



**SOUTH AFRICAN COUNCIL
FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION**



ANNUAL REPORT

2017/2018

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PART A: GENERAL INFORMATION



1. PUBLIC ENTITY'S GENERAL INFORMATION

REGISTERED NAME:	The South African Council for the Landscape Architectural Profession (SACLAP)
REGISTRATION NUMBER (if applicable):	Act No 45 of 2000
PHYSICAL ADDRESS:	C/O CBE Office 2 nd Floor, Block A, Corobay Corner Corobay Avenue Waterkloof Glen 0181
POSTAL ADDRESS:	P O Box 868 Ferndale 2160
TELEPHONE NUMBER/S:	027 87 980 9846
EMAIL ADDRESS:	registrar@saclap.org.za
WEBSITE ADDRESS:	www.saclap.org.za
EXTERNAL AUDITORS:	SM Xulu Incorporated Chartered Accountants(SA) and Registered Auditors First Floor, Elite House; Block 3 Sunninghill Office Park 4 Peltier Drive Sunninghill 2191
BANKERS:	Nedbank Limited Investec Bank
REGISTRAR	Bernadette Vollmer – until 15 December 2017 Cecilia Chinga – from 1 November 2017

2. LIST OF ABBREVIATIONS/ACRONYMS

AFS	Annual Financial Statement
APP	Annual Performance Plan
CBE	Council for the Built Environment
CBEP	Council for the Built Environment Professions
CIDB	Construction Industry Development Brand
CHE	Council on Higher Education
CPD	Continuing Professional Development
DPW	Department of Public Works
ECSA	Engineering Council of South Africa
EPWP	Expanded Public Works Programme
EXCO	Executive Committee
HR	Human Resources
ICT	Information and Communication Technology
IDoW	Identification of Work
ILASA	Institute of Landscape Architects of South Africa
MoU	Memorandum of Understanding
NQF	National Qualifications Framework
PFMA	Public Finance Management Act
RPL	Recognition of Prior Learning
SACAP	South African Council for the Architectural Profession
SACLAP	South African Council for the Landscape Architectural Profession
SACPCMP	South African Council for the Project and Construction Management Professions
SACPVP	South African Council for the Property Valuers Profession
SACQSP	South African Council for the Quantity Surveying Profession
SALI	South African Landscapers Institute
SAGIC	South African Green Industries Council
SANA	South African Nursery Association
SAQA	South African Qualifications Authority
VAs	Voluntary Associations

4. FOREWORD BY THE PRESIDENT



Thabo M Munyai
PRESIDENT

The year under review was a very eventful year for SACLAP and for me as an individual.

Having received the baton from my predecessor towards the end of the Council, it became evident that I had much to accomplish. SACLAP was experiencing one of its most turbulent periods as an independent organisation.

The term of Council was expiring at the end of August and Council had to manage the Nomination process. Most of the members of the 4th term Council were exiting either because they had served the maximum two terms or they had become over committed in their professional lives that they felt that they may not be in a position to serve in the 5th term. The resignation of the Registrar and her assistant in the

previous financial year meant that the SACLAP would need to begin on a new slate. Thankfully the previous Registrar agreed to continue assisting the Council until the new Council was inaugurated. It was important that a few of us offer our time to serve in the 5th term.

SACLAP successfully appointed a Registrar and her assistant in November and October 2017. Although both were entering the organisation at the beginning of the term of Council, the transition was smooth as they both hit the ground running.

Despite the operational and structural challenges, SACLAP was able to facilitate the nomination process. This culminated in the inauguration of Council on 20 October 2017.

The SACLAP continued to engage with the Council of the Built Environment (CBE) this year at the President's and Registrar's Forum. Engagements have also taken on a more focused approach in terms of establishing and finalizing shared services so as to enable SACLAP to do more with the income that it receives. The intention of the shared service is to explore other avenues of resourcing that could benefit both parties.

The engagements with CBE yielded positive benefits for SACLAP. The two most significant ones were:

- The offer of a home for SACLAP at the offices of the CBE for a minimum period of 4 years. SACLAP moved out of the office of the former Registrar into the CBE office on 1 October 2017.
- The signing of a Memorandum of Understanding between the CBE and the SACLAP for IT services on 28 February 2018.

The 5th term Council appointed on 2 August 2017 have embraced the challenge faced by the SACLAP and are resolved to bring about the necessary change. Council recognises that the task is not an easy one, however the renewed vigour and determination evident in Council meetings indicate a winning spirit.

