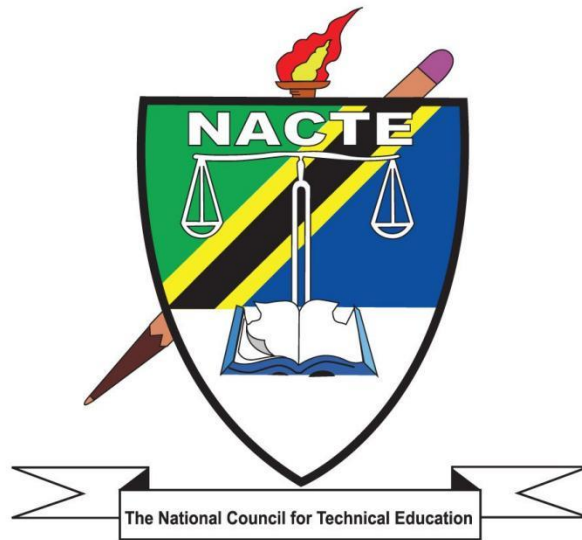


NATIONAL COUNCIL FOR TECHNICAL EDUCATION



NOVEMBER 2022

PROPOSED OCCUPATIONAL STANDARDS FOR ARCHITECT

OCCUPATION: ARCHITECT

LEVEL: NTA 8

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FOREWORD

The National Council for Technical Education (NACTE) is a corporate body established by the National Council for Technical Education Act, Cap.129. The Act provides a legal framework for the Council to coordinate the provision of technical education and training in Tanzania. The mandate of NACTE is three-fold, namely; Regulatory, Quality Assurance and Policy Advisory.

In discharging its mandate, the Council has been charged with the responsibilities, among others, to:

- (a) assist technical institutions in the transmission of knowledge, principles and training in the field of technical education and training for the benefit of the people of Tanzania;
- (b) assist technical institutions in the overall development of the quality of education they provide and to promote and to maintain approved academic standards;
- (c) establish and make awards in technical education which are consistent in standard and comparable to related awards in Tanzania and internationally; and
- (d) ensure that the quality of education required for the awards is met and maintained throughout the duration of the delivery of the course.

In the course of execution of these responsibilities, the Council has been instituting various measures aiming at advancing the quality of training provided in technical institutions in respect of the changing demands of the labour market, both local and international.

To achieve the above obligation, NACTE, under the Ministry of Education, Science and Technology implemented the East Africa Skills for Transformation and Regional Integration Project (EASTRIP), a project aiming at promoting regional integration through supporting the regional corridors and sector markets, developing common standards and qualifications, and promoting mobility of students, faculty, and graduates. The project supports the Government of Tanzania to address shortage of skills in five sectors namely:

- (a) Energy;
- (b) Construction;
- (c) Information and Communication Technology (ICT);
- (d) Transportation; and

(e) Agribusiness

To address the skills miss-match and shortage in the five (5) sectors in the country, the project funded, among others, a component of Development of Occupational Standards for Technical and Vocational Education and Training (TVET). In this regard, NACTE endeavoured to identify qualified and highly experienced experts in the five sectors from both the industry and training institutions to carry out the development of Occupational Standards. The exercise was carried out at Morogoro Teachers College – Morogoro from 16th July to 10th August, 2021. The output of the exercise is Occupational Standards for 12 occupations. Occupational standards for Architect Technicians are among the occupational standards for 12 occupations which have been developed.

Since Occupational Standards are statements of work performance reflecting the ability to successfully complete the functions required in an occupation, as well as the application of knowledge, skills, attitudes and understanding in an occupation, it is the Council's expectations that the developed standards will form a robust base for decision making and provide explicit guidance to policy makers, curriculum developers, educators, employers and other stakeholders in matters related to manpower planning as well as execution of Technical and Vocational Education and Training undertakings.

Prof. J. W. Kondoro
Chairman

Dar es Salaam
OCTOBER 2022

ACKNOWLEDGEMENT

The National Council for Technical Education (NACTE) is charged with the mandate to be the Quality Assurance organ of the Government in matters related to Technical and Vocational Education and Training (TVET) and production of qualified manpower for both local and international labour markets. In order to realize this obligation, NACTE endeavours to institute policies, guidelines and standards and to set the quality benchmarks for training institutions.

However, this is only possible if there is a strong base, linking the training institutions on one hand and the demands of the industry/labour market for relevant manpower on the other hand. Therefore, the Council undertook a step to develop Occupational Standards in sectors considered to be the engine to steer the country's desire to achieve an industrial economy. This exercise would not be a success without the input and support from our stakeholders. I am indebted to acknowledge some of them here.

I wish to acknowledge and appreciate the support from the Ministry of Education, Science and Technology through the East Africa Skills for Transformation and Regional Integration Project (EASTRIP) for the financial support which facilitated the preparation of this document. I wish also to appreciate Eng. Dr. Simon Baregu and Mrs Leah Lukindo for the tireless efforts and commitment in facilitating and guiding the standards development process, Ms. Eileen Tzamburakis and Ms. Chausiku Yakweli Ibrahim for compiling and type setting the final document; and the NACTE Secretariat for coordinating the whole activity.

In a very special way I wish further to extend my sincere gratitude to this team of wonderful experts who tirelessly dedicated their time and availed their invaluable intellect in the preparation of this document. I would like to recognise the colossal inputs of the following experts:

S/N	Name	Designation	Organization
1	Arch. Boniface Kazoba	Managing Director	Space Consult Architect (T) Ltd
2	Arch. Dora Joseph Njau	Director	N & D Associates Limited)
3	Arch. Muganguzi S. Mukiza	Director	Project Solutions Ltd
4	Arch. Boniphace Deus Dau	Architect	B.J. Amuli Architect

S/N	Name	Designation	Organization
5	Arch Thabit Khalid	Architect	ARQB
6	Arch Venjslous Mgeni	Architect	Cosmo Planarch Consult Ltd.

In addition, NACTE hopes to further enhance the internationalization of occupational standards and promote the modernization and internationalization of industries, facilitating Tanzania's integration into the international market and exploiting its development potential. Therefore, NACTE has invited China-Africa Vocational Education Alliance and China-Africa (Chongqing) Vocational Education Alliance to participate in the development, revision and review of occupational standards documents in collaboration with Chinese vocational institutions, so as to make use of their rich experience in vocational education efforts and rely on China's advanced and complete industrial chain and its position in the international market to contribute to the development of vocational education and related industries in Tanzania.

Therefore, I would like to express my sincere gratitude to this specialized team of Chinese institutions and experts. I thank them for their hard work and dedication, and for contributing their wisdom and experience to the preparation of this document. I would like to thank the following institutions and experts for their support:

S/N	Organization	Name	Title/Professional Field
1	Sichuan College of Architectural Technology	Wei Daping	Professor/Architecture
2		Lan Fenglin	Associate professor/Engineering management
3		Yang Weiqi	Associate professor/Architectural engineering
4		Dong Simeng	Associate professor/Rock engineering
5		Shen Yongyi	Lecturer/Architectural design
6		Yin Yi	Lecturer/Architecture
7		Liu Si	Lecturer/Foreign studies

Last, but not least, I would like to acknowledge the enormous inputs from all stakeholders who were consulted during the validation process to provide their expert views and opinions on the validity of the contents and preparation of this document for customers' consumption.

Dr. A. B. Rutayuga

Executive Secretary

Dar es Salaam

OCTOBER 202

ABBREVIATIONS

AQRB	Architects and Quantity Surveyors Registration Board
BOQ	Bills of Quantities
DLP	Defects Liability Period
ICT	Information and Communication Technology
NACTE	National Council for Technical education
NOS	National Occupational Standards
OS	Occupational Standards
OSHA	Occupation Safety, Health Administration
PPE	Physical Protective Equipment
RFP	Request for Proposal
TET	Technical Education and Training
TOR	Terms of Reference
TVET	Technical and Vocational Education and Training

GLOSSARY OF TERMS

Circumstantial Knowledge:	Detailed knowledge, which allows the decision-making in regard to different circumstances and cross cutting issues
Competence:	The ability to use knowledge, understanding, practical and thinking skills to perform effectively to the workplace standards required in employment.
Competency:	A description of the ability one possesses when able to perform a given occupational task effectively and efficiently.
Competency-Based Education:	An instructional program that derives its content from validated tasks and bases assessment on the learner's performance.
Curriculum:	A description or composite of statements about “what is to be learned” by the trainee/student in a particular instructional programme; a product that states the “intended learning outcomes”.
Educational/Training Programme:	The complete curriculum and instruction (what and how) that is designed to prepare a person for employment in a job or other particular performance situation.
Occupation:	A specific position requiring the performance of specific tasks – essentially the same tasks are performed by all employees having the same title. (Example: baker)
Occupational Analysis:	A process used to identify the tasks that are important to employees in any given occupation.
Occupational Area:	This is a broad grouping of related jobs. Example: food service.
Occupational Competence	The application of knowledge and skills to perform consistently to the standards required in the work context.
Occupational Standards:	Specific requirements of competences people are expected to demonstrate in a particular occupational area, including knowledge and relevant attitudes. They also act as performance tool of assessment of the pre – scribed

outcomes.

Performance Criteria:	Indicate the expected end results or outcome in form of evaluative statements.
Skills:	The ability to perform occupational tasks with a high degree of proficiency within a given occupation. Skill is conceived of as a composite of three completely interdependent components: cognitive, affective, and psychomotor.
Standards:	it is a set of statement, which if proved true under working conditions, means that an individual is meeting an expected level and type of performance
Tasks:	A work activity that has a definite beginning and ending, is observable or measurable, consists of two or more definite steps, and leads to a product, service, or decision.
Task Analysis:	The process of analysing each task to determine the steps, related knowledge, attitudes, performance standards, tools and materials needed, and safety concerns required of employees performing it.
Underpinning Knowledge:	This is crucial knowledge that an individual must acquire in order to demonstrate competences that are associated in performing a given task.
Verification Process:	The process of having experts review and conform the importance of the task (competency) statements identified through occupational analysis. Other questions, such as the degree of task learning difficulty are also frequently asked. This process is also sometimes referred to as validation.

