



Y PRESENTS:

THE
**PROFESSIONAL
PRACTICE e-BOOK**

STUDENTS | CANDIDATES | PROFESSIONALS

An e-book for every upcoming professional on how to 'architect'
in South Africa



INTRODUCTION

CONTEXT

Y (previously South African Young Architectural Professionals Network SAYAP) presents our first Professional Practice e-book. By utilising the resources and knowledge of academics, students and professionals who were willing to contribute to make architecture a more accessible field, we were able to create a comprehensive document which provides an overview of the journey an aspiring architectural designer will take.

It was developed to address the issues of access to reliable, authentic and accurate information on South African architectural practice. This handbook was also developed to give graduates a good indication of what the pathway to becoming a professional looks like.

STRUCTURE & INTERACTION

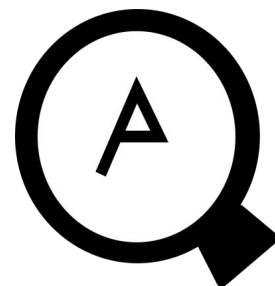
This e-book caters for Students, Graduates and Professionals - hence the layout is arranged accordingly. Whilst there is much free content, there is also paid content. Paid content is indicated with light red text, and is described as **SPECIAL ACCESS CONTENT**. To gain access, individuals should contact the An Architect or Y team to inquire on the fee for permission to be granted access. Thumbnails which appear at the corners of pages are hyperlinks (such as the ones below) to additional reading, resources or content which exceeds the scope of this document. If you have any suggestions on how this experience can be improved, found outdated information shared or have identified any errors, feel free to contact us on anarchitect.eproducts@gmail.com.

SPONSORSHIPS, PARTNERSHIPS & COLLABORATION

This e-book was created in partnership with *the South African Institute of Building Design* and *An Architect*. The booklet is officially distributed by both *Y and An Architect*.

DISCLAIMER

Content is updated yearly. Be sure to always look at the latest version as policies and legislation is ever-changing. If you do spot any mistakes or errors – do let us know. Always ensure you check with the relevant bodies on legislative information for the most updated information. This e-book is not a replacement for any other material to be used for the PPE examination. Y, SAIBD or An Architect cannot be held liable for any mistakes, human error or misinterpretations of content. However, the e-book is an option to provide students and candidates with a good overview and context of what happens after you completed your candidacy – or are just about to start it.





WHAT CAN YOU DO WITH THIS e-BOOK?:

1. FOR STUDENTS:

INFORM YOURSELF ON THE FIELD AND ITS PROFESSIONAL PATHWAY

2. FOR CANDIDATES:

PREPARE WITH RESOURCES ADEQUATELY FOR THE PROFESSIONAL PRACTICE EXAM

3. FOR PROFESSIONALS:

NETWORK, COLLABORATE AND WORK WITH US & GET CPD COURSES



FOR STUDENTS:

- STEPS TOWARD BECOMING A PROFESSIONAL | PART I
- QUALIFICATIONS
- PATHWAYS

The following content is an extract from An Architect's previous ebooklet - *Becoming An Architect: High School Edition*

ikhumbane Museum by Choromanski Architects; Photo by Roy Reads
to the logo at the top to find out more about the architecture

