



SACLAP

SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

REGISTRATION EXAMINATION

MARCH 2005

PART/SECTION 1 : PROFESSIONAL PRACTICE

1. What causes poor cash flow in a private practice and what are the implications to the professional service offered by a Landscape Architect. **(12 x 0.25 = 3)**
2. What methods of payment are acceptable in terms of a Professional Landscape Architects practice and how are disbursements charged for. **(6 x 0,5 = 3)**
3. Discuss the pros and cons of a negotiated landscape contract compared to that of a public tender. **(6 x 0,5 = 3)**
4. Name the documents used in contract management at certain stages, and how these relate to the release of retention funds or guarantees, and at what stage is monitoring of the maintenance finalised. **(6 x 0,5 = 3)**
5. Identify all the elements that must be considered in the programming of projects from concept to completion? **(12 x 0.25 = 3)**
6. List the standard format for a set of minutes relating to a project, and List the benefits and drawbacks of minuting meetings **(12 x 0.25 = 3)**
7. Describe the items of a contract of employment of a staff member in a landscape practice. **(6 x 0,5 = 3)**
8. What are the implications of the Black Economic Empowerment legislation on employment of Landscape Architects, and give suggestions which the LA profession could explore to meet the current BEE requirements. **(6 x 0,5 = 3)**
9. The following items are essential to the office administration process. List at least 1 benefit and 1 weakness for each item
 - a) Trade and technical literature filing
 - b) Project filing
 - c) Filing financial records
 - d) Confidential records
 - e) Facsimile communication
 - f) Postal communication
 - g) Telephone communication
 - h) Email communication
 - i) Voice mail/answering machine
 - j) Hard copy graphics information
 - k) Digital/electronic format
 - i) Time sheet record keeping**(12 x 0.25 = 3)**
10. Discuss the value of the internet and the email to a Landscape Architectural/technologist practitioner in public and/or private practice. **(12 x 0.25 = 3)**

Total 30