1.0. INTRODUCTION

Technical Education and Training (TET) is one of the most important education sub-sectors in Tanzania, responsible for developing a skilled workforce to support the country's industrialization economic agenda. Tanzania's Development Vision 2025 intends to raise the country's economy to a middle-income status. This requires a skilled workforce that is aligned with the needs of the public and private sectors of the economy. The National Council for Technical Education has begun the job of drafting Occupational Standards that will eventually be adopted as National Occupational Standards for TET in order to ensure that it meets the needs of the labour market and the country's economic agenda.

National Occupational Standards (NOS) are performance criteria that are matched with labour market demands. Each National Occupation Standard describes functions, performance standards, and knowledge/understanding for one important function or task. They combine skills, knowledge, and attitudes to describe best practice. They are useful tools for establishing job roles, personnel recruiting, supervision, and appraisal, as well as TET standards. They're also helpful for benchmarking and harmonizing qualifications on a national and international level. Standards, in general, provide a solid framework for high-quality TET that is labour market-relevant, current and consistent in delivery across all public and private institutions.

However, it must be noted that, Occupational Standards and Training standards/qualifications standards are different. Occupational standards are defined in terms of activities performed by a person in a selected occupation (e.g., an electrical engineer designs electrical wiring circuits, performs trouble shooting in electrical wiring, etc.) and they are usually defined by employers following procedures agreed upon by all stakeholders. Education and training standards are developed from the activities defined in occupational standards, and they include learning objectives to ensure that the necessary skills and knowledge are developed for a person to enable him or her to function at an agreed level in an occupation. Education and Training standards are used to define curricula in training institutions. It is, however, critical that there must be a direct link between the occupational standards and the training standards to respond to demands of the labour market.

In TET delivery, Tanzania adopted the Competence Based Education (CBET) approach. The CBET approach focuses on providing learners with the skills and knowledge required to meet the occupational standards. Occupational standards are thus the starting point for developing competency-based training (CBET) programs. TET institutions will be required to benchmark their curricula with relevant occupational standards.

Occupational Standards are developed based on a given occupation's current and future demands. As a result, they serve as a means of bridging the gap between the worlds of employment and technical education and training (TET).

The Architect's Occupation has its own set of occupational standards. The document explains how the occupational standards were developed, as well as the scope, the occupational profile in the form of DACUM charts, and the Occupational Standards.

2.0. OCCUPATIONAL STANDARD DEVELOPMENT PROCESS

The Occupational standards development process began with an examination of major documents that guide Tanzanian skill development. The 10-year National Skills Development Strategy (2016-2026) was one of the documents reviewed, and it outlined six (6) economic sectors that should be prioritized when developing skills development programmes. These sectors include: Transport and logistics, Tourism and Hospitality, Agribusiness, Construction, Energy and ICT. NACTE labour market reports were also used in the literature review to determine the skills demand in the Tanzanian labour market as a whole.

After the literature review, a workshop comprised of expert workers and educators with substantial knowledge and experience in the occupation conducted an occupational analysis utilizing the DACUM approach to produce the occupational profile. The analysis resulted in DACUM Charts, which are attached as **Appendix 1** to this document.

The workshop thereafter continued with the development of occupational standards. Experts in Occupational Analysis and development of Occupational Standards facilitated the workshop. Interviews, online surveys, and a stakeholder forum were used to validate the occupational standards. Architects, and experienced draughts personnel were key informants in the survey to establish occupational trends. This information was used to gain insight from

the workplaces regarding trends and changes in the profession, including how well graduates are equipped to be able to perform in the occupation. A total of online surveys were completed by experts from the labour market across the country. Apart from the survey aiding in defining the scope for the occupational analysis, they served to engage a wide cross-section of experts in the occupation. The stakeholders' forum was attended by participants from different parts of the country representing various companies.

3.0. THE SCOPE AND OVERVIEW OF THE OCCUPATIONAL STANDARDS FOR ARCHITECTS

These standards cover a broad range of duties and tasks that can be performed by Architects. However, the occupational standards are not meant to replace individual job descriptions, they are to be used for guidance in defining skill levels and knowledge for the architect in specific settings or positions. Architects may take on a range of different duties depending on the company or organization they work for. Typical duties and responsibilities of Architects include:

- Preparing and presenting design proposals, reports, applications and contracts
- Competing for work by submitting tender documents and delivering presentations
- Meeting with clients to discuss project goals, needs and budget
- Liaising with construction professionals about the practicability of potential plans, etc.

Architect create designs for new buildings, works on the alterations and redevelopments of existing structures and advise on the restoration and conservation of old properties. They use their specialist construction knowledge and high-level drawing skills to design buildings that are functional, safe, sustainable and aesthetically appealing.

Apart from designing buildings and structures, they also prepare feasibility reports, determine environmental impacts and create project proposals. They estimate costs, determine timelines and oversee the construction process. Architects stay proactive throughout the building process, adapting their plans according to budget constraints, environmental factors and client needs. The standard covers the main duties of Architects as follows:

- a) Prepare client requirements for construction projects
- b) Design the proposals of the building for construction projects
- c) Design the construction drawings for construction projects
- d) Develop Terms of Reference (TOR) for building construction projects

- e) Obtain the construction project business through competition
- f) Prepare bid documents for construction projects
- g) Prepare the construction for construction projects
- h) Manage the construction projects
- i) Manage the completion of construction projects

The Occupational standards have been clustered into NTA qualification levels i.e. NTA level 7 and 8.

4.0. VALIDITY PERIOD

The occupational standards will be valid for 3-5 years due to the fast-changing nature of technology. The review will proceed in the same manner as the previous one, with new occupational standards being developed based on current labour market information.

5.0. OCCUPATIONAL STANDARD

5.1 OCCUPATIONAL STANDARDS FOR ARCHITECT – NTA 8

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	DEVELOP TERMS OF REFERENCE (TOR) FOR BUILDING CONSTRUCTION PROJECT(S).	DUTY NO.	801
TASK TITLE	ESTABLISH MANAGEMENT TEAM FOR BUILDING CONSTRUCTION PROJECT(S)	TASK NO.	8011
PERFORMANCE CRITERIA	The person performing this task must be able to establish a list of key professional staff as per contract.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, internet and legal documents.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: <div>1. Select right tools, equipment and safety gear for the task; 2. Review terms of reference to clearly define objectives and the scope of the assignment; 3. Establish deliverables of the assignment; 4. Establish nature and complexity of construction project; 5. Identify required qualifications and expertise of key professional of the team; 6. Establish relevant skills and experience for the project; 7. Outlines responsibilities of each professional; 8. Establish resources requirement; 9. Compile list team members; 10. Organizational framework of team work.</div>		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: <div>1.1. Interpret objective of terms of reference; 1.2. Establish deliverables of the assignment; 1.3. Analyse nature and complexity of the construction project.;</div> <div>1.4. Establish required qualifications, skills and experience of key professional staff ;</div> <div>1.5. Establish the responsibilities of each key professional;</div> <div>1.6. Determine organizational framework of team;</div> <div>1.7. Determine resource requirements.</div> 2.0 Principles The person must be able to explain: <div>2.1. Human resources management and selection;</div> <div>2.2. Organizational framework establishment.</div> 3.0. Theories The person must be able to explain: <div>3. 1. Procurement management;</div> <div>3. 2. Project management;</div> <div>3. 3. Offer and acceptance;</div> <div>3. 4. Independent working environment.;</div> <div>3. 5. Leadership;</div> <div>3. 6. Construction management;</div>	

	<p>3. 7. Planning and organization.</p> <p>4.0. Essential skills</p> <p>4. 1. Negotiation skills;</p> <p>4. 2. Analytical mind;</p> <p>4. 3. Computer skills;</p> <p>4. 4. Communication skills;</p> <p>4. 5. Basic legal skills;</p> <p>4. 6. Document management skills;</p> <p>4. 7. Risk management skills;</p> <p>4. 8. Accuracy;</p> <p>4. 9. Time management skills.</p>
DESCRIPTION OF THE END PRODUCTS / SERVICE	List of key professional staff is established as per approved technical standards and contract.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <p>1. Human resource management;</p> <p>2. Public procurement guidelines;</p> <p>3. Regulation and bylaws governing construction industry.</p>

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	DEVELOP TERMS OF REFERENCE (TOR) FOR BUILDING CONSTRUCTION PROJECT(S)	DUTY NO.	801
TASK TITLE	ESTABLISH TIME FRAME FOR THE CONSTRUCTION PROJECT	TASK NO.	8012
PERFORMANCE CRITERIA	The person performing this task must be able to establish time frame for the construction project as per contract.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, internet and legal documents.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools equipment and safety gear for the task; 2. Review client project brief; 3. Review objectives of the project; 4. Determine the scope of the project; 5. Establish list of activities to be performed; 6. Prepare activities plan for consultant(s); 7. Establish resources required; 8. Determine time needed for each activity; 9. Establish time frame for a construction project(s); 10. Determine working process of projects.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1. 1. Analyse client project brief; 1. 2. Analyse objectives of the project; 1. 3. Analyse nature and complexity of each activity in the construction project; 1. 4. Determine sequence of activities of the construction work; 1. 5. Establish the role of each key professional. 2.0. Principles The person must be able to explain: 2.1. The principles of Human resources management; 2.2. Process and framework of organizational work. 3.0. Theories The person must be able to explain: 3.1. Construction Project management; 3.2. Project Planning and organization; 3.3. Resources Management; 3.4. Leadership. 4.0. Essential skills 4.1. Analytical skills; 4.2. Computer skills; 4.3. Communication skills;	

