



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

[www:saclap.org.za](http://www.saclap.org.za)

registrar@saclap.org.za

REGISTRATION POLICY DOCUMENT

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

Revision 3

The South African Council for the Landscape Architectural Profession has, under Section 11 & 19 of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000) determined the registration routes, criteria and processes

Date: November 2014

(Ratified by Council 24 May 2013 subject to subsequent amendments as per Schedule of Amendments)

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SCHEDULE OF AMENDMENTS

Document	Revision Nr	Date	Ratification	Amendment
Registration Policy	0	October 2012	9 November 2012	Overall review of policy document
Registration Policy	1	September 2013	24 May 2013	Review only of timeframes for registration process
Registration Policy	2	March 2014		Removal of non – accredited programme list, Reworking of penalty clause, Correction of qualification conversion authority, Submission of electronic data amended
Registration Policy	3	November 2014		General minor amendments

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. As set out in Section 18 of the Landscape Architectural Profession Act, No. 45 of 2000 stipulates:

(a) professional, which is divided into --

- Professional Landscape Architect (minimum academic requirement NQF Level 9 & 10)
- Professional Landscape Technologist (minimum academic requirement NQF Level 8)
- Professional Landscape Technician (minimum academic requirement NQF Level 7)
- Professional Landscape Assistant (minimum academic requirement NQF Level 6)

(b) candidate, which is divided into –

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

This document sets out the various routes to registration resulting from varying backgrounds and individuals 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.

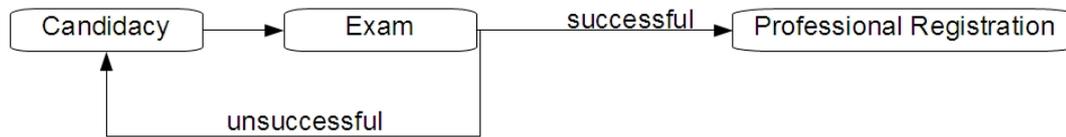
Within the context of 'registration with SACLAP' accredited refers to Education Institutions (predominantly Tertiary Education) that have been accredited by the SACLAP. This implies that these Institutions are equipped to teach the courses related to the profession of Landscape Architecture. For more detail on accreditation refer to the Accreditation suite of documents that can be found on the website (www:saclap.org.za/downloads/education). A list of accredited institutions is provided in Table 1 below (for the most updated list refer to the website (www:saclap.org.za/mandates/education)).

Table1: Summary of Current 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) – post 2001	X	X
	BSc(Landscape Architecture)	X	
	BL (prior 2001)		
Cape Peninsula University of Technology (CPUT)	BTech Landscape Technology	X (Partial)	
	NDip Landscape Technology	X (Partial)	

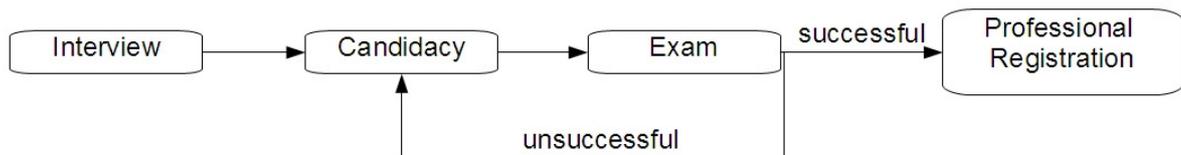
2.1 Persons with accredited qualifications

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, graduates may apply to be candidates in the appropriate category. After a minimum of two years (24 months) candidacy, the individuals may apply no later than March, to write the professional registration examination in June of the same year.



2.2 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.



2.3 Recognition of Prior Learning

Individuals can apply to SACLAP to follow the process of Recognition of Prior Learning (RPL). Evaluations are done through the submission of a portfolio and subsequent interviews. Applications will be evaluated by the registration panel on merit, as per the [Core Competency Table](#), where after the individual, if successful will be professionally registered. If unsuccessful the non – accredited route to registration will be followed.

3. CANDIDACY CRITERIA

Individuals with the accredited institution background that meet the eligibility criteria, then complete a minimum of two (2) years (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 (sacdap.org.za/downloads/registration).

On completion of the two (2) years (24 months) of candidacy, candidates may apply to the Registrar, no later than the end of February, to write the exam in June of the same 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 for the professional registration examination will be communicated by the Registrar, by no later than 31 March.

All other individuals with a non-accredited qualification are first interviewed and then candidacy criteria will be set in terms of the duration thereof, however all other criteria mentioned above are to be met.