In the coming period Council will deliberately direct its strategic effort to promote the profession and the role of Council. The promotion is intended to bring about growth in the number of registered Candidates and Professional.

SACLAP also aims to initiate and establish partnerships with important stakeholders both in the Public and private sector. On top of the priority list are; to mention but a few,

- ILASA
- IERM
- SALI
- SAGIC
- DPW
- DEA
- CETA
- SALGA

I would like to thank the CBE and the DPW for their continued support and engagement. I further appreciate both the 4th term Council and the 5th term Council for the tireless work and dedication. To the former Registrar, Ms Vollmer for the foundation she set serving Council in the last ten years. My appreciation also goes to the Registrar Ms Chinga and her assistant Ms Tsepetsi for the professional manner and grace they undertake their duties despite the enormous pressure that they face. The personal sacrifices they make are not going unnoticed.

I look forward to the future with a renewed sense of commitment and optimism, as we forge forward to explore all avenues available to tackle the issue of financial sustainability and risk it poses to the attainment of the Council's mandate.



Thabo Munyai
PRESIDENT
SACLAP
24 July 2018

5. REGISTRAR'S OVERVIEW



Cecilia Chinga
REGISTRAR

Challenges experienced and how resolved

The main challenge that Council faces is that of growth and sustainability.

Spending trends of the public entity

SACLAP has always been very conscious of its financial status and has, historically, developed a small saving. However, the trend of tapping into these savings has largely depleted the accumulated reserve.

The main reasons for this, is that the hours that the part-time Registrar is spending on SACLAP business continues to increase as the Council tries to grow to bring about financial stability and continues to participate at beneficial forums in terms of engaging on matters that affect the profession.

The SACLAP largely keeps its operations within the limits of the mandate and therefore no activities had to be discontinued in this financial year.

General Financial Review of SACLAP

The Financial Review of SACLAP remained relatively the same from the previous period in terms its mandate and financial position. However major changes to the organisation took place. The previous Registrar Mrs Bernadette Eksteen (Vollmer) who had been at the reigns for approximately 10 years tendered her resignation in March 2016 however she agreed to remain in office until the 5th term Council was appointed . Her exit thus coincided with expiry of the term of office of the Council and subsequent appointment of a new Council. SACLAP saw a new era being ushered in.

Despite the fact that three Council members from the previous Council were re-appointed a degree of a learning curve was experienced towards the end of the reporting period. Needless to say the teething problems of the new Council and management were brought under control by the end of the financial year.

Capacity constraints and challenges facing the public

Although it was identified that there was a need to grow the capacity of the Registrar's office in terms of appointing individuals for specific purposes such as finance, internal auditing and registration administration, this has not materialised due to financial constraints. Previously it was determined that a full time staff compliment is needed as soon as possible to bring about the stability within the operations of the Registrar's office and to carry out the volume of work required.

The ability to increase the resources in the Registrar's office is captured in the organogram proposed for the Council's organisational structure in the Strategic Plan that was prepared and submitted to the Department of Public Works in the previous financial year.

SACLAP Council has resolved to actively market the profession in order to grow as an organisation. It is convinced that transformation of the industry can only take place with increased and sustained growth. Although no imperial data or solid statistics exist, Council is convinced that there are a number of persons that are working in the industry but are not registered. In order to achieve this

Supply chain management

SACLAP has a Supply Chain Management policy in place since November 2015. In this financial year the Registrar's office began to implement the policy.

SCM processes and systems in place

SACLAP has a Supply Chain Management policy in place since November 2015.

Audit report matters in the previous year and how would be addressed

SACLAP does not have an Internal Audit Committee but has a Finance Committee that oversees the financial administration.

The Registrar prepares the budget which is reviewed by the Finance Committee and ratified by the EXCO and Council.

The Secretariat provides support on bookkeeping and financial matters.

An annual financial audit, as required by the Act, is undertaken each year by independent, external auditors.

The annual financial audit for 2016/2017 is not qualified. A copy thereof is appended to this document.

Outlook/ Plans for the future to address financial challenges

SACLAP continues to pursue the funding that was requested in the Strategic and Sustainability Plan from the DPW in order to grow the number of registered professionals especially the Landscape Management Profession established at the end of 2016.

Acknowledgements

I wish to extend my sincere appreciation to the SACLAP Council members, members of the various Committees, the former Registrar and my assistant for the assistance that they provided me from the time of my appointment. Special thanks go to the President of Council, whose dedication and commitment has been very encouraging to me.