	4.4. Accuracy; 4.5. Time management skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Time frame for the construction project is established as per contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Activity time frame; 2. Construction activity; 3. Labour law governing; 4. Construction industry.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	DEVELOP TERMS OF REFERENCE (TOR) FOR BUILDING CONSTRUCTION PROJECT(S).	DUTY NO.	801
TASK TITLE	DETERMINE SCOPE AND SIZE OF THE CONSTRUCTION PROJECT	TASK NO.	8013
PERFORMANCE CRITERIA	The person performing this task must be able to determine scope and size of the construction project as per approved standards.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select tools, equipment and safety gear; 2. Identify the key objectives of the project; 3. Check if the objectives and goals of the Project are: a. Specific b. Measurable c. Achievable d. Realistic e. Time bound 4. Outline the project’s statement of the work; 5. Review schedule of area of the construction project; 6. Identify major deliveries; 7. Prepare key milestone of the project; 8. List scope exclusions; 9. Establish scope and size of the construction project; 10. Store tools and equipment; 11. Clean workplace.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Analyse and confirm the scope of contract tasks and project objectives; 1.2. Analyse outline the statement of the project; 1.3. Analyse nature and complexity of each activity in the construction project; 1.4. Establish schedule of area of the construction project; 1.5. Determine milestone and required deliverables of the project. 2.0. Principles The person must be able to explain the principles of stating project objectives. 3.0. Theories The person must be able to explain: 3.1. Construction Project management; 3.2. Project Planning and organisation; 3.3. Resources Management; 3.4. Contract Management. 4.0. Essential skills 4.1. Analytical skills; 4.2. Project management skills; 4.3. Computer skills; 4.4. Communication skills; 4.5. Accuracy;	

	4.6. Time management skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Scope and size of the construction project is established as per project guidelines.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Activity timeframe; 2. Construction activity; 3. Labour law governing; 4. Construction industry.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	DEVELOP TERMS OF REFERENCE (TOR) FOR BUILDING CONSTRUCTION PROJECT(S)	DUTY NO.	801
TASK TITLE	ESTABLISH METHODOLOGY OF CONSTRUCTION PROJECT.	TASK NO.	8014
PERFORMANCE CRITERIA	The person performing this task must be able to establish methodology of construction project as per established standards and guidelines.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Prepare checklist of construction activities.; 3. Determine nature of construction activities.; 4. Determine working environment of the project construction area; 5. Identify types of equipment and tools for construction project.; 6. Determine duration of the construction project; 7. Determine types of construction materials. ; 8. Identify types of construction technology; 9. Recommend methodology of construction to be adopted; 10. Store tools and equipment; 11. Clean workplace.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Establish checklist of construction activities. 1.2. Analyse nature and complexity of the construction project; 1.3. Analyse working environment of the construction project; 1.4. Establish types of equipment and tools to be used; 1.5. Establish types of construction materials; 1.6. Establish types of construction technology; 1.7. Analyse the compulsory rules for operational personnel. 2.0. Principles The person must be able to explain the principles of: 2.1. Determining types of construction techniques; 2.2. Determining construction materials; 2.3. Determine types of equipment and tools. 3.0. Theories The person must be able to explain: 3.1. Construction Project management; 3.2. Project Planning; 3.3. Craft and technique management; 3.4. Resources Management; 3.5. Contract Management; 3.6. Record Management; 3.7. Monitoring and evaluation.	

	4.0. Essential skills 4.1. Analytical skills; 4.2. Project management skills; 4.3. Computer skills; 4.4. Communication skills; 4.5. Accuracy; 4.6. Time management skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Methodology of construction project is established as per standards and guidelines.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Environmental management; 2. Labour law governing; 3. Construction industry.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	OBTAIN THE CONSTRUCTION PROJECT(S) THROUGH COMPETITION	DUTY NO.	802
TASK TITLE	COLLECT BIDDING INFORMATION FOR PROJECT(S)	TASK NO.	8021
PERFORMANCE CRITERIA	The person performing this task must be able to collect and select bidding information for projects in multiple ways.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, internet and project materials.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Know well the release channels of project bidding information; 2. Research bidding information of projects; 3. Conduct credit inquiry of the tenderer; 4. Compare different project information; 5. Develop a primary evaluation and selection of the projects to be bid.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Know well the release channels of project bidding information; 1.2. Research bidding information of projects; 1.3. Conduct credit inquiry of the tenderer; 1.4. Compare different project information; 1.5. Develop a primary evaluation and selection of the projects to be bid. 2.0 Principles The person must be able to collect and evaluate the bidding information for projects and select the project to be bid. 3.0 Theories The person must be able to explain: 3.1. Channels to release bidding information; 3.2. Content included in the bidding information of project. 4.0 Essential skills 4.1. Skills to research bidding information of project; 4.2. Skills to conduct credit inquiry of tenderer ; 4.3. Risk assessment of project; 4.4. Communication skills; 4.5. Basic legal skills; 4.6. Document management skills; 4.7. Risk management skills;	

DESCRIPTION OF THE END PRODUCTS / SERVICE	Select the project to be bid.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Public procurement guidelines; 2. Risk assessment of project.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	OBTAIN THE CONSTRUCTION PROJECT(S) THROUGH COMPETITION	DUTY NO.	802
TASK TITLE	REVIEW BID DOCUMENT(S)	TASK NO.	8022
PERFORMANCE CRITERIA	The person performing this task must be able to review bid documents and conduct detailed project evaluations.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, internet and project materials.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Collate key information in bid documents; 2. Compile the list of key information of bidding project; 3. Conduct a detailed risk assessment of project; 4. Compile the risk assessment report of project.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Key information in bid documents; 1.2. Risk assessment factors of bidding project; 1.3. Methods to conduct risk assessment of bidding project; 1.4. Risk assessment report of project. 2.0. Principles The person must be able to explain and conduct the risk assessment of bidding project. 3.0. Theories The person must be able to explain: 3.1. Key information of project; 3.2. Evaluation factors of bidding project; 3.3. Methods to conduct project evaluation. 4.0. Essential skills 4.1. Collating information; 4.2. Risk assessment of project; 4.3. Computer skills ; 4.4. Communication skills; 4.5. Basic knowledge on relevant laws; 4.6. Document management skills; 4.7. Risk management skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Compile <i>Table of Key Information in Bidding Project</i> and <i>Risk Assessment Report of Bidding Project</i> .	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Public procurement guidelines;	

		2. Risk assessment of bidding project.	
OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	OBTAIN THE CONSTRUCTION PROJECT(S) THROUGH COMPETITION	DUTY NO.	802
TASK TITLE	COMPILE BID DOCUMENTS	TASK NO.	8023
PERFORMANCE CRITERIA	The person performing this task must be able to: review financial proposal for construction project as per established guidelines.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently or set up the working group. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, binder, internet etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Establish checklist of required documents; 3. Compile bid documents; 4. Proofread bid documents; 5. Submit bid documents to the user/client; 6. Store tools and equipment.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1. Establish the required contents of the financial proposal; 1.2. Analyse scope of assignment; 1.3. Compile bid documents; 1.4. Proofread bid documents; 1.5. Determine submission procedure and requirements. 2.0. Principles The person must be able to compile qualified documents. 3.0. Theories The person must be able to explain: 3.1. Content of bid documents; 3.2. Business Economy; 3.3. Procurement management; 3.4. Offer and acceptance. 4.0. Essential skills 4.1. Compiling bid documents; 4.2. Price quotation; 4.3. Computer skills; 4.4. Basic legal skills; 4.5. Document management skills.	

DESCRIPTION OF THE END PRODUCTS / SERVICE	Compile and submit the bid documents as required.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Bidding design; 2. Public procurement guidelines.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	PREPARE BID DOCUMENTS FOR CONSTRUCTION PROJECT	DUTY NO.	802
TASK TITLE	NEGOTIATE AND SIGN CONTRACT(S)	TASK NO.	8024
PERFORMANCE CRITERIA	The person performing this task must be able to negotiate contracts and conduct sign management.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently or set up working groups. The following equipment, tools and materials will be needed in performing the task: paper, note book, pen, computer, printer, photocopy machine, binder, internet, telephone, internet and contract documents.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select tools, equipment and safety gear; 2. Prepare required documents; 3. Determine negotiation objectives; 4. Negotiate contract; 5. Sign contract as required; 6. Contract saving.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Collate materials and information required for negotiating contract; 1.2. Determine negotiation objectives; 1.3. Master negotiation skills; 1.4. Sign contract as required. 2.0. Principles The person must be able to explain the negotiation and signing of contract. 3.0. Theories The person must be able to explain: 3.1. Negotiation materials; 3.2. Negotiation objectives; 3.3. Negotiation skills; 3.4. Contracting requirements. 4.0. Essential skills 4.1. Collate negotiation materials; 4.2. Communication and negotiation skills; 4.3. Mathematics skills; 4.4. Computer skills ; 4.5. Basic legal skills; 4.6. Document management skills; 4.7. Risk management skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Bid document for construction project is compiled as per standards.	
CIRCUMSTANTIAL		Detailed knowledge about:	

KNOWLEDGE	<ol style="list-style-type: none"> 1. Communication and negotiation; 2. Risk analysis of contract.
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OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	CALL FOR A BID FOR CONSTRUCTION PROJECT(S)	DUTY NO.	803
TASK TITLE	COMPILE A BID PROPOSAL	TASK NO.	8031
PERFORMANCE CRITERIA	The person performing this task must be able to collate request for proposal (RFP) and compile a bid proposal.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, internet and project materials.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Communicate with the client and determine the scope, time, technology and budget and other requirements for bidding; 2. Collate bidding requirements for project; 3. Compile a bid proposal; 4. Submit the bid proposal to the client.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Know the client’s requirements; 1.2. Collate the client’s requirements; 1.3. Content of the bid proposal. 2.0. Principles The person must be able to explain and implement the bid proposal. 3.0. Theories The person must be able to explain: 3.1. Procurement management; 3.2. The bid proposal. 4.0. Essential skills 4.1. Communication skills; 4.2. Basic legal skills; 4.3. Document management skills; 4.4. Risk management skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		The bid proposal is compiled as per approved standards.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Human chemistry and behaviour; 2. The bid proposal.	