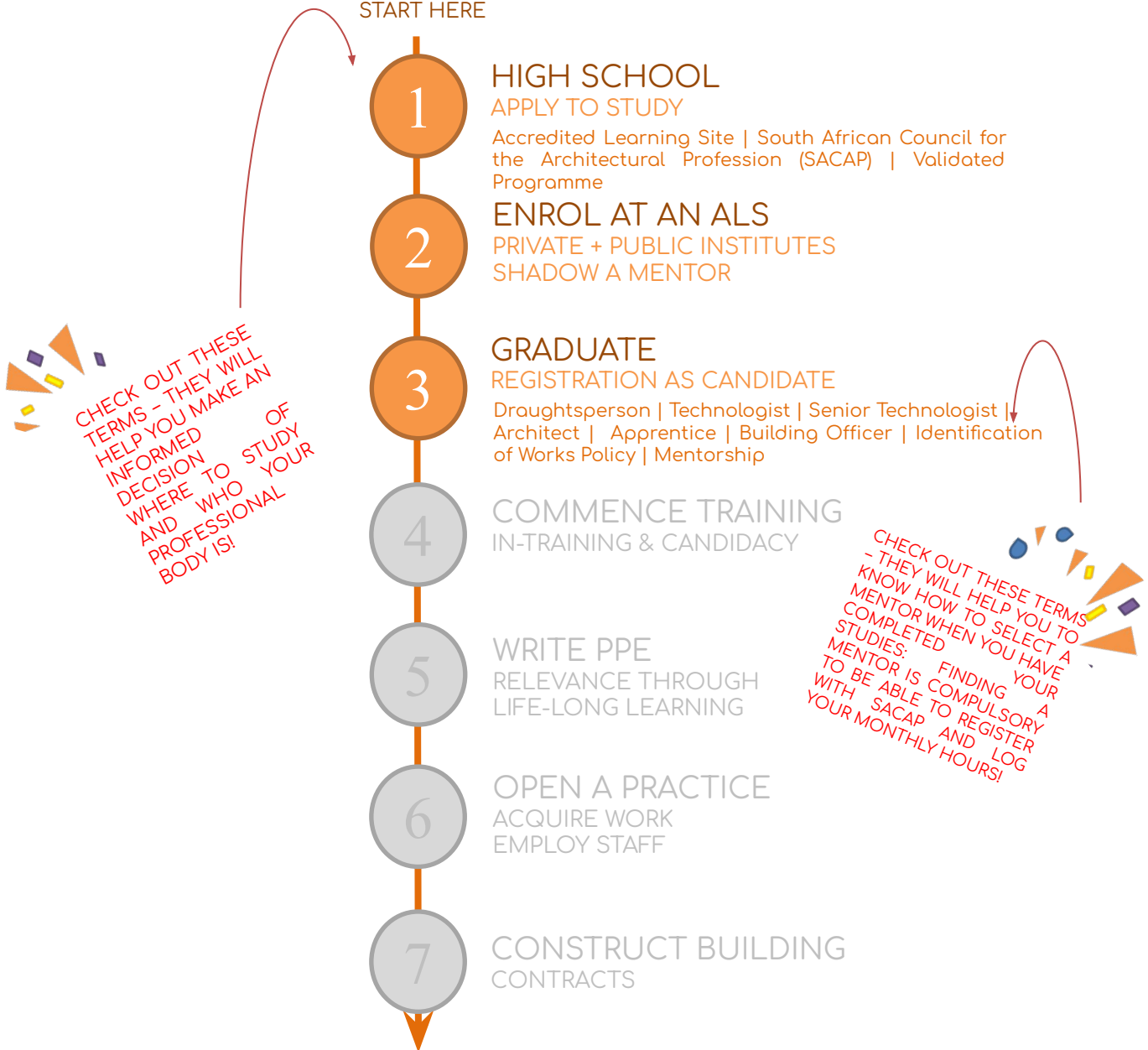


BECOMING AN ARCHITECT

HIGH SCHOOL EDITION

STEPS TOWARD BECOMING A PROFESSIONAL: PART I – FOR STUDENTS

START HERE



The Beginning of your Journey

So you decided you wanted to be an architectural designer – you applied to a school of architecture, compiled a portfolio and did well in your matric examinations... Now you nervously await your letter of acceptance. And... YOU MADE IT IN! Congratulations – but this is just the first step of the journey ahead. Time spent in your formative years are crucial to determining how soon you can achieve your goal of practicing as a professional architectural designer. Ensure that you make the most of your time whilst studying – read as much as you can, participate in competitions, work in the holidays, shadow a mentor and build a network of people you can trust in every aspect of life.

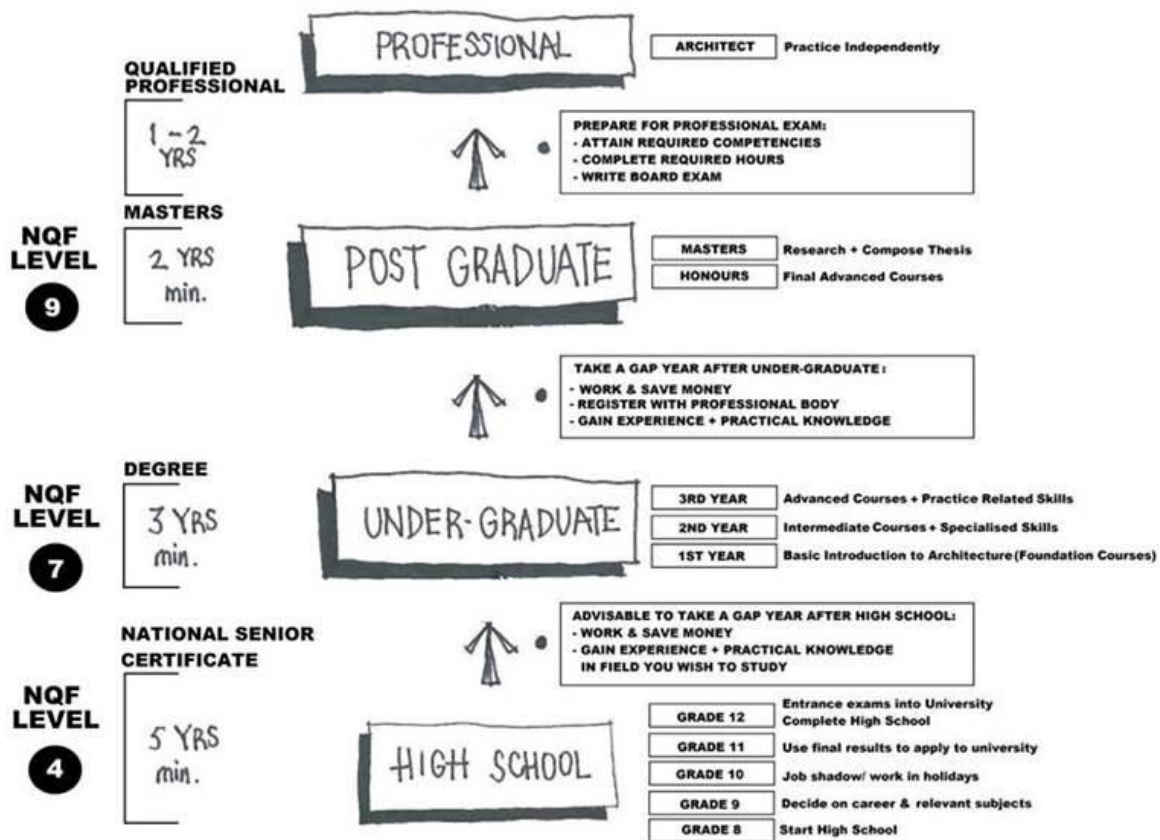
The journey has just begun and is a life long learning process – be aware of the world around you and adapt to the ever-changing climate of the profession. Take a stand for what you believe and take on activities not because they are easy, but because they are challenging. Every task won't be an easy one – but within the challenges and the struggles is where you will build character and find meaning.



