT NO. 44 OF 2000

The South African Council for the Architectural Profession is hereby publishing an Interim Policy on the Identification of Work framework.

The South African Council for the Architectural Profession has in terms of Section 26 of the Architectural Profession Act, 2000 (Act No.44 of 2000) drawn up a full draft Identification of Work (IDoW) framework. Prior to and after the initial publishing of the proposed IDoW in the Government Gazette No. 29609 (Board Notice 11 of 2007) on February 9, 2007; the Council has consulted widely with interested persons and relevant stakeholders. In accordance with Section 26(2), submissions on the recommendations have been made to the Council for the Built Environment regarding the work identified in terms of subsection (1), for its consideration and identification in terms of Section 20 of the Council for the Built Environment Act, 2000 (Act No.43 of 2000).

This Interim Policy is the demarcation of work extract from the full IDoW policy still in the process of being written into regulation. This publication is in accordance with Section 36(3) of the Act.

The Interim Policy is set out herewith and will become effective from 1 October 2011. It will fall away immediately after the full IDoW policy document is published by way of a Board Notice in the Government Gazette.

PREAMBLE

WHEREAS Section 24 of the Constitution of the Republic of South Africa, 1996 grants everyone the right to an **environment** that is not harmful to their health or well-being and to have the **environment** protected, for the benefit of present and future generations, through reasonable legislative and other measures;

AND WHEREAS Section 22 of the Constitution of the Republic of South Africa, 1996 grants every citizen the right to choose their trade, occupation or profession provided that such practice of trade, occupation or profession may be regulated by law;

AND WHEREAS Section 14(g) to (j) of the Architectural Profession Act, 2000 empowers the South African Council for the Architectural Profession to take any steps it considers necessary for the protection of the public in their dealings with registered persons, for the maintenance of the integrity and the enhancement of the status of the architectural profession, for the improvement of the standards of services rendered by registered persons, to create an awareness amongst registered persons of the importance to protect the **environment** against unsound architectural practices, and, where, as a result of architectural related undertakings, public health and safety may be affected;

AND WHEREAS Section 18 of the Architectural Profession Act, 2000 empowers the South African Council for the Architectural Profession to register persons in the architectural profession in certain categories;

AND WHEREAS Section 26 of the Architectural Profession Act, 2000 requires the Council to make recommendations to the Council for the Built Environment regarding the work identified in terms of subsection (1) and prohibits a person not registered in terms of this **Act** to perform any kind of work identified for any category of professional registered in terms of this **Act**;

AND WHEREAS the activities of architecturally related undertakings impact directly on communities and the South African society and its improved efficiency and effectiveness will enhance quality, productivity, health, safety, environmental outcomes and economic performance;

AND WHEREAS the architectural professions practice in a project-specific **environment** which is unique and complex, work with different investors, clients, contractual arrangements and consulting professions, and also with different site conditions, design, materials and technologies, and different contractors, specialist subcontractors and the workforce assembled for each project;

AND WHEREAS persons are registered with the South African Council for the Architectural Profession in categories according to the requirements of the **Act**, The South African Council for the Architectural Profession hereby recommends the following to the Council for the Built Environment regarding the Identification of Work for the different categories of architectural **professionals**:

POLICY GOALS AND OBJECTIVES

The objectives of this Interim IDoW Policy are to:

- provide an interim policy to be in force pending the IDoW framework to be promulgated in the near future,
- comply with legislative requirements,
- protect the public by defining the work that each registration category of the Architectural Profession can undertake,
- protect the environment,
- provide a framework for the IDoW and the demarcation of work between categories of registration in the Architectural Profession,
- provide an effective and efficient mechanism for addressing and recognising overlaps and duplication between work identified by different professions,

- ensure that where work is to be carried out by different categories of professionals, there are clear and transparent ways of determining the category of profession to carry out the work,
- ensure the transparency and accountability of the identification of work process, and
- facilitate the most economically, socially and technically efficient use of the built environment professions and their categories of registration with a view to attaining maximum benefit for the public.

DEFINITIONS

In this document, unless contrary to the context,

- reference to the male gender includes the female gender;
 - a word or expression to which a meaning has been assigned in the Architectural Profession Act, 2000 (Act 44 of 2000) shall bear the same meaning unless the context otherwise indicates, and –
- i. **“Act”** means the Architectural Profession Act, 2000 (Act No. 44 of 2000);
 - ii. **“Architectural Compliance Certificate”** means the certificate in accordance with Schedule 5;
 - iii. **“Architectural Work”** means work which comprises the characteristics, scope, competencies and skills *as set out in Schedule 3*
 - iv. **“Categories of Registration”** means the categories in which a person who is competent to undertake the range of work specified in Schedules 1 and 2 in respect of each category may register in the architectural profession in terms of Section 18(1) of the **Act**: Provided that **specialized services** as referred to in Schedule 2 may only be performed by a registered person meeting the defined requirements;
 - v. **“CBE”** means the Council for the Built Environment established in terms of the Council for the Built Environment Act, 2000 (Act No. 43 of 2000);
 - vi. **“Code of Conduct”** means the code of conduct drawn up by **SACAP** in terms of Section 27(1) of the **Act**;
 - vii. **“demarcation of work”** means the act of establishing limits or boundaries of competencies for the different categories of registration
 - viii. **“Environment”** means the surroundings in which humans exist, and include the natural environment already altered by human intervention;
 - ix. **“EIA”** means Environmental Impact Assessment;
 - x. **“Heritage”** means any site or artefact of cultural or historical significance as described in the National Heritage Resources Act, 1999 (Act No. 25 of 1999);
 - xi. **“HIA”** means Heritage Impact Assessment;
 - xii. **“Identification of Work”** abbreviated herein as **“IDoW”** means work identified to be undertaken by the Architectural profession in terms of the CBE IDoW Policy.
 - xiii. **“Interior Architectural Designer”** means a person who is qualified by education and has recognized experience and skills to design interior spaces, with knowledge of space planning, building and material technology, interior construction, building climate, building regulations, materials and furnishings and capable of preparing drawings and technical documentation relative to the design of interior spaces for submission to a local authority and for the purposes of construction.
 - xiv. **“Professional”** means a person who is registered in terms of Section 19(2)(a) of the **Act**;

xv. **"Project complexity"** is as defined below and is to be read in conjunction with Schedule 1:

Identification of Work Matrix and Project Classification:

a. **"basic complexity projects"** means small, simple building with a low impact on its environs;

b. **"low complexity projects"** means simple buildings or groups of buildings in an uncomplicated grouping with low impact on its environs;

These are structures with low performance requirements, of simple utilitarian character, design and detail, and constructed utilizing standard low technology building methods. They require a minimum of mechanical and electrical services or equipment, and basic civil works infrastructure;

c. **"medium complexity projects"** means buildings or groups of buildings in a relatively uncomplicated grouping with a medium impact on its environs. These are structures with medium performance requirements, of average character and design or detail, up to three storeys high, which require non-complex structural and civil works and an average level of mechanical or electrical equipment as could normally be handled by design-supply specialist contractors;

d. **"high complexity projects"** means a building or buildings in a large or complicated grouping with a significant impact on its environs.

These are structures with high performance requirements and demanding a sophisticated level of design and detail content to respond to specialized requirements. Complex buildings will usually incorporate comparatively large or specialised mechanical, electrical and other specialist installations, or be of complex structural or civil design;

xvi. **"protected area"** means an area of natural or heritage significance that is protected by legislation;

xvii. **"SACAP"** means the South African Council for the Architectural Profession established in terms of Section 2 of the **Act**;

xviii. **"SIA"** means Social Impact Assessment;

xix. **"site sensitivity"** means the inherent importance of the site in environmental or heritage terms, as defined by the National Heritage Resources Act, 1999 (Act No. 25 of 1999), the National Environmental Management, 1998 (Act No.107 of 1998) and the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000);

Site sensitivity levels are as defined below:

a. **"low sensitivity site"** means a site that is neither identified as, nor exhibits, any evidence of environmental or heritage significance and do not require EIA, HIA or SIA studies to be undertaken before development. **Low sensitivity sites** are normally, but not exclusively, within already developed urban areas;

- b. “**medium sensitivity site**” means a site which exhibits some evidence of environmental or **heritage** significance but for which **EIA, HIA** or **SIA** studies are not required by the government agencies involved;
- c. “**high sensitivity site**” means a site identified as of special environmental or **heritage** significance which will require **EIA, HIA** or **SIA** studies to be undertaken to define the parameters for development, for example declared **protected areas** and **urban conservation areas**;
- xx. “**specialized services**” means services falling outside the normal competencies of a registered person which require additional qualifications or experience and/or registration with the relevant statutory body – see Schedule 2;
- xxi. “**urban conservation area**” means an identified urban area governed by specific legislation and/or regulation to protect the **heritage** content of the existing built fabric.

