



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

[www:saclap.org.za](http://www.saclap.org.za)

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

**Board Notice 171 of 2016  
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**FOR IMPLEMENTATION**

**Addendum  
for the**

**Landscape Architectural Professions  
Relating to the process of Registration as set out in the  
Registration Policy**

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

**Rev 0**

The South African Council for the Landscape Architectural Profession has, under Section 11 & 19 of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000) determined the registration routes, criteria and processes

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Prepared by: Bernadette Vollmer

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**DEFINITIONS**

For a full list of definitions, refer to the Registration Policy.

**ABBREVIATIONS**

For a full list of abbreviations, refer to the Registration Policy.

## 1. INTRODUCTION

The Addendum for the Landscape Architectural Profession is to be read in conjunction with:

- i. The Registration Policy of SACLAP, as gazetted on 4 November 2016.
- ii. The Weighted Core Competency Table for the Landscape Architectural Profession, as gazetted on 4 November 2016.

Both of these documents are available on the SACLAP website on the download page under the Registration tab.

In line with Section 18 (a) and (b) of the Landscape Architectural Professions Act, Act 45 of 2000 (hereafter referred to as the Act) and as motivated and set out in Section 1.1 of the Registration Policy, SACLAP amends the registration categories for the landscape architectural profession as follows:

<b>PROFESSIONAL REGISTRATION IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT</b>	
<b>Category of Registration</b>	<b>Minimum Academic Requirement</b>
Professional Landscape Architect	NQF 9
Professional Senior Landscape Architectural Technologist	NQF 8
Professional Landscape Architectural Technologist	NQF 7
Professional Landscape Architectural Technician	NQF 6

<b>CANDIDATE REGISTRATION IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT</b>	
<b>Category of Registration</b>	<b>Minimum Academic Requirement</b>
Candidate Landscape Architect	NQF 9
Candidate Senior Landscape Architectural Technologist	NQF 8
Candidate Landscape Architectural Technologist	NQF 7
Candidate Landscape Architectural Technician	NQF 6

**An individual's eligibility to be registered in any of the above categories is dependent on the individual's qualification/s, skills, experience and exposure.**

## 2. DESCRIPTION OF THE LANDSCAPE ARCHITECTURAL PROFESSIONAL CATEGORIES IN RELATION TO THE CORE COMPETENCY REQUIREMENTS

The professional categories are each defined in the Weighted Core Competency Table for the Landscape Architectural Profession which is available on the SACLAP website on the download page under the Registration heading. It should be noted that the candidacy categories have not yet been defined as this category is applicable only to individuals who have recently graduated or have a shortfall in specific areas of core competence and are working towards attaining their professional status.

For the purposes of professional registration, the Weighted Core Competency table is imperative as it sets out the core competencies at two levels namely:

- Competencies expected at Graduation at a specific NQF level, and
- Competencies expected at Professional Registration.

The purpose of the Weighted Core Competency Table is to:

- Define the level of competence, i.e. the weighting, required for each competency as defined at the top of the table both at graduation and at professional registration,
- Set the level of competency expected from an academic programme that feeds into a SACLAP professional registration category,
- Enable accreditation of an academic programme, against set criteria, as the level and competency expected is defined and should be measurable,
- Assist a candidate in determining the further developed and learning that is to take place during the candidacy stage as not all competencies can be gained through an academic programme,
- Establish in a transparent manner, the criteria against which individuals will be evaluated when the individual embarks on the professional registration assessment process.

In summary, the key aspects that differentiate the various categories are as follows:

- The higher the category of registration, the greater the responsibility of the individual is expected to take on all levels.
- Individuals in higher categories of registration are expected to be more innovative in design resolution and undertake research to inform complex design decisions and address site sensitivity.
- Project complexity and sensitivity also play a role in determining and informing clients which registered professional has the competency to undertake a specific project.
- In terms of environmental planning and management processes, professionals in higher categories are expected to advise a potential client thoroughly pending the environmental constraints of the site.
- Professionals in higher categories of registration are expected to have the ability to interact with large multi-disciplinary teams.

