



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

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**REGISTRATION POLICY DOCUMENT**

**FOR THE  
SOUTH AFRICAN COUNCIL FOR THE  
LANDSCAPE ARCHITECTURAL PROFESSION  
(SACLAP)**

The South African Council for the Landscape Architectural Profession has, under Section 11 & 19 of the Landscape Architectural Profession Act, 2000 (Act Nr 45 of 2000) determined the registration routes, criteria and processes

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## 1. INTRODUCTION

The South African Council for the Landscape Architectural Profession (**SACLAP**) and government encourage applicants to attain the highest possible category of professional registration. The SACLAP has identified various options and processes in order for as many persons to be able to register with the SACLAP as possible. Currently there are four (4) categories as set out in Section 18 of the Landscape Architectural Profession Act, No. 45 of 2000, i.e.:

- Landscape Architect
- Landscape Technologist
- Landscape Technician
- Landscape Assistant

This document summarises the various options open to individuals, with various qualifications and backgrounds to register with the SACLAP.

## 2. SACLAP ROUTES TO REGISTRATION

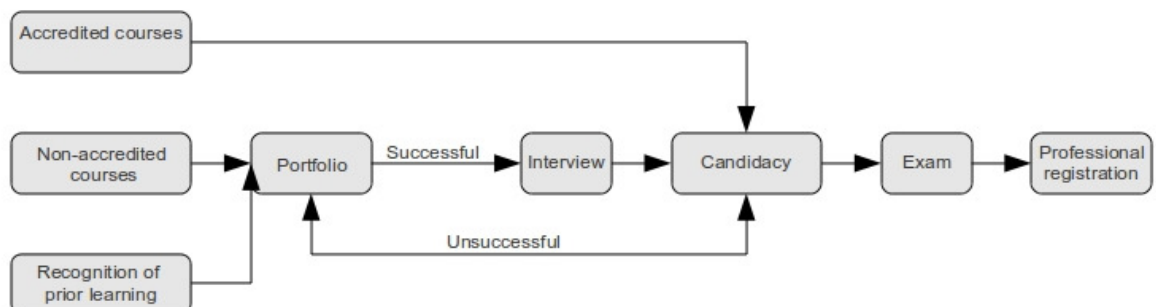
In essence there are three main entry options for individuals with the appropriate qualifications and experience to access registration namely:

- i. Graduates from accredited courses
- ii. Graduates from non-accredited courses
- iii. Recognition of prior learning.

Within the context of 'registration with SACLAP' accredited refers to Education Institutions (predominantly Tertiary Education) that have been accredited by the SACLAP. This implies that these Institutions are equipped to teach the courses related to the profession of Landscape Architecture. For more detail on accreditation refer to the Accreditation suite of documents that can be found on the website ([www:saclap.org.za/downloads/education](http://www.saclap.org.za/downloads/education)). A list of accredited institutions is provided in Table 2 below (for the most updated list refer to the website ([www:saclap.org.za/mandates/education](http://www:saclap.org.za/mandates/education))).

The diagram below illustrates the registration process. The registration requirements are set out in the sections below.

**Diagram 1: Simple flow-chart of Registration Process**



**Table 2: Summary of Accredited and Non-accredited courses**

Institution	List all programmes/ Qualification	Status	
		Accredited	Not Accredited
University of Cape Town (UCT)	MLArch	X	
University of Pretoria (UP)	ML (Prof)	X	
	BL(Hons)	X	
	BSc(Landscape Architecture)	X	
Cape Peninsula University of Technology (CPUT)	BTech Landscape Technology	Partial	
	NDip Landscape Technology	Full	
Tshwane University of Technology (TUT)	BTech Landscape Technology NDip Landscape technology		X
Durban University of Technology (DUT)	NDip Landscape technology		X

### 3. ELIGIBILITY

#### 3.1 Persons with accredited qualifications

Individuals may have attended SACLAP accredited courses relating to the landscape architectural profession which are offered at various tertiary education institutions listed above, and after successful graduation, students may apply to be candidates in the appropriate category. After a minimum two year candidacy the individuals may apply no later than October, to write the professional registration examination in March of the following year.

