



SACLAP

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

MARCH 2009

SECTION 1: PROFESSIONAL PRACTICE

No.	Question	Points
1.	Professional Practice	(20 in total)
1.1	<p>You are a professional Landscape Architect in private practice. You have been working at risk for a developer on the <u>verbally</u> based understanding that once the relevant planning and environmental authorizations are complete and approved, you will be appointed to carry out the landscape architectural work at the recommended SACLAP tariff scale of fees.</p> <p>After submitting your preliminary landscape budget and fee proposal, which is based on a landscape sketch plan which took some time to prepare, the client judges the budget to be too high and prejudicial to the feasibility of the overall project. After some further verbal discussions with the client he decides to appoint another professional landscape architect to become involved with the project and appoint them to do the work.</p> <p>Describe the steps that each landscape architect should follow in terms of communications with the client, the other professional landscape architect, other professionals in the team and any officials already involved in the planning process.</p>	15
1.2	What is CPD, what is its purpose and how would a professional comply	5
2	Project Management	(20 in total)
2.1	<p>A local authority has appointed you for the design and implementation of an approved parking and braai facility at a coastal resort in their urban area. Prepare your proposal letter in point form.</p> <p>List the standard activities, role players, including possible specialists, and critical paths for programming of the aforementioned project from design through to final completion.</p>	15
2.2	Draw up an agenda for the regular project team meetings for the above mentioned project and list the parties to be invited to the meeting.	5
3	Contract Management	(20 in total)
	<p>The parking area facility mentioned in question 2, is located adjacent to a large low cost housing area. What requirements would you include in your contract documentation to ensure the following:</p> <ul style="list-style-type: none"> • local community involvement in the planning, construction and horticultural maintenance process • Safety and health awareness and meeting any legal requirements • Skills transfer • Economic benefit to the local community 	<p>5</p> <p>5</p> <p>5</p> <p>5</p>

4	Office Management	(20 in total)
4.1	<p>You are appointed to carry out urgent design and implementation proposals for a sports complex with associated facilities, which has been identified as an important government project towards the end of the governments financial year.</p> <p>Your staff compliment includes two professional landscape architects, one landscape technologist and one horticulturist.</p> <p>To ensure effective management of the project, list their respective roles, responsibilities and tasks and if necessary, identify additional capacity and resources required.</p>	20
5	Administration	(20 in total)
5.1	<p>You are tasked with writing a green office policy document for the environmentally responsible management of the practice for which you work</p> <p>List all the items you would propose and briefly explain the pro's and con's of each item.</p>	10
5.2	<p>What do the following acronyms stand for and what are the implications of them to effective office administration. Choose five from the following</p>	10
	<p>PAYE UIF VAT PII PrLArch PrLTechni SARS FICA ILASA SACLAP</p>	
	TOTAL	100