



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

P.O. BOX 868 Ferndale 2160

registrar@saclap.org.za

**LANDSCAPE MANAGEMENT PROFESSION REGISTRATION  
COMMITTEE**

**RPL SPECIAL DISPENSATION REGISTRATION  
August 2018/July 2019**

**A SPECIAL DISPENSATION FOR THE REGISTRATION OF LANDSCAPE  
MANAGEMENT PROFESSIONALS**

**SOUTH AFRICAN COUNCIL FOR THE  
LANDSCAPE ARCHITECTURAL PROFESSION  
(SACLAP)**

24 July 2018

## TABLE OF CONTENTS

<b>1.0</b>	<b>BACKGROUND</b> .....	<b>2</b>
<b>2.0</b>	<b>WAY FORWARD</b> .....	<b>2</b>
<b>3.0</b>	<b>RPL SPECIAL DISPENSATION PROCESS</b> .....	<b>3</b>
<b>4.0</b>	<b>WHO IS ELIGIBLE TO REGISTER IN THE RPL SPECIAL DISPENSATION PROCESS</b> ....	<b>3</b>
<b>5.0</b>	<b>HOW TO APPLY</b> .....	<b>4</b>
<b>6.0</b>	<b>THE APPLICATION PROCESS</b> .....	<b>4</b>
<b>7.0</b>	<b>THE EVALUATION PROCESS</b> .....	<b>5</b>
<b>8.0</b>	<b>AFTER REGISTRATION</b> .....	<b>6</b>
<b>9.0</b>	<b>ANNEXURES</b> .....	<b>6</b>
<b>9.1</b>	<b>ANNEXURE A: RPL Special Dispensation Application</b> .....	<b>6</b>
<b>9.2</b>	<b>ANNEXURE B: Portfolio of Evidence Guidelines</b> .....	<b>9</b>

# **RPL SPECIAL DISPENSATION REGISTRATION – 2018**

## **1.0 BACKGROUND**

In order to meet the transformation imperatives of the government, the fifth term SACLAP Council has requested the implementation of additional actions to increase the registration of professionals. At the SACLAP Council meeting of 22 March 2018 the re-introduction of a special dispensation RPL registration process was approved. This opportunity should be promoted and awareness created in both the Institute of Environment and Recreation Management (IERM) and South African Landscape Institute (SALI) industries and a formal process (developed by SACLAP Landscape Management (LM) Registration committee) will be followed.

Originally, the aim of the Grandfather recognition of prior learning (RPL) registration opportunity was to establish a base of LM Professionals to fill positions on committees and act as mentors for candidates. Industry organisations nominated candidates for this opportunity. Although the process was finalised, it did not yield sufficient professionals to assist in the committee and to act as mentors.

Due to the RPL process already implemented and operational, the LM registration committee decided to combine the Grandfather and RPL registration process in a process that will last one year, unless otherwise decided and approved by the council, the process term could be altered. This process will speed up the registrations of professional in all four sub categories, with a focus on the registrations of people of colour. Individuals across the industry will be able to apply for the registration. The process will be known as the RPL Special Dispensation process.

## **2.0 WAY FORWARD**

This RPL Special Dispensation process can only be successful if SACLAP invests in extensive promotion and awareness in the industry. The SACLAP registrar and the LM registration committee should take joint responsibility for the process. The RPL Special Dispensation process was developed using the SACLAP Registration policy, Addendum and Weighted Core Competency Table for the Landscape Management Profession.

Individuals from the industry, who comply with the criteria, can apply to be registered. This process will be available for one year (from 1 August 2018 to 31 July 2019) after which the RPL as set out in the SACLAP Registration Policy for the LM profession (Sections 1.2.2, 7.2 and 12.2) will be effective again.

### **3.0 RPL SPECIAL DISPENSATION PROCESS**

RPL refers to the principles and processes through which the prior knowledge and skills including of a person are made visible, mediated and assessed for the purposes of alternative access and admission, to SACLAP professional registration (RPL definition adapted from SAQA National Policy for the Implementation of RPL (2013) and CHE policies on RPL (2016).

Individuals can apply to SACLAP to follow the RPL special dispensation process to obtain professional registration. Applications will be evaluated by the LM registration assessment panel in consultation with either IERM or SALI. If successful, individuals will be registered professionally in the appropriate professional category of registration or be required to register as a candidate for the determined number of months and upon complying, undertake the Professional Registration Assessment.