#### 3.2 Persons with non - accredited qualifications

This route is intended for individuals who wish to register with SACLAP but have not attended SACLAP accredited courses. Such individuals may include persons with foreign qualifications, persons with qualifications in related fields of study such as urban design, architecture or environmental science (to name a few) that have become involved in the landscape architectural profession etc.

#### 3.3 Recognition of Prior Learning

Individuals can apply to SACLAP to follow the process of Recognition of Prior Learning (RPL). This route is currently under review by SACLAP.

### 4. CANDIDACY CRITERIA

Individuals that meet the eligibility criteria then complete a minimum two (2) year (i.e. 24 months from the date of entry on the candidate register) candidacy period (as advised by the Registration Committee) and complete log books annually under an appropriate mentor, who must be professionally registered in an equivalent or higher category of professional registration with SACLAP. A candidate may be employed by this person. Alternatively the Registration Committee will recommend an appropriate Registered Landscape Architectural Professional for the candidate to approach. Mentors are to monitor the candidate's professional development on an on-going basis and submit the necessary confirmation to SACLAP as set out in the Mentor and Candidate Guideline document that can be found on the website ([saclap.org.za/downloads/registration](http://saclap.org.za/downloads/registration)).

On completion of two (2) years of candidacy, candidates may apply to the Registrar, no later than the 30<sup>th</sup> of October of the previous year, to write the exam in March of the following year.

The Registration Committee will assess the candidates log books, portfolio and detailed CV. Should it be found to be satisfactory, the candidate will be advised and may sit the professional registration examination. All examination information will be provided to the candidate at this stage. The examination fees will also be confirmed with the candidate and are payable before the examination.

Confirmation that the candidate is eligible to sit the examination will be given no later than 15 January of each year.

Examinations are normally held on the first Saturday of March in Pretoria/Johannesburg and Cape Town. If the candidate successfully completes the examination he/she shall become professionally registered in the appropriate category.

**For more detail regarding candidacy refer to the Mentor and Candidate Guideline document that can be found on the website ([saclap.org.za/downloads/registration](http://saclap.org.za/downloads/registration)).**

## 5. REGISTRATION REQUIREMENTS/DELIVERABLES

### 5.1 Application Requirements

The requirements listed below are to be submitted up front as the entry requirements for consideration to be registered as a candidate in the appropriate category. Applications will only be considered once all the listed documentation has been received.

The following information is to be supplied by the applicant to the secretariat for ALL persons wishing to register with SACLAP:

- a. Fully complete the **application form** that is found on the website ([www.saclap.org.za](http://www.saclap.org.za)) and return copy to the Secretariat (details are stated in Section 7).
- b. A certified copy of the applicant's **qualification certificate(s)**
- c. A certified copy of Identification Document
- d. A detailed **Curriculum Vitae**
- e. A **letter from the applicant's mentor** confirming that he/she is willing to mentor the candidate for the candidacy period
- f. A **portfolio** (Only for applicants that are applying with non-accredited qualifications).

Additional applications requirements for individuals with non-accredited courses:

- a. Foreigners:
  - i. Certified course outline for the qualifications that have been obtained
  - ii. A letter from the Council of Higher Education confirming the NQF level of the qualification

The applicant will be informed in writing of their registration as a candidate, the category of registration, issued with a certificate and the way forward in broad terms will be set out. An invoice will be forwarded to the applicant in due course.

### 5.2 Criteria of the Detailed Curriculum Vitae

The applicant/candidate will be required to submit a detailed CV as part of the application documentation and an update no later than 30 October of the candidacy year.

The CV is to be set up in such a manner as to demonstrate compliance with the Core Competencies expected of a Landscape Architectural Professional. The Core Competencies can be found on the website ([www.saclap.org.za/downloads/registration](http://www.saclap.org.za/downloads/registration)).