The professional registration examinations are normally held on the first Saturday of June 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 details regarding candidacy, refer to [the Mentor and Candidate Guideline](#) document that can be found on the website.-

4. APPLICATION AND CANDIDACY REQUIREMENTS/DELIVERABLES

4.1 Application (Admission) Requirements

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

The following admission documentation is to be provided by the applicant to the Registrar for **ALL** persons wishing to register with SACLAP:

- a. Complete the **application form** that is found on the website (www.saclap.org.za) and forward, to the Registrar (details are stated in Section 12 below).
- 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.

Additional admission documentation for **individuals with non-accredited qualifications and RPL**:

- a. Individuals with local qualifications to submit the following:
 - i. A portfolio
 - ii. A letter of motivation to register
 - iii. Two referrals from other built environment related professionals
- b. Individuals with foreign qualifications to submit the following:
 - i. A letter from the South African Qualifications Authority (SAQA) confirming the NQF level of the qualification
 - ii. A portfolio
 - iii. A letter of confirmation from Institute or Council if previously registered in country of origin
 - iv. Qualifications that have been obtained, certified by a registered Commissioner of Oaths or similar.
 - v. A letter of referral from previous employer
 - vi. A letter of motivation to register

SACLAP will inform the applicant in writing of her/his acceptance, the category of registration, and the way forward in broad terms will be set out. An invoice will be forwarded to the applicant in due course. Further to that, the applicant will be issued with a certificate (once payment has been received).

4.2 Detailed Curriculum Vitae Requirements

The applicant will be required to submit a detailed CV as part of the application documentation and an updated version is to be re-submitted no later than the end of February of each candidacy year. The CV should demonstrate compliance with the core competencies expected of a Landscape Architectural Professional. The Core Competency Table can be found on the website (www.saclap.org.za/downloads/registration).

4.3 Portfolio Requirements

The 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 the accredited programmes, are to submit this document by no later than the end of February of the same year, in order for the Registration Committee to confirm eligibility to write the professional registration examination.

An applicant's portfolio should clearly demonstrate her/his creative and technical ability, professionalism, competency and relevant work experience.

The mentor should provide a referral letter and sign off the portfolio of the applicant, as part of the [Mentor Report and Declaration](#) (found on the website) and forward to the Registrar.

The candidate should provide SACLAP with an official signed affidavit, that is certified by a registered Commissioner of Oaths that confirms that the portfolio is in fact the candidate's own work.

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/).

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).

The submission of hard copies is not encouraged.

If email is not possible due to file size, then a CD is to be submitted to the Registrar.

No drop – box or similar submissions will be accepted.

FRONT COVER OF THE SOFT AND HARD COPY

Must include at least:

- Candidates' name and contact details,
- Current employment details,
- Date.

NOTE:

- Text of reduced drawings must be legible.
- Portfolio must be neat, organised and presentable.

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

4.4 Annual Logbook Requirements

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 involved in certain tasks, such as invoicing and appointment letters as part of a process, but has not actually executed the work himself/herself.

A [Candidate log book template](#) is provided for downloading and use from the website.

This document is to be submitted at the end of February and August respectively 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 on the template prior to submission thereof.

4.5 Workshop

The candidate is to attend a compulsory workshop during the course of the twenty four (24) months candidacy period. The purpose of this workshop is to assist the candidate with an overview of the material that is to be prepared for the professional registration process and to clarify any additional questions that may arise over and above the areas which the mentor has covered with the candidate. It should also highlight to the candidate areas of challenges that are still to be addressed.

4.6 Professional Registration Examination Requirements

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

- Annual Log book
- Portfolio
- An updated and detailed CV
- The confidential completed Mentor Report and Declaration to the Registrar from the mentor confirming that experience/exposure has been obtained in all aspects of the Core Competency Table.
- Confirmation in the form of proof of payments that all fees have been settled.

5. EVALUATION

5.1. Portfolio

The portfolio will be evaluated in line with the Core Competency Table .

5.2 Log Book

The log book will be evaluated in line with the Core Competency Table

5.3 Interview

An eligible applicant 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 a manner so as to evaluate the applicant's ability in terms of the Core Competency Table and the scoring shown therein for each category of registration.

5.4 Professional Registration Examination

The professional registration examination is comprised of two separate papers, namely: professional practice and landscape architectural design and environmental planning combined into the second paper. The papers are set in such a manner so as to evaluate the candidate's ability in terms of the Core Competency Table.

The professional registration examination requirements for Technicians and Assistants will be determined by the Registration Committee when the need arises.