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	CALL FOR A BID FOR CONSTRUCTION PROJECT(S)	DUTY NO.	803
TASK TITLE	COMPILE BID ANNOUNCEMENT.	TASK NO.	8032
PERFORMANCE CRITERIA	The person performing this task must be able to compile bid announcement.		
RANGE STATEMENT	The task will be performed at the office and the architect shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, binding machine, internet and project materials		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Compile bid announcement; 2. Submit bid announcement to the client; 3. Release bid announcement.		Detailed knowledge about: 1.0. Methods 1.1. Bid announcement; 1.2. Compile and release the bid announcement. 2.0. Principles The person must be able to explain and implement bid announcement. 3.0. Theories The person must be able to explain: 3.1. Procurement management; 3.2. Bid announcement. 4.0. Essential skills 4.1. Compile bid announcement; 4.2. Release the bid announcement to the public and media; 4.3. Basic legal skills; 4.4. Document management skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		The bid announcement is compiled and released as per standards.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Political condition; 2. Bid announcement.	

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	CALL FOR A BID FOR CONSTRUCTION PROJECT(S)	DUTY NO.	803
TASK TITLE	INVESTIGATE THE QUALIFICATION(S) OF BIDDER	TASK NO.	8033
PERFORMANCE CRITERIA	The person performing this task must be able to investigate qualifications of bidders.		
RANGE STATEMENT	The task will be performed at the earmarked construction projects. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: Transport, note book, pen, computer, printer, camera, digital recording, internet and project materials.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Compile documents of qualification investigation of bidders; 2. Submit documents of qualification investigation; 3. Release or sell documents of qualification investigation; 4. Review qualification investigation of bidders; 5. Inform bidders of review results.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Compile documents of qualification investigation of bidders; 1.2. Release documents of qualification investigation; 1.3. Determine requirements of qualification investigation; 1.4. Review documents of qualification investigation. 2.0. Principles The person must be able to explain and implement documents of qualification investigation. 3.0. Theories The person must be able to explain: 3.1. Procurement management; 3.2. Documents of qualification investigation; 3.3. Requirements of qualification investigation; 3.4. Methods to review documents of qualification investigation of bidders. 4.0. Essential skills 4.1. Compile documents of qualification investigation of bidders; 4.2. Release documents of qualification investigation of bidders to the public and media; 4.3. Review documents of qualification investigation submitted by bidders; 4.4. Basic legal skills; 4.5. Document management skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Compile and release documents of qualification investigation of bidders as well as review qualifications as per approved standards.	

CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Political condition; 2. Documents of qualification investigation of bidders; 3. Review documents of qualification investigation.
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OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	CALL FOR A BID FOR CONSTRUCTION PROJECT(S)	DUTY NO.	803
TASK TITLE	COMPILE BID DOCUMENT FOR CONSTRUCTION	TASK NO.	8034
PERFORMANCE CRITERIA	The person performing this task must be able to compile bid documents for construction.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently or set up working groups. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, internet and project materials.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Composition of bid document; 2. Compile bidding instructions; 3. Determine technical standards and requirements of bid project; 4. Compile a BoQ of bid project; 5. Determine the bid evaluation method ; 6. Determine contract clauses; 7. Collect construction drawings; 8. Combine them into a complete bid document; 9. Proofread bid document; 10. Submit bid document to the client.		Detailed knowledge about: 1.0. Methods 1.1. Determine the composition of bid document; 1.2. Compile bidding instructions; 1.3. Determine technical standards and requirements of bid project; 1.4. Compile a BoQ of bid project; 1.5. Determine the bid evaluation method; 1.6. Determine contract clauses; 1.7. Collect construction drawings; 1.8. Combine them into a complete bid document. 2.0. Principles The person must be able to explain and implement bid documents. 3.0. Theories The person must be able to explain: 3.1. Procurement management; 3.2. Composition of bid document. 4.0. Essential skills 4.1. Compile bidding instructions; 4.2. Determine technical standards and requirements of bid project; 4.3. Compile a BoQ of bid project; 4.4. Determine the bid evaluation method ; 4.5. Determine contract clauses; 4.6. Collect construction drawings; 4.7. Combine them into a complete bid document; 4.8. Proofread bid document; 4.9. Basic legal skills; 4.10. Document management skills.	

DESCRIPTION OF THE END PRODUCTS / SERVICE	Compile bid documents as per approved standards and guidelines.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Public procurement guidelines; 2. Bid document.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	CALL FOR A BID FOR CONSTRUCTION PROJECT(S)	DUTY NO.	803
TASK TITLE	ORGANIZE BID OPENING	TASK NO.	8035
PERFORMANCE CRITERIA	The person performing this task must be able to organize bid opening.		
RANGE STATEMENT	The task will be performed at the office (or prescribed office for bid opening). The architects shall work in groups. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, internet, bid document and microphone.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Collect bid documents and bid security; 2.Organize a meeting for bid opening; 3.Announce the bid; 4.Compile minutes of meeting for bid opening.		Detailed knowledge about: 1.0 Methods 1.1. Collect bid document; 1.2. Collect bid security; 1.3. Organize a meeting for bid opening; 1.4. Organize the announcement of bid; 1.5. Compile minutes of bid opening. 2.0 Principles The person must be able to explain and implement bid opening. 3.0 Theories The person must be able to explain: 3.1. Procurement management; 3.2. Bid opening procedure; 3.3. Related legal requirements; 3.4. Bid security. 4.0 Essential skills 4.1. Hold a meeting for bid opening; 4.2. Compile minutes of meeting for bid opening; 4.3. Basic legal skills; 4.4. Document management skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Hold a meeting for bid opening as per approved standards and guidelines.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Public procurement guidelines; 2. Meeting for bid opening.	

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	CALL FOR A BID FOR CONSTRUCTION PROJECT(S)	DUTY NO.	803
TASK TITLE	EVALUATE BID DOCUMENT	TASK NO.	8036
PERFORMANCE CRITERIA	The person performing this task must be able to organize the evaluation of bid documents.		
RANGE STATEMENT	The task will be performed at the office (or the prescribed office for bid evaluation). The architects shall assist the work of bid evaluation group. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, internet, bid document and camera (if conditions permit)		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Establish the bid evaluation group; 2. Determine time and place to conduct bid evaluation and inform the bid evaluation group; 3. Provide methods and forms of evaluation to the bid evaluation group; 4. Evaluate technical and quotation documents; 5. Compile evaluation report and recommend the candidate who win the bid to the client; 6. Make public the evaluation result; 7. Send bid acceptance letter to the winning bidder; 8. Sign construction contract.		1.0 Detailed knowledge about:: 2.0 1.0 Methods 1.1. Establish the bid evaluation group; 1.2. Determine time and place to conduct bid evaluation and inform the bid evaluation group; 1.3. Provide methods and forms of evaluation to the bid evaluation group; 1.4. Bid evaluation; 1.5. Compile evaluation report and recommend the candidate who win the bid to the client; 1.6. Make public the evaluation result; 1.7. Send bid acceptance letter to the winning bidder; 1.8. Sign construction contract. 2.0 Principles The person must be able to explain and implement bid evaluation. 3.0 Theories The person must be able to explain: 3.1. Procurement management 3.2. Bid evaluation requirements 3.3. Related legal requirements 3.4. Make public the bid evaluation result 4.0 Essential skills 4.1. Establish the bid evaluation group 4.2. Organize bid evaluation 4.3. Make public the bid evaluation result	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Organize bid evaluation as per approved standards and guidelines.	

CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Public procurement guidelines; 2. Requirements of bid evaluation.
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OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	PREPARE THE CONSTRUCTION FOR CONSTRUCTION PROJECT(S)	DUTY NO.	804
TASK TITLE	COMPILE CONSULTING AGREEMENT FOR CONSTRUCTION PROJECT(S)	TASK NO.	8041
PERFORMANCE CRITERIA	The person performing this task must be able to compile, negotiate and sign consulting agreement for construction projects.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, camera, etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear; 2. Establish the scope and type of service; 3. Determine respective duties of all parties; 4. Determine consulting fees; 5. Establish payment mode; 6. Establish schedule of contract; 7. Determine expected deliverables; 8. Determine procedure to terminate contract ; 9. Applicable governing laws; 10. Set ownership of working products; 11. Determine dispute resolution procedure; 12. Negotiate contract conditions with user/client; 13. Finalize consulting contract agreement.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1. Analyse the scope and type of services provided; 1.2. Clarify respective duties of all parties in contract ; 1.3. Determine payment method; 1.4. Establish deliverables based on contract; 1.5. Negotiate terms and conditions of consulting contract agreement; 1.6. Determine term of contract. 2.0. Principles The person must be able to explain the principle of mutual consent. 3.0. Theories The person must be able to explain: 3.1. Quotation and acceptance; 3.2. The basic of record and documentation; 3.3. Due consideration; 3.4. Capability to perform contract; 3.5. Efficacy of contract; 3.6. Legitimacy of contract; 3.7. Offer and acceptance. 4.0. Essential skills 4.1. Negotiation skills; 4.2. Analytical mind; 4.3. Computer skills; 4.4. Communication skills;	

	4.5. Basic legal skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Compile consulting agreement as per approved standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Human psychology and behaviour; 2. Manage regulations and rules of construction site.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	PREPARE THE CONSTRUCTION FOR CONSTRUCTION PROJECT(S)	DUTY NO.	804
TASK TITLE	DESIGN DISCLOSURE	TASK NO.	8042
PERFORMANCE CRITERIA	The person performing this task must be able to provide design closure to construction personnel.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, construction drawings and projector.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Prepare construction drawings; 2. Provide design disclosure to construction personnel; 3. For any error or missing in design disclosure, a design variation order shall be provided on time; or compile a record of design disclosure on site and all present parties sign to ensure its efficacy.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Prepare construction drawings; 1.2. Provide design disclosure to construction personnel; 1.3. For any error or missing in design disclosure, a design variation order shall be provided on time; or compile a record of design disclosure on site and all present parties sign to ensure its efficacy. 2.0. Principles The person must be able to explain the design intention. 3.0. Theories The person must be able to explain: 3.1. Drawing design; 3.2. Design intention. 4.0. Essential skills 4.1. Communication skills; 4.2. Analytical mind; 4.3. Basic legal skills; 4.4. Document editing skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Provide design disclosure as per approved standards.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Identification of design drawings; 2. Compile design disclosure record or design variation order.	