Know of any high school students looking to study architecture? Share this booklet with them



QUALIFICATIONS - ARCHITECTURE:



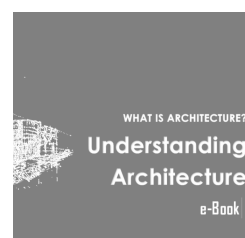
Qualifications in Architecture

A Bachelor's Degree in Architecture (also known as a Bachelor of Science in Architecture or Bachelor of Architectural Studies) requires rigorous application of theoretical content. This means in conjunction with lectures, assignments and independent self-study, students of architecture are required to apply their knowledge in the form of projects through studio time, with a focus on the theoretical resolution of architectural ideas. The studio is an unstructured research, development and application environment which progresses far beyond the prescribed time apportioned to the credits for the course. Due to the nature of this being a process of self-discovery and realization, this amount of time exists out of the scope of the contact sessions.

A Degree in Architecture should take at minimum 3 years to complete which would include campus-based learning. The HEQSF state that a Bachelor's Degree consists of 360 credits, of which a minimum of 120 credits is required per NQF Level. Each NQF level generally takes approximately 1 year to complete. Upon completing a degree, one possesses a qualification on NQF Level 7 and is eligible to register as a Candidate Architectural Technologist with SACAP (South African Council for the Architectural Profession). Post-graduate studies compose of Honours (NQF Level 8) and Masters (NQF Level 9), where the latter allows students to write a thesis on a subject of interest within an architectural context.

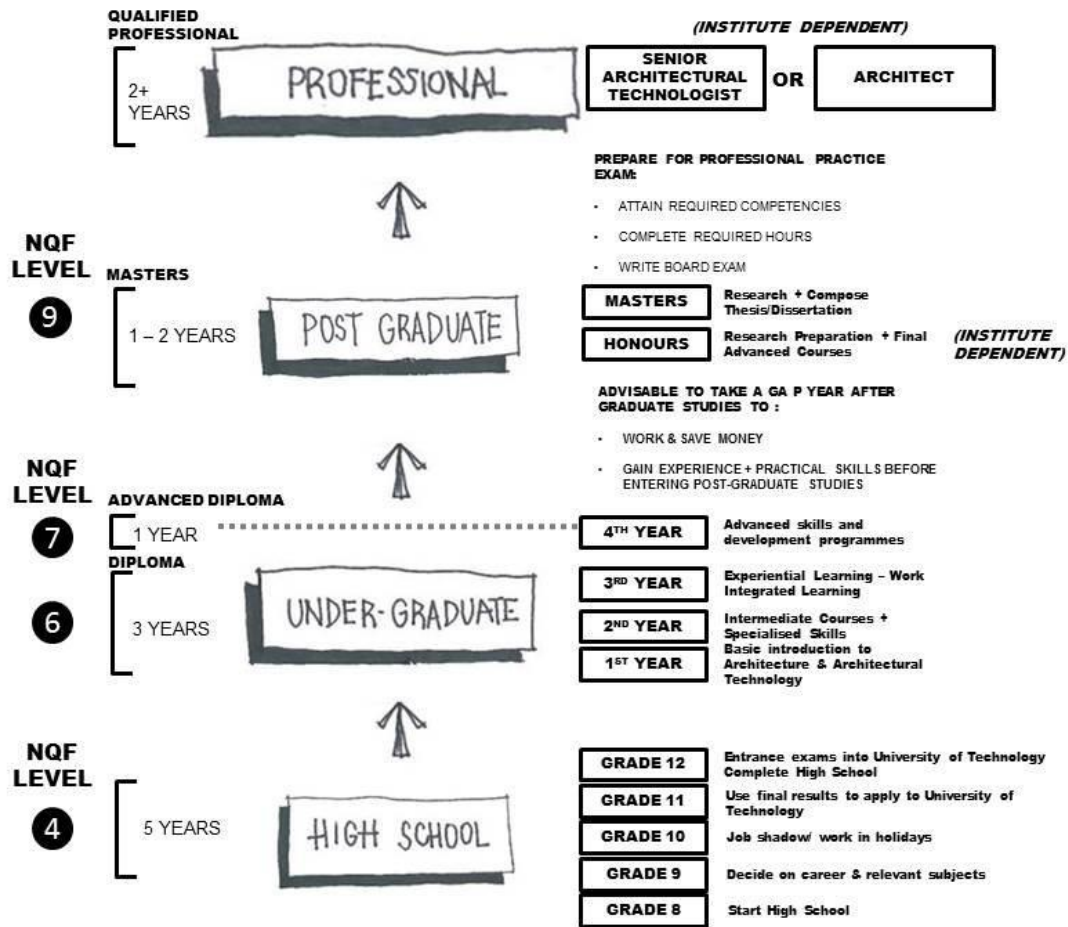
Upon completion of the Honours Degree, one is eligible to register as a Candidate Senior Architectural Technologist; and upon completion of a Masters Degree, one is eligible to register as a Candidate Architect. Typically, students work for a period between the years where they gain hours in specific competencies as designated by SACAP.