To the Council and management of the CBE for their support especially with the shared services and infrastructure.

project, Council will require financial assistance for a few years to come.

The major event of Council was to prepare for the nomination and subsequent appointment of a new Council. The 5th term Council was inaugurated on the 20th of October 2018.

Economic Viability

It is imperative that SACLAP finds mechanisms to address the shortfall for future financial sustainability, particularly in light of the fact that DPW is taking quite some time in providing the necessary feedback regarding the way forward for the additional funding.

Council is confident that despite the financial constraints of the past, the organisation remains economically viable. A concern remains on the enormous pressure in the Registrar's office to cover the core mandate. Apart from approaching the Minister in terms of section 15(5) of the Act, the new Council is exploring other means of increasing its revenue. We are confident that Councils performance in the succeeding period will demonstrate renewed vigour and increased stability. Council is confident that despite the financial constraints of the past, the organisation remains economically viable. A concern remains on the enormous pressure in the Registrar's office to cover the core mandate. Apart from approaching the Minister in terms of section 15(5) of the Act, the new Council is exploring other means of increasing its revenue. We are confident that Councils performance in the succeeding period will demonstrate renewed vigour and increased stability.

To the Department of Public Works for the gap funding that enabled SACLAP's compliance especially with regards to the process of the nomination, appointment and inauguration of the New Council.

To the former Council and all former staff of SACLAP for the laying the foundation stones of the organisation. I commit to continue with the building bricks to ensure the growth and sustainability of SACLAP in years to come.



Cecilia Chinga
REGISTRAR
SACLAP
24 July 2018

6. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

To the best of my knowledge and belief, I confirm the following:

All information and amounts disclosed in the annual report is consistent with the annual financial statements audited by the external Auditors SM Xulu Incorporated, Chartered Accountants and Registered Auditors.

The annual report is complete, accurate and is free from any omissions.

The annual report has been prepared in accordance with the guidelines on the annual report as issued by National Treasury.

The Annual Financial Statements (Part E) have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-Sized Entities, and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The accounting authority is responsible for the preparation of the annual financial statements and for the judgements made in this information.

The accounting authority is responsible for establishing, and implementing a system of internal control has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.

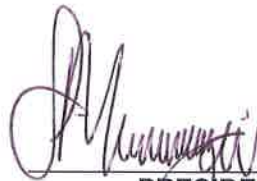
The external auditors are engaged to express an independent opinion on the annual financial statements.

In our opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the public entity for the financial year ended 31 March 2018.

Yours faithfully



REGISTRAR
Cecilia Chinga
24 July 2018



PRESIDENT
Thabo Mnyai
24 July 2018

7. STRATEGIC OVERVIEW

The strategic overview of Council has not changed much since the previous period. A strategic plan was prepared in January 2017. Plans to review it further are underway.

7.1 Vision

To establish, sustain, advance and govern the Landscape Professions in the interest of the public and to the benefit of the environment.

7.2 Mission

SACLAP achieves the vision by:

- i. Delivering on its mandates in the service of the public,
- ii. Ensuring a stable Council,
- iii. Transforming and growing the Landscape Professions through the recognition of competencies and
- iv. Establishing a sphere of influence within the Built Environment Professions (BEP's).

7.3 Values

SACLAP's mission is underpinned by:

- i. **Integrity:** upholding the highest standards of ethical and professional conduct.
- ii. **Transparency:** consultation, accessible information and increasing openness.
- iii. **Equality:** transform the landscape professions.

8. LEGISLATIVE AND OTHER MANDATES

8.1 Constitutional Mandate

The Constitution of the Republic of South Africa, Act no 108 of 1996 as amended is the Supreme Law of the Land. The existence of SACLAP is derived from the Constitution.

Section 22 - Freedom of trade, occupation and profession: of the Constitution states that:

“every citizen has the right to choose their trade, occupation or profession freely. The practice of a trade, occupation or profession may be regulated by law.”

The Constitution provides for the freedom of choice of a trade, occupation or profession as well as regulation of the practice in order to ensure public safety and preservation of the environment.

