



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

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FOR IMPLEMENTATION

**Addendum
for the**

**Landscape Management 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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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 Management 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 Management Profession, as gazetted on 4 November 2016.

The South African Landscapers Institute (SALI) and other stakeholders have participated in the process as a Task Team with SACLAP to inform the Registration Policy and develop the criteria to enable professional registration in one of the categories for the Landscape Management Profession.

Section 18(c) of the Landscape Architectural Professions Act, Act 45 of 2000 makes provision for the establishment of specified categories which are proposed as follows for the Landscape Management Professions:

Category of Professional Registration	Minimum Academic Requirement
Professional Landscape Manager	NQF 9
Professional Landscape Senior Technologist	NQF 8
Professional Landscape Technologist	NQF 7
Professional Landscape Technician	NQF 6

Category of Candidate Registration	Minimum Academic Requirement
Candidate Landscape Manager	NQF 9
Candidate Landscape Senior Technologist	NQF 8
Candidate Landscape Technologist	NQF 7
Candidate Landscape 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.

In line with the highlighted statement above, distinction will be made in terms of landscape managers that focus on construction only versus maintenance only. On the application form, it is to be clearly indicated for which specialization the application is being made. In the event that a landscape professional wishes to be registered as both, the required level of competence is to be demonstrated accordingly. Once the professional registration process is successfully completed, the following will reflect on the professional registration certificate:

Professional Landscape Manager (Construction) or (Maintenance) or (Construction and Maintenance)

Professional Landscape Technologist (Construction) or (Maintenance) or (Construction and Maintenance)

Professional Landscape Technician (Construction or (Maintenance) or (Construction and Maintenance)

2. DESCRIPTION OF THE LANDSCAPE MANAGEMENT PROFESSIONAL CATEGORIES

The professional categories are defined in the Weighted Core Competency Table for the Landscape Management 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 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.

The professional categories are each defined in the sections below to provide a general overview of the typical scope of work that the individuals undertake on a daily basis.

2.1 Professional Landscape Manager

The Professional Landscape Manager is expected to be proficient in all aspects of the practice of landscape management including but not limited to:

- a) Leading and co-ordinating teams of allied professionals and specialist contractors on a project specific basis with the view of implementing complex landscape and irrigation designs and or undertaking the landscape maintenance of such.
- b) Being proficient in the preparation and submission of tenders, bids and costings and conversant in the various standard forms of contract.
- c) Able to programme and co-ordinate multiple trades, activities and tasks within a given design and be responsible for the analysis of the critical path items and the effects of change on such.
- d) Having the ability to accurately assess the specific methods, specifications and solutions required for each project.
- e) Being fully conversant with current best practice in respect to the various landscape implementation and maintenance aspects for all landscaping and irrigation activities.
- f) Developing and managing the various routines, practices and processes required to maintain complex landscaped areas to specific standards on a sustainable basis. These routines include, but are not necessarily limited to various aspects of: turf grass management, arboriculture, general plant care, irrigation monitoring and control.

2.2 Professional Landscape Senior Technologist

This category of registration is to be determined as and when the need arises.

2.3 Professional Landscape Technologist

The roles and responsibilities of a Professional Landscape Technologist are similar to those of a Professional Landscape Manager except that individuals will have to possess levels of knowledge and understanding (as defined in the core competency weighting table) in the various fields of competence. This individual may well be able to provide a full range of responsibilities on a less complex site/project and should be able to apply this range of competencies to resolve realistic technical landscape related project challenges. Such a project may be defined as having less individual activities and/or specialist contractors and/or being of a generally smaller scale, less complexity and have a limited sensitivity.

2.4 Professional Landscape Technician

These individuals are expected to have a detailed knowledge (as defined in the core competency weighting table) of all the core competencies related to techniques required within specific landscape contexts. These individuals are thus anticipated to be knowledgeable of and be able to execute the techniques related to the actual physical implementation of the landscape/ irrigation/ maintenance contract.

3. ROUTES TO REGISTRATION

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

- iii. Candidacy - persons with appropriate qualifications from accredited programmes. Apart from the provisions below also refer to section 1.2.1 in the Registration Policy for further information relating to this route.
- iv. Recognition of Prior Learning (RPL). Apart from the provisions below, 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 MANAGEMENT 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.

