



**THE SCOPE OF WORK FOR CATEGORIES OF REGISTRATION FOR THE  
PROFESSION REGULATED BY THE SOUTH AFRICAN COUNCIL FOR  
THE ARCHITECTURAL PROFESSION**

**(AS PER SECTION 20(2) OF THE COUNCIL FOR THE BUILT ENVIRONMENT ACT 43 OF 2000)**

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## 1. BACKGROUND

The Built Environment is defined as the physical world intentionally created through science and technology for the benefit of mankind. Parliament, in recognition of the crucial role that built environment professionals play in South African society passed seven Acts in 2000 to regulate six built environment professions, namely architecture, engineering, landscape architecture, project and construction management, property valuation and quantity surveying and the Council for the Built Environment as an overarching body over the activities of said six councils (hereafter to as the CBEP).

The identified scope of work for each category of registration is seen as a component of a framework to regulate the built environment professions. The South African Council for the Architectural Profession (SACAP), will in consultation with the CBE, develop an Identification of Work Policy that will, in conjunction with this identified scope of work and other instruments, form the framework to regulate the Architectural Profession.

The identified scope of work is aligned to Architectural training programs accredited by SACAP at Institutions of Higher Learning.

Therefore, all new entrants into the profession will be registered in the appropriate category, based on their professional qualification.

Currently registered persons have to a large extent been registered in accordance with the above provisions. The following mechanisms will be introduced to enable registration in accordance with registration requirements where persons performing identified work do not comply with these requirements:

1. Special Consent,
2. Recognition of Prior Learning (RPL),
3. Transitional arrangements.

## 2. AMBIT OF THE SCOPE OF WORK

In the context of this process and as per Section 20(2) of the Council for the Built Environment Act 43 OF 2000, scope means “the range of work performed by a registered person in terms of a specific piece of legislation other than the legislation that created the councils for the professions, or the statutory duties which may be performed by a registered person.”

### 3. REGISTRATION CATEGORIES

In terms of Section 18(1) of the Architectural Profession Act, 2000 (Act No. 44 of 2000, as amended) the Act empowers SACAP to register persons in certain prescribed Categories of Registration. The categories are: Professionals, Candidates and Specified Categories.

The Professional Category consists of the categories of Professional Architect, Professional Senior Architectural Technologist, Professional Architectural Technologist and Professional Architectural Draughtsperson.

### 4. SCOPE OF WORK PER PROFESSIONAL CATEGORY

#### 4.1 Professional Architect

**Definition:** A Professional Architect is a person who is registered as such in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000, as amended).

**Level Descriptor** A Professional Architect is a person trained and skilled to undertake all architectural work as identified for all of the professional categories, and in addition can undertake the following scope of work:

- a) multi-storey,
- b) multi-functional, and
- c) complex building types.

#### 4.2 Professional Senior Architectural Technologist

**Definition:** A Professional Senior Architectural Technologist is a person who is registered as such in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000, as amended).

**Level Descriptor** A Professional Senior Architectural Technologist is a person trained to undertake architectural work over and above that of the Professional Architectural Technologist and Professional Architectural Draughtsman and can undertake the following work:

- a) Simple multi story building, and
- b) Long span structures.

#### 4.3 Professional Architectural Technologist

**Definition:** A Professional Architectural Technologist is a person who is registered as such in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000, as amended).

**Level Descriptor** A Professional Architectural Technologist is a person trained to undertake architectural work over and above that of a Professional Architectural Draughtsperson; and can undertake the following work:

- a) Simple double storey buildings

#### 4.4 Professional Architectural Draughtsperson

**Definition:** A Professional Architectural Draughtsperson is a person who is registered as such in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000, as amended).

**Level Descriptor** A Professional Architectural Draughtsperson is a person trained to undertake architectural work and can undertake the following work:

- a) Single dwelling unit – simple single storey

### 5. STAGE OF SERVICES

**Definition:** Stages of Services are the deliverables to be performed during a built environment project.

**Applicable Professional:** The Scope of Services as outlined for each stage in the delivery of a project applies to ALL of the Professional Categories: Professional Architect, Professional Senior Architectural Technologist, Professional Architectural Technologist, and Professional Architectural Draughtsperson.

## 5.1 Scope of services performed by the respective Architectural Professionals

Stages of Services	Scope of service	SCOPE OF WORK			
		Professional Architect	Professional Senior Architectural Technologist	Professional Architectural Technologist	Professional Architectural Draughtsperson
<b>1. Inception</b>	<ul style="list-style-type: none"> <li>• Assist in developing a clear project brief</li> <li>• Advise on the procurement rule for the project</li> <li>• Advise on rights, constraints, consents and approvals</li> <li>• Advise on the other consultants and services required</li> <li>• Assist in defining the consultant's scope of work and services</li> <li>• Determine availability of data, drawings and plans relating to the project</li> <li>• Provide necessary information within the agreed scope of project to the other consultants</li> <li>• Assist in developing a project programme</li> </ul>	<ul style="list-style-type: none"> <li>a) Multi-storey,</li> <li>b) Multi-functional, and</li> <li>c) Complex building types.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple multi story building, and</li> <li>b) Long span structures.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple double storey buildings</li> </ul>	<ul style="list-style-type: none"> <li>a) Single dwelling unit – simple single storey</li> </ul>