### 5.3 Details of Portfolio Requirements

**This document is to be submitted as an entry requirement by all applicants from non-accredited courses as part of the admission requirements and will be updated during the course of the candidacy.**

**Candidates from accredited programs are to submit this document no later than 30 October of the year prior to being eligible to write the professional registration examination.**

An applicant/candidate's portfolio is a very important assessment tool which should convince the SACLAP Registration Committee of the applicant/candidate's creative and technical ability, professionalism, competency and relevant work experience.

Therefore it is to the applicant/candidate's advantage to carefully plan the compilation of this document.

## FORMAT

Soft copies on CD/DVD: one (1) assembled document in Portable Document Format (pdf) format (not individual files) and Power Point presentation clearly demonstrating the ability in terms of the Core Competencies (refer to website for this document – [www.saclap.org.za/downloads/registration](http://www.saclap.org.za/downloads/registration)).

The presentation is to be divided into the 3 main sections as set out in the Core Competencies table. This means selected examples of the entire range of relevant work undertaken by the applicant/candidate based on ALL ASPECTS covered in the Core Competency Table (organised according to Core Competencies).

Should the applicant/candidate wish to submit a hard copy it is to be in an A3 landscape format, bound including:

- drawings A3 format
- technical documents can remain A4 format, bound in at appropriate sections as one complete document

The submission of hard copies is not encouraged.

## FRONT COVER OF THE SOFT & HARD COPY

Must include at least:

- Candidates' name and contact details,
- Current employment details,
- Registration category if confirmed by SACLAP,
- Mentors' details and space for mentor's signature indicating the work included in the portfolio is that of the candidate.
- Date.

## NOTE:

- Text of reduced drawings must be legible.
- Portfolio must be neat, organised and presentable.
- Examples of portfolios have been placed on the website ([www.saclap.org.za](http://www.saclap.org.za))

Note: All information submitted to SACLAP will be dealt with in the strictest confidence by the SACLAP Registration Committee, Registrar and Secretariat.

## 5.4 Details of Annual Logbook

The candidate will need to take responsibility for, and assume ownership of, his/her learning process and professional development.

The purpose of this logbook is:

- The tracking of the experience and exposure gained in terms of the core competencies which must be attained prior to professional registration.
- A process of continuous assessment by the candidate and mentor and ultimately the Registration Committee.

The hours logged are to be realistic hours accumulated by the candidate and signed off by the mentor of 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 candidate has been part of a process, but has not actually executed the work himself/herself such as invoicing, appointment letters, etc.

A template is provided for downloading and use from the website ([www.saclap.org.za/downloads/registration](http://www.saclap.org.za/downloads/registration)).

This document is to be submitted in October of each year. It is to reflect the experience gained by the candidate within the time that the candidate has been registered as such. The log book is to be signed off by the mentor in the space provided on the template prior to submission thereof.

## 5.5 Summary of Documents to be Submitted Prior to Writing the Professional Registration Examinations

The candidate is to ensure that the following documentation is submitted to the Registrar in the October prior to writing of the professional registration examinations:

- Annual Log book
- Portfolio
- An updated detailed CV
- A confidential letter to the Registrar from the mentor confirming that experience/exposure has been obtained in all aspects of the core competencies.
- Confirmation in the form of proof of payments that all fees have been settled.

Additional requirements for those wishing to upgrade:

- A letter of recommendation from two (2) peers both of which are professionally registered within the built environment, and
- A letter from the mentor confirming that experience/exposure has been obtained in all aspects of the core competencies.

## 6. EVALUATION

### 6.1. Portfolio

The portfolio will be evaluated in line with the Core Competencies Table and the scoring shown therein for each category of registration. The portfolio will count 50% towards the examination result of the professional examination paper – Section 2.

The detailed criteria of what this document is to contain are given in section 5.3 above and examples can be viewed on the website ([www.saclap.org.za/downloads/registration](http://www.saclap.org.za/downloads/registration)).

### 6.2 Log Book

The log book will be evaluated in line with the Core Competencies Table and the scoring shown therein for each category of registration. The scoring will taking into consideration in the final outcome of the applicant/candidate's professional registration.

The detailed criteria of what this document is to contain are given in section 5.4 above and the template can be found on the website ([www.saclap.org.za/downloads/registration](http://www.saclap.org.za/downloads/registration)).