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 Management Profession

These 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 for a grace period for institutions to apply for accreditation and may exist for a limited period only, to be determined by Council.

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. Should the qualification not feed into the list of programmes, please contact the Registrar’s Office.*

4.1.1 Candidate Landscape Manager

Currently there are no higher education institutions offering qualifications at a NQF level 9, to SACLAPs knowledge, which could provide direct access to this registration category. It is however envisaged that such programmes could be developed, by 2025.

Holders of NQF level 7 qualifications may apply to register as Candidate Landscape Managers, however in the absence of a qualification at NQF level 9, a minimum candidacy period of forty eight (48) months i.e. four (4) years will apply. This period begins on the date that the individual has been registered on the SACLAP database as such.

4.1.2 Candidate Landscape Senior Technologist

The feasibility of this category is still being investigated, but may be employed for entrée purposes under special conditions.

4.1.3 Candidate Landscape Technologist

Holders of NQF level 7 qualifications may apply to register as Candidate Landscape Technologists.

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

4.1.4 Candidate Landscape Management Technician

Holders of NQF level 6 qualifications may apply to register as Candidate Landscape Technicians.

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

4.2 Eligibility Criteria for the Recognition of Prior Learning 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 longer than 10 years and now wish to be registered professionally, or
- appropriate and comprehensive real time work experience in the field of landscape management.

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.

4.2.1 Professional Landscape Manager

Individuals that wish to apply should have ten (10) years or more experience in the field of landscape management and have the suitable recognized qualifications (any qualification in Landscape Technology or Horticulture is deemed as such).

Furthermore the individual is to demonstrate, through industry recognition, the ability to produce work of a high standard, be respected amongst peers and demonstrate current or prior involvement in the organizations relating to the industry.

4.2.2 Professional Landscape Senior Technologist

Individuals that wish to apply should have a minimum of seven (7) years of experience in the field of landscape management and have the suitable recognized qualifications (any qualification in Landscape Technology or Horticulture is deemed as such).

4.2.2 Professional Landscape Technologist

Individuals that wish to apply should have a minimum of five (5) years of experience in the field of landscape management and have the suitable recognized qualifications (any qualification (NQF 7) in Landscape Technology or Horticulture is deemed as such).

4.2.3 Professional Landscape Technician

Individuals that wish to apply should have a minimum of five (5) years of experience in the field of landscape management and have the suitable recognized qualifications (any qualification (NQF 6) in Landscape Technology or Horticulture is deemed as such).

Note:

As per SAQA's National Policy for the Implementation of the Recognition of Prior Learning, RPL may be carried out at any level of learning and at any NQF level. Furthermore there is acknowledgement, in terms of The Act, that the Council can administer a competency assessment which refers to registration.

Applicants with suitable and comprehensive real time work experience translating to competency levels appropriate to a specific registration category, but with no formal qualification/s, will be considered on an individual basis in terms hereof.

For individuals who wish to apply, the extent and relevance of experience will be considered in terms of the registration category under consideration.

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

In line with Section 5 of the Registration Policy, the following aspects are set out in detail, specific to the landscape management 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 have to be attained prior to the application to undertake the professional registration process.
- A 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).

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.

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 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 for 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 Management 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 Competency 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 hard and soft copy of the portfolio MUST include the following information:
- Applicant's /Candidates' name and contact details,
 - Current employment details,
 - Name of the Mentor (if applicable)
 - Registration category if confirmed by SACLAP,
 - 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 24 month candidacy. The purpose of this workshop is set out in Section 5.4 of the Registration Policy.

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

7. APPLICATION FOR PROFESSIONAL REGISTRATION ASSESSMENT

Applications for professional registration with SACLAP are to be in line with Section 6 of the Registration Policy.

8. ASSESSMENT OF THE LANDSCAPE MANAGEMENT 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. These 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 Management 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 Management Professions:

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

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 Management Professions is as follows:

- Submission of all the necessary documentation specified in Section 2 of the Registration Policy. The project portfolio referred to in Section 2 is to be in line with the details set out in Section 8.2.3 below.
- 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) 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 assessments through RPL are 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 was 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.

