**SOUTH AFRICAN COUNCIL**

**FOR THE**

**LANDSCAPE ARCHITECTURAL PROFESSION**

**P.O. Box 868 FERNDALE 2160**

**www:saclap.org.za**

[registrar@saclap.org.za](mailto:registrar@saclap.org.za)

**SACLAP PROFESSIONAL REGISTRATION ASSESSMENT PROCESS**

**SECTION 2, 4 & 5 – LANDSCAPE DESIGN, LANDSCAPE PROJECT MANAGEMENT & APPLIED HORTICULTURE/LANDSCAPE TECHNOLOGY**

**CRITERIA FOR THE COMPREHENSIVE PROJECT PROFILE AND MOTIVATION REPORT**

30 March 2019

**1. OBJECTIVES**

1.1 The purpose of the project profile and the report is to assess the experience gained in terms of the SACLAP’s core competency table since obtaining of the individual’s tertiary qualification.

1.2 The candidate is to present a project profile and a report that demonstrates the knowledge gained in the best possible manner in order for the assessors to evaluate the core competencies.

**2. THE PROJECT PROFILE AND REPORT**

2.1 The candidate is to select a range of projects that, he or she has been involved with, of medium to large scale, and varying in complexity to demonstrate how the **core competencies** have been met and to graphically set out the context for the aspects in the report. A minimum of **4 projects and maximum of 7 projects** should be submitted in the profile. All of the **6 work stages** should be covered as well as guided by the check list provided.

**3. ASSESSMENT OF PORTFOLIO AND MOTIVATIONAL REPORT**

3.1 A panel of a minimum of registered Professional Landscape Architects will assess and score the **motivational report and portfolio** **according to SACLAP’s Core Competency Table of November 2016 (Board Notice 171 in Gazette 4042)** to determine the outcome.

3.2 If the panel doesn’t agree on the outcome, or if the submission is not clear or is incomplete, additional information may be requested, failing which an interview may be called by SACLAP.

3.3 The candidate requires the following outcome:

|  |
| --- |
| **Section 2:** B (60%): Proficient – means having skill, knowledge, training and experience to practice  **Section 4:** C (50%): (integrated knowledge) the assimilation and comprehension of knowledge. Individuals should be able to understand, apply and evaluate the key terms, concepts, facts, principles, rules and theories within the working environment. The ability to select and apply a range of methods to resolve realistic landscape related problems in practice.  **Section 5:** C (50%): (integrated knowledge) the assimilation and comprehension of knowledge. Individuals should be able to understand, apply and evaluate the key terms, concepts, facts, principles, rules and theories within the working environment. The ability to select and apply a range of methods to resolve realistic landscape related problems in practice. |

**4. FORMAT AND DATE FOR SUBMISSION**

4.1 Submission date: no later than the close of business 26 April 2019

**The submission is to be in a sealed envelope (please list the items in the envelope) and addressed as follows:**

**Gauteng: Offices of the CBE**

**2nd Floor Block A Corobay Corner**

**169 Corobay Ave, Waterkloof Glen, Pretoria**

Clearly marked for the attention of SACLAP

The Registrar: Cecilia Chinga

**Cape Town: Dennis Moss and Partners**

**17 Market Str, Stellenbosch**

Clearly marked for the attention of SACLAP

Registration Committee Person: Amanda du Plooy

4.2 Please ensure that you ask the person at reception to sign your delivery note and email a copy of this to the Registrar ([registrar@saclap.org.za](mailto:registrar@saclap.org.za)) together with the list of items in the envelope.

4.3 The candidate must submit 1 (one) printed copy of the report only and 1 (one) CD/USB with the portfolio as well as the report in PDF format to any of the addresses above.

**NO LATE SUBMISSIONS, OR SUBMISSIONS MADE TO THE INCORRECT ADDRESS WILL BE ACCEPTED.**

**5. SUBMISSION REQUIREMENTS**

5.1 Motivational report parameters:

1. **Size: A4**
2. Font: Arial 10, single line spacing (text document only, drawings to be included into the project profile)
3. Clear referencing to the project profile
4. Unlimited maximum pages. Addendums may be added.
5. Make clear reference between report and portfolio
6. Project value

5.2 Table of contents for the Report is to be as follows:

1. Cover page to include the:
   1. Candidate’s name,
   2. SACLAP Registration No.,
   3. Application category,
   4. Name of the mentor.
2. Index
3. Affidavit from the candidate stating that the report and the project profile is his/her own work and stamped at the SAPS.
4. Mentor sign-off letter stating that the candidate’s reflection of his/her work is accurate and appropriately represented in terms of the experience gained.
5. Methodology as to how the candidate approached each project.
6. Check list per project (The check list must be completed for each project (all listed items in the check list must be checked at least once between the 4-7 projects).

Details to be provided for each project:

1. Brief from the client and Scope of work
2. Brief context
3. What challenges had to be overcome in this project?
4. What lessons did you learn on this project?
5. List any special attributes of this project.
6. Were there any regulatory requirements? If yes; List the requirements
7. Did you do research on the project? If yes; which aspects of the project did you research?
8. Supporting material is to be contained in the project profile.
9. Summary check list of all projects. The candidate is to consolidate the aspects met for each project in this overall table.
10. Conclusion: Why do you wish to be registered with SACLAP?

5.3 Portfolio parameters:

1. Size A3
2. Electronic version in PDF.
3. Unlimited no. of pages.
4. Portfolio is to contain the supporting evidence referred to in the motivational report and the check list.
5. Clear numbering and referencing between the motivational report and the portfolio is critical to demonstrate how the SACLAP’s core competency has been met.
6. Please make sure that all plans are legible.

**6. RULES OF SUBMISSION**

6.1 You have to submit **your own work** and it must be verified and signed off by your mentor.

6.2 If any additional information is required, please write to the Registrar ([registrar@saclap.org.za](mailto:registrar@saclap.org.za)).

**7. CHECK LISTS**

The project check list is to make sure that all items in the core competency table have been included so that the motivational report and portfolio can be assessed. This checklist is to be completed per project.