



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

P.O. BOX 868 Ferndale 2160

Tel: 011 789 1384

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secretariat@saclap.org.za

CANDIDATES QUARTERLY LOG BOOK

As a candidate you will need to take responsibility for and assume ownership of your learning process and professional development.

The purpose of this log book is:

- the check list of core competencies which must be attained prior to professional registration,
- a process of continuous assessment,
- quarterly reporting to the Registrar.

The hours logged are to be realistic hours allocated by the mentor/manager to the candidate for the completion of the task.

The hours logged should be time spent on the task, e.g. effective time at a site inspection meeting and not time spent travelling to and from the meeting.

Exposure is where the candidates have been part of a process, but have not actually done the work themselves such as invoicing, appointment letters, etc.

Candidates should refer to other SACLAP documents in the preparation for professional registration namely Reading List, Core Competency Table, Mentors Candidates Guidelines.

Candidates

- Own your learning experience
- Do not be afraid of new challenges
 - Be prepared to learn from the experience of your mentor
 - Do not be afraid to make mistakes and learn from them
- Be active in seeking to develop personally and professionally
- Be prepared to deal with problems or conflicts in a mature, honest and open way
 - Be prepared to work to maintain a positive relationship with your mentor
- Set up meetings with, and prepare and present your current work to, your mentor



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CANDIDATES QUARTERLY LOG BOOK

MONTHS & YEAR:

Employer/Mentor's Name:

Candidates Name:

Registration No:

Candidates No:

The original form must be submitted to the Registrar/Secretariat, with copies to the employer or mentor.

It is hereby recorded and certified that the candidate underwent the following training under supervision and/or mentorship during the above period. Training took place in the skills indicated below.

<u>Category of Skill</u>	<u>Exposure (hours in the quarter)</u>	<u>Work Experience (hours in the quarter)</u>	<u>Comments/details</u>
1. Professional Practice			
1.1 <i>Project Management</i> <ul style="list-style-type: none"> • Co-ordinate role players, • Meetings and procedures 			
<i>Sub total</i>			
1.2 <i>Contract Management</i> <ul style="list-style-type: none"> • Programming, phasing, delivery • Cost control • Quality control • Quantification • Certification – Interim Certificates, Practical Completion Certificates, Final certificates • Site inspection • Monitoring of maintenance • Contract administration – site minutes, agendas 			
<i>Sub total</i>			
1.3 <i>Professional Practice</i> <ul style="list-style-type: none"> • Letter of appointment • Client/LA agreement • Methods of payment – lump sum, pro rata time + cost basis, scale of fees/percentage • Disbursement charges • Invoicing and payments • Liaising with specialist and sub consultants • Knowledge of Insurances and legal requirements – UIF, CETA, PI, PAYE, VAT 			
<i>Sub total</i>			
1.4 <i>Office Management</i> <ul style="list-style-type: none"> • Cash flow, • Resourcing and staff allocation, • Marketing 			
<i>Sub total</i>			
1.5 <i>Office Administration</i> <ul style="list-style-type: none"> • Trade and technical literature filing • Project administration and filing • Fax, emails, printing, word processing • Time sheets • Telephone communication skills 			
<i>Sub total</i>			

Total carried forward to summary			
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	Exposure (hours in the quarter)	Work Experience (hours in the quarter)	Comments/details
2. Landscape Architectural Process			
2.1 Masterplanning/ Design Framework <ul style="list-style-type: none"> • Site survey • Site analysis • Site evaluation • Recommendations and reports 			
<i>Sub total</i>			
2.2 Design <ul style="list-style-type: none"> • Interpretation of brief • Collation of data, services and relevant planning and design information • Evaluation skills (photography, technical knowledge – plant names) • Communication skills • Sketch design proposals (lay out, sections, elevations, perspective drawings) • Presentation drawings • Budget cost estimates • Motivational reports • Plans approval and local authority requirements 			
<i>Sub total</i>			
2.3 Working drawings & Documentation <ul style="list-style-type: none"> • Detail drawings • Grading plans • Planting plans • Technical hard construction • Irrigation data basing • Specifications • Bills of Quantities • General conditions of contract 			
<i>Sub total</i>			
2.4 Cost Estimation <ul style="list-style-type: none"> • Quantification and measuring • Source rates 			
<i>Sub total</i>			
2.5 Technical Skills <ul style="list-style-type: none"> • Drafting • Presentation techniques • Photography • Computer literacy 			
<i>Sub total</i>			
2.6 Ethics			
<i>Sub total</i>			
2.7 Research			
<i>Sub total</i>			
Total carried forward to summary			

3. Environmental Planning Process	Exposure (hours in the quarter)	Work Experience (hours in the quarter)	Comments/details
3.1 Environmental Management <ul style="list-style-type: none"> E/CMP's OMP's 			
<i>Sub total</i>			
3.2 Environmental Planning <ul style="list-style-type: none"> Integrated Environmental Management Legal requirements Guideline documents 			
<i>Sub total</i>			
3.3 Impact Assessment <ul style="list-style-type: none"> Visual Impact Assessment HIA/EIA Legal processes Public Participation and meetings 			
<i>Sub total</i>			
3.4 Rehabilitation <ul style="list-style-type: none"> Aspects of rehabilitation associated with the change in the landforms appropriate soil preparation erosion protection Revegetation 			
<i>Sub total</i>			
3.5 Government Legislation, Regulations, Policies & Guidelines			
<i>Sub total</i>			
3.6 Landscape/Visual Character Assessments			
<i>Sub total</i>			

SUMMARY OF TRAINING	Exposure (hours in the quarter)	Work Experience (hours in the quarter)	Comments/details
1. Professional Practice			
2. Landscape Architectural Process			
3. Environmental Planning Process			
Total number of mentored hours in quarter			

I....., mentor forconfirm that the information stated above is a true reflection of the exposure/experience gained by the candidate.

.....
Signature of mentor

.....
Date

.....
Signature of candidate

.....
Date