2. REGULATIONS

- 2.1 No person who is registered in any category referred to in Section 18 of the Act, may undertake **architectural work** unless such work is demarcated for the relevant category of registration in accordance with Schedules 1 and 2: Provided that a person registered in any particular category may perform the work demarcated for any lower category. Where work is not specified in the schedules, SACAP should be consulted.
- 2.2 Notwithstanding the provisions of regulation 2.1, a registered professional undertaking **architectural work** for a client shall do so in compliance with the SACAP Code of Professional Conduct.
- 2.3 Subject to Section 26(4) of the Act, any person who undertakes identified **architectural work** without being registered with **SACAP**, is contravening the Act and is guilty of an offence.
- 2.4 All applications for approval to build projects of an architectural nature by Local Authorities must be accompanied by an **Architectural Compliance Certificate** duly completed and signed by the architectural **professional** taking responsibility for the **architectural work** as commissioned. The **professional** shall keep a copy of the signed certificate, stamped by the Local Authority on record.

- 2.5 Should any dispute arise from the interpretation of the definitions or the schedules, the South African Council for the Architectural Profession shall adjudicate and its decision shall be final and binding on the registered person.
- 2.6 A **professional** who intends to undertake **specialised services** as defined and identified in Schedule 2, the list of which is neither exclusive nor comprehensive, must have the relevant competency to undertake such work and be registered with the relevant statutory body where applicable.

3. EXEMPTIONS

Notwithstanding the provisions of Schedule 1 which identifies architectural work for various categories of persons registered with SACAP, persons registered by the following professional councils may, in the course of their profession, perform functions which their education, training, experience and contextual knowledge have specifically rendered them competent to do:

- (a) Engineering Council of South Africa in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);
- (b) South African Council for the Landscape Architectural Profession in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000);
- (c) South African Council for the Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act No. 47 of 2000);
- (d) South African Council for the Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, 2000 (Act No. 40 of 2000);
- (e) South African Council for the Project and Construction Management Profession in terms of the Project and Construction Management Act, 2000 (Act No. 48 of 2000).
- (f) The South African Council for Planners in terms of the Planning Profession Act, 2000 (Act No. 36 of 2002);
- (g) South African Council for Natural Scientific Professions in terms of the National Scientific Professions Act, 2003 (Act No. 27 of 2003);
- (h) South African Council for Professional and Technical Surveyors in terms of the Professional and Technical Surveyors' Act, 1984 (Act No. 40 of 1984).

3.1 The above also applies in respect of:

- a person who is registered as a Candidate in terms of the above Acts, provided that such work is performed in the service of or by order of and under the direction, control, supervision of or in association with a person who is registered as a professional registered in terms of the above Acts and entitled to perform the work identified, and who must assume responsibility for any work so performed;
- **Interior Architectural Designers** in respect of the submission to local authorities of drawings and documentation related to the interior design of buildings;
- **Minor building work** referred to in Section 13 of the National Building Regulations and Building Standards Act, 1977 (No. 103 of 1977) and as defined in the National Building Regulations;
- The following types of buildings and structures:
 - a. Public services – Lighthouses, hangars, heliports, electricity, generating and distribution works, water towers, pumping stations, bridges, sewage and water purification works, and storage sheds;
 - b. Transport – Goods stations, lineside buildings, signal boxes, workshops, repair shops, bus, engine and carriage sheds, underground parking garages;
 - c. Industries – Engineering works, warehouses, storage sheds, buildings directly required for mining operations, factory buildings in proclaimed or approved industrial areas and in other areas reserved under any law primarily for specific or general industrial purposes and purposes incidental thereto but excluding in all instances detached and semi-detached factory offices.
 - d. Recreation – Swimming pools;
 - e. Scientific buildings – Observatories and meteorological, geophysical and seismographic stations;
 - f. Agricultural buildings – Fodder and implement sheds, repair workshops for agricultural plant and equipment.

4. EXPLANATORY NOTES

- 4.1 **SACAP** is charged with the protection of the public interest through its requirement that all **architectural work** which affects the human and natural **environments**, is only carried out by registered **professionals** who are properly qualified, competent, ethical and who must comply with the **Act** and the **Code of Conduct**.
- 4.2 The reservation of work regulations in terms of the repealed Architects Act, 1970 (Act No. 35 of 1970) on 500 square metres building area, was a mechanism that bore no correlation to actual competencies. It also made no distinction between different categories of architectural practitioners, as it only recognized *professional* architects. As such the regulations did not properly protect the public interest as persons could do work *under 500 square metres* for which they were not qualified. The new IDoW regulations, in terms of the Architectural Profession Act 2000, (Act No. 44 of 2000), recognise the difference between the qualifications and competencies of an expanded group of architectural practitioners thus affording better protection to the public and the **environment**.

The final IDoW policy, and its associated schedules will be constantly monitored and reviewed, if required by **SACAP**, in order to ensure relevance to the industry.

This Interim IDoW Policy is the demarcation of work extract from the full IDoW policy still in the process of being written into regulation. This publication is in accordance with Section 36(3) of the **Act**.

- 4.3 The new Registration Framework put in place by **SACAP** is aligned with the qualifications framework set out by the Council on Higher Education and allows a **professional** to progress from Professional Draughtsperson through to Professional Architect given compliance with educational requirements. The IDoW system should therefore not be seen as a limitation, but rather as a motivation for the registered person to develop his career by acquiring the commensurate qualifications.
- 4.4 With the new regulations the responsibility resides directly with **professionals** to comply with the requirements of **SACAP** and to not undertake commissions for which they are not qualified, or for which they are not specifically exempted by **SACAP**. The **SACAP** Code of Conduct Rule No.2 sets out the registered professionals' obligations as follows:

RULE 2: TECHNICAL COMPETENCE AND PROFESSIONAL WORK

2.1 A person who is registered in any category referred to in section 18 of the Act, may not undertake **architectural work** unless such work is demarcated for the relevant category of registration in accordance with the Identification of Work Policy:

- provided that a person registered in any particular category may perform the work demarcated in any lower category;
- provided that a person who is registered in the category of candidate, must perform such work in the service of, under the direction, control, continual supervision of or in association with a registered person entitled to perform demarcated work and who must assume responsibility for any work so performed.
- provided that where work is not specified in the schedules, SACAP should be consulted.

Non-compliance with this requirement will constitute that a **professional** is in breach of the **SACAP Code of Professional Conduct**.

- 4.5 In order to determine whether a commission falls within the scope of work identified for a particular category of **professional**, the definitions and schedules are to be consulted in the first instance.
- 4.6 Schedule 1 provides a demarcation of work, which may be carried out by each registration category.

The description of the building or group of buildings has been determined on the basis of the Classification of Buildings as contained in the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) as amended.

The site sensitivity can generally be established from the land use, nature conservation or **heritage** legislation contained in the National Heritage Resources, 1999 (Act No. 25 of 1999), the National Environmental Management Act, 1998 (Act No. 107 of 1998), the Local Government Municipal Systems 2000 (Act No. 32 of 2000) and other relevant legislation.

- 4.7 Should clarification be required as to whether commission falls within the scope of the work demarcated for a category of registration, SACAP is to be contacted for a determination. Failure to do so will be dealt with in terms of 4.4 above.
- 4.8 **Special Consent** provides a mechanism for **SACAP** to grant, on application, permission for a **professional** to do a type of project that is not demarcated for the particular category of registration in Schedule 1: Demarcation of Work Matrix.

SCHEDULE 1: DEMARCATION OF ARCHITECTURAL WORK MATRIX

	D Professional Architectural Draughtsperson	
	Professional Architectural Technologist	
	S Professional Senior Architectural Technologist	
	A Professional Architect	

The nature of work for each category of architectural professional is defined and ascertained in this Matrix. The practice of architectural work generally consists of the provision of professional services in connection with the design, construction, enlargement, conservation, restoration or alteration of a building and group of buildings. The scope of architectural work could range from the design of large, monumental complexes to modest, small-scale, informal interventions. But size alone does not determine the scope. This Matrix is based the classification of architectural work according to two sets of criteria: 1) the complexity of the project, which ranges from low through medium to high. The latter typically being a building or buildings in a large or complicated grouping with a significant impact on the environment. 2) site sensitivity, which is also classified from low through medium to high sensitivity, as defined by legislation such as the National Heritage Resources 1999, (Act No. 25 of 1999) (as amended) and the National Environmental Management, 1998, (Act No. 107 of 1998) (as amended)

Low sensitivity site	Means a site that is not defined as, nor exhibits, any evidence of environmental or heritage significance and do not require EIA, HIA or SIA studies to be undertaken before development. Low sensitivity sites are normal, but not exclusively, within already developed urban areas
Medium sensitivity site	Means a site which exhibits some evidence of environmental or heritage significance which does not require an EIA, HIA or SIA study
High sensitivity site	Means a site identified as of special environmental or heritage significance which will require EIA, HIA or SIA studies to be undertaken to define the parameters for development, for example declared protected areas and urban conservation areas

B	Basic complexity building
L	Low complexity building
M	Medium complexity building
H	High complexity building