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		Professional Architect	Professional Senior Architectural Technologist	Professional Architectural Technologist	Professional Architectural Draughtsperson
<b>2. Concept and Viability</b>	<ul style="list-style-type: none"> <li>• Agree the documentation programme</li> <li>• Prepare concept design based on client's brief</li> <li>• Consult with the other consultants and incorporate their input</li> <li>• Discuss design concept with local authorities</li> <li>• Clarify and confirm the project space norms to optimise functional and operational efficiency in terms of scale and relationship of area</li> <li>• Co-ordinate design and cost interfaces with the other consultants</li> <li>• Select general construction materials and intended finishes</li> <li>• Prepare and submit the site development plan to the local authority for approval where applicable</li> <li>• Liaise, co-operate and provide necessary information to the client, other consultants</li> <li>• Review anticipated costs of the project</li> </ul> <p>Review project programme</p>	<ul style="list-style-type: none"> <li>a) Multi-storey,</li> <li>b) Multi-functional, and</li> <li>c) Complex building types.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple multi story building, and</li> <li>b) Long span structures.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple double storey buildings</li> </ul>	<ul style="list-style-type: none"> <li>a) Single dwelling unit – simple single storey buildings</li> </ul>



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<b>3. Design Development</b>	<ul style="list-style-type: none"> <li>• Review the documentation programme with the other consultants</li> <li>• Incorporate the client's detailed requirements into building design</li> <li>• Incorporate and co-ordinate the other consultants' design into building design</li> <li>• Liaise, co-operate and provide necessary information to the client, and other consultants</li> <li>• Obtain detailed project specification requirements of the local authority in order to ensure understanding thereof,</li> <li>• Prepare design development drawings (including draft technical) and outline specifications</li> <li>• Provide sufficient drawings and information to the quantity surveyor for the completion of detailed estimates of construction cost where applicable,</li> <li>• Review the design, costing and programme with the other consultants,</li> <li>• Confirm the scope and complexity,</li> <li>• Review the design and consult with local and statutory authorities</li> <li>• Develop the design, construction system, materials and components</li> <li>• Incorporate all services and the work of consultants</li> </ul>	<ul style="list-style-type: none"> <li>a) Multi-storey,</li> <li>b) Multi-functional, and</li> <li>c) Complex building types.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple multi story building, and</li> <li>b) Long span structures.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple double storey buildings</li> </ul>	<ul style="list-style-type: none"> <li>a) Single dwelling unit – simple single storey buildings</li> </ul>



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<b>4. Documentation and Procurement</b>	<ul style="list-style-type: none"> <li>• Obtain clients authority to prepare and submit drawings to local authority for approval</li> <li>• Prepare specifications for the works and agree preambles with the quantity surveyor when applicable</li> <li>• Co-ordinate services and prepare necessary co-ordination drawings</li> <li>• Review cost estimate with the quantity surveyor</li> <li>• Provide working drawings</li> <li>• Liaise, co-operate and provide necessary information to the other consultants,</li> <li>• Complete construction documentation and proceed to call for tenders,</li> <li>• Obtain the client's authority to prepare documents to procure offers for the execution of the works,</li> <li>• Obtain offers for the execution of the works,</li> <li>• Evaluate offers and recommend on the award of the building contract, Prepare the contract documentation (and arrange the signing of the building the contract).</li> </ul>	<ul style="list-style-type: none"> <li>a) Multi-storey,</li> <li>b) Multi-functional, and</li> <li>c) Complex building types.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple multi story building, and</li> <li>b) Long span structures.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple double storey buildings</li> </ul>	<ul style="list-style-type: none"> <li>a) Single dwelling unit – simple single storey buildings</li> </ul>

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<b>5. Contract Administration &amp; Inspection</b>	<ul style="list-style-type: none"> <li>• Manage the preparation and agreement of the Health and Contract administration</li> <li>• Hand over the site to the contractor</li> <li>• Issue contract documentation</li> <li>• Initiate and/or check sub-contract design documentation as appropriate,</li> <li>• Inspect the works for conformity to the contract documentation,</li> <li>• Administer and perform the duties and obligations assigned as the principal agent,</li> <li>• Receive, comment and approve interim payment valuations,</li> <li>• Witness and review all tests and mock-ups carried out both on and off site</li> <li>• Check and approve subcontract shop drawings for design intent</li> <li>• Update and issue the drawings register,</li> </ul>	<ul style="list-style-type: none"> <li>a) Multi-storey,</li> <li>b) Multi-functional, and</li> <li>c) Complex building types.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple multi story building, and</li> <li>b) Long span structures.</li> </ul>	<ul style="list-style-type: none"> <li>a) Simple double storey buildings</li> </ul>	<ul style="list-style-type: none"> <li>a) Single dwelling unit – simple single storey buildings</li> </ul>

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<b>6. Close Out</b>	<ul style="list-style-type: none"> <li>Inspect and verify rectification of defects</li> <li>Receive, comment and approve relevant payment valuations and completion certificates</li> <li>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</li> <li>Prepare and/or procure as-built drawings and documentation</li> </ul> Issue the works completion certificate.	a) Multi-storey, b) Multi-functional, and c) Complex building types.	a) Simple multi story building, and b) Long span structures.	a) Simple double storey buildings	a) Single dwelling unit – simple single storey

## 6. SCOPE OF WORK PER CANDIDATE CATEGORY

A person who is registered in the category of candidate must perform work in the Architectural Profession only under the supervision and control of a professional of a category as prescribed.