### 6.3 Interview

Eligible applicant's with qualifications from non-accredited institutions (local or foreign) and those wish to have their prior learning experience recognised will be invited to an interview in order to assist the Registration Committee in determining the appropriate category of registration for that individual. The interview will be conducted in such as manner as to evaluate the applicant's ability in terms of the Core Competencies Table and the scoring shown therein for each category of registration.

### 6.4 Examination

The examination is comprised of three separate papers namely: professional practice, landscape architectural processes and public realm design and environmental planning. The papers are set in such as manner as to evaluate the candidate's ability in terms of the core competencies.

In order to register as a professional landscape architect the following marks are to be obtained in the examination:

Section 1: Professional Practice:	A
Section 2: Landscape Architectural Processes and Public Realm Design:	A
Section 3: Environmental Planning:	A

In order to register as a professional landscape technologist the following marks are to be obtained in the examination:

Section 1: Professional Practice:	B
Section 2: Landscape Architectural Processes and Public Realm Design:	B
Section 3: Environmental Planning:	B

Should the candidate be unsuccessful in achieving the required marks in the examination:

- The individual will remain a candidate for the following year,
- The candidate is to keep log book for that year,
- Apply by the 30 November to re-write the Section/s the following March,
- Submit log books, profile and updated detailed CV on application at the end of November.

**The candidate must re-write the section/s failed within two (2) years of the first attempt otherwise all sections will have to be re-written. during this time the individual will remain a candidate and all candidacy requirements are to be met.**

## **7. UPGRADING TO A HIGHER CATEGORY OF REGISTRATION**

### **7.1 Eligibility**

Individuals may upgrade their status from a lower category to a higher one by registering at their current level of professional status and then working a specified number of years under the mentorship of a professionally registered person at the level that they aspire to.

In addition, applicants must submit the annual log book, work portfolio and pass the examination with the marks of the category above the category that they are currently registered in. An interview by the Registration Committee is also to be passed.

### **7.2 Criteria**

Scenario 1: Candidate Technologist attains 3 A's in the professional registration examination:

A professionally registered landscape technologist can upgrade after one (1) year (from the date of examination) of having written the examination if an "A" has been scored in all three sections of the professional registration examination simultaneously. The Registrar is to be informed in writing within 30 days of the candidate having received the examination results if such an upgrade registration is desired.

On completion of the one (1) year of further candidacy, the registered professional may apply to the Registrar, no later than the 30<sup>th</sup> of October of each year, to be interviewed in the first half of the following year in order to upgrade from a professionally registered landscape technologist to professionally registered landscape architect.

This application is to be accompanied by:

- Proof of payment of all professional registration fees as well as any other fees payable,
- A copy of the Annual Log Book as set out in Section 5.4 above,
- A updated portfolio (as per Section 5.3),
- A letter of motivation from the registered professional that is wishing to upgrade,
- A letter of recommendation from two (2) peers both of whom are professionally registered within the built environment, and
- A letter from the mentor confirming that experience/exposure has been obtained in all aspects of the core competencies.

The Registration Committee will assess the registered professional landscape technologist's experience (log book and portfolio) and should it be found to be satisfactory, the individual will be interviewed. The upgrade interviews will take place in the first half of each year and the candidate will be responsible for all his/her own expenses related to attending the interview.

Confirmation that the candidate is eligible for upgrade by means of an interview will be given no later than 31 January of each year together with an invoice for the interview fee payable by the candidate prior to the interview.

**The registered professional landscape technologist must apply for upgrading as stated above. During this time the individual will remain a registered professional in the lower category however all candidacy requirements are to be met.**

Scenario 2: Registered Professional Technologist that did not attain three A's in the professional examination:

A professionally registered landscape technologist can upgrade after a minimum of two (2) years (from the date of examination) of having written the examination if an all A's score was not attained simultaneously in all three sections of the professional examination. During the additional two years if working under a mentor the registered professional may attempt to score the A's in the sections where the A was not attained.

