



**SACLAP**  
**SOUTH AFRICAN COUNCIL FOR THE**  
**LANDSCAPE ARCHITECTURAL PROFESSION**  
 REGISTRATION EXAMINATION  
**PART / SECTION 1: PROFESSIONAL PRACTICE**

MARCH 2007

No	Question	Points
<b>1</b>	<b>Professional Practice</b>	
1.1	List the different types of insurances that may be required to operate a Landscape Architecture practice and explain the purpose of each type.	12 x 0,25 = <b>3</b>
1.2	You have a small landscape architectural with a turnover of more than R400 000 per annum. You employ one full time staff member and one part time staff member. What financial and employment obligations are you responsibilities for?	12 x 0,25 = <b>3</b>
<b>2.</b>	<b>Project Management</b>	
2.1	Draw up a set of guidelines identifying all activities, critical points connected with running a landscape project for a hotel development from concept to completion of implementation and handover to client.	12 x 0,25= <b>3</b>
2.2	Draw up an agenda for a site handover meeting for the landscape project on the hotel development.	12 x 0,25 = <b>3</b>
<b>3.</b>	<b>Contract Management</b>	
3.1	Under the hotel development landscape project the client has requested that a 1 years landscape management programme be carried out by the landscape contractor. What documents and contract management requirements will you include to ensure adequate landscape management?	3 x 1 = <b>3</b>
3.2	List the headings for specifications for horticultural/soft landscaping management. In addition highlight particular requirements in terms of human resources and skills transfer.	12 x 0,25 = <b>3</b>
<b>4.</b>	<b>Office Management</b>	
4.1	List the key items necessary to manage a landscape architects practice effectively	12 x 0,25= <b>3</b>
4.2	List the pro's and con's of employing staff versus outsourcing work.	12 x 0,25 = <b>3</b>
<b>5.</b>	<b>Office Administration</b>	
5.1	You run a practice which you choose to run in an environmentally friendly manner. List methods and procedures you would use to achieve this. List pro's and con's for each item including financial implications.	12 x 0,25 = <b>3</b>
5.2	Prepare a document which you will issue to your employees and clients which lists the Code of Ethics by which your landscape architecture practice is run.	12 x 0.25 = <b>3</b>
	<b>TOTAL</b>	<b>30</b>