OCCUPATION	ARCHITECT	OCCUPATIO N CODE	
DUTY TITLE	PREPARE THE CONSTRUCTION FOR CONSTRUCTION PROJECT(S)	DUTY NO.	804
TASK TITLE	REVIEW TECHNICAL DOCUMENT OF CONSTRUCTION	TASK NO	8043
PERFORMANCE CRITERIA	The person performing this task must be able to provide the technical document of construction submitted by construction personnel.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer and printer.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. List technical requirements of construction; 2. List technical documents of construction; 3. Review technical documents including construction methods. schedule, quality, security guarantee measures, etc.; 4. Sign for approval.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 List technical requirements of construction; 1.2 List technical documents of construction; 1.3 Review technical documents including construction methods. schedule, quality, security guarantee measures, etc.; 1.4 Sign for approval. 2.0. Principles The person must be able to explain technical documents of construction. 3.0. Theories The person must be able to explain: 3.1. Construction method; 3.2. Construction schedule; 3.3. Quality guarantee measures of construction; 3.4. Security guarantee measures; 3.5. Professional knowledge in construction. 4.0. Essential skills 4.1. Communication skills; 4.2. Analytical mind; 4.3. Document editing skills.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Review technical documents of construction as per approved standards.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Construction technique;	

	2. Compile construction schedule.
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OCCUPATION	ARCHITECT	OCCUPATIO N CODE	
DUTY TITLE	PREPARE THE CONSTRUCTION FOR CONSTRUCTION PROJECT(S)	DUTY NO.	804
TASK TITLE	PREPARE COMMENCEMENT REPORT OF CONSTRUCTION PROJECT(S)	TASK NO.	8044
PERFORMANCE CRITERIA	The person performing this task must be able to prepare the commencement report of construction project based on contract.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer and binding machine.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear; 2. Prepare checklist for initial report; 3. Analyse requirements of user/client; 4. Conduct on-site investigation of the project to be constructed; 5. Comparison and contrast of facilities and TOR provided by user/client; 6. Establish methods to implement task; 7. Set working plan for task; 8. Establish key deliverables and milestone of task; 9. Evaluate information and data collected related to task; 10. Prepare initial report of project; 11. Compile feasibility report of construction project; 12. Store tools and equipment.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1. Establish checklist of initial report based on contract; 1.2. Review requirements of user/client; 1.3. Analyse station information; 1.4. Establish survey result in TOR; 1.5. Prepare methods to implement prescribed task; 1.6. Prepare working plan for task; 1.7. Determine the feasibility of construction project. 2.0. Principles The person must be able to explain following principles: 2.1. Project planning; 2.2. Plan report writing. 3.0. Theories The person must be able to explain: 3.1. Having legal effect; 3.2. Literature evaluation; 3.3. Design; 3.4. Policies. 4.0. Essential skills 4.1. Negotiation skills; 4.2. Analytical mind; 4.3. Computer skills;	

	4.4. Communication skills; 4.5. Basic legal skills; 4.6. Risk management skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Compile commencement report of construction project based on contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Political situation; 2. Risk consideration; 3. Manage regulations and rules of construction site.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE CONSTRUCTION PROJECT(S)	DUTY NO.	805
TASK TITLE	CONDUCT PROJECT BRIEFING MEETINGS WITH KEY STAKEHOLDER(S).	TASK NO	8051
PERFORMANCE CRITERIA	The person performing this task must be able to conduct project briefing meeting with key stakeholders as per contract.		
RANGE STATEMENT	The task will be performed at the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify list of the stakeholders required for the project brief meeting; 2. Prepare schedule of meeting; 3. Disseminate agenda of the meeting to all team members prior to meeting; 4. Hold a briefing meeting with stakeholders; 5. Establish working relationship among the team members. (<i>Modus operandi</i>); 6. Establish Responsibility to each part to the Contract; 7. Prepare check list of construction documents to be issued to contractor; 8. Establish compliance to relevant Authorities; 9. Prepare agreed minutes of the meeting for implementation; 10. Distribute minutes of agreed matters to team members; 11. Set the date for the next meeting (site passion meeting); 12. Obtain actions on matters arising from the relevant members.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Determine key participant and their involvement in the project; 1.2. Define the purpose of the meeting; 1.3. Set task, agenda, venue, time and date of the meeting. 1.4. Communicate with stakeholders 1.5. Conduct a briefing meeting; 1.6. Prepare minutes the of the meeting; 1.7. Set feedback of the meeting to all team members. 2.0. Principle The person must be able to explain the principles of: 2.1. Organizing the meeting; 2.2. Recording and record keeping; 2.3. Communication channels; 2.4. Chairing a meeting. 3.0. Theories The person must be able to explain: 3.1. Rationale in selecting key stakeholders for the briefing meetings; 3.2. Planning schedule of meetings; 3.3. The basic of record and documentation; 3.4. Environmental psychology and behaviour. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills;	

	4.4. Report writing skills; 4.5. Team work skills; 4.6. Communication skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Project briefing meeting with key stakeholders is conducted effectively as per project contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Regulation and bylaws governing construction at site; 2. Health and Safety; 3. Storage of tools.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE CONTRACT FOR CONSTRUCTION PROJECT	DUTY NO.	805
TASK TITLE	CONDUCT SITE POSSESSION TO CONTRACTOR FOR CONSTRUCTION	TASK NO.	8052
PERFORMANCE CRITERIA	The person performing this task must be able to conduct site possession to contractor for construction as per conditions of contract agreement.		
RANGE STATEMENT	The task will be performed at site and the person performing this task will work independently. The following equipment, tools and materials will be needed in performing the task: note book, pencil/pen, computer, printer, telephone, internet, etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify site boundaries; 2. Establish site boundaries; 3. Identify existing site utilities; 4. Prepare site possession certificate; 5. Issue site possession certificate to the contractor; 6. Prepare agreed minutes of the meeting for implementation; 7. Distribute minutes of agreed matters to team members.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Determine key participants and their involvement in the site possession; 1.2. Define the scope of the site possession; 1.3. Determine list of documents to be submitted by the contractor(s); 1.4. Set agenda, time and date of the site possession meeting; 1.5. Communicate well with team members; 1.6. Conduct site inspection to identify boundaries; 1.7. Prepare minutes for the site possession. 2.0. Principles The person must be able to explain the principles of: 2.1. Organizing Meeting; 2.2. Recording and record keeping of meeting proceedings; 2.3. Communication channels. 3.0. Theories The person must be able to explain: 3.1. Rational in selecting key staff for site possession meeting; 3.2. Planning schedule of meetings; 3.3. The basic of record and documentation; 3.4. Scope and usage of the available site. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind;	

	4.3. Computer skills; 4.4. Report writing skills; 4.5. Team work skills; 4.6. Communication skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Site possession is handed over to contractor as per project contract and meeting proceedings prepared as per technical standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Bylaws and regulations governing construction.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE CONSTRUCTION PROJECT(S)	DUTY NO.	805
TASK TITLE	MANAGE MOBILIZATION PERIOD FOR CONSTRUCTION PROJECT	TASK NO.	8053
PERFORMANCE CRITERIA	The person performing this task must be able to manage mobilization period for construction project as per conditions of contract agreement.		
RANGE STATEMENT	The task will be performed at office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pencil/pen, computer, printer, telephone, internet, etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Hand over: a) Two sets of construction Drawings to the contractor. b) One blank copy of BoQ from the quantity surveyor to be kept at construction site. 3. Prepare list of documents to be obtained from the contractor which includes: a) Program of works b) Procurement plan indicating basic materials and source. c) List of tools and equipment. d) Verified Insurance, Advance and performance bonds. e) List of key site staffs and organization chart. f) Schedule of work. g) Contractor’s site organization and management plan. h) Quality assurance plan. 4. Compile documents required for construction project for records; 5. Submit original advance payment Bond, performance bond and insurance cover to client for safe custody; 6. Store tools and equipment.		Detailed knowledge about: 1.0. Methods: The person performing this task must be able to explain how to: 1.1. Determine drawings and documents to be issued to the contractor; 1.2. Determine documents to be received from the contractor(s); 1.3. Determine documents to be submitted to the user/client for safe custody. 2.0. Principles The person must be able to explain the principles of: 2.1. Meeting Organization; 2.2. Recording and record keeping of meeting proceedings; 2.3. Communication among the parties in the project. 3.0. Theories The person must be able to explain: 3.1. Rational in selecting key staff for site possession meeting; 3.2. Planning schedule of meetings; 3.3. The basic of record and documentation; 3.4. Geographical location. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills; 4.4. Report writing skills; 4.5. Team work skills; 4.6. Communication skills	