**The registered professional landscape technologist must apply for upgrading within two (2) years of the first attempt otherwise all sections of the examination are to be re-written. During this time the individual will remain a registered professional in the lower category however all candidacy requirements are to be met.**

## **8. SACLAP REGISTRATION BY REVIEW**

### **8.1 Eligibility**

To Register by Review is not an automatic alternative to registering by examination – it is a remedial action for people who should have registered prior to 1994 i.e. pre BOCLASA examination.

Landscape Architects graduating from 1995 who worked a minimum of two (2) years under a mentor were able to write the BOCLASA exam. Similarly Landscape Technologists, Landscape Technicians and Landscape Assistants graduating from 2000 were able to register with SACLAP and write the respective registration examinations.

Prior to 1995, the requirement to register with ILASA was voluntary and the process was by peer review. If successful, interviewees became professional members of ILASA.

The professional members of ILASA became registered members of BOCLASA, and subsequently SACLAP, in 1994 and 2000 respectively. Those Landscape Architects who graduated prior to 1994, and who did not register voluntarily with ILASA at that stage, are eligible to register by review.

Similarly, Landscape Technologists, Landscape Technicians and Landscape Assistants who graduated prior to 2000 are eligible to register by review.

### **8.2 Criteria**

Individuals can only apply for this process in the event of SACLAP having opened such a window of opportunity. The details of each specific process will be clearly spelt out in the notification of such as opportunity having arisen.

The registration by review interviews will take place as determined by the Registration Committee and the candidate will be responsible for all his/her own expenses related to attending the interview. Confirmation that the candidate is eligible for registration by means of review will be given together with an invoice for the interview fee which is payable by the applicant prior to the interview.

### **8.3 Evaluation**

In terms of the interview, the individual will be evaluated to meet the same score as set out in Section 6.

The Registration Committee will also advise on the way forward after the interview has been held. The applicant will either be registered professionally or may have to sit a section/s of the professional registration examinations.

Should the individual not be successful at all, the applicant will be able to register as a candidate in the category as determined by the Registration Committee for a certain period of time and have to sit the professional registration examinations. All aspects of the candidacy period as set out in Section 4 are to be met.

## 9. PROFESSIONAL REGISTRATION WITH SACLAP

- a. The candidate will be informed in writing of their examination/evaluation results within four (4) months of the date of the examination.
- b. If the candidate's results were favourable he/she would be entitled to register as a landscape architectural professional.
- c. The landscape architectural professional will receive a registration number and a certificate on payment of the professional registration fee.
- d. An annual professional registration fee will be due within sixty (60) days from the date of invoice. Refer to SACLAP rates schedule for the current professional registration fee on the website.
- e. The landscape architectural professional's name will be placed on the official register of Landscape Architectural Professionals that is published on the website ([www.saclap.org.za](http://www.saclap.org.za) /registered persons).
- f. The landscape architectural professional's name may be removed from the register in terms of the Act due to non payment of fees, non-compliance with CPD or as an outcome of a Disciplinary process.
- g. Furthermore, as of the date of registration the registered professional is responsible for ensuring adherence to the Continued Professional Development system that is in place. Details are on the website ([www.saclap.org.za](http://www.saclap.org.za)).
- h. **In order to ensure that the registration is renewable after a 5 year period from the date of registration and subsequent cycles thereafter, the registered professional is to ensure that the above criteria are met. SACLAP will advise from time to time if additional requirements are needed.**

## 10. GUIDELINES FOR APPEALS PROCESS

In the event that the candidate or applicant feels that registration process has in any way been discriminatory or unsatisfied with the outcome of registration process, a candidate or applicant may:

### 1. Notify the Registrar:

Within sixty (60) days of receiving the outcome of a registration process, the unsuccessful candidate is to inform the Registrar in writing of his/her grievances.

The Registrar will within thirty (30) days confirm receipt of the grievance and advise on the way forward.