8.2.3 Assessment Deliverables for the RPL process

8.2.3.1 Landscape Manager Application via the RPL process

Step	Deliverables	Assessor
1	Detailed application as per requirements.	Registrar
2	Recognition of Qualifications presented	Registrar
3	Appropriateness of level of registration applied for	Registrar
4	Assessment of Portfolio (desktop)	Min. 3 Members on the Assessment Panel
	<p>Portfolio Details:</p> <ul style="list-style-type: none"> • A selection of 5 - 7 projects undertaken over the past 10 years that best demonstrates how the core competencies have been attained. Should be of varying scales and complexity. • Type, Name, Date, Location, and Value for each project is to be provided. • Proof of position held while undertaking the project as well as a description of his/her overall responsibilities on implementation of the project. 	
	<p>A concise (500 words) summary on each of the following aspects for each project:</p> <ul style="list-style-type: none"> • 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 	
5	<p>Structured Interview (+- 45 minutes) focusing on the applicant's responses to questions/scenarios specifically in relation to the following core competencies as listed and weighted on the core competency table:</p> <ul style="list-style-type: none"> • Landscape Project Management and Landscape Construction • Professional Practice • Applied Horticulture / Landscape Technology • Environmental Planning, Implementation and Management Processes • Landscape Design 	Min. 3 Members on the Assessment Panel

8.2.3.2 Landscape Senior Technologist application via the RPL process

As stated elsewhere, this is still in the process of being investigated.

8.2.3.3 Landscape Technologist application via the RPL process

Step	Deliverables	Assessor
1	Detailed application as per requirements.	Registrar
2	Recognition of Qualifications presented	Registrar
3	Appropriateness of level of registration applied for	Registrar
4	Assessment of Portfolio	2 Members of an Assessment Panel
	Portfolio Details	
	<ul style="list-style-type: none"> • 3 - 5 projects undertaken over the past 10 years that best demonstrates how the core competencies have been attained. Should be of varying scales and complexity. • Type, Name, Date, Location, and Value for each project is to be provided. • Proof of position held while undertaking the project as well as a description of his/her overall responsibilities on implementation of the project. 	
	<p>Concise summary (500 words) on each of the following aspects:</p> <ul style="list-style-type: none"> • 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 	
	<p>Structured Interview (+- 45 minutes) focusing on the applicant's responses to questions/scenarios specifically in relation to the following core competencies as listed and weighted on the core competency table:</p> <ul style="list-style-type: none"> • Landscape Project Management and Landscape Construction • Professional Practice • Applied Horticulture / Landscape Technology • Environmental Planning, Implementation and Management Processes • Landscape Design 	3 Members of an Assessment Panel

8.2.3.4 Landscape Technician application via the RPL process

Step	Deliverables	Assessors
1	Detailed application as per requirements.	Registrar
2	Recognition of Qualifications presented	Registrar
3	Appropriateness of level of registration applied for	Registrar
4	Assessment of Portfolio	1 Member of an Assessment Panel
	Portfolio Details	
	<ul style="list-style-type: none"> 3 - 5 projects undertaken over the past 10 years that best demonstrates how the core competencies have been attained. Should be of varying scales and complexity. Type, Name, Date, Location, and Value for each project is to be provided. Proof of position held while undertaking the project as well as a description of his/her overall responsibilities on implementation of the project. 	
	Concise summary (250 words) on each of the following aspects: Project Planning: Programming, resourcing Leading the Project: Interaction within the overall team, adapting to challenges Organizing the Project: Sequencing of processes, managing changes and challenges Controlling the project: Reports, communication	
5	Structured Interview (+- 45 minutes) focusing on the applicant's responses to questions/scenarios specifically in relation to the following core competencies as listed and weighted on the core competency table: <ul style="list-style-type: none"> Landscape Project Management and Landscape Construction Professional Practice Applied Horticulture / Landscape Technology Environmental Planning, Implementation and Management Processes Landscape Design 	3 Members of an Assessment Panel

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 12 of the Registration Policy.

15. TRANSITIONAL ARRANGEMENTS

Provisions as per this addendum and in specific, but not limited to section 4.2, allowing for an extensive profession wide opportunity to be considered for registration, through special arrangements and acknowledgment of the need to recognize competency levels amass, should be viewed as transitional arrangements for this specific purpose only. These transitional arrangements may be associated with specific time frames and may expire or be revisited as deemed appropriate by the Council. Decisions by Council in this regard will be communicated to registered persons and the relevant Voluntary Associations (VAs).