DESCRIPTION OF THE END PRODUCTS / SERVICE	Mobilization period for construction project is managed as per contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Bylaws and regulations governing construction.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE CONTRACT FOR CONSTRUCTION PROJECT	DUTY NO.	805
TASK TITLE	CONDUCT REGULAR SITE MEETING(S) FOR CONSTRUCTION PROJECT	TASK NO.	8054
PERFORMANCE CRITERIA	The person performing this task must be able to conduct regular site meetings for construction project as per agreed schedule.		
RANGE STATEMENT	The task will be performed at site, the person performing this task will work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, stationary, internet		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Prepare agenda for the site meeting; 3. Distribute agenda of agreed matters to team members; 4. Obtain contractor’s progress report; 5. Conduct site inspection of construction work; 6. Inspect materials, tools and equipment for construction as per contract; 7. Approve test results, sample and quality of work; 8. Monitor compliance of quality assurance plan; 9. Manage shop drawings from suppliers; 10. Monitor safety and Healthy requirement(s) to construction project.; 11. Prepare revised drawings; 12. Issue site instructions; 13. Conduct site meeting of construction project.; 14. Observations on matters arising from site inspection; 15. Deliberate on matters arising from previous meeting; 16. Resolve contractual disputes if		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Determine key participant and their involvement in the site meeting; 1.2. Set agenda, venue, time and date of the site meeting; 1.3. Determine list of documents to be issued to all Parties concerned; 1.4. Conduct inspection of works; 1.5. Interpret test results and specifications; 1.6. Manage quality assurance plan; 1.7. Monitor compliance to established site regulations.; 1.8. Monitor contractor’s schedule of works; 1.9. Resolve contractual disputes; 1.10. Communicate well with team members; 1.11. Prepare minutes for the regular site meetings. 2.0. Principles The person must be able to explain the principles of: 2.1. Meeting Organization; 2.2. Recording and record keeping of meeting proceedings; 2.3. Quality control; 2.4. Operation and maintenance of equipment; 2.5. Chairing a meeting. 3.0. Theories The person must be able to explain: 3.1. Rational in selecting key stakeholders for site meeting; 3.2. Planning schedule of meetings;	

any; 17. Prepare site meeting minutes for construction project; 18. Prepare project progress report for construction project; 19. Distribute minutes of the site meeting to parties concerned; 20. Store tools and equipment.	3.3. The basic of record and documentation; 3.4. Quality assurance; 3.5. Health, safety and environment. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills; 4.4. Report writing skills; 4.5. Team work skills; 4.6. Communication skills; 4.7. Leadership skills; 4.8. Respect skills; 4.9. Time management skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Regular site meetings are conducted and record on meeting proceedings prepared as per contract agreement.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Safe handling of tools and equipment; 2. Extent of responsibility; 3. Bylaws and regulations governing construction.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE CONSTRUCTION PROJECT(S)	DUTY NO.	805
TASK TITLE	PREPARE INTERIM PAYMENT CERTIFICATE(S) FOR CONTRACTOR	TASK NO.	8055
PERFORMANCE CRITERIA	The person performing this task must be able to prepare interim payment certificate(s) for contractor as per contract.		
RANGE STATEMENT	The task will be performed in the office. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select tools, equipment and safety gear; 2. Analyse valuation report from the project quantity surveyor.; 3. Confirm validity of insurance and performance bond; 4. Verify conditions of payment to the contractor; 5. Prepare Interim payment certificate; 6. Submit interim payment certificates to client for payment; 7. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Review valuation report from the quantity surveyors; 1.2. Assess quality of work at site. 2.0. Principles The person must be able to explain the principles governing preparation of Interim payments. 3.0. Theories The person must be able to explain: 3.1. Construction Project Management; 3.2. Construction contract law; 3.3. Profession practices ethics; 3.4. Project valuation. 4.0. Essential skills 4.1. Planning skills and multiple tasks management; 4.2. Analytical mind; 4.3. Excellent problem solving; 4.4. Computer skills; 4.5. Report writing; 4.6. Team work skills; 4.7. Communication; 4.8. Integrity; 4.9. Mathematic skills; 4.10. Financial management.	
DESCRIPTION OF THE END PRODUCTS / SERVICE		Interim payment certificate is prepared as per valuation report from QS.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Regulations governing buildings construction on site;	

	2. Occupational safety and health.
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OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE CONSTRUCTION PROJECT(S)	DUTY NO.	805
TASK TITLE	MANAGE VARIATION(S) FOR CONSTRUCTION WORK	TASK NO.	8056
PERFORMANCE CRITERIA	The person performing this task must be able to manage variations for construction work as per project agreement and technical standards.		
RANGE STATEMENT	The task will be performed at the office and site. The person performing this task will work independently. The following equipment, tools and materials will be needed in performing the task: notebook, clip board, pencil/pen, computer, printer, stationery etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gears for the task; 2. Review financial status of the project from Quantity Surveyor; 3. Verify discrepancy between contract drawings and specifications; 4. Verify contractor’s program of work on site; 5. Check the validity of contractor’s bonds; 6. Verify construction materials procurement plan of the contractor on site; 7. Monitor performance of tools and equipment of the contractors on site; 8. Resolve disputes on site; 9. Coordinate the consulting team; 10. Coordinate subcontractors’ and specialist work; 11. Manage shop drawings from the suppliers; 12. Issue variation order to contractor for implementation; 13. Submit variation order to client for approval; 14. Store tools and equipment.		Detailed knowledge about: 1.0. Methods: The person performing this task must be able to explain how to: 1.1. Analyse financial status of the construction project on site; 1.2. Manage variation of materials on site and technical measures for construction as per contract; 1.3. Clarify contractual queries raise on site timely; 1.4. Resolve disputes at site as per conditions of contract; 1.5. Evaluate health, safety risks and mitigation measures required; 1.6. Manage site occurrence on construction site as per terms and conditions of contract. 2.0. Principles The person must be able to explain the principles of: 2.1. Variation order; 2.2. Force majeure. 3.0. Theories: The person must be able to explain: 3.1. Construction Management; 3.2. Law of contract; 3.3. Professional practices; 3.4. Professional ethics; 3.5. Specific environmental and social impact of the project; 3.6. Characteristics and behaviour of building materials; 3.7. Tape measure handling; 3.8. Time management;	

	<p>3.9. Technical measures.</p> <p>4.0. Essential skills</p> <p>4.1. Planning skills and multiple tasks management;</p> <p>4.2. Analytical mind;</p> <p>4.3. Dispute management skills;</p> <p>4.4. Computer skills;</p> <p>4.5. Report writing;</p> <p>4.6. Team work skills;</p> <p>4.7. Communication skills;</p> <p>4.8. Integrity;</p> <p>4.9. Mathematical skills.</p>
DESCRIPTION OF THE END PRODUCTS / SERVICE	Variations for construction work are managed as per contract.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Regulations governing buildings; 2. Occupational safety and health.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE CONSTRUCTION PROJECT(S)	DUTY NO.	805
TASK TITLE	MANAGE CONTRACT TIME FOR CONSTRUCTION PROJECT(S)	TASK NO.	8057
PERFORMANCE CRITERIA	The person performing this task must be able to manage contract time for construction project as per technical standards		
RANGE STATEMENT	The task will be performed at the office by the Registered Architect. The architect shall work independently. The following equipment, tools and materials will be needed in performing the task: Note book, clip board, pencil/pen, computer, printer, stationaries etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Interpret contract document; 3. Perform site inspection; 4. Manage program of works; 5. Manage extension of time; 6. Revisit and approve construction activities; 7. Approve revised program of works; 8. Communicate timely; 9. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Manage construction contract; 1.2. Manage construction time as per conditions and terms of contract; 1.3. Analyse sequence of construction activities ; 1.4. Clarify contractual queries raised on site timely. 2.0. Principles The person must be able to explain the principles applicable to Force majeure. 3.0. Theories The person must be able to explain: 3.1. Construction Management; 3.2. Law of contract; 3.3. Professional practices ; 3.4. Professional ethics; 3.5. Time management; 3.6. Legal Knowledge; 3.7. Project schedule management. 4.0. Essential skills 4.1. Planning skills and multiple tasks management; 4.2. Analytical mind; 4.3. Dispute management skills; 4.4. Computer skills; 4.5. Report writing; 4.6. Team work skills; 4.7. Communication skills; 4.8. Integrity; 4.9. Mathematical skills.	

DESCRIPTION OF THE END PRODUCTS / SERVICE	Management of contract time for construction project is achieved as per contract
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Specific environmental and social impact of the project; 2. Economical aspects; 3. Occupational safety and health.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE CONSTRUCTION PROJECT(S)	DUTY NO.	805
TASK TITLE	MANAGE INFORMATION FOR CONSTRUCTION PROJECT(S)	TASK NO.	8058
PERFORMANCE CRITERIA	The person performing this task must be able to manage correspondence for construction project as per contract agreement.		
RANGE STATEMENT	The task will be performed at the office. The person performing this task shall work independently. The following equipment, tools and materials will be needed in performing the task: Note book, pen, computer, printer, telephone, internet, stationery etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Establish project file; 3. Establish line of communication; 4. Establish Project contact address for key stakeholders; 5. Centralize correspondences; 6. Establish time frame; 7. Establish record keeping of all correspondence; 8. Keep your correspondence in safe custody; 9. Keep correspondences in safe custody; 10. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Establish project files as per existing procedures and regulations; 1.2. Determine line of communication; 1.3. Establish project contact addresses; 1.4. Centralize correspondences; 1.5. Keep information safe and secure. 2.0. Principle The person must be able to explain the principles of: 2.1. Record management; 2.2. Safe record keeping. 3.0. Theories The person must be able to explain: 3.1. Type of project information; 3.2. Communication procedures and methods; 3.3. Law of contract; 3.4. Professional practices; 3.5. Professional ethics. 4.0. Essential skills 4.1. Planning skills and multiple tasks management; 4.2. Analytical mind; 4.3. Dispute management skills; 4.4. Computer skills; 4.5. Writing skills; 4.6. Team work skills; 4.7. Communication skills; 4.8. Integrity; 4.9. Time management; 4.10. Legal Knowledge;	