GENERAL NOTE: Building types indicated below include their boundary walls

Class of occupancy or building	Occupancy	Detailed description	Project complexity	Low sensitivity site	Medium sensitivity site	High sensitivity site
A PLACES OF ASSEMBLY						
A1	Restaurants	A1.1 A la Carte Restaurant	M			
		A1.2 Fast Food Outlet / Snack Bar / Coffee Shop	L			
		A1.3 Drive-through / Drive-in Food Outlets	L			
A2	Entertainment / Assembly	A2.1 Community Hall	M			
		A2.2 Multi-Purpose Hall	M			
		A2.3 Dance Hall	M			
		A2.4 Night Club / Disco	M			
		A2.5 Civic Centre	H			
		A2.6 Pub / Bar / Ladies Bar	M			
		A2.7 Shebeen / Tavern	B			
		A2.8 Open Air Amphitheatre	M			
A3	Theatrical / Music	A3.1 Opera House / Concert Hall	H			
		A3.2 Theatre	H			
		A3.3 Auditorium	H			
		A3.4 Cinema	H			
		A3.5 Drive-in Cinema	M			
		A3.6 Recording Studio	H			

A4	Places of Instruction	A4.1 Small School / Farm School / Small Rural School	L		S	A		S	A		S	A
	A4.4 Primary & Secondary School	H				A			A			A
	A4.5 College / University / Place of Higher Learning	H				A			A			A
	A4.6 Specialised Training Facility	H				A			A			A
	A4.7 Conference Centre	H				A			A			A
	A4.8 Convention Centre	H				A			A			A
A5	Places of Worship	A5.1 Religious Assembly Hall	M		S	A		S	A			A
	A5.2 Church / Temple / Mosque / Synagogue < 150 people	M		S	A		S	A				A
	A5.3 Church / Temple / Mosque / Synagogue >150 people	H				A			A			A
A6	Indoor Sport	A6.1 Sports Club Building	M		S	A		S	A			A
	A6.2 Gymnasium	M		S	A		S	A				A
	A6.3 Health Club / Centre / Spa	H				A			A			A
	A6.4 Indoor Swimming Pool / Sports Track / Arena / Covered Stadium / Squash Court / Bowling Alley	H				A			A			A
	A6.5 Covered Stadium	H				A			A			A
A7	Outdoor Sport	A7.1 Arena	M		S	A		S	A			A
	A7.2 Stadium	H				A			A			A
	A7.3 Sports Field / Track / Court / Bowling Green	M				A			A			A
	A7.4 Domestic Swimming Pool	B			S	A		S	A		S	A
	A7.5 Swimming Pool / Diving Centre	H				A			A			A
	A7.6 Specialised Facilities e.g. Wave Pools / Climbing Walls / Skateboard Rinks	H				A			A			A

Class of occupancy or building	Occupancy		Detailed description	Project complexity	Low sensitivity site	Medium sensitivity site	High sensitivity site
B COMMERCIAL							
B1	High risk commercial	B1.1	Facilities where Noxious / Toxic / Flammable Materials are Used / Sold	H			
		B1.2	Petrol Station	H			
B2	Moderate risk commercial	B2.1	Max 500sq m / max 1 storey	L			
		B2.2	Max 1000sq m / max 3 storeys	M			
		B2.3	Unlimited size / Multi-storey	H			
B3	Low risk commercial	B3.1	Max 500sq m / max 1 storeys	B			
		B3.2	Max 500sq m / max 2 storeys	L			
		B3.3	Max 1000sq m / max 3 storeys	M			
		B3.4	Unlimited size / Multi-storey	H			
C EXHIBITION SPACES							
C1	Exhibition Building	C1.1	Individual Exhibition stand within Major Hall / Exhibition Space	B			
		C1.2	Exhibition Hall	H			
		C1.3	Private Art Gallery < 500 sq m	M			
		C1.4	Private Art Gallery > 500 sq m	H			
C2	Museums	C2.1	Heritage Precinct / Building	H			
		C2.2	Town Museum	M			
		C2.3	Regional / National Museum or Art Gallery	H			

	C2.4	Planetarium / Specialised Exhibition Space	H		A			A			A
C3	Library	C3.1	Community / School Library	M	S	A		S	A		A
		C3.2	Higher Education / Regional / National Library	H		A			A		A
		C3.3	Multi-Media Centre	H		A			A		A
C4	Outdoor Exhibition Space	C4.1	Permanent Structure max 500 sq m	L		S	A		S	A	A
		C4.2	Permanent Structure - unlimited size	M		S	A		S	A	A
D INDUSTRIAL											
D1	High Risk Industrial	D1.1	Examples Petrochemical / Nuclear Reactor	H		A			A		A
D2	Moderate Risk Industrial	D2.1	Food & Pharmaceuticals Processing	H		A			A		A
		D2.2	Other to max 1500sq m / max 3 storeys	M	S	A		S	A		A
		D2.3	Unlimited size	H		A			A		A
D3	Low Risk Industrial	D3.1	Max 500sq m / max 1 storey	B		S	A		S	A	A
		D3.2	Max 1000sq m / max 2 storeys	L		S	A		S	A	A
		D3.3	Max 2000sq m / max 3 storeys	M		S	A		S	A	A
		D3.4	Unlimited size	H		A			A		A
D4	Plant Room	D4.1	Max 750sq m / max Double storey	M		S	A		S	A	A
		D4.2	Unlimited size	H		A			A		A
E INSTITUTIONAL											
E1	Correctional & Judicial	E1.1	Regional Police Station	H		A			A		A
		E1.2	Community Police Station	H		A			A		A
		E1.3	Satellite Police Station	M	S	A		S	A		A
		E1.4	Radio Control Centre	H		A			A		A

Interim iDOW Policy Board Notice
5 September 2011

Interim IDoW Policy Board Notice
5 September 2011

Class of occupancy or building	Occupancy		Detailed description	Project complexity	Low sensitivity site				Medium sensitivity site				High sensitivity site	
F SHOPPING CENTRES														
F1	Large Shop	F1.1	Shop Interior	L										
		F1.2	Department Store maximum 2 storeys	M										
		F1.3	Department Store more than 2 storeys	H										
		F1.4	Local Convenience / Neighbourhood Retail Centre - maximum 1 000 sq m	M										
		F1.5	Suburban Shopping Centre	H										
		F1.6	Regional Shopping Centre	H										
F2	Small Shop	F2.1	Corner Store / Home (Spaza) Shop - maximum size 500 sq.m.	B										
F3	Wholesaler's Store	F3.1	Max 2000sq m / max 3 storeys	M										
		F3.2	Unlimited size	H										
G OFFICES														
G1	Offices	G1.1	Individual Studio / Offices to max 500 sq m / max 1 storey	B										
		G1.2	Individual Studio / Offices to max 500 sq m / max double storey	L										
		G1.3	Office Building / Park max 3 storeys	M										
		G1.4	Multi-storey Office Building / Office Park	H										
		G1.5	Office building higher than 30m, Service Towers & Skyscrapers	H										
H RESIDENTIAL														
H1	SHotel / Hospitality	H1.1	Guest House (max 12 bedrooms)	L										
		H1.2	Game Lodge	M										

H2	Multi-Unit Residential	H1.3	Holiday Apartments to max 3 storeys	M			S	A				S	A				
		H1.4	Motel / Hotel / max 30 bed / max 3 storeys	M			S	A				S	A				
		H1.5	Multi-storey Hotel / Holiday Apartments	H				A					A				
		H2.1	Multi-storey Apartment Building	H				A					A				
		H2.2	Block of Apartments max 3 storeys	M			S	A				S	A				
		H2.3	Block of Apartments max 2 storeys, max no units 10	L			S	A				S	A			S	
		H 2.4	Townhouse Development of max 2 storeys, max no units 10	L			S	A				S	A			S	
		H2.5	Townhouse Development of max 3 storeys, max no units 40	M			S	A				S	A				
		H2.6	Townhouse / Residential Village Development - unlimited size	H				A					A				
		H2.7	Recreational Estate (Marina Golf etc)	H				A					A				
H3	Dwelling House	H3.1	Single / Double Dwelling 2 storeys, max 500 sq m	B			S	A				S	A			S	
		H3.2	Single / Double Dwelling max 2 storeys, max 750 sq m	L			S	A				S	A			S	
		H3.3	Single / Double Dwelling unlimited size	M			S	A				S	A				
J STORAGE				A													
J1	High Risk Storage	J 1	Example Petrochemical / Toxic Waste / Flammables	H				A					A				
J2	Moderate Risk Storage	J2.1	Max 500sq m / max double storey	L			S	A				S	A			S	
		J2.2	Max 1000sq m / max 3 storeys	M			S	A				S	A				
		J2.3	Unlimited size	H				A					A				
J3	Low Risk Storage	J3.1	Max 1000sq m / max double storey	L			S	A				S	A			S	
		J3.2	Max 2000sq m / max 3 storeys	M			S	A				S	A				
		J3.3	Unlimited size	H				A					A				
J4	Parking Garage	J4.1	Single Storey Parking Garage	L			S	A				S	A			S	