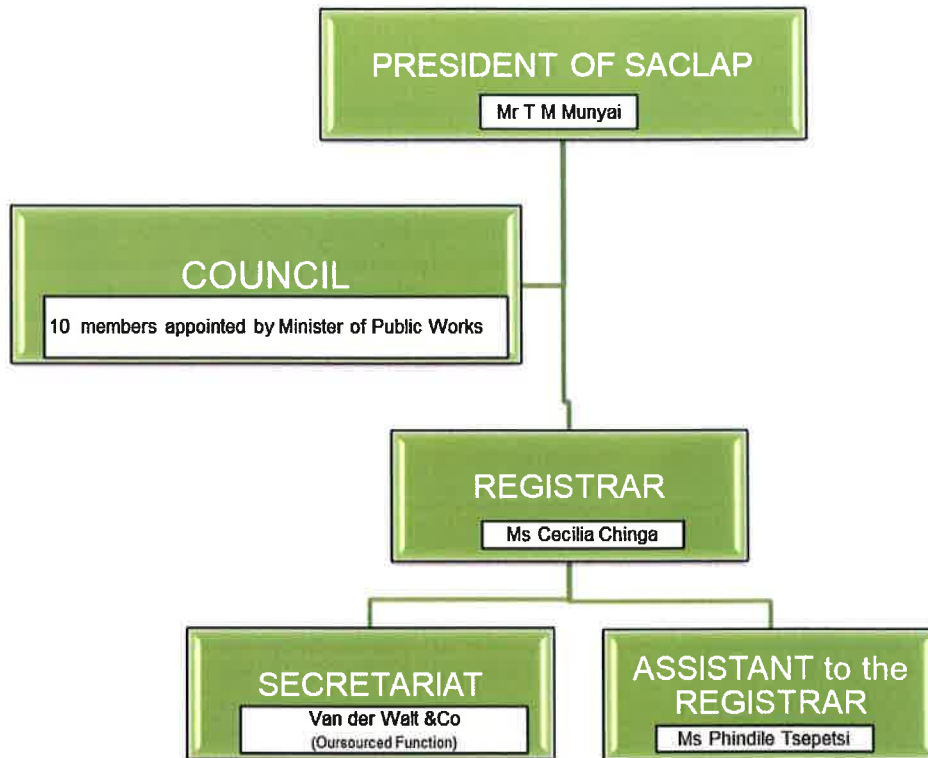
8.2 Legislative Mandate

The South African Council for the Landscape Architectural Profession (SACLAP) is a juristic person established in terms of section 2 of the Landscape Architectural Profession Act, Act number 45 of 2000. The preamble of the Act provides for:

- *Establishment of a juristic person to be known as the South African Council for the Landscape Architectural Profession;*
- *Registration of professionals, candidates and specified categories in the Landscape architectural Professions;*
- *Regulation of the relationship between the South African Council for the Landscape Architectural Profession and the Council for the Built Environment; and*
- *Matters connected therewith.*

As part of the quarterly reporting undertaken by SACLAP to the CBE, the key mandates are identified and reported on. Please refer to Annexure 1 for the fourth quarter report for the 2017/2018 year which sets out the overall detailed progress of the Council in relation to the following mandates:

9. ORGANISATIONAL STRUCTURE



SACLAP is the smallest of the 6 CBEPs.

Council took the bold step to appoint a permanent Registrar and an assistant during this financial year. This was necessitated after the previous part-time Registrar tendered her resignation.

The finance and company secretariat function is outsourced to an external company known as Van der Walt and Company. The Council is the Accounting Authority with Mr Thabo Munyai as President.

The organisational structure above depicts the situation.

PART B: PERFORMANCE INFORMATION



1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES

According to the National Treasury, the BEPC's are not defined as public entities, implying no compulsion to comply with the Public Finance Management Act No 1 of 1999, (PFMA). Therefore, SACLAP does not appear on any of its schedules.

The status is that submissions requesting clarification on PFMA reporting and compliance were made in October 2012, but to date no response has been received from either the National Treasury or DPW to clarify the exact level of compliance that is required.

As per the request of the DPW and CBE, SACLAP has completed the PFMA checklist to benchmark the level of compliance of the Council in this regard.

For the reasons stated above, this section in terms of the performance review is therefore completed in terms of the happenings of the 2017/2018 financial year but are not audited by the external auditing company.

2. SITUATIONAL ANALYSIS

2.1. Service Delivery Environment

The number of registered persons continues to increase steadily, although SACLAP has found that the number of registrations in this financial year is slower than in previous years. It is thought that the impact of the uncertainty that has arisen as a result of the Competition Commission not granting exemption for the Identification of Work (IDOW) as well as the Gazetting of Guideline Professional Fees may be still be part of the reason.

The Landscape Management Profession has now also been established and this poses a change in terms of the awareness creation necessary to successfully implement and promote this category of registration within the limited resources.

SACLAP will need to embark on promotion and education campaigns to ensure that the targeted individuals are informed.