	4.11. Confidentiality.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Effective correspondence is managed as per contractual requirement of the project.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Extent of responsibility; 2. Bylaws governing buildings; 3. Occupational safety and health.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE COMPLETION OF CONSTRUCTION PROJECT(S)	DUTY NO.	806
TASK TITLE	PREPARE PRACTICAL COMPLETION CERTIFICATE(S)	TASK NO.	8061
PERFORMANCE CRITERIA	The person performing this task must be able to prepare practical completion certificates as per contract.		
RANGE STATEMENT	The task will be performed at the construction site and office. The person performing this task shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Review notice for practical completion from contractor; 3. Prepare checklist of required project documents; 4. Identify professional team to carry out inspection; 5. Establish date for the site meeting and inspection; 6. Establish Inspection procedures; 7. Conduct inspection of the construction project; 8. Review inspection reports from contractors including test results; 9. Determine the outstanding issues before issuing practical completion certificate of construction project; 10. Establish status of visual workmanship of the construction work; 11. Prepare snag list of the construction project and have it signed by Architect and Contractor; 12. Prepare agenda for site meeting; 13. Establish if the construction project is practically completed; 14. Prepare practical completion certificate and be signed by Architect and contractor;		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Establish completion status of the construction project; 1.2. Establish the inspection team; 1.3. Define procedure for inspection to establish role for each member; 1.4. Conduct inspection; 1.5. Compile information from other team members; 1.6. Establish snag list and minor outstanding work; 1.7. Establish agenda of the site meeting; 1.8. Conduct site meeting; 1.9. Prepare minutes of the meeting; 1.10. Prepare practical completion certificate; 1.11. Communicate with stakeholders. 2.0. Principles The person must be able to explain the principles of: 2.1. Organizing the meeting; 2.2. Recording and record keeping; 2.3. Chairing a meeting. 3.0. Theories The person must be able to explain: 3.1. Rationale in selecting key stakeholders for project closure; 3.2. Construction inspection; 3.3. Planning schedule of meetings; 3.4. The basic of record and documentation; 3.5. Construction management;	

15. Conduct the site meeting; 16. Distribute the signed Certificate and minutes of the meeting to all parties attached with snag list; 17. Recommend to the client the release of bonds (Performance and insurance); 18. Store tools and equipment.	3.6. Professional ethics; 3.7. Construction contract law; 3.8. Health and safety management. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills ; 4.4. Report writing skills; 4.5. Team work skills; 4.6. Communication skills; 4.7. Work ethic; 4.8. Adaptability; 4.9. Time management; 4.10. Respect; 4.11. Visual inspection skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Practical completion certificate is prepared as per contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Regulation and bylaws governing construction at site; 2. Occupational Health and Safety; 3. Extent of responsibility.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE COMPLETION OF CONSTRUCTION PROJECT(S)	DUTY NO.	806
TASK TITLE	CONDUCT SETTLEMENT FOR CONSTRUCTION PROJECT(S)	TASK NO.	8062
PERFORMANCE CRITERIA	The person performing this task must be able to prepare and conduct settlement for the construction projects based on contract.		
RANGE STATEMENT	The task will be performed at the office. The person performing this task shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Review Contractor’s penultimate claim; 3. Examine claim and submit to quantity surveyor for preparation of valuation report; 4. Review valuation report from quantity surveyor; 5. Prepare penultimate certificate for payment to the contractor; 6. Submit penultimate Certificate to user/client for payment to the contractor; 7. Recommend to the client the release of half retention (moiety); 8. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Determine required timing for submission of the penultimate claim from contractor as per contract; 1.2. Review valuation report from the quantity surveyor; 1.3. Prepare Penultimate Certificate; 1.4. Communicate with stakeholders. 2.0. Principles The person must be able to explain the principles governing: 2.1. Recording and record keeping ; 2.2. Communication channels in construction projects . 3.0. Theories The person must be able to explain: 3.1. The basic of record and documentation; 3.2. Construction management; 3.3. Professional ethics; 3.4. Construction contract law; 3.5. Financial; 3.6. Contractual matters; 3.7. Project valuation. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills ; 4.4. Report writing skills; 4.5. Team work skills;	

	4.6. Communication skills; 4.7. Work ethic; 4.8. Adaptability; 4.9. Time management; 4.10. Respect; 4.11. Visual inspection skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Penultimate certificate is prepared as per contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Regulation and bylaws governing construction at site; 2. Extent of responsibility.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE COMPLETION OF CONSTRUCTION PROJECT(S)	DUTY NO.	806
TASK TITLE	MANAGE DEFECT LIABILITY PERIOD	TASK NO.	8063
PERFORMANCE CRITERIA	The person performing this task must be able to manage defect liability period as per contract.		
RANGE STATEMENT	The task will be performed at the construction site and office. The person performing this task shall work independently. The following equipment, tools and materials will be needed in performing the task: note book, pen, computer, printer, telephone, camera etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gear for the task; 2. Establish defects liability period from the contract.; 3. Review contract documents.; 4. Establish inspection team; 5. Establish agreed schedule of inspection; 6. Monitor adherence of quality assurance of the construction project; 7. Inspect defects, attended snags and outstanding work; 8. Compile inspection, testing and commissioning reports; 9. Distribute inspection report to parties concerned; 10. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Establish duration of defect liability period as per contract; 1.2. Analyse contract documents; 1.3. Establish inspection team; 1.4. Define procedure for inspection to establish role for each member; 1.5. Conduct inspection; 1.6. Compile information from other team members; 1.7. Establish developing defects during defect liability period. 2.0. Principles The person must be able to explain the principles governing: 2.1. Recording and record keeping; 2.2. Communication channels; 2.3. Chairing a meeting; 2.4. Construction inspection. 3.0. Theories The person must be able to explain: 3.1. Rationale in selecting key stakeholders for construction project inspections; 3.2. Planning schedule of meetings; 3.3. The basic of record and documentation; 3.4. Construction management; 3.5. Professional ethics; 3.6. Construction contract law; 3.7. Health and safety management; 3.8. Contractual matters.	

	4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills ; 4.4. Report writing skills; 4.5. Teamwork skills; 4.6. Communication skills; 4.7. Work ethic; 4.8. Adaptability; 4.9. Time management; 4.10. Respect; 4.11. Visual inspection skills.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Defect liability period is managed as per contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Regulation and bylaws governing construction at site; 2. Occupational Health and Safety; 3. Extent of responsibility.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE COMPLETION OF CONSTRUCTION PROJECT(S)	DUTY NO.	806
TASK TITLE	CONDUCT FINAL INSPECTION FOR CONSTRUCTION PROJECT(S)	TASK NO.	8064
PERFORMANCE CRITERIA	The person performing this task must be able to conduct final inspection for construction project as per contract.		
RANGE STATEMENT	The task will be performed at the construction site and office. The person performing this task shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, telephone, camera etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools equipment and safety gear for the task; 2. Establish defects liability period from the contract; 3. Review contract reports; 4. Coordinate team members involved for final site inspection; 5. Monitor adherence of environmental management plan (EMP) of the Construction project; 6. Prepare certificate of making good defects and have it signed by Architect and contractor; 7. Review final claim from the contractor and submit the same to the quantity surveyor for valuation purpose; 8. Review final valuation report from quantity surveyors for submission to user/client; 9. Prepare final completion certificate for project construction closure; 10. Prepare final Payment Certificate; 11. Recommend to client the release of another moiety; 12. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Determine duration of defect liability period as per contract; 1.2. Establish the final inspection team for construction project; 1.3. Determine the required “as built” drawings from main contractor; 1.4. Review operating manuals from contractors for future reference and record; 1.5. Review material and equipment performance guarantees from specialists; 1.6. Determine training requirements for equipment and installations; 1.7. 1.8. Assess adherence of environmental management plan (EMP) of the Construction project; 1.9. Prepare Certificate of making good defects; 1.10. Prepare final completion certificate for project construction; 1.11. Prepare certificate for final payment. 2.0. Principles The person must be able to explain the principles of: 2.1. Organizing the meeting; 2.2. Recording and record keeping; 2.3. Chairing a meeting; 2.4. Construction inspection. 3.0. Theories	

	<p>The person must be able to explain:</p> <ol style="list-style-type: none"> 3.1. Rationale in selecting key stakeholders for project closure; 3.2. Planning schedule of meetings; 3.3. The basic of record and documentation; 3.4. Construction management; 3.5. Professional ethics; 3.6. Construction contract law; 3.7. Health and safety management. <p>4.0. Essential skills</p> <ol style="list-style-type: none"> 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills ; 4.4. Report writing skills; 4.5. Teamwork skills; 4.6. Communication skills; 4.7. Work ethic; 4.8. Adaptability; 4.9. Time management; 4.10. Respect; 4.11. Visual inspection skills; 4.12. Record and documentation.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Final inspection for construction project is conducted and practical completion certificates are provided as per contract.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Regulation and bylaws governing construction at site; 2. Occupational Health and Safety; 3. Extent of responsibility.