Currently, a minimum of 2 years of working under a registered mentor is required before writing the Professional Practice Exams (PPE). When the PPE is written and passed, one can register as a Professional Senior Architectural Technologist (if Honours is the last year completed) or as a Professional Architect (if Masters is the last year completed).



Looking for a summary of a degree in architecture? Check out the Sample Chapter of *What is Architecture? Understanding Architecture*

QUALIFICATIONS – ARCHITECTURAL TECHNOLOGY:



Qualifications in Architectural Technology:

A Diploma in Architectural Technology requires rigorous application of practical content. This means in conjunction with lectures, assignments and independent self-study, architectural technology students are required to apply their knowledge in the form of projects through studio time, with a focus on the technical resolution of architectural ideas. The studio is an unstructured research, development and application environment which progresses far beyond the prescribed time apportioned to the credits for the course. Due to the nature of this being a process of self-discovery and realization, this amount of time exists out of the scope of the contact sessions.

A National Diploma in Architectural Technology should take at minimum 3 years to complete which would include campus-based and work-integrated learning. The HEQSF state that a National Diploma consists of 360 credits, of which a minimum of 120 credits is required per NQF Level. Each NQF level generally takes approximately 1 year to complete.

The Advanced Diploma at NQF level 7 enables graduates to pursue post-graduate studies to complete an Honours (NQF Level 8) or Masters (NQF Level 9) qualification, where the latter allows students to write a thesis on a subject of interest within an architectural context. Graduates who complete a Masters of Technology (MTech) are eligible to register as Candidate Senior Architectural Technologists or Candidate Architects, depending on the institute graduating from.

Typically, students work for a period between the years where they gain hours in specific competencies as designated by SACAP (South African Council for the Architectural Profession). Currently, a minimum of 2 years of working under a registered mentor is required before writing the Professional Practice Exams (PPE). When the PPE is written and passed, one can register as a Professional Senior Architectural Technologist (if Honours is the last year completed) or as a Professional Architect (if Masters is the last year completed).

PATHWAYS:

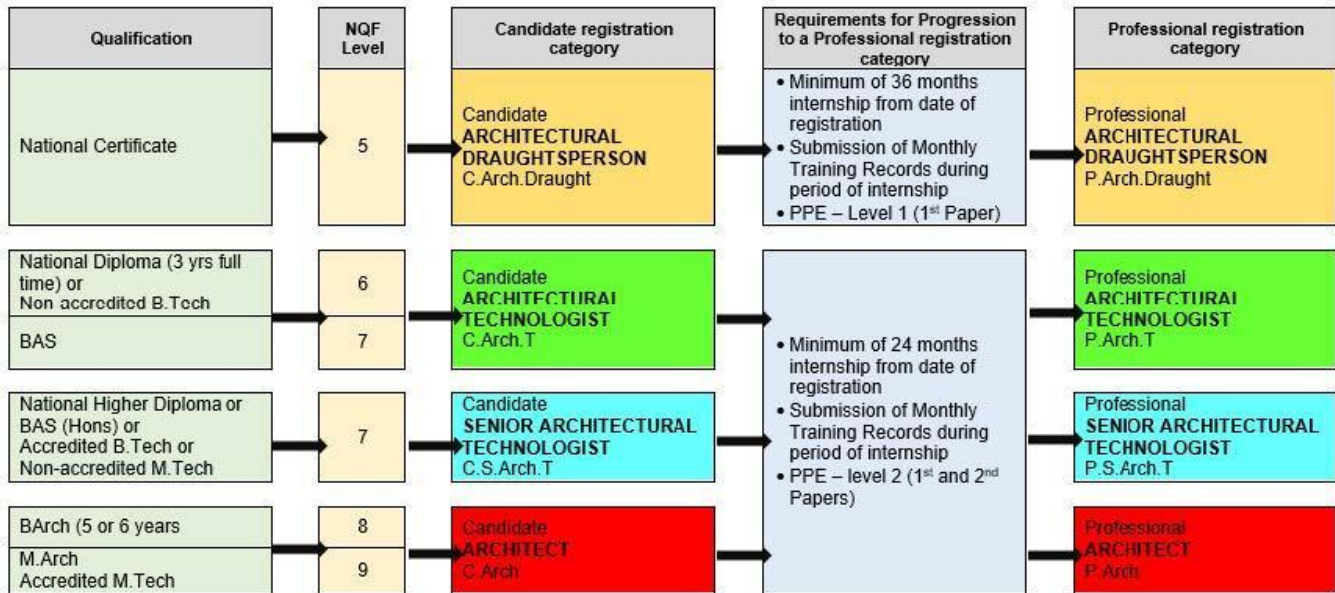


Diagram provided from *Becoming An Architect: High School Edition* and can be found on SACAP's website

The Architectural Draughtsperson

Typically after completing a Higher Certificate in Architectural Technology, an individual can register with SACAP as an Architectural Draughtsperson (AD). An AD is an individual in practice who draughts plans under the guidance of an Architectural Technologist, Senior Architectural Technologist or Architect. Draughtspersons possess elementary knowledge on design, architectural theory, construction and documentation.

