



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

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LANDSCAPE ARCHITECTURAL PROFESSION ACT,
ACT NO 45 OF 2000

SACLAP 2018/19 - 001

REGISTRATION APPLICATION FORM

ALL SECTIONS OF THE FORM MUST BE COMPLETED

SECTION A	CATEGORY BEING APPLIED FOR
SECTION B	PERSONAL DETAILS
SECTION C	EDUCATIONAL/PROFESSIONAL QUALIFICATIONS
SECTION D	PRACTICAL EXPERIENCE
SECTION E	MENTORS DETAILS (For Candidate applications only)
SECTION F	ATTACHMENT CHECKLIST
SECTION G	DECLARATION

SECTION A: CATEGORY APPLYING FOR

Profession	Student	Candidate	Upgrade (PRAP)	RPL
Landscape Architecture				
Landscape Management				

SECTION B: PERSONAL DETAILS

Title Prof Dr Mrs Ms Mr Rev

Surname

Initials and First Name

Gender Male Female

Date of Birth DD MM CCYY

Type of Identity Document RSA ID FOREIGN PASSPORT FOREIGN ID

Identity No

Country of Issue

Ethnic Group (For statistical purposes only) African White Indian Coloured Other

If other, Specify Disability(if any) Yes No

If yes, Specify

Email address

Telephone number

Cellphone number

Fax number

Postal Address
 Postal Code

Residential Address
 Postal Code

Province

Preferred address where correspondence must be sent

Postal

Residential

SECTION C: EDUCATIONAL QUALIFICATIONS/PROFESSIONAL AFFILIATIONS

	Qualification Attained	Name of Tertiary Institution	Month & Year graduated
1.			
2.			
3.			

PROFESSIONAL AFFILIATIONS

	Professional Status/ membership Category	Name of Professional Institute	Membership number
1.			
2.			

SECTION D: EMPLOYMENT & PRACTICAL EXPERIENCE

Are you currently employed in the Landscape Industry?

YES

NO

How many years of post-qualification practical experience in the Landscape Profession do you have?

YEARS

MONTHS

Current Job Title

Brief Job Description

Name of current Employer

Address of current Employer

POSTAL CODE

Email address

Telephone

VAT number

SECTION E: MENTOR/S DETAIL

Name of Mentor

Mentor's Registration Category

Mentor's registration No.

Mentor's email add

Mentor's Tel no.

Name of Mentor

Mentor's Registration Category

Mentor's registration No.

Mentor's email add

Mentor's Tel no.

SECTION F: CHECKLIST

Incomplete applications cannot be processed. Applicants must ensure that all relevant supporting documents are submitted with the application. Below are the basic documents required. Information over and above the following that an applicant believes may assist with the initial desktop assessment may be included:

1. Candidates & RPL

ITEM	Document	Tick
1.	Curriculum Vitae	
2.	Certified Copy of ID/Passport	
3.	Certified Copy of Relevant Qualification	
4.	Confirmation Letter form Mentor/s	
5.	Proof of Payment of Application Administration Fee(Not Applicable to Students)	
6.	Other, specify	

2. PRAP

1.	Portfolio of Evidence (soft copy assembled document in PDF format on CD, DVD or Memory Stick)	
2.	Updated CV	
3.	LOGBOOK (For PRAP)	
4.	Other, specify	

3. RPL (Additional documentation)

1.	Letter of Motivation	
2.	List of Projects indicating applicant's role and responsibility in line with the applicable Core Competency Table.	
3.	SAQA Verification of Foreign Qualification(For Foreign Qualifications)	
4.	2 References from Built Environment Professionals	
5.	Letter of recommendation from employer	
6.	Letter of confirmation from Institute or Council if registered in another Country	
8.	Other, specify	

SECTION G: DECLARATION

I.....declare that the information provided above is true.

I further declare that I have acquainted myself with the following documents as relevant to my application:

(All documents are downloadable from SACLAP website www.saclap.org.za)

ITEM	DOCUMENT	Tick
1.	The Landscape Architectural Profession Act, Act no 45 of 2000	
2.	SACLAP Routes to Registration Flow Chart – 4 November 2016	
3.	SACLAP Registration Policy - 4 November 2016	
4.	The addendum for the Landscape Architectural Profession – 4 November 2016	
5.	The addendum for the Landscape Management Profession – 4 November 2016	
6.	The Core Competency Table for the Landscape Architectural Profession – 4 Nov 2016	
7.	The Core Competency Table for the Landscape Management Profession – 4 Nov 2016	
8.	SACLAP Code of Conduct – 12 March 2012	
9.	SACLAP Continuing Professional Development Policy – 6 May 2016	
10.	SACLAP Rates Table – latest version	

Signature

Place

Date

SACLAP Banking Details are as follows:

Bank: NEDBANK
Branch: Parktown
Branch Code 194 405
Type: Current Account
Account No.: 1944033351
Reference: **Applicant's Name & Surname**