### **3. ROUTES TO REGISTRATION**

In essence there are two entry options for individuals wishing to access registration namely:

- i. Candidacy - persons with appropriate qualifications from accredited programmes. Refer to section 1.2.1 in the Registration Policy for further information relating to this route.
- ii. Recognition of Prior Learning (RPL). Refer to section 1.2.2 in the Registration Policy for further information relating to this route.

As part of the registration process, upgrading refers to two processes:

- i. when an individual upgrades from a candidacy status to that of registered professional, or
- ii. when an individual applies to upgrade from a lower professional category of registration to a higher one e.g. landscape architectural technician to landscape architectural technologist.

### **4. WHO IS ELIGIBLE TO REGISTER IN THE LANDSCAPE ARCHITECTURAL PROFESSIONS?**

Individuals that have the associated qualifications and experience demonstrating that, on a day to day basis, they are actively involved in activities associated with the profession as set out in Section 2 above. For greater detail refer to the Core Competency table for the Landscape Architectural Professions. This table sets out the expected competency expected of an individual wishing to register with SACLAP.

In line with Section 3 above, the section below sets out the eligibility criteria for each route to registration:

#### **4.1 Eligibility Criteria for a Candidate Category of the Landscape Architectural Profession:**

Candidacy categories of registration are for individuals that have recently graduated from a higher education institution and have very little, if any working experience. These individuals are working towards upgrading their registration status to "professional" i.e. the individual has registered with SACLAP as a candidate.

Extended candidacy will apply to holders of relevant recognized but not yet accredited programmes. This is however an interim measure to allow a grace period for institutions to apply for accreditation and may exist for a limited period only as to be determined by Council.

- **Candidate Landscape Architect**

Holders of NQF level 9 qualifications may apply to register as Candidate Landscape Architect.

A minimum 24 month candidacy period will apply to holders of accredited NQF level 9 qualifications applying for such, noting that the period begins on the date that the individual has been registered on the SACLAP database.

- **Candidate Senior Landscape Architectural Technologist**  
Holders of NQF level 8 qualifications may apply to register as Candidate Senior Landscape Architectural Technologist.

A minimum 24 month candidacy period will apply to holders of accredited NQF level 8 qualifications applying for such, noting that the period begins on the date that the individual has been registered on the SACLAP database.

- **Candidate Landscape Architectural Technologist**  
Holders of NQF level 7 qualifications may apply to register as Candidate Landscape Architectural Technologist.

A minimum 24 month candidacy period will apply to holders of accredited NQF level 7 qualifications applying for such, noting that the period begins on the date that the individual has been registered on the SACLAP database.

- **Candidate Landscape Architectural Technician**  
Holders of NQF level 6 qualifications may apply to register as Candidate Landscape Architectural Technician.

A minimum 24 month candidacy period will apply to holders of accredited NQF level 6 qualifications applying for such, noting that the period begins on the date that the individual has been registered on the SACLAP database.

In order to determine the feeder qualifications to a registration category refer to Feeder Programmes to the SACLAP current and proposed Professional Registration Categories Document on the download page of the SACLAP website under the Education heading. *PLEASE NOTE: that the programmes are continually updating and developing and other programmes could meet the eligibility requirements. Please contact the Registrar's Office should a qualification not appear on the list.*

#### **4.2 Eligibility Criteria for the Recognition of Prior Learning (RPL) registrations:**

Individuals that wish to apply should have:

- suitable local or foreign qualifications in related fields of study such as but not limited to horticulture, landscape technology or environmental science, or are
- graduates of former accredited but phased out programmes, or
- practising individuals that have attained their qualifications for more than 10 years and now wish to be registered professionally, or
- should have comprehensive real time work experience in the field of landscape architecture.

Furthermore the individual is to demonstrate, through industry recognition, the ability to produce work and deliver professional services of a high standard as set out in the core competency tables, be respected amongst peers and demonstrate current or prior involvement in the organizations relating to the industry.

### **5. APPLICATION TO SACLAP**

The application process as set out in The Registration Policy in Section 2 is to be followed.

### **6. CANDIDACY REQUIREMENTS AND DELIVERABLES FOR THE PROFESSIONAL REGISTRATION ASSESSMENT PROCESS**

Sections 3 and 4 of the Registration Policy are applicable to the landscape architectural candidates. These sections set out the Candidacy Terms and Conditions as well as the Roles and Responsibilities of the Mentor.