2.2. Organisational environment

SACLAP was offered two offices by the CBE after it became evident that a permanent Registrar would be appointed to replace the part-time one. The move from the former Registrar's private office into the CBE office occurred in October 2017.

2.3. Key policy developments and legislative changes

In terms of the Policy Developments the SACLAP accomplished numerous milestones in this financial year:

- i. The SACLAP Rates Table for 2018/19 financial was gazetted in March 2017.
- ii. The amended Rules for the Nomination of New Council members Process was published for both public comment and implementation (march 2017)
- iii. Committee Code of Conduct

In terms of the legislative changes, SACLAP has begun a process of identifying the amendments that are required to the Landscape Architectural Profession Act, 45 of 2000. In October 2016

SACLAP presented the initial thinking and inputs to the DPW in a session that was arranged for all BEPCs to attend.

2.4. Strategic Outcome Oriented Goals

SACLAP did not prepare an Annual Performance Plan (APP) for this financial year. However, as the Strategic Plan was developed in this financial year, and in line with the National Treasury Framework, SACLAP will strive to develop an Annual Performance Plan (APP) that is aligned with the National Treasury Framework as soon as it can. Measuring performance at the hand of the Strategic Plan would be skewed, at this stage, in terms of certain specific strategic goals that were drafted with the expectation of receiving financial support from the DPW which has not materialised to date.

The key programmes and the objective thereof, as presented in the Strategic Plan remain as follows:

Programme 1: Growing and Transforming the Landscape Professions

The aim of this programme is to address more than one strategic objective:

Strategic Goal 1: To establish Landscape Professions through the creation of registration categories.

Strategic Objectives: Explore the built environment related fields of expertise in order to identify potential services in need of regulation and to establish such to the benefit of the public.

Strategic Goal 2: To advance Landscape Professions through advocacy and transformation.

Strategic Objectives: Continuously providing for support and growth of Landscape Professions through communicating the need for and value of Landscape Professions to client sectors and prospective professionals.

Programme 2: Meeting the mandate and other Regulatory requirements

Strategic 3: To govern the Landscape Professions in terms of the Act and relevant regulatory requirements.

Strategic Objectives: SACLAP, as a statutory body in terms of the Act, is tasked to perform certain activities in order to meet the mandates of the Act.

3. PERFORMANCE INFORMATION BY PROGRAMME/ ACTIVITY/ OBJECTIVE

As stated above, SACLAP is a very small Council with significant budgetary constraints. The Strategic Plan therefore largely aligns with the meeting of the Council's mandates and did not focus on expanding on any items unnecessarily.

3.1 REGISTRATION

The focus has been on expanding the register. The tables below give an indication of the movement in the register. The rate of registration is very slow. Addition the year saw a few resignations, deaths and cancellations of registration giving a net effect of a reduction in numbers. 1.1. Highlights/achievements/important milestones in policy implementation:

Registration Committee

Council made a decision on 22 March 2018 to have two separate Registration Committee - The Landscape Architecture Profession Committee and the Landscape Management Profession Committee.

Both committees meet on a monthly basis.

Professional Registration Assessment 2017

The outcome was made known to the Candidates at the end of August 2017.

A review process examining supplementary information submitted by some of the Candidates was held in November 2017. The outcomes were communicated to Candidates in December 2017. All the successful Candidates have since been registered as Professionals.

Professional Registration Assessment 2018

The process has been commenced with an invitation to submit the portfolios, mentors reports, updated curriculum vitae etc.... The desktop assessment and the vetting of the process was completed by the end of the period.

Registration Policy

The Registration Policy and the associated addendums for the registration categories of Landscape Management and Landscape Architectural Professions as well as the Weighted Core Competency Tables for both were gazetted for implementation on the 04 November 2016. The policy implementation took effect in January 2018.

Registration related Workshops

Mentor workshops for Landscape Architectural Professionals

SACLAP has over the years, identified a great need to provide training workshops for professionals who act as mentors to candidates in order to improve the throughput of the candidate.

The purpose of the compulsory workshop is to firstly inform the professionals on the amended professional registration assessment process (PRAP) referred to above in this report. Secondly,

the workshop aims to familiarise the professionals on the key requirements and deliverables that SACLAP expects from the mentors. The next round of workshops will be conducted in the next financial year.

Workshop for the Landscape Management Professions

SACLAP will embark on a series of workshops for the Landscape Management Profession. The purpose of the workshop is to explain the process, registration requirements and deadlines for submissions. The next round of workshops will be conducted in next financial year.