J5	Cold Storage	J4.2	Max 3 Storey Parking Garage	M		S	A			S	A			A
		J4.3	Multi-Storey Parking Garage	H			A				A			A
		J4.4	Underground Parking	H			A				A			A
		J5	Example Cold Chain Facilities / Ice Bunkers	H			A				A			A
K AGRICULTURAL														
K1	Farm Building	K1.1	Feed Storage	M		S	A			S	A			A
		K1.2	General Livestock Housing / Stables	M		S	A			S	A			A
		K1.3	General Use Barns & Sheds	B	S	S	A		S	S	A		S	A
		K2.3	Cold Storage	H			A				A			A
		K2.4	Grain Silos	H			A				A			A
		K2.5	Wine Cellars / Stills	H			A				A			A
L TRANSPORTATION														
L1	Terminal Building	L1.1	Airport	H			A				A			A
		L1.2	Harbour	H			A				A			A
		L1.3	Regional / City Main Railway Station / Subway Station	H			A				A			A
		L1.4	Suburban / Rural Railway Station	M		S	A			S	A			A
L2	Goods Handling Facilities	L2.1	National / Regional Depot	H			A				A			A
		L2.2	Suburban Depot	M		S	A			S	A			A
M FACILITIES FOR HANDLING MORTAL REMAINS														
M1	Human Remains	M1.1	Crematorium	H			A				A			A
		M1.2	Mortuary	H			A				A			A
		M1.3	Funeral Parlour (without Mortuary)	M		S	A			S	A			A

M2		Animal Remains	M2.1	Abattoir (Also Food Processing)	H		A			A			A
			M2.2	Crematorium	H		A			A			A
Class of occupancy or building	Occupancy			Detailed description	Project complexity	Low sensitivity site			Medium sensitivity site			High sensitivity site	
	N ALTERATIONS WITHIN EXISTING BUILDINGS												
N1	Buildings of BASIC or LOW complexity	N1.1	2 Storey Buildings	B			S	A			S	A	
		N1.2	3 Storey Buildings	L			S	A			S	A	
		N1.3	Multi Storey Buildings	H				A				A	
N2	COMPLEX buildings	N2.1	WITHOUT Structural / Infrastructural / External Aesthetic Implications	M			S	A			S	A	
		N2.2	WITH Structural / Infrastructural / External Aesthetic Implications	H				A				A	
O SITE DEVELOPMENT PLANS													
O1	Groups of buildings or structures	O 1.1	Development of a site requiring urban planning as necessitated by the project	H				A				A	

SCHEDULE 2: SPECIALISED SERVICES

	SPECIALISED SERVICES (Requires special additional qualification / experience / registration)
1	Architectural Archaeology
2	Environmental Impact Assessment
3	Heritage Impact Assessment
4	Market Surveys
5	Meditation / Arbitration
6	Occupational Health & Safety Officer
7	Project Management – where separately appointed
8	Property Valuation
9	Conservation and Restoration
10	Sectional Title Registration
11	Social Impact Assessment
12	Town Planning
13	Urban Design

SCHEDULE 3: DEFINITION OF ARCHITECTURAL WORK AND COMPETENCIES

1. THE CHARACTERISTICS OF ARCHITECTURAL WORK

Broadly, the practice of Architecture consists of the provision of professional services in connection with the design, construction, enlargement, conservation, restoration or alteration of a building and structure or group of buildings and group of structures.

These professional services include, but are not limited to, aspects of planning and land-use planning, urban design, provision of preliminary studies, designs, models, drawings, specifications, technical documentation, coordination of technical documentation prepared by other built environment professionals (as appropriate and without limitation), contract administration, project managing, monitoring and quality inspections of construction.

Architectural work in South Africa can be described in terms of the following intrinsic characteristics.

At an operational level architectural work can be defined as the art and science of construction, comprising primarily the designing of physical interventions in the built environment – essentially buildings and their appurtenant open areas. This must be done in an aesthetically pleasing, socially responsible, environmentally sensitive, technologically appropriate, and professionally competent and ethical manner.

2.0 THE SCOPE OF ARCHITECTURAL WORK

Project Complexity the Project and Site Sensitivity

The scope of architectural work could range from the design of large, monumental or highly sophisticated complexes to modest, small-scale, informal interventions. But size sophistication of the building alone does not determine complexity. An important further consideration is site sensitivity, which can be classified low through medium to high sensitivity, as defined by legislation such as the National Heritage Resources Act No.25 of 1999 as amended and the National Environmental Management Act No. 107 of 1998 as amended. These two aspects must be considered jointly when categorising projects in terms of complexity.

2.1 ARCHITECTURAL WORK STAGES

Architectural work is characterised by a sequential or staged flow of activities. This flow comprises 6 stages that feature prominently in project planning and apportionment of fees.

They are:

1. Inception
2. Concept and Viability
3. Design Development
4. Documentation and Procurement
5. Construction Contract Administration
6. Close Out

The responsibilities broadly associated with each stage along the flow of work trajectory are listed below. It is significant that all architectural work, from the smallest and simplest, to the largest and most complex, can – and should – be managed according this flow of work and its elemental stages.

The standard architectural professional's scope of service and the architectural professional's functions in performing this service for each work stage are set out below.

Standard Service

STAGE 1: INCEPTION

- Assist in developing a clear project brief
- Advise on the procurement policy for the project
- Advise on rights, constraints, consents and approvals
- Advise on the other consultants and services required
- Assist in defining the consultant's scope of work and services
- Determine availability of data, drawings and plans relating to the project
- Provide necessary information within the agreed scope of project to the other consultants
- Assist in developing a project programme

STAGE 2: CONCEPT AND VIABILITY

- Agree the documentation programme
- Prepare concept design based on the client's brief
- Consult with the other consultants and incorporate their input
- Discuss design concept with local authorities
- Clarify and confirm the project space norms to optimise functional and operational efficiency in terms of scale and relationships of area
- Co-ordinate design and cost interfaces with the other consultants
- Select general construction materials and intended finishes
- Prepare and submit the site development plan to the local authority for approval where applicable
- Liaise, co-operate and provide necessary information to the client, other consultants
- Review anticipated costs of the project
- Review project programme.

STAGE 3: DESIGN DEVELOPMENT

- Review the documentation programme with the other consultants
- Incorporate the client's detailed requirements into building design
- Incorporate and co-ordinate the other consultants' designs into building design
- Liaise, co-operate and provide necessary information to the client, and other consultants
- Obtain detailed project specific requirements of the local authority in order to ensure understanding thereof
- Prepare design development drawings (including draft technical details) and outline specifications
- Provide sufficient drawings and information to the quantity surveyor for the completion of detailed estimates of construction cost where applicable
- Review the design, costing and programme with the other consultants
- Confirm the scope and complexity
- Review the design and consult with local and statutory authorities
- Develop the design, construction system, materials and components
- Incorporate all services and the work of consultants.

STAGE 4: DOCUMENTATION AND PROCUREMENT

- Obtain clients authority to prepare and submit drawings to local authority for approval
- Prepare specifications for the works and agree preambles with the quantity surveyor when applicable
- Co-ordinate services and prepare necessary services co-ordination drawings
- Review cost estimate with the quantity surveyor
- Provide working drawings
- Liaise, co-operate and provide necessary information to the other consultants
- Complete construction documentation and proceed to call for tenders:
- Obtain the client's authority to prepare documents to procure offers for the execution of the works
- Obtain offers for the execution of the works
- Evaluate offers and recommend on the award of the building contract
- Prepare the contract documentation (and arrange the signing of the building contract).

STAGE 5: CONSTRUCTION CONTRACT ADMINISTRATION

- Contract administration
- Hand over the site to the contractor
- Issue construction documentation
- Initiate and/or check sub-contract design and documentation as appropriate
- Inspect the works for conformity to the contract documentation
- Administer and perform the duties and obligations assigned to the principal agent
- Receive, comment and approve interim payment valuations
- Witness and review all tests and mock-ups carried out both on and off site
- Check and approve subcontract shop drawings for design intent
- Update and issue the drawings register
- Issue contract instructions
- Review and comment on operations and maintenance manuals, guarantees, certificates and warranties
- Inspect the works and issue practical completion and defects lists
- Assist in obtaining statutory certificates.

STAGE 6: CLOSE-OUT

- Inspect and verify rectification of defects
- Receive, comment and approve relevant payment valuations and completion certificates
- Prepare and/or procure operations and maintenance manuals, guarantees and warranties
- Prepare and/or procure as-built drawings and documentation
- Issue the works completion certificate.

2.2 CATEGORIES OF ARCHITECTURAL PROFESSIONAL

In terms of the Architectural Profession Act No 44 of 2000, four categories of professionals are identified:

- Professional Architect (PrArch.)
- Professional Senior Architectural Technologist (PrSArch.T.)
- Professional Architectural Technologist (PrArchT.)
- Professional Architectural Draughtsperson (PrArchDraught.)

