



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

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REGISTRATION EXAMINATION

SECTION 1: PROFESSIONAL PRACTICE

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No.	Question	Points
1.	Professional Practice	
1.1	A local authority invites you to submit a professional fee and services proposal for the design and implementation of an extension to a historic cemetery in their urban area. Prepare your proposal letter in point form.	12
1.2	The above mentioned project requires the services of some specialists and sub-consultants, and the construction needs to comply with the Occupational Health and Safety Act (85 of 1993). List the professionals, their services to be rendered, and method of employment that you would recommend to your client.	8
2.	Project Management	
2.1	List the standard activities for programming of the aforementioned project from planning through to final completion.	12
2.2 a)	List 4 potential risks you could encounter during the planning and implementation of the cemetery projects.	4
b)	Choose one (1) risk and elaborate on how you would propose resolving it.	4
3.	Contract Management	
3.1	List and explain the criteria you would use in making a recommendation to your client in the awarding of a Public Tender for a Landscape Contract	6
3.2	What is the role of the Principal Agent in Contract Management and what tasks do they perform.	6
4.	Office Management	
4.1	Describe the items you would list in a contract for the employment of a new staff member in a landscape practice.	12
4.2	You require the services of additional Landscape staff in your office. List the various options for engagement of their services e.g. outsourcing, contract employment or other, bearing in mind that your practice workload fluctuates and the scope of work varies from highly complex projects to simple garden design.	12

No.	Question	Points
5.	Office Administration	
5.1	<p>The following items are essential to the office administration process. List at least 1 benefit and 1 weakness for each item</p> <ul style="list-style-type: none"> a) Internet b) Trade and technical literature filing c) Filing financial records d) Confidential records e) Facsimile communication f) sms g) Telephone communication h) Email communication i) Voice mail/answering machine j) Skype k) Digital/electronic format i) Time sheet record keeping 	12
5.2	List the functions of a bookkeeper in a small firm.	12
TOTAL		100