Assessments will be based on merit and as per the requirements set out in the Core Competency Table (available from the SACLAP website).

### **4.0 WHO IS ELIGIBLE TO REGISTER IN THE RPL SPECIAL DISPENSATION PROCESS**

Individuals that wish to apply and have no tertiary qualifications in Landscape Technology or Horticulture, should have a minimum of ten (10) years appropriate and comprehensive real time work experience in the field of landscape construction and/or maintenance management.

Individuals that wish to apply and have a suitable, recognized qualification (any relevant tertiary qualification), should have a minimum of five (5) years appropriate and comprehensive real time work experience in the field of landscape construction and/or maintenance management.

Individuals that wish to apply, have a qualification from an accredited tertiary institution and are currently registered as a SACLAP candidate with 4 years of experience will be considered at the discretion of Council.

The individual is to demonstrate, through industry recognition, the ability to produce work and deliver professional services of an acceptable standard as set out in the SACLAP's Registration Policy and SACLAP core competency tables.

## 5.0 HOW TO APPLY

The application process is detailed below. Applications will only be processed once the listed documentation have been submitted to the SACLAP Registrar's Office.

The application documentation to be submitted:

- a. Complete the **application form (LM Special Dispensation Application Form)** attached as Annexure A and found on the website (<http://www.saclap.org.za/>).
- b. A certified copy of the applicant's **Identification Document**.
- c. A certified copy of the applicant's **qualification certificate(s)**. (A SAQA verification and or evaluation certificate for foreign qualifications must be included).
- d. A detailed **Curriculum Vitae**.
- e. A letter of **motivation** on why the applicant wishes to be registered.
- f. A **letter of recommendation from the applicant's employer** (should the applicant be self-employed or be the employer, the applicant has to provide a letter from a peer in the industry).
- g. A **portfolio** detailing the work experience of the individual over the past 10 years. Portfolio instructions and guidance are provided in Annexure B.

## 6.0 THE APPLICATION PROCESS

The application process explained:

- Complete application documentation.
- Include ALL documentation as detailed above.
- Forward ALL application documentation to SACLAP Registrar in Portable Document Format (PDF) by email [registrar@saclap.org.za](mailto:registrar@saclap.org.za)
- Receive a confirmation email from SACLAP including an invoice for the application fees.
- Proof of payment of the application fee must be submitted to the Registrar's Office, prior to commencement of the evaluation.

## 7.0 THE EVALUATION PROCESS

- A Registration Assessment Panel, consisting of at least three (3) registered Landscape Management professionals, will assess the application documentation and the portfolio.
- Should the application and portfolio provide sufficient proof of the prior learning experience relative to the registration categories, the application will be successful and the Registration Assessment Panel will make a decision on which LM category the applicant should be registered in:
  - Professional Landscape Manager
  - Professional Senior Landscape Technologist
  - Professional Landscape Technologist
  - Professional Landscape Technician
- For each of the registration categories a specification will be added. The option is provided to be recognised for either construction or maintenance or construction and maintenance or academic/institutional. The applicant also has the option to choose to be registered in either of these sub-categories if specifically involved in a such category.
- Should the application and portfolio not provide sufficient proof of the prior learning experience; the Registrar will communicate with the applicant to provide further information and/or to have a face to face interview with the Registration Assessment Panel. The Registrar will make the arrangements for the interview.
- The outcome of the Registration Assessment Panel will be forwarded to the Council as a recommendation of the LM Registration Committee for ratification.
- After Council ratification, the applicant will be informed in writing by the Registrar, of his/her professional registration application outcome within three (3) months of the date of assessment.
- The Registrar will prepare an invoice for the Professional Registration fee and communicate with the successful applicant.
- Once the Registration fee is paid, the successful candidate will be entered into the register and issued with a registration certificate with a registration number.
- There are three possible outcomes of the process; successful, successful with proviso or unsuccessful.
  - A **successful** candidate will be professionally registered with SACLAP in one of the four categories.
  - An applicant will be registered as “**successful with proviso**” should there be a prominent shortfall encountered in the competency/experience of the applicant. The applicant will be required to pass either a specific assignment

or an examination with a certain symbol in a certain period (24 months), after which the applicant will be registered.

- Should the outcome be **unsuccessful** the applicant will be informed and if he/she wants to appeal the outcome, may do so by following the appeal process set out in the Registration Policy section 9.4. If unsuccessful, the panel may recommend a candidacy period related to the relevant registration category. The focus areas and duration will be determined by the panel and the applicant will be registered as a Candidate Landscape Technician for a period determined by the panel. The applicant have to gain the required competencies before he/she will be able to be assessed again at the hand of the stipulations of the special dispensation and if successful, be registered professionally.
- Failure to comply with proviso arrangements may result in deregistration.