The Architectural Technologist

Typically after completing a Diploma in Architectural Technology or a Degree in Architecture, one is eligible to register as an Architectural Technologist (AT). AT's generally perform design tasks of a certain scope and scale as defined by the Identification of Works (IOW) set out by SACAP. They are capable of resolving architectural designs to a high level of technical detail. Technologists possess substantial knowledge on design, architectural theory, construction and documentation.

The Senior Architectural Technologist

Typically after completing an Honours Degree, the Senior Architectural Technologist (SAT) occupies a more senior role in practice. They can be considered as a technologist with more years of experience in designing and managing projects. Hence SATs generally hold positions of management and are able to contribute to the running of a firm, including potentially making directorship as a partner or similar role. Senior Technologists possess intermediary knowledge on design, architectural theory, construction and documentation.

The Architect

Typically having completed a Masters Degree in Architecture or Architectural Technology (from certain institutes), Architects design and manage projects of varying scales as well as run the operational side of a firm. They can be involved in financial decisions, strategic overview, design direction and the acquisition of work for a firm. This is considered to be the highest level of attainment for an Architectural professional and is the end point of the professional architectural career path. Architects possess advanced knowledge on design, architectural theory, construction and documentation.

SOURCES:

1. For Scope of Work from Council for Built Environment:

https://www.sacapsa.com/page/ID_work

2. For Identification of Work Policy:

http://cbe.org.za/content/Home/Programmes/Regulations/SACAP_IDOW_Policy.pdf

<https://www.sacapsa.com/news/235441/SACAP-Council-Policies--Request-for-Comments-Closing-date--06-July-2015.htm>

or for a more updated version, search SACAP Identification of Works Policy

3. For the Architectural Profession Act (Act 44 of 2000):

<https://www.sacapsa.com/page/Act>

4. On Professional titles (source of image above)

https://www.sacapsa.com/page/conditions?&hse_archterms=%22sacap+and+regis



FOR CANDIDATES:

- SOURCE MATERIAL
- STEPS TOWARD BECOMING A PROFESSIONAL | PART II
- PPE STUDY PLAN
- PPE CONTENT
- PAST PAPERS



NOBODY'S PERFECT.

OUR PPE PASS RATE:

MAY 2022 - 80%
OCT 2022 - 80%

MAY 2023 - **90%**
OCT 2023 - 80%

MAY 2024 - 80%
OCT 2024 - 80%

WE'RE WORKING ON IT

JOIN OUR PPE PREP GROUP TODAY™
anarchitect.eproducts@gmail.com

Want an ad just like this for your business?
Drop us a mail

STEPS TOWARD BECOMING A PROFESSIONAL: PART II – FOR CANDIDATES



Check out the SAYAP and An Architect Facebook page for more information on the pathways

Congratulations – you have survived architecture school and are now moving onto the next step of your professional career path. There is still some way to go but you are much further than you were when started this journey. Finding a mentor, preparing a portfolio, attending interviews and getting your first job can be nerve-wrecking and exciting all at the same time. While you're on this ride, be sure to pick the little nuggets of information along the way. They will help prepare you for the next step after completing all your hours in your Monthly Training Record – writing the Professional Practice Examination!

TOPICS IN EXAMINATION

HOW FAR ALONG ARE YOU?

Accredited Learning Site | South African Council for the Architectural Profession (SACAP) | Validated Programme

Apprentice | Draughtsperson | Technologist | Senior Technologist | Architect | Identification of Works Policy | Mentorship

The Provision of Architectural Services | Monthly Training Records | Competencies | Partial services | Additional services | Ethics in the provision of Architectural Services | Limited Dispensation

Voluntary Associations | Continuous Professional Development (CPD) | Categories of CPD Points | Associated Legislation | Registering as a Professional | Privy Seal

The Architectural Professional as Practitioner | The Architectural Professional and their office | Establishing a Practice | Personnel | Financial Management | Risk Management | Quality Management Systems | Project Planning, Delivery and Controls

Property Law | Law of Delict | The Concept of Lien | Latin Phrases | Law of Agency | Dispute Resolution | Construction Procurement & Contracting | Clerk of Works | The Context of Principal Agency and Principal Consultancy | Joint Ventures and Consortiums | The Professional Team | Construction Pricing Strategies |

