



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

REGISTRATION EXAMINATION: PROFESSIONAL PRACTICE

23 JULY 2016

DURATION: 2 hours

TOTAL: 120 Marks

No.	Question	Marks
1	Professional Practice	(21 marks)
1.1	<p>While awaiting approval of the Scoping and Environmental Impact Reporting (S & EIR). Your client has asked you to prepare a fee proposal for <i>ad hoc</i> Landscape Architectural work that needs to be done in an on-going manner within a period of approximately 9-12 months.</p> <p>Typical work that will be required includes Conceptualisation and preparation of Mood Boards showing proposed landscape character and materials palettes, a Landscape Master Plan, and preliminary cost estimates (broad brush / high level).</p>	
1.1.1	Prepare/draw up a professional fee quotation in a <u>letter format</u> (3) and include the following:	3
1.1.1.1	Fee and disbursement proposal value.	4
1.1.1.2	An explanation of the basis of the fee calculation.	2
1.1.1.3	Include disclaimers or exclusions to prevent unintentional extension of scope.	1
1.2	List the 6 CPD categories and for each category give an example of one such activity that enables the advancement of your skills, competence and professional development – in which you as a professional Landscape Architect / Technologist can participate to earn CPD points.	6

No.	Question	Marks
1.3	The contract period between another consultant and client (Municipality) has expired. The client has advertised a "Request for "Quotation" for professional Landscape Architectural services (under R200 000.00) on the same project. Only work stages 5 and 6 of the project remain to be completed. The Contractor is ready to start on site. The remaining construction period is 3 months until Practical Completion. The project value is R 3.5 million excluding VAT.	
1.3.1	Showing all steps, calculate the professional fee value of this appointment. Base your fee on a 9.94% of the contract sum.	3
1.3.2	Explain how you will remain a marketable competitor for this quotation. Give two (2) options/ suggestions).	2
2	Project Management	(10 marks)
2.1	In your capacity as the project manager, list five (5) items that you, will include in the programme to ensure completion on due date.	5
2.2	If you are the project manager on the contract, why is it important to confirm all discussions on site <i>in writing</i> ?	5
3	Contract Management	(30 marks)
3.1	Through the implementation of the EPWP, what does the government wish to achieve?	2
3.2	<p>The Ermelo local municipality is building a new grass sports field. The landscape contractor has employed unskilled, local labour to plant the instant lawn sods.</p> <p>An unskilled EPWP labourer (John) is requested to work for 6 hours on June 16th as the project must be completed by the local government financial year end on 30 June 2016.</p> <p>An unskilled EPWP labourer is currently paid R130/day for an eight hour work day.</p>	
3.2.1	Calculate the wage owed to John for the work done on 16 June 2016.	2
3.2.2	Under what circumstances may John have worked on Sundays?	2

No.	Question	Marks
3.3.1	What is a Provisional Sum?	2
3.3.2	Give an example when it is appropriate to make use of a Provisional Sum in a tender document.	1
3.4.1	What is a Prime Cost sum?	2
3.4.2	Illustrate your answer for question 3.4.1 with an example	1
3.5.1	Explain what is meant by the term "Profit and Attendance"?	2
3.5.2	Give an indication of market-related percentages for Profit and Attendance.	2
3.6	The majority of landscape works executed by a specialist landscape contractor are by sub-contract. Briefly describe the essential meaning of each of the following sub-contract categories.	
3.6.1	Nominated sub-contractor	2
3.6.2	Selected sub-contractor	2
3.7	As Principal Agent to a contract you have received the contractor's new claim for payment for work executed since the previous claims that you have certified.	
3.7.1	List the actions you will take to ensure that the claim is fair and correct.	4
3.7.2	<p>The status of this claim is as follows :</p> <ul style="list-style-type: none"> • Original contract value = R1.5 million + VAT • Previous claims certified = R500 000 + VAT • Contractual work completed and approved since the previous certification = R400 000 + VAT • Additional work (amended instructions) completed and approved since the previous certificate = R100 000 + VAT • Retention on each payment certificate = 10% 	

No.	Question	Marks
	Calculate the following, VAT excluded :	
3.7.2.1	Total value of the new claim	1
3.7.2.2	Retention on this claim	1
3.7.2.3	Value of this payment certificate	1
3.7.2.4	New value of the retention fund	1
3.7.2.5	Balance of the revised contract value, including the retention held	2
4	Office Management & Administration	(20 marks)
4.1	When preparing an invoice for professional fees, list 5 items that should appear on the tax invoice to ensure validity and efficient processing and payment of the invoice by the client.	5
4.2	At what point does the client become liable for interest on an overdue invoice and how is this calculated?	2
4.3.1	What items may be charged as disbursements or reimbursement of expenses in addition to professional fees.	1
4.3.2	Provide three different examples of such disbursements or reimbursement expenses.	3
4.4	Name four (4) forms of marketing in which Landscape Architectural professionals commonly engage that are acceptable for SACLAP registered professionals?	4
4.5	Describe <u>two</u> important ethics principles that should be adhered to in any form of advertising or marketing used by registered Landscape Architectural Professionals.	2
4.6	What is the purpose of recording accurate timesheets and why is this important?	2
4.7	How long should one keep timesheet records?	1

No.	Question	Marks
5	Occupational Health & Safety	(20 marks)
5.1	When is a health and safety representative required to be designated in the workplace?	1
5.2	How many health and safety representatives are required in the workplace?	2
5.3	In terms of the Occupational Health and Safety Act (No. 85 of 1993), what is the general duty of the employer to their employees?	1
5.4	Question 5.3 above has reference. Name 3 matters to which these duties refer?	3
5.5	What are the requirements to enable eligibility of a worker to be designated as the health and safety representative in the workplace?	2
5.6	Name 4 functions of the health and safety representative in the workplace?	4
5.7	Which government department should be notified of construction commencing or receive an application for a work permit and by whom?	2
5.8	Identify five (5) items required on site by the General Safety Regulations of 1986.	5
6.	Ethics	(19 marks)
6.1	Your business has just submitted a tender bid (that has closed) for a Municipal Procurement Process for a new City Park. A person working in the relevant municipality has contacted you to inform you that the Tax Clearance Certificate you submitted with your bid has expired. This person is however willing to replace the certificate in your bid document with your new valid certificate for a small fee so your tender remains valid. List six (6) actions that you can take regarding this matter?	6
6.2	You have been awarded a Tender by a Municipal Department for the all stages of work for the implementation of a Water Park. Your fee is R 2, 6 million (Incl VAT). List 2 responsible entities for the sign-off of your contract.	2

No.	Question	Marks
6.3	Are municipal Officials' and Councilors' close families allowed to contract with the municipality?	1
6.4	Which relationships does the term 'Close Family members' encompass?	2
6.5	<p>You have been requested to review the work of a fellow Professional Landscape Architect by your client.</p> <p>Under what conditions may you review the work (List 5).</p>	5
6.6	You are a professional Landscape Architect conducting work in Kenya. You find that the Professional Code of Conduct in that country differs from the SACLAP Code of Conduct, which one do you abide by?	1
6.7	You have signed a client confidentially agreement and your client has instructed you to design a child swing with material that is not SABS approved and that you believe is unsafe.	
6.7.1	How can you rectify the situation?	1
6.7.2	Can you inform SACLAP?	1
	TOTAL	120