## **8.0 AFTER REGISTRATION**

SACLAP expects that once a professional is registered, she/he will be prepared to volunteer to assist in at least one of the mandates of Council as a committee member/assessor/ interviewer/moderator/mentor etc. as the need arises.

## **9.0 ANNEXURES**

### **9.1 ANNEXURE A: RPL Special Dispensation Application**



## SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

### LM RPL SPECIAL DISPENSATION APPLICATION TO REGISTER WITH SACLAP

(In terms of the Landscape Architectural Professions Act, No 45 of 2000 Section 18(c))

**PLEASE COMPLETE THIS FORM IN BLOCK LETTERS IN BLACK INK**

<b>Profession applying for</b>	<b>Y</b>	<b>N</b>	<b>RPL</b>
Landscape Management Profession	<input type="checkbox"/>	<input type="checkbox"/>	
If you want to be registered for a specific category, please indicate below			
Construction and Maintenance	<input type="checkbox"/>	Construction	<input type="checkbox"/>
	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
	<input type="checkbox"/>	Academic/Institutional	<input type="checkbox"/>

#### Personal information

Full name								
Identity number/ Passport number for non RSA citizens								
Citizenship								
Ethnic group (for statistical purposes)	African	<input type="checkbox"/>	White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Coloured	<input type="checkbox"/>
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>				
Tel no.					Cell no.			
e-mail								
Postal address								
						Postal code		

#### Relevant Qualifications

Institution	Qualification	Date Attained

#### Current Employer Information (Company)

Employer			
Email address		Tel	
Address			



I hereby make application to SACLAP for registration and attach the following documentation:

<b>Documents for all Applications</b>	<b>Tick</b>
i. Certified Copies of Identification document	
ii. Certified copies of Qualification	
iii. CV	
iv. Letter of motivation of why you wish to be registered	
v. Letter of recommendation from your employer or peer	
vi. Portfolio detailing your work experience of the past 5/10 years	
vii. Certified Copy of SAQA Verification/ Evaluation Certificate for Foreign Qualifications	

I .....certify that the above information is true and that I have acquainted myself with the following documentation as applicable:

- a. Landscape Architectural Profession Act, No. 45 of 2000.
- b. SACLAP Registration Policy gazetted on 04 November 2016.
- c. The addendum for the Landscape Management Profession gazetted on 04 November 2016.
- d. The Core Competency Table for the Landscape Management Profession gazetted on 04 November 2016.
- e. The SACLAP Code of Professional Conduct

**(NOTE: that all the above documents are downloadable from SACLAP website, [www.saclap.org.za](http://www.saclap.org.za) )**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

**SACLAP Banking Details are as follows:**

Bank: NEDBANK  
Branch: The Grove  
Branch Code 198 765  
Type: Current Account  
Account No.: 1944033351  
Reference: ***Applicant's Name & Surname***

## 9.2 ANNEXURE B: Portfolio of Evidence Guidelines

The portfolio should demonstrate the applicant's creative and technical ability, professionalism, competency and relevant work experience. It has to be the applicant's own work and where the work was completed as part of a team, the applicant's contribution, and role needs to be clearly demonstrated. The portfolio should not be a description of the business activities but should be a personal account of the applicant's prior learning experience. The portfolio must be written in the first person, as this will assist in providing information about the individual's experience and competencies.

The portfolio itself is to meet the following criteria:

- The format should relate to each of the core competencies as set out in the Landscape Management Professions Core Competency Table. This table is available on the SACLAP website on the download page under the Registration Tab.
- The portfolio should highlight your experience with regards to the main sections in the Core Competency table – Professional Practice; Landscape Design, Environmental planning & management processes; Landscape project management & Landscape construction and Applied horticulture/landscape technology.
- The portfolio needs to indicate the level of complexity of the projects or the sites you are responsible for, or the work you are involved in, or responsible for. A definition of “complexity” is provided on page 3 of the registration policy in the definition section. The level of complexity is directly related to the different professional registration categories where a Professional Landscape Manager operates at a more complex level than a Professional Landscape Technologist or Technician.
- One (1) assembled document in PDF (not individual files), is to be delivered per email, or on a CD or DVD to the Registrar's Office or as otherwise advised.
  - Should the applicant wish to submit a hard copy it is to be in an A4 landscape format and bound. The submission of hard copies is not encouraged.
  - The first page of the hard and soft copy of the portfolio MUST include the following information:
    - Applicant's name and contact details,
    - Current employment details,
    - Registration category if confirmed by SACLAP,
    - Date.