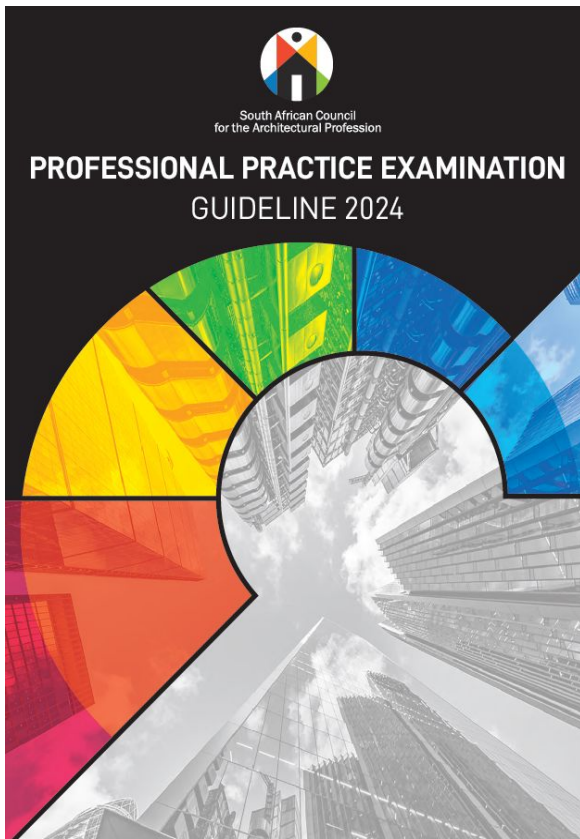


Want to improve your freehand drawing skills?
Start our self-paced Freehand Sketching Methods course



SOURCE MATERIAL: DOCUMENTS, VIDEOS & PRESENTATIONS

There's a lot of information on the PPE - we know! So we have consolidated the most recent and most helpful documentation into one cohesive folder for you. Be sure to always check the latest version of official documents for the most relevant and updated information. Tap the images below to redirect you to the pdf copies or YouTube videos of the respective content.



SACAP PPE PAPER 1 -
WEBINAR 2024



SACAP PPE PAPER 2 -
WEBINAR 2024



Want **EVEN MORE** resources?
Join our **PPE Prep Group**. 2 batches a year - **March and August**. Tap the image to email us

These contents are property of SAYAP 2024



PPE STUDY PLAN

It might be a few months before your exam, a few weeks before or a day before – either way you are going to need some structure to help you get as much information into your mind as you can. Below you will find a study plan which could help you plan your time better in those months, weeks or days preceding:

MONTHS BEFORE EXAM	WEEKS BEFORE EXAM	DAYS BEFORE EXAM	DESCRIPTION
2 MONTHS	5 WEEKS	5 DAYS	Curriculum + Steps Toward Becoming a Professional Overview + Exam Hints and Tips
1.5 MONTHS	5 WEEKS	5 DAYS	Legislation Overview
1.25 MONTHS	4 WEEKS	4 DAYS	Contracts + JBCC Overview
1 MONTH	4 WEEKS	3 DAYS	Past Paper Practice
1 MONTH	3 WEEKS	2 DAYS	Past Paper Practice + Examples and Case Studies
0.5 MONTH	2 WEEKS	1 DAY	Why are you studying the night before? Lol, just kidding. Check out the hints below

EXAM HINTS
READ THE PAPER CAREFULLY: English can sometimes confuse your mind. The paper is not written in terms of everyday language, it is written from a legislative perspective. So the words can be confusing. Read it in terms of a legal framework, not everyday conversation.
USE THE CORRECT TERMS: As this is professional paper - and professionals have legal duties and obligations - the usage of specific terms is necessary to help you score the most marks. Memorization can help you well in this situation.
DO THE PARTS YOU KNOW FIRST: Like in any examination, it is wise to start with the parts you know first, to score the most amount of marks in the shortest amount of time possible. Thereafter, there will be ample time to ponder over that which may seem more difficult.
HAVE BACK-UPS: Load shedding will occur, your battery may run flat or your cat might jump on your keyboard during the exam. Always be prepared for that which you can expect to happen. Charge your laptop, use your phone as hotspot and lock yourself away for the duration of the paper.
CONTACT DETAILS: Save SACAP's emergency numbers on your phone in the event of an emergency. Keep these numbers written on your desk as a sticky note. This will help you to not panic should anything unexpected occur.



PPE CONTENT: PAPER I

1 EXAM STRATEGY HOW TO NAVIGATE THE PREPARATIONS & TACKLING THE PAPERS SPECIAL ACCESS CONTENT



This strategy shows how to the SAYAP study groups work

2 LEGISLATION SOUTH AFRICAN LAW AND THE CONSTITUTION



All documents can be found online in the government gazettes or SACAP's website

3 CONTRACTS THE LAW OF CONTRACTS



Educational versions of Contracts can be accessed when you join study groups such offered by VA's

4 IDENTIFICATION OF WORKS THE IDOW, ITS MATRIX AND CATEGORIES SPECIAL ACCESS CONTENT



There are many presentations available online and on SACAP's site which discusses the IDOW in detail



Need more hours in your Monthly Training Record? Get them in the education section and by doing our course on developing your own working definition for architecture – recommended for draughtspersons



PPE CONTENT: PAPER I CONTINUED

5

CALCULATING FEES

PROJECT COST BASED FEES & THE SLIDING SCALE
SPECIAL ACCESS CONTENT



You can teach yourself how to calculate fees if you follow the gazetted fees guideline

6

CPD POINTS

VOLUNTARY ASSOCIATIONS AND POINT SYSTEM
SPECIAL ACCESS CONTENT



Voluntary associations offers CPD courses and explain how it works quite well on their sites