In line with Section 5 of the Registration Policy, the following aspects are set out in more detail specifically for the landscape architectural professions:

## 6.1 Logbook

The candidate will need to take responsibility for, and assume ownership of, his/her learning process and professional development.

The purpose of the logbook is to:

- track the experience and exposure gained in terms of the core competencies which has to be attained prior to the application to undertake the professional registration assessment process.
- assist the process of continuous assessment by the candidate and mentor and ultimately the Registration Committee.

The requirements of the logbook are to be met as per Section 5.1 of the Registration Policy.

A template is provided for downloading and use from the website ([www:saclap.org.za/downloads/registration](http://www.saclap.org.za/downloads/registration)).

This document is to be submitted annually in the anniversary month of the candidate, i.e. if registered as a candidate in the month of November 2015, the logbooks will be due in the following November (2016) year on year. It is to reflect the experience gained by the candidate within the time that the candidate has been registered as such. The log book is to be signed off by the mentor in the space provided on the template prior to submission thereof.

## 6.2 Confidential Mentor Report

This document is to be submitted annually in the anniversary month of the candidate, i.e. if registered as a candidate in the month of November 2015, the Confidential Mentor Report will be due in the following November (2016) year on year.

The template is provided for downloading and use from the SACLAP website and submitted directly to the Registrar's Office by the Mentor.

## 6.3 Portfolio of Evidence

This document is to be submitted when a candidate applies to undertake the professional registration assessment process or in the case of a RPL application when applying to be assessed.

Candidates are to note the following:

- An applicant/candidate's portfolio is important in demonstrating the applicant/candidate's creative and technical ability, professionalism, competency and relevant work experience.
- The applicant/candidate's own work only, is to be included in the portfolio.
- In cases whereby the work was completed as part of a team, the candidate's contribution and role needs to be demonstrated and supported thereof.
- The applicant/candidate is to sign an affidavit that confirms that the portfolio is in fact his/her own work and a true reflection of the exposure/experience presented therein.

In the case where a portfolio is prepared as part of the application to undertake the professional registration assessment process, the following applies:

- The mentor is to sign off the portfolio on the form provided and this is to be forwarded to the Registrar.
- The mentor is to provide comment/s on the contents of the portfolio in the final mentor report that is to be submitted in the application to undertake the professional registration assessment process.

The portfolio itself is to meet the following criteria:

- a) The format should take on that of a presentation demonstrating the experience gained relating to each core competency as set out in the Landscape Architectural Professions Core Competency Table. This table is available on the SACLAP website on the download page under the Registration Tab.
- b) The presentation should be structured as per the main sections in the Core Competencies table. This means selected examples of the entire range of relevant work undertaken by the applicant/candidate based on ALL ASPECTS covered in the Core Competency Table and presented as such.

- c) One (1) assembled document in Portable Document Format (pdf) format (not individual files) is to be delivered on a CD or DVD to the Registrar's Office or as otherwise advised.
- d) Should the applicant/candidate wish to submit a hard copy it is to be in an A3 landscape format and bound. The submission of hard copies is not encouraged.
- e) The first page of the portfolio MUST include the following information:
  - o Applicant's /Candidates' name and contact details,
  - o Current employment details,
  - o Name of the Mentor (if applicable)
  - o Registration category if confirmed by SACLAP, and the
  - o Date.

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.**

#### 6.4 Workshop

The candidate is to attend a compulsory workshop during the course of the determined candidacy period. The purpose of this workshop is set out in Section 5.4 of the Registration Policy.

Candidates will be advised timeously of the logistics and details through communication from the Registrar's Office.

### 7. APPLICATION FOR PROFESSIONAL REGISTRATION ASSESSMENT

All application processes and requirements for professional registration with SACLAP are specified in Section 6 of the Registration Policy.

### 8. ASSESSMENT OF THE LANDSCAPE ARCHITECTURAL PROFESSIONALS

Candidates as well as RPL individuals will be assessed based on their qualifications, skills, exposure, and experience in terms of the gazetted core competency table. The individuals will be assessed by a panel of recognized professionals within the industry and appointed in a transparent manner and as set out in Section 7.1 of the Registration Policy.

The assessments will be undertaken in accordance with the weightings provided in the Core Competency table for the Landscape Architectural Professions as determined for each professional registration category.