The Landscape Management category differs from the Landscape Architects category and therefore the portfolio requirements for this category described in the SACLAP Registration Policy document will differ. The Landscape Management category is composed of individuals from different sectors or fields of the industry and therefore, the portfolios will also be different. The following fields are represented in the LM category and this guideline will assist applicants working in these different fields to compile a meaningful portfolio.

- Landscape Construction Industry and/or
- Landscape Maintenance Industry
- Service industry and public sector
- Academics

Applicants must select the applicable category of the industry and complete the portfolio accordingly. The information below is provided as guidance of what to include in the portfolio and how to present the information.

## **1.0 Landscape Construction Industry**

Applicants working in the industry as a landscape contractor involved in mainly installation and construction may apply for RPL. The size of sites and projects may range from smaller scaled landscapes on uncomplicated sites (such as smaller home gardens) to larger projects on complex sites (such as large-scale construction within environmentally sensitive areas). Projects featured should be exemplary of the competencies required.

**Section 1:** The Applicant must provide an introductory section (2 pages) containing a summary on how he/she approaches and implements each of the following aspects:

- Project Planning: Programming, staffing, procurement, resourcing
- Leading the project: Site hierarchy, interaction within the overall team, decisions made, adapting to challenges
- Organizing the project: Sequencing of materials and resources, sequencing of processes, managing changes and challenges
- Controlling the Project: Reports, claims, variations, meetings, communication

**Section 2:** The applicant must provide information on a selection of five (5) to seven (7) landscape installation projects over the past 10 years that best demonstrates how he/she applied the core competencies. The projects should each demonstrate at least one of the SACLAP core competencies.

Provide the following information for each of the projects:

- Project type and name of the project,
- Date of completion, location, and monetary value for each project.
- Proof of position held while undertaking the project as well as a description of the applicant's overall responsibilities while involved with the project.
- A description of the work completed.
- Photographic evidence, before and during construction as well as after completion will be to the applicant's advantage
- Explanation of the complexity of the projects to be included.

## **2.0 Landscape Maintenance Industry**

Applicants working in this section of the industry as a landscape contractor involved in contract maintenance only or as a site manager responsible for maintenance of the site may apply for RPL. The size of sites and projects may range from smaller scaled landscapes on uncomplicated sites (such as smaller home gardens) to larger projects on complex sites (such as large-scale maintenance within environmentally sensitive areas). Projects featured should be exemplary of the spectrum of exposure and experience gained in the landscape maintenance industry. Should the applicant work, as a site manager responsible for maintenance of a single site, the size of the site is important as it influences the complexity of the work on the site.

## 2.1 Landscape Maintenance Contractors

**Section 1:** The applicant must provide an introductory section (2 pages) containing a summary on how he/she approached and implemented each of the following aspects:

- Project Planning: Programming, staffing, procurement, resourcing
- Leading the project: Site hierarchy, interaction within the overall team, decisions made, adapting to challenges
- Organizing the project: Sequencing of materials and resources, sequencing of processes, managing changes and challenges
- Controlling the Project: Reports, claims, variations, meetings, communication

**Section 2:** The applicant must provide information on a selection of five (5) to seven (7) landscape maintenance projects over the past 10 years that best demonstrates how he/she applied the core competencies. The projects should each demonstrate at least one of the core competencies. Provide the following information for each of the projects:

- Project type and name of the project,
- Location and monetary value for each project.
- Proof of position held while undertaking the project as well as a description of the applicant's overall responsibilities while involved with the project.
- A description and extent of the maintenance work on the site.
- Photographic evidence, before, during and after an maintenance operation, will be to the applicant's advantage
- Explanation of the complexity of the projects to be included.