7

CODE OF CONDUCT + EXAM STRUCTURE + HINTS

EIGHT RULES & EXAM TIPS
SPECIAL ACCESS CONTENT



SACAP's code of conduct can be found on their site. Exam structure and hints are available for each exam

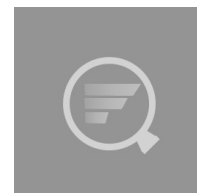
8

COMPANIES ACT + PAST PAPER DISCUSSION

FIND OUT MORE ABOUT THE COMPANIES ACT
SPECIAL ACCESS CONTENT



After the first portion of the video discusses a past paper from paper 1, we then move onto the Companies Act



Feeling like the Future of Architecture is here and you just aren't ready yet? Check out the Future of Architecture e-Mmersive Experience



PPE CONTENT: PAPER II

1

PPE OVERVIEW

STEPS TOWARD BECOMING A PROFESSIONAL VIDEO



Same as the video for Paper I – but is good for recapping points you may have missed. Now, see how much you still need to know

2

CONTRACTS

THE LAW OF CONTRACTS



Same as paper I but here focus more attention on stages 5 -6 of the SACAP stages

3

JBCC CONTRACT OVERVIEW

THE JBCC CONTRACT



At 13:22 in the video, the conversation moves toward the JBCC agreement

4

JBCC DEFECTS & LIABILITY PERIOD

A DIAGRAMMATIC OVERVIEW OF THE CONSTRUCTION PROCESS



A diagrammatic overview of how contractual relationships affect the building process at specific stages



Looking for past papers? Check our open source collection of past papers from the early 2010's



PPE CONTENT: PAPER II CONTINUED

5

JBCC LOGIC + CLAUSES

GAIN AN UNDERSTANDING OF HOW TO NAVIGATE JBCC
SPECIAL ACCESS CONTENT



This video shows you a way to navigate through the JBCC for ease of reference on the day of the exam

6

JBCC PAST PAPER DISCUSSION

DISCUSSIONS ON PAST PAPERS
SPECIAL ACCESS CONTENT



At **7:25** in the video, the discussion starts on Paper II

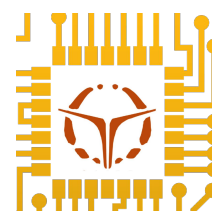
7

PAPER II EXAM HINTS

A BREAKDOWN OF WHAT TO EXPECT
SPECIAL ACCESS CONTENT



An introduction to JBCC which can help one see the context in which it operates legally



Want to see SACAP's official study guide? Check out our folder with a collection of the guides provided:
https://drive.google.com/drive/folders/1Ft_snvkVWSVOp_mFizH2_ysphwrQhBiE?usp=sharing





FOR PROFESSIONALS:

- JOIN A VA
- CPD COURSES
- COLLABORATE, PARTNER & WORK WITH US



Looking to join a
**Voluntary
Association?**

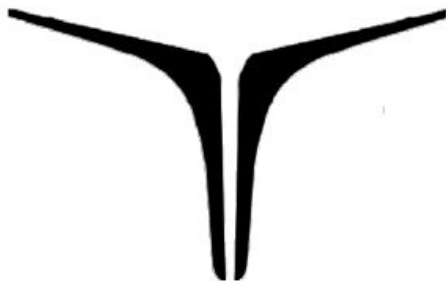


Try out
Y: A SAIBD Initiative
(For Free)



Rebrand

Established in 1973, the South African Institute of Building Design (SAIBD) is a recognised Voluntary Association (VA) under the Architectural Profession Act. In 2023, SAIBD celebrated its 50th Jubilee, marking a milestone as one of SA's oldest VAs. Whilst deliberating its future, SAIBD identified the need for a more connected and relevant architectural industry. As a result, SAIBD partnered with An Architect to create an implementation division, aiming to position itself as the *VA of the Future*.



Connection



Community



Collaboration

VA of the Future

We present, 'Y'.
Initiated by SAIBD, implemented by An Architect.

The aim of Y is to question our profession and its practices.
The outcome is a new kind of VA to help achieve this.



THE THREE 'L's:



Learning for the Future

SAIBD is authorised to validate category 1 points as part of Continuing Professional Development (CPD). In association with SAIBD, Y will curate workshops and courses on upskilling professionals in emerging technologies, financial literacy and traditional architectural practice.



Listening to the Profession

As a mechanism to better listen to the needs of the industry, SAIBD has endorsed Y's podcast, 'Tough Talks'. Run by a team of dynamic and influential architectural graduates, the aim of the podcast is to drive progressive change through meaningful dialogue.



Linking the Youth

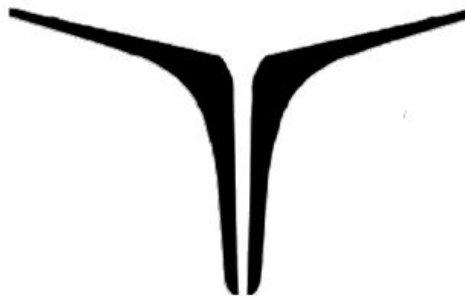
Y has recognised the disconnect between academia and practice. Y will work with SAIBD to support apprentice and student mentorship programmes, as well as foster continuous intergenerational knowledge exchange.