OCCUPATION	ARCHITECT	OCCUPATION CODE	
DUTY TITLE	MANAGE THE COMPLETION OF CONSTRUCTION PROJECT(S)	DUTY NO.	806
TASK TITLE	CONDUCT PROJECT HANDING OVER	TASK NO.	8065
PERFORMANCE CRITERIA	The person performing this task must be able to conduct project handing over for construction project as per contract.		
RANGE STATEMENT	The task will be performed at the construction site and office. The person performing this task shall work independently. The following equipment, tools and materials will be needed in performing the task: notebook, pen, computer, printer, telephone, camera etc.		
EVIDENCE REQUIREMENTS			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select right tools, equipment and safety gears for the task; 2. Receive notification of an intention to hand over from the contractor; 3. Prepare checklist of relevant document required for handing over; 4. Review documents required for handing over of completed construction project; 5. Review “as built” and shop drawings from main contractor; 6. Acquire operating manuals from contractors for future reference and record; 7. Acquire materials and equipment performance guarantees from specialists; 8. Establish training requirements for equipment and installations to user; 9. Prepare certificate of making good defects signed by architect and contractor; 10. Compile handing over report; 11. Prepare Certificate of handing over signed by Architect and client; 12. Discharge the contract; 13. Store tools and equipment.		Detailed knowledge about: 1.0. Methods The person performing this task must be able to explain how to: 1.1. Review notification of an intention to hand over from the contractor; 1.2. Establish checklist of relevant document required for handing over; 1.3. Compile documents required for handing over of construction project; 1.4. Prepare Certificates of making good defects, and handing over. 2.0. Principles The person must be able to explain the principles of: 2.1. Managing disputes Organizing meeting meetings; 2.2. Recording and record keeping; 2.3. Chairing a meeting. 3.0. Theories The person must be able to explain: 3.1. Rationale in selecting key stakeholders for project closure; 3.2. Planning schedule of meetings; 3.3. The basic of record and documentation; 3.4. Construction management; 3.5. Professional ethics; 3.6. Construction contract law; 3.7. Health and safety management. 4.0. Essential skills 4.1. Coordination skills; 4.2. Analytical mind; 4.3. Computer skills;	

	4.4. Report writing skills; 4.5. Team work skills; 4.6. Communication skills; 4.7. Work ethic; 4.8. Adaptability; 4.9. Predictability skills; 4.10. Time management; 4.11. Respect; 4.12. Record and documentation.
DESCRIPTION OF THE END PRODUCTS / SERVICE	Project handing over is performed as per contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Regulation and bylaws governing construction at site; 2. Occupational Health and Safety; 3. Extent of responsibility.

APPENDIX 1: DACUM CHARTS

TABLE 2: DACUM CHARTS FOR ARCHITECTS LEVEL – 8

DUTIES	TASKS	ENABLERS
1.0. Produce Terms of Reference(s) (TOR) for building construction project(s).	1.1. Establish a management team for the construction projects 1.2. Establish time frame for the construction project 1.3. Determine scope and size of the construction project 1.4. Establish methodology of construction activities	<p>General Skills and Knowledge</p> <ul style="list-style-type: none"> • Knowledge of related fields (e.g. Structural engineer, urban planners, quantities surveyor and services engineer) • Understanding of the construction industry • Free hand drawing ability • An eye for detail and building design • Awareness of how buildings and spaces are used • Ability to work well under time and budget pressure • Ability to communicate • Writing skills • Analytical skills • OSHA, Environment and fire fighting • Models preparation <p>Tools and Equipment</p> <ul style="list-style-type: none"> • Computer • Standards and design • Guidelines, • Office furniture. • Internet • Printer • Photocopy Machine Transport • Binding Machine • Legal Documents <p>Materials</p> <ul style="list-style-type: none"> • Stationery materials <p>Work Behaviour</p> <ul style="list-style-type: none"> • Team spirit • trustworthy, • time management, • commitment, • Work ethic, • Adaptability, • Respect and predictability <p>Others</p>

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> • Human Resource (Supporting Staffs) • Financial Resource
2.0. Obtain the construction project business through competition	2.1. Collect bidding information for projects 2.2. Review bid documents 2.3. Compile bid documents 2.4. Negotiation and sign contracts	<p>General Skills and Knowledge</p> <ul style="list-style-type: none"> • Knowledge of other related fields (e.g. Structural engineer, urban planners, quantities surveyor and services engineer) • Understanding of the construction industry • Free hand drawing ability • An eye for detail and building design • Awareness of how buildings and spaces are used • Ability to work well under time and budget pressure • Ability to communicate • Writing skills • Analytical skills • OSHA, Environment and fire fighting • Models preparation <p>Tools and Equipment</p> <ul style="list-style-type: none"> • Computer • Standards and design guidelines • Office furniture. • Internet • Printer • Photocopy Machine Transport • Binding Machine <p>Materials</p> <ul style="list-style-type: none"> • Stationery materials <p>Work Behaviour</p> <ul style="list-style-type: none"> • Team spirit • Trustworthy • Time management • commitment • Work ethic • Adaptability • Respect and predictability

DUTIES	TASKS	ENABLERS
		Others <ul style="list-style-type: none"> • Human Resource (Supporting Staffs) • Financial Resource
3.0. Call for a bid for construction projects	3.1. Compile a bid proposal 3.2. Compile a bid announcement 3.3. Investigate qualifications of bidder 3.4. Compile bid document for construction 3.5. Organize bid opening 3.6. Evaluate bid document	General Skills and Knowledge <ul style="list-style-type: none"> • Knowledge of other related fields (e.g. Structural engineer, urban planners, quantities surveyor and services engineer) • Understanding of the construction industry • Free hand drawing ability • An eye for detail and building design • Awareness of how buildings and spaces are used • Ability to work well under time and budget pressure • Ability to communicate • Writing skills • Analytical skills • OSHA, Environment and fire fighting • Models preparation Tools and Equipment <ul style="list-style-type: none"> • Computer • Standards and design guidelines • Tape measure • Camera • Office furniture. • Internet • Printer • photocopy Machine • Transport • Binding Machine • Clip Board Materials <ul style="list-style-type: none"> • Stationery materials Work Behaviour <ul style="list-style-type: none"> • Team spirit

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> • trustworthy • Time management • Commitment • Work ethic • Adaptability • Respect and predictability <p>Others Resources</p> <ul style="list-style-type: none"> • Human Resource (Supporting Staffs) • Technicians and Technologist • Financial Resource

DUTIES	TASKS	ENABLERS
4.0. Prepare the construction for construction projects	4.1. Compile consulting agreement for construction projects 4.2. Design disclosure 4.3. Review technical document of construction 4.4. Prepare commencement report of construction projects	<p>General Skills and Knowledge</p> <ul style="list-style-type: none"> • Knowledge of related fields (e.g. Structural engineer, urban planners, quantities surveyor and services engineer) • Understanding of the construction industry • Free hand drawing ability • An eye for detail and building design • Awareness of how buildings and spaces are used • Ability to work well under time and budget pressure • Ability to communicate • Writing skills • Analytical skills • OSHA, environment and fire fighting • Models preparation <p>Tools and Equipment</p> <ul style="list-style-type: none"> • Computer • Standards and design guidelines • Tape measure • Camera • Office furniture. Internet • Printer • Photocopy machine • Transport • Binding machine • Clip board • Projector <p>Materials</p> <ul style="list-style-type: none"> • Stationery materials <p>Work Behaviour</p> <ul style="list-style-type: none"> • Team spirit • Impartial patient • Trustworthy • Time management • Commitment • Work ethic • Adaptability • Respect and predictability

DUTIES	TASKS	ENABLERS
		Others Resources <ul style="list-style-type: none"> • Human Resource (Supporting Staffs) • Technicians and Technologist • Financial Resource
5.0. Manage the construction projects	5.1. Conduct project briefing meeting with key stakeholders.	General Skills and Knowledge <ul style="list-style-type: none"> • Knowledge of related fields

DUTIES	TASKS	ENABLERS
	5.2. Conduct site possession to contractor for construction 5.3. Manage mobilization period for construction work 5.4. Conduct regular site meetings for construction projects 5.5. Prepare interim payment certificates for contractor 5.6. Manage variations for construction work 5.7. Manage contract time for construction projects	<p>(e.g. Structural engineer, urban planners, quantities surveyor and services engineer)</p> <ul style="list-style-type: none"> • Understanding of the construction industry • Free hand drawing ability • An eye for detail and building design • Awareness of how buildings and spaces are used • Ability to work well under time and budget pressure • Ability to communicate • Writing skills • Analytical skills • OSHA, Environment and fire fighting • Models preparation <p>Tools and Equipment</p> <ul style="list-style-type: none"> • Computer • Standards and design guidelines • Tape measure • Camera • Office furniture. Internet • Printer • photocopy Machine • Transport • Binding Machine • Clip Board <p>Materials</p> <ul style="list-style-type: none"> • Stationery materials <p>Work Behaviour</p> <ul style="list-style-type: none"> • Team spirit • Impartial Patient • Trustworthy • Time management • Commitment • Work ethic • Adaptability • Respect and predictability <p>Other Resources</p> <ul style="list-style-type: none"> • Human Resource (Supporting Staffs)

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> • Technicians and Technologist • Financial Resource
6.0. Manage the completion of construction projects	6.1. Prepare practical completion certificates 6.2. Conduct settlement for construction projects 6.3. Manage defect liability period 6.4. Conduct final inspection for construction projects 6.5. Conduct project handing over	<p>General Skills and Knowledge</p> <ul style="list-style-type: none"> • Knowledge of other related fields (e.g. Structural engineer, urban planners, quantities surveyor and services engineer) • Understanding of the construction industry • Free hand drawing ability • An eye for detail and building design • Awareness of how buildings and spaces are used • Ability to work well under time and budget pressure • Ability to communicate • Writing skills • Analytical skills • OSHA, Environment and fire fighting • Model preparation <p>Tools and Equipment</p> <ul style="list-style-type: none"> • Computer • standards and design guidelines • Tape measure • Camera • Office furniture • Internet • Printer • Photocopy Machine • Transport • Binding Machine • Clip Board <p>Materials</p> <ul style="list-style-type: none"> • Stationery materials <p>Work Behaviour</p> <ul style="list-style-type: none"> • Team spirit • impartial • Patient • Trustworthy • time management • commitment • Work ethic

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> • Adaptability • Respect and predictability <p>Other Resources</p> <ul style="list-style-type: none"> • Human Resource (Supporting Staffs) • Technicians and Technologist • Financial Resource