The different categories possess different levels of skills and competencies. In terms of the architectural division of labour, the first two categories generally operate at an advanced conceptual, technical and design level. The second two categories are more focused on drawing presentation and production.

2.2.1 POST-NOMINAL TITLES OF REGISTERED ARCHITECTURAL PROFESSIONALS

For post-nominal titles, registered architectural professionals shall always use the full, unabbreviated, titles of their respective categories of registration (Architect, Senior Architectural Technologist, Architectural Technologist, and Architectural Draughtsperson) below or alongside their names when using their names for professional reasons. The word 'Professional', which precedes the titles, is optional.

2.2.2 COMPANY / PRACTICE NAMES OF REGISTERED PRACTICES

Practice names must contain a description of the respective qualification of the principal/s i.e. xyz architect/s, xyz senior architectural technologist/s, xyz architectural technologist/s, xyz architectural draughtsperson/s. Use of the word 'professional' preceding the title is optional.

2.2.3 POST-NOMINAL ACRONYMS OF VOLUNTARY ASSOCIATIONS

Registered professionals must indicate their Voluntary Association membership by stating only the acronym of their institution without the prefix "M" for "Member. e.g. SAIA (Member) or SAIAT (Member); SAIAT (Associate Member), SAIBD (Candidate Member) etc.

3.0 COMPETENCIES AND SKILLS REQUIRED TO PERFORM ARCHITECTURAL WORK

A precise definition of the competency of each category of Professional is a complex matter, given the changing conditions under which training has occurred and the impact of different kinds of experience and level of skills.

Thus at a general level, the competencies of the different categories can broadly be defined as follows:

The **Professional Architect** is trained to engage at a high level in design, theory and history, as well as in technical resolution and the administration and co-ordination of a wide range of architectural projects. The Professional Architect would generally have a Master's Degree or equivalent Degree from a university requiring at least five years of full-time study. The master's Degree (or equivalent) would prepare graduates for advanced and specialised professional employment. The study programme would have been substantially focused on the design of range of building types including complex types and multi-storey structures. The Professional Architect would have completed a compulsory two year period of candidature under an experienced professional or professional firm and would have successfully completed SACAP's compulsory Professional Practice Exam.

Registration and upgrading will be based exclusively on academic credit and/or qualifications as applied internationally.

The **Professional Senior Architectural Technologist** will have high levels of competency at a technical level, and may also have developed design and administration and co-ordination skills. The highest qualification a Professional Senior Architectural Technologist would have is a Degree or a Postgraduate Diploma, requiring four years of full-time study. The study programme would have included design and technical resolution of two or three story structures. The combination of competencies and skills within this category would vary greatly, with some Professional Senior Architectural Technologists able to offer highly specialised services in particular areas of architectural work.

The **Professional Architectural Technologist** will have reasonable levels of competency at a technical level and would have some design understanding. The highest qualification for a Professional Technologist would be a Diploma incorporating three years of full time study. The study programme would have included design and technical resolution of small scale buildings.

The **Professional Architectural Draughtsperson** will have an entry-level vocational, or industry oriented higher education qualification.

The minimum qualification of a Professional Architectural Draughtsperson would be a Higher Certificate incorporating one year full-time study; the study programme would have focused on developing basic technical and draughting skills.

CATEGORY	ACRONYM	QUALIFICATION	NQF LEVEL
Professional Architect	PrArch	M Arch (Prof) B.Arch 5 year full time replaced by M Arch (Prof)	9
Professional Senior Architectural Technologist	PrSArchT	BAS Honours, B Tech B Arch (Prof) [4 years, 480 credits] PG Diploma	8
		BAS [3 years, 360 credits] Advanced Diploma Both + 1 year Work Integrated Learning	7
Professional Architectural Technologist	PrArchT	Diploma [3 years, 360 credits] Advanced Certificate [total 240 credits, + 1 year Work Integrated Learning]	6
Professional Architectural Draughtsperson	PrArchDraught	Advanced Certificate [Hi Cert + 1 yr, 120 credits]	
		Higher Certificate [1 year, 120 credits, + 1 year Work Integrated Learning]	5

NB: Refer to Schedule 6: Registration Matrix, for the Qualifications and Experience requirements for registration in each of the categories.

With respect to Professional Senior Architectural Technologists (PrSArchT), Professional Architectural Technologists (PrArchT) and Professional Architectural Draughtspersons (Pr ArchDraught) categories currently registered, a number would NOT have sat the Professional Practice Exam which was not compulsory at the time of initial mandatory registrations. These categories are being encouraged to sit the exam.

All registered Architectural Professionals are required to undertake Continuing Professional Development courses and activities. Performance with respect to this is reviewed at five year intervals serving as a basis for renewal of registration.

Given the difficulties in determining the precise levels of skills within each category, and sometimes between categories, it is highly recommended that before services of any category of Architectural Professional is procured, a portfolio of work produced by the

professional is carefully scrutinised, in particular, work of a similar nature to that for which the services are being procured. In addition it is advisable to obtain references.

4.0. MATRIX OF COMPETENCIES

The essential skills and knowledge required to practise architecture in a sustainable, socially responsible and financially viable way are clustered in a range of ten specific outcomes.

Architectural design	1
Environmental relationships	2
Construction technology	3
The structure of buildings	4
Contextual & urban relationships	5
Architectural history, theory & precedent	6
Building services & related technologies	7
Contract documentation and administration	8
Computer applications	9
Office practice, legal aspects and ethics	10

The difference in the level of skills is tabulated in the table below:

LEVEL	LEARNING LEVEL	DESCRIPTION
A	Awareness	Acquaintance with relevant concepts and methods, without necessarily being skilled to paraphrase information.
B	Knowledge	Familiarity with relevant information, without necessarily being skilled to see its fullest implication or application.
C	Understanding	Full assimilation and comprehension of information, and the skill to correctly paraphrase it and relate it to other situations, including its practical application.
D	Ability	Skill in analysing problems, identifying appropriate information for the accomplishment of tasks and to apply it to the solution of specific problems.

The above can be combined into the matrix below, which relates the level of competency of a category of professional to ten specific outcomes of architectural work.

SACAP SUMMARY MATRIX OF COMPETENCIES

PROFESSIONAL CATEGORY	LEARNING LEVEL REQUIREMENTS PER CATEGORY		OUTCOMES FIELD & N°									
			Architectural design	Environmental relationships	Construction technology	Building structures	Contextual and urban relationships	Architectural history, theory and precedent	Building services and related technologies	Contract documentation and administration	Computer applications	Office practice, legal aspects and ethics
			1	2	3	4	5	6	7	8	9	10
Professional Architect	Advanced/Awareness	A										
	Medium/Knowledge	B										
	Low/*Understanding	C										
	Minimal/*Ability	D										
Prof. Senior Arch. Technologist	Advanced/Awareness	A										
	Medium/*Knowledge	B										
	Low/*Understanding	C										
	Minimal/*Ability	D										
Prof. Arch. Technologist	Advanced/Awareness	A										
	Medium/*Knowledge	B										
	Low/*Understanding	C										
	Minimal/*Ability	D										
Prof. Arch. Draughts-person	Advanced/Awareness	A										
	Medium/Knowledge	B										
	Low/Understanding	C										
	Minimal/Ability	D										

COMPETENCIES FOR THE ARCHITECTURAL PROFESSIONS

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
1. Architectural design	<p>FORMAL Knowledge of the fundamentals of the design process and how it impacts on the documentation process.</p>	<p>FORMAL</p> <ul style="list-style-type: none"> • Knowledge of the principles and terminology applicable to architectural design. • Understanding of the fundamentals of the design process. • Ability to do thorough, appropriate planning. • Understanding of problem analysis on a basic level. • Knowledge of social and environmental issues. 	<p>FORMAL</p> <ul style="list-style-type: none"> • Ability to do a competent design of a simple multi story building as well as long span structures, based on parameters and constraints developed through independent scientific research, which are sensitive to issues of environment and sustainability, as well as cultural issues in a responsible, appropriate and economical manner in an urban, a sub-urban or rural context. • Ability to appraise and define the above mentioned architectural problem. • Ability to prepare an appropriate concept. • Ability to develop the design to an ultimate and rational conclusion. • Ability to present the design synthesis in a logical manner. 	<p>FORMAL</p> <ul style="list-style-type: none"> • Ability to do a competent building design of a complex nature, based on parameters and constraints developed through independent scientific research, which is sensitive to issues of environment and sustainability, as well as cultural issues in a responsible, appropriate and economical manner in an urban, a sub-urban or rural context. • Ability to appraise and define a complex architectural problem. • Ability to prepare an appropriate concept. • Ability to develop the design to an ultimate and rational conclusion. • Ability to present the design synthesis in a logical manner.