## 2.2 Landscape Maintenance Site Managers

**Section 1:** The applicant must provide an introductory section (2 pages) containing a summary on how he/she approached and implemented each of the following aspects:

- Planning of projects on the site: Programming, staffing, procurement, resourcing
- Leading the project or site management: Site hierarchy, interaction within the overall team, decisions made, adapting to challenges
- Organizing of resources on site: Sequencing of materials and resources, sequencing of processes, managing changes and challenges
- Controlling site issues: Reports, claims, variations, meetings, communication

**Section 2:** The applicant must provide information on the landscape maintenance on the site or sites over the past 10 years of maximum three (3) sites. It is of the utmost importance that the applicant includes a description of the extent and complexity of the work (especially if he/she was/is responsible for the maintenance of one site only). The applicant must clearly demonstrate how he/she applied the core competencies in the management of the site/s. All of the core competencies have to be dealt with adequately. The following information of the site or sites the applicant was/is responsible for:

- Type of and name of the site/s,
- Location and annual maintenance budget.
- Proof of position held and description of the overall responsibilities.
- A description and extent of the maintenance work on the site.

- Photographic evidence, before, during and after an maintenance operation, will be to applicant's advantage
- Explanation of the complexity of the operations is imperative.

If the applicant has experience in both Landscape Construction and Maintenance, the portfolio instructions of the two categories must be combined and illustrated clearly. Section 1 and a Section 2 for Construction (three (3) to five (5) sites and a Section 2 for Maintenance (three (3) to five (5) sites must be included..

### **3.0 Service Industry and Public Sector Officials**

Officials working for national, provincial or local government institution or any of the public sector entities, state owned enterprises (botanical gardens, Transnet, Eskom, etc.) as a horticulturist or manager responsible for the landscape management of a site, region or community may also apply for RPL. The applicant should be responsible for landscape design, installation and maintenance or specialised sections.

**Section 1:** Applicants to provide an introductory section (2 pages) containing a summary on how the applicant approaches and implements each of the following aspects:

- Planning of landscape projects or maintenance operations: Programming, staffing, procurement, resourcing
- Leading the landscape project or maintenance operations: Site hierarchy, interaction within the overall team, decisions made, adapting to challenges
- Organizing of resources for areas of responsibility: Sequencing of materials and resources, sequencing of processes, managing changes and challenges
- Controlling all site issues: Reports, claims, variations, meetings, communication

**Section 2:** Applicants to provide information on landscape installation projects and/or landscape maintenance on the site or sites over the past 10 years. It is of the utmost importance that a description of the complexity of the work is included (especially if the applicant is responsible for the maintenance of one site only). The applicant must demonstrate how the core competencies are applied in the management of the site/s. All of the core competencies have to be dealt with adequately.

The following information of the site or sites that the applicant is responsible for must be provided:

- Type of and name of the site/s area and city/town,
- Location and annual capital and maintenance budget.
- Proof of position held and description of your overall responsibilities.
- A description and extent of all the landscape management related work you are involved with.
- Photographic evidence, of the operations, will be to the applicant's advantage
- Explanation of the complexity of the operations are imperative.

#### 4.0 Academics

Academics involved in the tertiary education and/or research related to Landscape Managers may also apply for RPL.

The portfolio should demonstrate experience in the academic field with relevance to the landscape management industry. The applicant will need to provide proof of the contribution he/she has made with regards to the academia in alignment to the main sections in the Core Competency table – Professional Practice; Landscape Design, Environmental Planning & Management Processes; Landscape Project Management & Landscape Construction and Applied Horticulture/Landscape Technology (check the website for the detail of the core competencies).

The following must be provided:

- Evidence of the course material the applicant has developed/ written.
- Evidence of any journal articles that the applicant has submitted and in which journals they have been published.
- Titles of conference presentations that the applicant has delivered as well as the conference name and year.
- Evidence of the applicant's involvement and contribution in other sectors of the industry, for example voluntary associations or peer academic institutions.
- Evidence of landscape management research projects that the applicant has been or is currently involved with.
- The number of Masters and Doctoral students that the applicant has supervised. The research projects of these students should be in the landscape management section of the industry.
- The portfolio needs to indicate the level of complexity of the work. (A definition of "complexity" is provided on page 3 of the registration policy in the definition section) – relate the concept to the academic projects the applicant is or has been involved in.

The Registration Committee of SACLAP reserves the right to reject any portfolio if it is not set out in line with the criteria above.

Note: All information submitted to SACLAP will be dealt with in the strictest confidence by the SACLAP Registration Committee, Registrar and Secretariat.

For any further assistance, please do not hesitate to contact the SACLAP Registrar, Ms Cecilia Chinga per email [registrar@saclap.org.za](mailto:registrar@saclap.org.za) or the Chair of the Landscape Manager Registration Committee, Ms Elize van Staden per email [vstadem@unisa.ac.za](mailto:vstadem@unisa.ac.za) .