CONNECTION

Creating connections across industry

Voluntary Association

We belong to an established institution which is in full support of our mission,



Academia

We comprise a nation-wide team of academics, researchers and graduates looking to reinvent the educational system and the pathways to becoming a professional.

Practice

We possess a database of practices and professionals, students and candidates who can be of mutual benefit to each other.



COLLABORATION

Creating solutions through collaboration



We are on a mission to achieve AGI.
Architectural General Intelligence.

We share a common goal to make architecture accessible.
Would you like to join us?

Work with Us

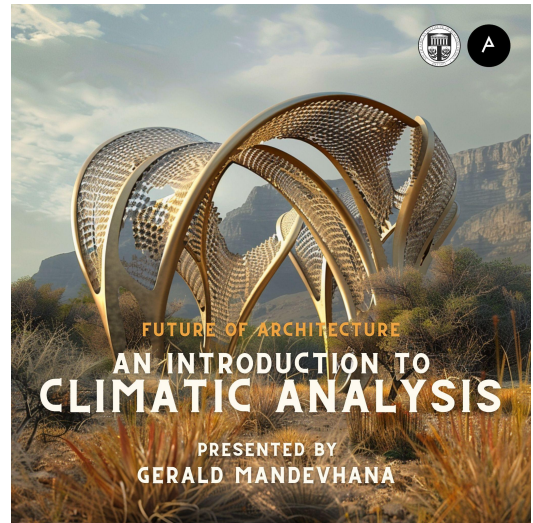
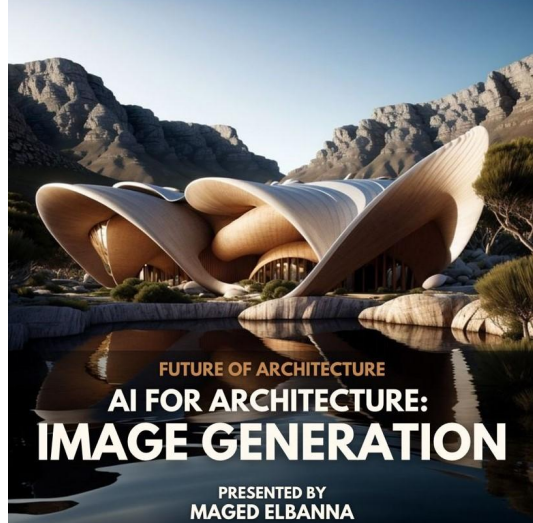
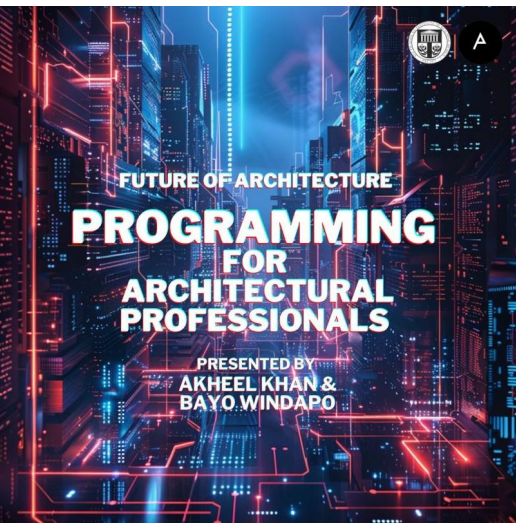
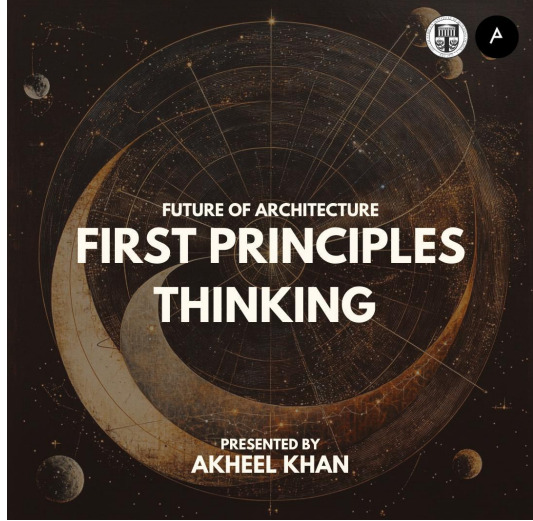
We are open to ideas, suggestions and collaboration.
Drop us a mail: admin@saibd.org.za | anarchitect.eproducts@gmail.com



Check out our progress:

We have a strategic partnership with An Architect to give our social media accounts an overhaul. Our latest collaborations include the Online Student Exhibition and the Future of Architecture initiative. Check them out on the social media pages below:





Future of Architecture?

Want to learn about programming, computational design and all the forms of AI? Check out our Introduction to Programming for Architectural Designers





T

Tough Talks podcast

@toughtalkspodcast

We're here to have the conversations we often shy away from

[instagram.com/tough____talks](https://www.instagram.com/tough____talks)

Subscribe

Having Tough Talks in your head?

It's better when you hear it out loud.

Subscribe to Tough Talks and listen in to SA's most impactful Architectural Podcast:



LISTEN IN TO
EARN CATEGORY 3 CPD POINTS!





Thanks for reading

THE
**PROFESSIONAL
PRACTICE e-BOOK**

Share this with someone who you think would need it!