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
2. Environmental relationships	FORMAL <u>Awareness</u> of the issues	FORMAL <u>Awareness</u> of the issues	FORMAL <ul style="list-style-type: none"> <u>Understanding</u> of the relationship between the natural and the built environment. <u>Understanding</u> of landscapes and environmental structures in basic terms in an analytical, constructive and critical manner. <u>Knowledge</u> of the basic spatial, functional and aesthetical aspects appropriate to landscape architecture 	FORMAL <ul style="list-style-type: none"> <u>Understanding</u> of the relationship between the natural and the built environment <u>Ability</u> to evaluate landscapes and environmental structures in basic terms in an analytical, constructive and critical manner. <u>Understanding</u> of the basic spatial, functional and aesthetical aspects appropriate to landscape architecture
3. Construction technology	FORMAL <ul style="list-style-type: none"> <u>Ability</u> to research materials, products and components using commercially available referencing material for contract documentation purposes. <u>Knowledge</u> of the generic names of materials as well as common sizes and thickness. <u>Ability</u> to specify basic building materials on technical drawings. <u>Ability</u> to solve construction and design problems in producing working drawings of basic double storey buildings. 	FORMAL <ul style="list-style-type: none"> <u>Knowledge</u> of construction methods and uses for materials related to simple low-rise building types. <u>Ability</u> to develop durable, cost-effective, climate responsive construction details. <u>Ability</u> to conduct limited relevant research into construction methods and materials and the appropriate applications. 	FORMAL <ul style="list-style-type: none"> <u>Understanding</u> of construction methods and uses for materials related to simple multi story building <u>Understanding</u> of the demands of context, local resources and appropriate technologies that harmonise with the environment, which influence the construction of a building. <u>Ability</u> to develop durable, cost-effective, climate responsive construction details. <u>Ability</u> to conduct limited relevant research into construction methods and materials and the appropriate applications. 	FORMAL <ul style="list-style-type: none"> <u>Ability</u> to implement innovative application of construction methods and uses for materials related to multi-storey, multi-functional, complex building types. <u>Ability</u> to recognise the demands of context, local resources and appropriate technologies that harmonise with the environment, which influence the construction of a building. <u>Ability</u> to develop durable, cost-effective, climate responsive construction details. <u>Ability</u> to conduct advanced research into construction methods and materials and the appropriate applications.

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
4. Building structures	FORMAL <ul style="list-style-type: none"> • <u>Understanding</u> of the terminology and principles associated structures. • <u>Ability</u> to do pocket calculator functions. • <u>Understanding</u> of the basic units used in the building industry, SI units. • <u>Ability</u> to do calculations of area and perimeter of basic geometric figures. • <u>Ability</u> to do calculations of volume of basic geometric figures. • <u>Ability</u> to do calculations of angles employing sine, cosine, tangent as well as inverse 	FORMAL <ul style="list-style-type: none"> • <u>Knowledge</u> of the basic structural concepts pertaining to buildings. 	FORMAL <ul style="list-style-type: none"> • <u>Understanding</u> of the basic structural concepts pertaining to buildings. • <u>Ability</u> to integrate structure and building design. 	FORMAL <ul style="list-style-type: none"> • <u>Understanding</u> of structural concepts pertaining to buildings. • <u>Ability</u> to integrate structure and building design. • <u>Understanding</u> of calculations on the structural aspects of buildings.

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
5. Contextual & urban relationships	FORMAL <u>Awareness</u> of the issues	FORMAL <u>Awareness</u> of the issues	FORMAL <ul style="list-style-type: none"> • <u>Knowledge</u> of critical urban issues. • <u>Awareness</u> of and sensitivity to urban aspects when designing individual buildings. 	FORMAL <ul style="list-style-type: none"> • <u>Understanding</u> of the basic spatial, functional and aesthetical aspects appropriate to urban design. • <u>Ability</u> to evaluate urban environments in very basic terms in an analytical, constructive and critical manner. • <u>Understanding</u> of and sensitivity to urban aspects when designing individual buildings.

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
6. Architectural history, theory & precedent	FORMAL <u>Awareness</u> of basic terminology pertaining to architectural theory and history studies.	FORMAL <ul style="list-style-type: none"> • <u>Knowledge</u> of the basic spatial and aesthetical aspects appropriate to architecture. • <u>Knowledge</u> of architectural history in broad terms. 	FORMAL <ul style="list-style-type: none"> • <u>Understanding</u> of architectural history and theory. • <u>Understanding</u> of the principles of learning from historical precedent. • <u>Awareness</u> of the built environment and <u>understanding</u> of structures an analytical and constructive, critical manner. • <u>Knowledge</u> of the basic spatial and aesthetical aspects appropriate to architecture. • <u>Understanding</u> of research processes in architectural theories. 	FORMAL <ul style="list-style-type: none"> • <u>Understanding</u> of architectural history and theory as part of a wider natural, social, technological and cultural system. • <u>Ability</u> to evaluate and analyse the built form critically in complex terms. • <u>Understanding</u> of the principles of learning from historical precedent. • <u>Understanding</u> of social, ethical, spatial and aesthetical aspects of the environment. • <u>Ability</u> to conduct relevant research in architectural theories.

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
7. Building services & related technologies	<p>FORMAL Understanding of the elementary building services, e.g. drainage, hot and cold water supply and electrical services.</p>	<p>FORMAL</p> <ul style="list-style-type: none"> • Knowledge of the various technological aspects relating to services. • Knowledge of the building regulations pertaining to all building services. • Knowledge of the following technological aspects and building services – <p>Drainage and water reticulation. Electrical and electronic services and lighting. Communications. Air and gas supply. Heating and cooling. Elevators and escalators. Fire protection and control. Acoustics and sound systems</p>	<p>FORMAL</p> <ul style="list-style-type: none"> • Understanding of the integration of the various technological aspects relating to services in one cohesive design. • Understanding of the building regulations pertaining to all building services. • Understanding of the following technological aspects and building services – <p>Drainage and water reticulation. Electrical and electronic services and lighting. Communications. Air and gas supply. Heating and cooling. Elevators and escalators. Fire protection and control. Acoustics and sound systems.</p>	<p>FORMAL</p> <ul style="list-style-type: none"> • Ability to integrate the various technological aspects relating to services in one cohesive design and find technological solutions. • Understanding of the building regulations pertaining to all building services. • Understanding of the following technological aspects and building services – <p>Drainage and water reticulation. Electrical and electronic services and lighting. Communications. Air and gas supply. Heating and cooling. Elevators and escalators. Fire protection and control. Acoustics and sound systems.</p>

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
A person registered in one of the categories above must demonstrate the following:				
8. Contract documentation & administration	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Ability</u> to apply drawing and specifying aspects pertaining to a simple double-storey building employing either a drawing board or personal computer • <u>Ability</u> to apply basic drawing and lettering techniques, basic annotation and specification. • <u>Ability</u> to do drawings and sheet layouts. • <u>Understanding</u> of relationships between general layout drawings. • <u>Ability</u> to apply appropriate National Building Regulations (NBR). • <u>Understanding</u> of local authority approval requirements and procedures. • <u>Understanding</u> of graphic projections, scale, dimensioning and annotation. 	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Ability</u> to produce a set of working drawings as part of a set of contract documents of a complex building to acceptable practice standards. • <u>Ability</u> to develop durable, cost-effective, climate-responsive construction systems and details sensitive to the contextual language of the design concept. • <u>Understanding</u> of component and material specification • <u>Knowledge</u> of the relevance of applicable appropriate National Building Regulations (NBR) as well as the requirements of the NHBRC. • <u>Knowledge</u> of local authority approval requirements and procedures. 	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Ability</u> to produce a set of working drawings as part of a set of contract documents of a complex building to acceptable practice standards. • <u>Ability</u> to develop durable, cost-effective, climate-responsive construction systems and details sensitive to the contextual language of the design concept. • <u>Ability</u> to do component and material specification • <u>Understanding</u> of the relevance of applicable appropriate National Building Regulations (NBR) as well as the requirements of the NHBRC. • <u>Ability</u> to respond to local authority approval requirements and procedures. 	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Ability</u> to produce a comprehensive set of architectural contract documents of a complex building to acceptable practice standards. • <u>Ability</u> to develop durable, cost-effective, climate-responsive construction systems and details. • <u>Ability</u> to recognise the demands of context and local resources and appropriate technologies that harmonise with the environment. • <u>Understanding</u> of issues of sustainability of the built environment and <u>ability</u> to be able to evaluate materials in an ethical and socially responsible manner for architectural projects. • <u>Ability</u> to do component and material specification for architectural projects. • <u>Ability</u> to implement appropriate National Building Regulations (NBR) as well as the requirements of the NHBRC for architectural projects. • <u>Ability</u> to respond to local authority approval requirements and procedures for architectural projects.