#### 8.1 Professional Registration Assessment Process for Candidates

##### 8.1.1 Assessment Process

The process determined for the Landscape Architectural Professions, is a series of assessments applicable to the various sections of the core competency table as follows:

Section 1: Professional Practice	Examination
Section 2: Landscape Design	Project Profile
Section 3: Environmental Planning and Management Processes	Assignment
Section 4: Landscape Project Management and Landscape Construction	Project Profile
Section 5: Applied Horticulture / Landscape Technology	Project Profile

These modes of assessment are detailed in the Registration Policy in Section 7.

It should be noted that the various activities need not be undertaken in one year. The candidate can select which activities he/she wishes to undertake in a given year provided that all activities are undertaken within a three (3) year period and the necessary outcome is attained in this time.

Should the required outcome for a relevant section not be attained within a three (3) year period, the candidate will either be required to undertake an interview covering all the core competency aspects or all the assessment activities are to be undertaken again.



### 8.1.2 Performance Level Requirements and Rating

In terms of the professional registration assessment, the following performance level requirements are to be met for all four of the Professional Registration Categories of the Landscape Architectural Professions:

Section 1: Professional Practice	Examination	(A)
Section 2: Landscape Design	Project Profile	(B)
Section 3: Environmental Planning and Management Processes	Assignment	(C)
Section 4: Landscape Project Management and Landscape Construction	Project Profile	(C)
Section 5: Applied Horticulture / Landscape Technology	Project Profile	(C)

It is important to note that, while the performance rating is the same across all the professional landscape architectural categories, the mode of assessment is to meet the defined weightings provided for in the Core Competency Table.

## 8.2 Professional Assessment Process for RPL individuals

### 8.2.1 Assessment Process

The process determined for the Landscape Architectural Professions, is as follows:

- Submission of all the necessary documentation specified in Section 2 of the Registration Policy.
- Assessment Process detailed in Section 7.2 of the Registration Policy.

It is imperative that the individual applying for assessment through the RPL process is thoroughly prepared for the interview when he/she is granted entrance into such. This preparation typically involves but is not limited to:

- A self-evaluation in terms of the weighted core competencies to identify one's own capabilities,
- Establishing a process whereby the shortfalls relating to the desired outcomes are addressed,
- Working through the reference material as per the Reading List (which is updated from time to time) and available on the download page of the SACLAP website under the Registration Heading.
- Working through past examination papers published on the SACLAP website.

It should be noted that assessment through the RPL route is a process, from which there will always be one of the following outcomes:

- Successful – Register Professionally in a category recommended by the registration assessment panel
- Partially successful – register as a candidate in a category recommended by the registration assessment panel, for a determined period of time, in order to gain the competency/ies required wherein a lack thereof is identified.

### 8.2.2 Performance Level Requirements and Rating

In terms of the professional registration assessment for the RPL process, the Performance Level Requirements and Ratings in Section 8.1.2 above will apply.

## 9. OUTCOME OF A PROFESSIONAL EVALUATION PROCESS

This procedure is, as per Section 8 of the Registration Policy.

## 10. GUIDELINES FOR THE REGISTRATION APPEAL PROCESSES

This procedure is as per Section 9 of the Registration Policy.

## **11. UPGRADING TO THE NEXT PROFESSIONAL REGISTRATION CATEGORY**

This procedure is as per Section 10 of the Registration Policy.

## **12. REGISTRATION CHARGES**

This procedure is as per Section 11 of the Registration Policy.

## **13. SUSPENSION AND DE-REGISTRATION**

This procedure is as per Section 12 of the Registration Policy.

## **14. RESIGNATION AND OR RETIRING AS A REGISTERED PROFESSIONAL**

This procedure is as per Section 13 of the Registration Policy.

## **15. TRANSITIONAL ARRANGEMENTS**

While this Addendum affects the Registration Policy for the Landscape Architectural Profession as of 4 November 2016, the following transitional arrangements apply:

1. The Professional Registration Assessment for the 2017 year will be undertaken in accordance with the following:
  - a. Registration Policy Document of November 2014 and the
  - b. SACLAP Core Competency Table of August 2011.
2. The RPL applications will be evaluated in line with the SACLAP Core Competency Table of August 2011