### 2. Viewing of papers / evaluation forms resulting from interviews:

The papers can be viewed as arranged with the Registrar. The following rules apply:

- Prior arrangement is to be made with the Registrar/Council Member in the timeframe stipulated below.
- The Registrar/Council Member will be present throughout the viewing but will not discuss the paper with the candidate.
- The paper can be viewed for one (1) hour.
- Only a paper that was not passed can be viewed.
- No reference material may be brought to the viewing session.
- The question paper will be provided as well, but no model answer sheet.
- No copies can be taken away from the Registrar/Council Member's offices.

### 3. Re-marking of papers:

Should a candidate wish to have his/her paper remarked, the Registrar is to be informed in writing in the sixty (60) day period stated above. The cost for the remarking of a paper is indicated in the rates table ([www.saclap.org.za/downloads/finance/rates table](http://www.saclap.org.za/downloads/finance/rates%20table)). This fee is to be paid upfront prior to the examination paper being remarked.

The original examiners and moderators will not remark papers. An independent professional with appropriate experience will be appointed by SACLAP to undertake this task.

4. Further appeals:

Should the candidate still not be satisfied with the outcome of the results after the above process has been undertaken, further appeals can be submitted to the Council of the Built Environment (CBE) in terms of the applicable legislation at the cost of the candidate.

## 11. REGISTRATION CHARGES

Please refer to SACLAP Rates Schedule that can be found on the website ([www.saclp.org.za/downloads/financial](http://www.saclp.org.za/downloads/financial)) that sets out the fees that a candidate/applicant can expect in undertaking this process.

## 12. SUSPENSION AND DE-REGISTRATION

### 12.1. Registered Professionals

Please note that in terms of the Landscape Architectural Profession Act, Act no 25, 2000, subsection 20. (1) (a): "*The council may cancel the registration of a registered person if he or she – (iii) fails to pay the prescribed annual fee or portion thereof, within 60 days from it becoming due or within such further period as the council may allow, either before or after the expiry of the 60 days*". The professional registration fee invoice is due 60 days from 1 April (in any given year) i.e. payable on or before 31 May 2011 (in any given year).

Should you not be able to settle the invoice within 60 days, prior arrangements (with a 31 May deadline) are to be made in writing with the Registrar in order to avoid the penalty that is payable - R500.00 for the first 30 days after the 31 May (in any given year) or R1000.00 for the payment 60 days after the 31 May 2011. Failing payment you may be deregistered as per section 20.(1) (a) of the Act.

**Please note that you will be suspended as of 1 June (of any given year) should you not have paid or made prior arrangements and this will only be reversed once the registration fees as well as the penalty have been settled.**

De-registration will take place immediately if the payment has not been received 120 days from the invoice date. Persons wishing to re-register as a registered professional within 12 months from defaulting are to submit a detailed CV and a portfolio, pay all outstanding as well as new prescribed fees. Should the individual wish to re-register after the initial 12 month period has lapsed the individual will have to follow the registration process of a new applicant.

### 12.2 Candidates

Please note that in terms of the Landscape Architectural Profession Act, Act no 25, 2000, subsection 20. (1) (a): "*The council may cancel the registration of a registered person if he or she – (iii) fails to pay the prescribed annual fee or portion thereof, within 60 days from it becoming due or within such further period as the council may allow, either before or after the expiry of the 60 days*". The candidate fee invoice is due 60 days from the date of invoice.

Should you not be able to settle the invoice within 60 days, prior arrangements (with within 30 days from the date of invoice) are to be made in writing with the Registrar in order to avoid the penalty that is payable – R200.00 for the first 30 days after the 31 May (in any given year) or R500.00 for the payment 60 days after the first 30 days. Failing payment you may be deregistered as a candidate as per section 20.(1) (a) of the Act and / or your candidacy period will be extended by the number of months of default.

## 13. DETAILS OF THE REGISTRAR / SECRETARIAT

Please send all the above to:

The South African Council for the Landscape Architectural Profession  
The Registrar

P.O. Box 868  
Ferndale  
2160

Registrar: Bernadette Vollmer  
Email: [registrart@saclap.org.za](mailto:registrart@saclap.org.za)  
Tel: 011 789 1384

Secretary: Roberta Govender  
Email: [secretariat@saclap.org.za](mailto:secretariat@saclap.org.za)  
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