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
9. Computer applications	<p>FORMAL Knowledge of the range of computer technology presently in use in architectural practice and ...</p> <p>FORMAL/WORK INTEGRATED LEARNING Ability to apply it in the execution of work. Computer software to include web browsers and communication programs, word processing, architectural drawing, graphic and image editing programs.</p>	<p>FORMAL Knowledge of computer technology presently in use in architectural practice and ...</p> <p>FORMAL/WORK INTEGRATED LEARNING Ability to apply it in the execution of work. Computer software to include web browsers and communication programs, word processing, spreadsheets, architectural drawing, graphic and image editing programs.</p>	<p>FORMAL</p> <ul style="list-style-type: none"> • Understanding of the range of computer technology presently in use in architectural practice and ability to apply it in the execution of work. Computer software to include web browsers and communication programs, word processing, spreadsheets, data bases, architectural drawing, 3 dimensional modelling, graphic and image editing programs. • Ability to design, publish and maintain a website. • Knowledge of different computer hardware solutions for networking. • Ability to make informed decisions in the acquisition of networking hardware. • Ability to troubleshoot network problems on a basic level. • Knowledge of operating systems for networked machines, and, in particular, setting up work groups, setting permissions and data security. • Ability to troubleshoot, upgrade and maintain PCs at a basic level. 	<p>FORMAL Understanding of the range of computer technology presently in use in architectural practice.</p> <p>FORMAL/WORK INTEGRATED LEARNING Ability to apply it in the execution of work. Computer software to include web browsers and communication programs, word processing, spreadsheets, databases, architectural drawing, 3 dimensional modelling, graphic and image editing programs.</p>

	PROFESSIONAL ARCHITECTURAL DRAUGHTSPERSON	PROFESSIONAL ARCHITECTURAL TECHNOLOGIST	PROFESSIONAL ARCHITECTURAL SENIOR TECHNOLOGIST	PROFESSIONAL ARCHITECT
	A person registered in one of the categories above must demonstrate the following:			
10. Office practice, legal aspects and ethics	<p>WORK INTEGRATED LEARNING Knowledge of the administrative and logistical support systems in a practice.</p>	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Knowledge</u> of the terminology and basic concepts and principles of architectural practice. • <u>Knowledge</u> of the contents of the various building contracts and the SAIA practice manual. <p>FORMAL/WORK INTEGRATED LEARNING</p> <ul style="list-style-type: none"> • <u>Knowledge</u> of the terminology and basic concepts and principles of business practice. • <u>Knowledge</u> of the administrative and logistical support systems in a practice. 	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Understand</u> the terminology and basic concepts and principles of architectural practice. • <u>Understand</u> all the regulatory and legal aspects of the profession. • <u>Knowledge</u> of the contents of the various building contracts and the SAIA practice manual. <p>FORMAL/WORK INTEGRATED LEARNING</p> <ul style="list-style-type: none"> • <u>Understand</u> the terminology and basic concepts and principles of business practice. • <u>Understand</u> the administrative and logistical support systems in a practice. • <u>Understand</u> the basic concepts of business structures and principles, pertaining to architectural profession. • <u>Ability</u> to design a feasible information access and retrieval system. • <u>Ability</u> to design a functional and integrated management system. • <u>Ability</u> to participate meaningfully in the management and administration of a building project. • <u>Ability</u> to set up and run a building project successfully 	<p>FORMAL</p> <ul style="list-style-type: none"> • <u>Ability</u> to apply all the regulatory and legal aspects of the profession for architectural projects • <u>Ability to implement the contents of the various building contracts and the SAIA practice manual on architectural projects.</u> <p>FORMAL/WORK INTEGRATED LEARNING</p> <ul style="list-style-type: none"> • <u>Ability</u> to apply the basic concepts of business structures and principles, pertaining to architectural profession • <u>Ability</u> to design a feasible information access and retrieval system for architectural projects. • <u>Ability</u> to design a functional and integrated management system for architectural projects • <u>Ability</u> to implement administrative and logistical support systems in a practice for architectural projects. • <u>Ability</u> to design marketing strategy. • <u>Ability</u> to participate meaningfully in the management and administration of a building project. • <u>Ability</u> to set up and run a building project successfully.

SCHEDULE6: MATRIX 1: REGISTERING PERSONS WITH QUALIFICATIONS

The following matrix establishes the matrix for the registration and upgrading criteria of QUALIFIED Candidates in the Architectural Profession to the relative Professional Registration Level and the process to be followed:

A	B	C	D
QUALIFICATION (SACAP RECOGNISED ARCHITECTURAL QUALIFICATION)	CANDIDATE REGISTRATION LEVEL	PROGRESSION CRITERIA (TO PROFESSIONAL LEVEL)	PROFESSIONAL REGISTRATION LEVEL
1. NON-ACCREDITED B-TECH or BACHELOR OF ARCHITECTURAL STUDIES	ARCHITECTURAL TECHNOLOGIST C.Arch.T.	<ul style="list-style-type: none"> MINIMUM 2 YEARS SUPERVISED OR MENTORED EXPERIENCE (see note a) SACAP REGISTRATION ASSESSMENT (see note b) PP EXAM (LEVEL 2) (see note c) 	ARCHITECTURAL TECHNOLOGIST Pr.Arch.T.
2. BACHELOR OF ARCHITECTURAL STUDIES (HONS) or ACCREDITED B-TECH or NON-ACCREDITED B-TECH	SENIOR ARCHITECTURAL TECHNOLOGIST C.S.Arch.T.		SENIOR ARCHITECTURAL TECHNOLOGIST Pr.S.Arch.T.
3. ACCREDITED B-TECH or BACHELOR OF ARCHITECTURE or M-ARCH PROFESSIONAL	ARCHITECT C.Arch.		ARCHITECT Pr.Arch.

EXPLANATORY NOTES

a. SUPERVISION/MENTORSHIP AND EXPERIENCE

In terms of section 18(3) of the Act, experience at Candidate level is to be performed under the supervision and control of a person registered at the Professional level equal or above. In the exceptional circumstance where a Candidate is not in supervised employment, experience under the

mentorship of an outside Professional of equal or higher level may be granted by SACAP. Prior approval of such mentorship should be obtained from SACAP

- **YEARS:** The stipulated number of years required for registration as a Professional is set as a minimum guide only and does not imply automatic compliance with the requirements for Professional Registration. Where a person was not initially registered as a Candidate, the minimum experience required before assessment, will be the total experience specified in column C as well as any prior (verifiable) experience, commencing from date of qualification.
- **RECORD:** Records of Practical Experience/Training are to be maintained and submitted for assessment in the specified format for all categories.

b. REGISTRATION ASSESSMENT BY THE REGISTRAR OR SACAP APPOINTED REGISTRATION COMMITTEE

SACAP registration assessment to include evaluation of standards and components as Identified and described in Appendix A (of the Practical Training Requirements) by the Registrar or SACAP appointed Registration Committee, as well as the subsequent successful fulfilment of any further requirements determined necessary for registration.

c. PROFESSIONAL PRACTICE EXAMINATIONS

The SACAP Professional Practice Examination is to be completed successfully by all Candidates for registration as a Professional. If the registered person is registered as a Professional Draughtsperson, then the Level 2 Professional Practice Examination must be completed successfully for progression to the next registration level (see Matrix 2).

d. CODE OF CONDUCT

The SACAP Code of Conduct applies equally to all persons registered with the Council, at all levels, including Candidates.

e. UPGRADE OF PROFESSIONAL LEVEL

Except for registration as a Candidate Architectural Draughtsperson, the only route for registration at all professional levels or for upgrade thereto, is by the acquisition of further qualifications at a recognised Architectural Learning Site.

- **ACCESS TO ACADEMIC :** qualifications may be considered. Two processes of obtaining qualifications apply
 - Academic qualification from enrolment stage till conclusion/graduation.
 - Persons in practice and with incomplete qualifications can make use of the RPL processes employed at every higher education institution in South Africa to have their experience and incomplete qualification assessed and credited with a view of topping up and completing the qualification.
- The Recognition of Prior Learning (RPL) process was instituted over a limited period to enable persons registered in terms of the 'deemed to clause' to upgrade. - Forthwith registration and upgrading will be based exclusively on academic credit and/or qualifications as applied internationally)

f. ALL REGISTRATION LEVELS

Registration at all levels with the South African Council for the Architectural Profession, registers the individual for the practise of architecture in their respective categories in South Africa only. In order to practise internationally, normal requirements for registration of a particular country will need to be met.