Registration by Recognition of Prior Learning for 2017/18 – Landscape Architectural Profession:

The Registrar's office has communicated with a few individuals who wish to register via the recognition of prior learning and review process.

The process was concluded in the second quarter, and of the seven (7) applications received, 100% success rate was accomplished with four (4) individuals being registered as professionals and three (3) as candidates.

Another round of RPL was conducted in the third quarter for the Landscape Management Profession, 5 out of 7 applicants were successful.

New Registration Categories

SACLAP continues to engage with numerous other groups, such as the South African Landscape Institute (SALI), South African Green Industries Council (SAGIC) and the Institute of Environmental and Recreation Management (IERM) to establish if there are possibilities of professional registration.

Initiatives to improve registration

The new Council is prioritising the issue of improving registration in both the Landscape Architecture and the Landscape Management categories.

Various mechanisms and initiatives are being employed to not only boost the numbers but to also improve the demographics of the register. Below is a summary of some of them.

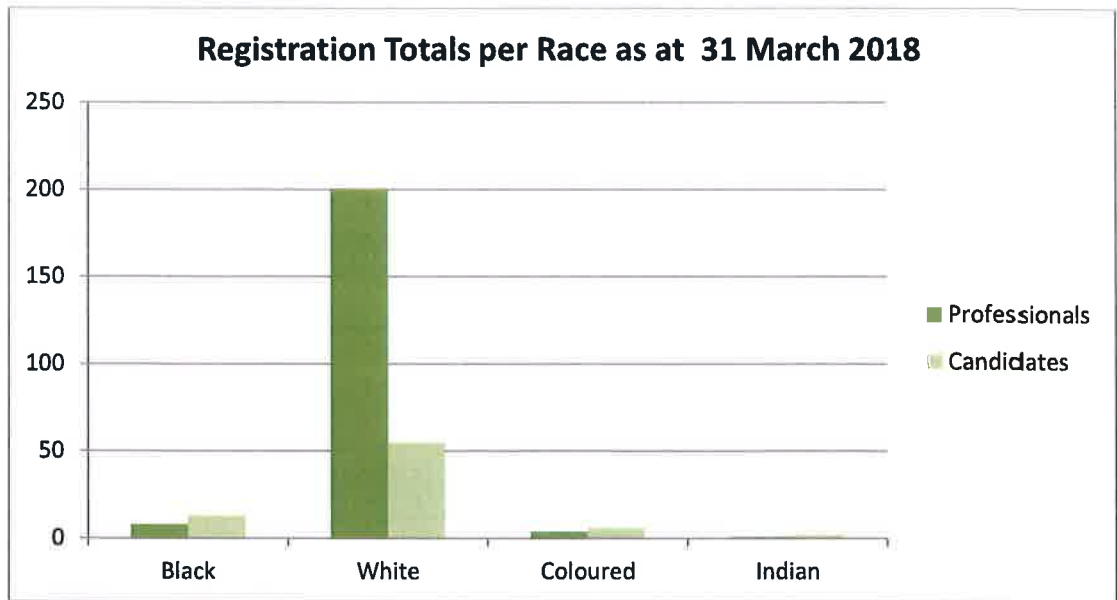
- At the Council meeting of 22 March 2018, Council decided on a special dispensation known as the Grandfather RPL for the Landscape Management Profession to be implemented in the next financial year. The LM Registration Committee was charged with finalising the process and procedure to be prescribed. It is hoped that this initiative will boost registration of LM professionals.
- Candidate and Mentor Workshops are intended to assist with the educating both the mentors and the candidates on the requirements for progressing from the Candidacy phase to the Professional phase.
- Other initiatives to be introduced in the next financial year is to enhance our presence at tertiary institutions that offer feeder qualifications to our Candidacy registration
- To introduce an award for the best final year students in all Landscape programmes at accredited Tertiary institutions.
- Embark on more presentations at Secondary Schools to promote the Landscape Profession as a Career choice
- To target individuals who are practising without registration and encourage them to register

To recognise more Voluntary Associations which have member that qualify to register in one of the categories of registration.

Competency Standards for Registration

A schedule of the core competencies has for the first time since 2011 been amended and gazetted for implementation on 4 November 2016. Council has determined that the revised Core Competencies and the Registration Policy of 2016 will be implemented from 1 April 2018.

Registration Statistics



The current statistics shows a need to prioritise transformation of the sector. SACLAP will also actively seek out designated groups in order to promote balance demographics of the profession.

The graphs above and below illustrate the current status quo.