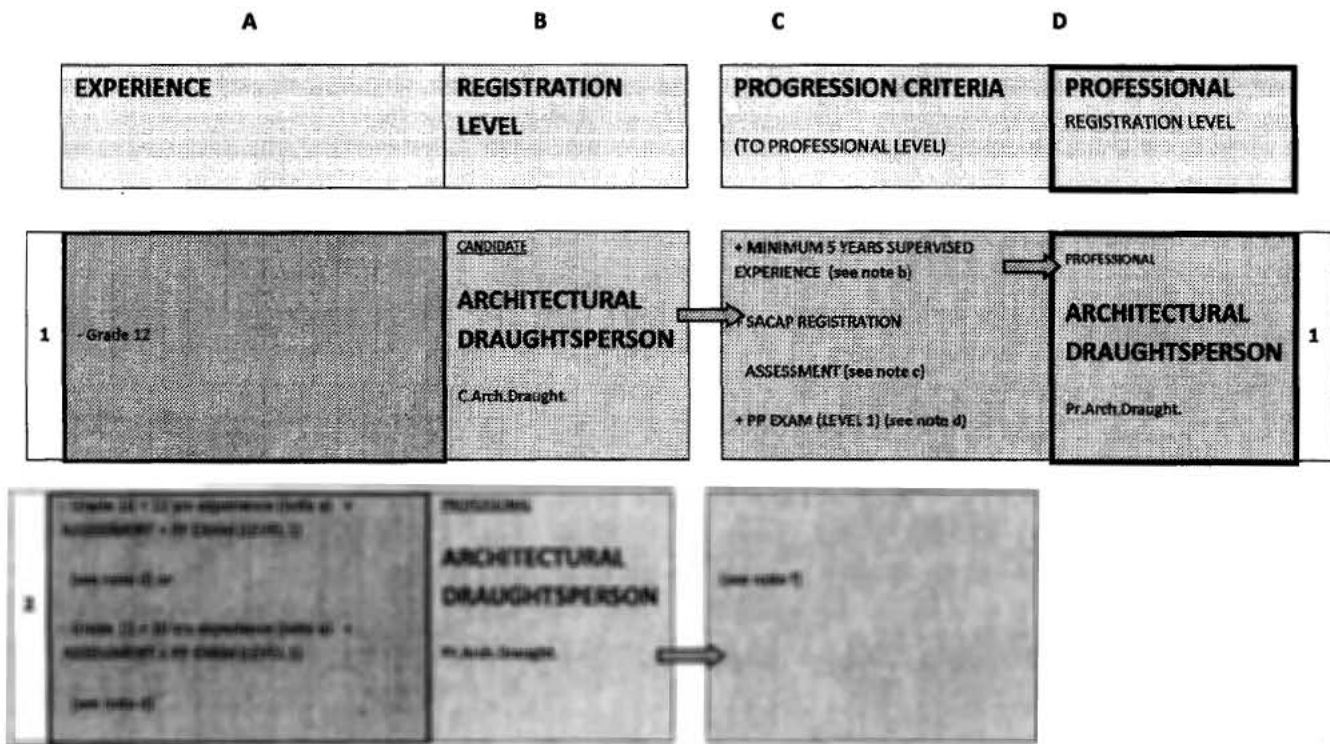
g. LIST OF RECOGNISED SOUTH AFRICAN ARCHITECTURAL LEARNING SITES

The Institutions of Higher Learning listed below offer one or more Architectural Qualification(s) which are accredited by SACAP

1. Cape Peninsula University of Technology
2. Durban University of Technology
3. KwaZulu-Natal University
4. Nelson Mandela Metropolitan University, Port Elizabeth
5. Tshwane University of Technology
6. University of Cape Town
7. University of Free State
8. University of Johannesburg
9. University of Pretoria
10. University of the Witwatersrand

MATRIX 2: REGISTERING PERSONS WITH EXPERIENCE

The following matrix establishes the framework for the registration of practitioners with EXPERIENCE ONLY, INCOMPLETE and/or NON-RECOGNISED QUALIFICATIONS in the Architectural Profession and the process to be followed:



EXPLANATORY NOTES

a. YEARS EXPERIENCE

The total number of years of experience is a minimum guide only and does not imply compliance with the requirements for registration as candidate or professional at any level (see column A)

b. SUPERVISION/MENTORSHIP and EXPERIENCE

In terms of section 18(3) of the Act, experience at Candidate level is to be performed under the supervision and control of a person registered at the Professional level equal or above. In the exceptional circumstance where a Candidate is not in supervised employment, experience under the mentorship of an outside Professional of equal or higher level may be granted by SACAP. Prior approval of such mentorship should be obtained from SACAP

- YEARS: The stipulated number of years required for registration as a Professional is set as a minimum guide only and does not imply automatic compliance with the requirements for Professional Registration. Where a person was not initially registered as a Candidate, the minimum experience required before assessment, will be the total experience specified in column C as well as any prior (verifiable) experience, commencing from date of qualification.

- **RECORD:** Records of Practical Experience/Training are to be maintained and submitted for assessment in the specified format for all categories.
- c. REGISTRATION ASSESSMENT BY THE REGISTRAR OR SACAP APPOINTED REGISTRATION COMMITTEE**
SACAP REGISTRATION ASSESSMENT to include evaluation of standards and components as identified and described in Appendix A (of the Practical Training Requirements) by the Registrar or SACAP appointed Registration Committee, as well as the subsequent successful fulfilment of any further requirements determined necessary for registration.
- d. PROFESSIONAL PRACTICE EXAMINATIONS**
The SACAP Professional Practice Examination is to be completed successfully by all Candidates for registration as a Professional. If the registered person is registered as a Professional Draughtsperson, then the Level 2 Professional Practice Examination must be completed successfully for progression to the next registration level.
- e. CODE OF CONDUCT**
The SACAP Code of Conduct applies equally to all persons registered with the council, at all levels, including Candidates.
- f. UPGRADE OF PROFESSIONAL LEVEL**
The only route for upgrading to a higher registration categories is by the acquisition of further qualifications at a recognised Architectural Learning Site.
- g. ALL REGISTRATION LEVELS**
Registration at all levels with the South African Council for the Architectural Profession, registers the individual for the practise of architecture in their respective categories in South Africa only. In order to practice internationally, normal requirements for registration of a particular country will need to be met.

ARCHITECTURAL COMPLIANCE CERTIFICATE

This certificate is to be completed in duplicate and submitted by the Registered Person as identified by the Architectural Professions Act 44 of 2000, Section 28(4), as the authorised person responsible

1. A company resolution in support of Item C (where required) and two copies of this Certificate, together with applicable drawings and documentation, must be submitted to the local authority concerned for approval to build
2. One completed copy of this Certificate, stamped by the local authority concerned, is to be retained by the Registered Person

Complete or indicate with a cross where applicable

A.1. PROJECT DETAILS

Authority:			
Postal no:		Township:	
Street address:			
Proposed project:			

A.2. PROJECT CLASSIFICATION AS PER SACAP REGULATIONS FOR THE IDENTIFICATION OF WORK SCHEDULES

SACAP Building Classifications:			Code:	
Complexity scale:	LOW	MEDIUM	HIGH	

A.3. SENSITIVITY SCALE

Sensitivity scale:	LOW		MEDIUM		HIGH	
ENVIRONMENTAL Impact Assessment:	NOT APPLICABLE	REQUIRED (included)	National Heritage Site:	Year of Declaration:		
HISTORICAL Impact Assessment:	NOT APPLICABLE	REQUIRED (included)	National Heritage Building:	Year of Declaration:	Years of construction:	
SOCIAL Impact Assessment:	NOT APPLICABLE	REQUIRED (included)	All other buildings:	Years of construction:		

B. REGISTERED PERSON AUTHORISED IN TERMS OF ARCHITECTURAL PROFESSIONS ACT 44 OF 2000, Sections 18, 20(3) & 20(4)

Registered Person:						
Registration No:		Professional title:	PrArch	PrSArchT	PrArchT	PrArchDraught
Architectural Practice:						
Postal address:						Code:
Physical address:						Code:
Telephone:	[]	Mobile address:				
Facsimile:	[]	Mobile phone:	[]			

I, _____, being the abovementioned authorised responsible Professional Registered Person acting for and on behalf of the Architectural Practice as above, have accepted the appointment and hereby undertake to accept responsibility for providing the respective local authority with such drawings, details and particulars as it may require in terms of the National Building Regulations for approval to build. I, the undersigned, also hereby confirm that the project classification and site classification information provided above is correct in all respects, and that my appointment to this project is not in variance with my competence, individual registration conditions and the Code of Professional Conduct under the South African Council for the Architectural Profession.

SIGNED _____

DATE _____

(Professional/Registered Person who certifies that the above information is true and correct)

C. PROPERTY OWNER/AUTHORISED AGENT

Name:			CC/Trustee No:	
Postal address:				Code:
Physical address:				Code:

Telephone:	[]	E-mail address:	[]
Facsimile:	[]	Mobile phone:	[]

I, _____, being the Owner/Authorized Agent of the above property, have appointed the Professionals Registered Person, whose details appear above, as the Registered Person in terms of the Architectural Professions Act No 44 of 2000, and duly authorized representative for the Architectural Practice as above, for the proposed project detailed hereafter to obtain approval to build from the local authority concerned.

SIGNED _____

DATE _____

(Property Owner/Authorized Agent)

D. LOCAL AUTHORITY

<p>AUTHORITY STAMP</p> <p>DATE</p>

<p>This certificate serves only to confirm compliance by the Registered Person in terms of the Architectural Professions Act 44 of 2000, with Sections 29(3) and 29(4) regarding competency to perform the architectural work identified in their registration conditions for the specified project in this certificate, and does not in any way imply compliance or approval of any other regulations, standards or conditions of or by any authority concerned.</p>