Table2: Symbols required to pass the Professional Registration Exams

Professional Landscape Architect	Section 1	Section 2	Section 3
Symbols Required	A (70-100%)	A (70-100%)	B (60 – 69%)
Professional Landscape Technologist	Section 1	Section 2	Section 3
Symbols Required	B (60 – 69%)	B (60 – 69%)	C (50 – 59%)

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

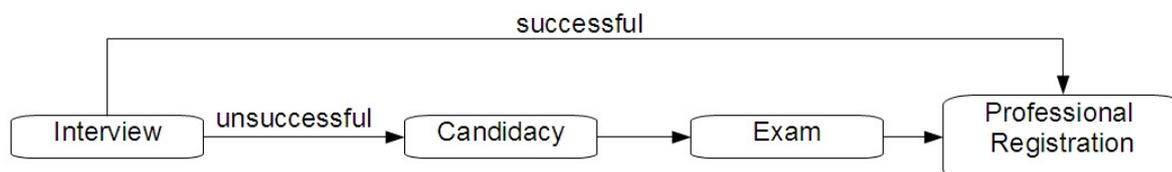
- The individual will remain a candidate for the following year,
- The candidate is to re-submit updated documents as per 4.6 above,
- Apply by the end of February to re-write the Section/s in the June examinations,
- Submit updated log books, profile and detailed CV on application to re-write at the end of March.

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 as set out in Section 3 above.

6. UPGRADING TO A HIGHER CATEGORY OF REGISTRATION

6.1 Eligibility

Individuals may upgrade their status from a lower category to a higher one by registering at her/his current level of professional status and then working for a minimum of five (5) years under the mentorship of a professionally registered person at the level that she/he aspires to.



6.2 Criteria

Individuals can only apply for this process in the event of SACLAP having approved as such on notifying SACLAP of the intent to do so.

- Admission documents as set out in 4.2
- A motivation from the applicant stating the reasons for wishing to upgrade
- Two referral letters from peers in professions of the built environment
- Updated Continued Professional Development over the period of 5 years

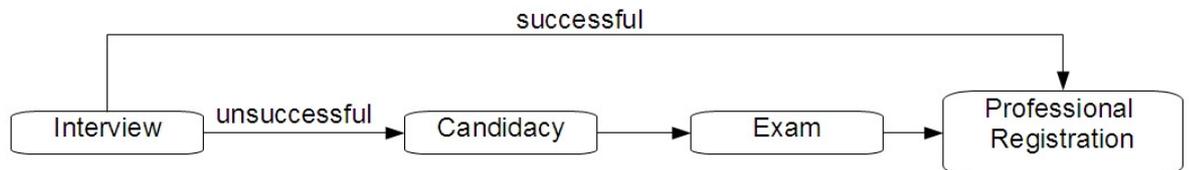
Please note that the Registration Committee may request additional information pending the requirements at that time.

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 provided together with an invoice for the interview fee which is payable by the applicant prior to the interview.

7. SACLAP REGISTRATION BY REVIEW

7.1 Eligibility

To register by review is not an automatic alternative to registering by examination – it is a remedial action for people with a BL degree.



7.2 Criteria

Individuals can only apply for this process in the event of SACLAP having opened such a window of opportunity. As a minimum the following documentation will be required:

- Admission documents as set out in 4.1 to 4.3
- A motivation from the applicant stating the reasons for wishing to register professionally
- Two referral letters from peers in professions of the built environment

Please note that the Registration Committee may request additional information pending on the requirements at that time.

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 provided together with an invoice for the interview fee which is payable by the applicant prior to the interview.

7.3 Evaluation

In terms of the interview, the individual will be evaluated to meet the same scores as set out in Section 5.

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 undergo a period of candidacy and sit for a/or 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 for the professional registration examinations. All aspects of the candidacy period as set out in Section 3 are to be met.

8. PROFESSIONAL REGISTRATION WITH SACLAP

- a. The candidate will be informed in writing of their examination/evaluation results within four (4) to (5) 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/registered persons](http://www.saclap.org.za/registered%20persons)).
- 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 Continued Professional Development (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 CPD system that is in place. Details are on the website (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.**

9. GUIDELINES FOR REGISTRATION APPEAL PROCESSES

In the event that the candidate or applicant feels that the registration process has in any way been discriminatory or is 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/evaluation forms with the candidate.
- The paper/evaluation forms 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 re-marked, 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 prior to the examination paper being re-marked.

The original examiners and moderators will not re-mark 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.

10. REGISTRATION CHARGES

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

11. SUSPENSION AND DE-REGISTRATION

11.1. Registered Professionals

For a registered professional to be suspended or de-registered the following defaults would have occurred:

- Non compliance with CPD
- Disciplinary hearing
- Non payment of fees

Please note that in terms of the Landscape Architectural Profession Act, Act No 45, 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 in any given year.

Should you not be able to settle the invoice within 60 days, prior arrangements are to be made in writing to the Registrar within 30 days of the date of the invoice in order to avoid the administration fee that is payable as set out in the SACLAP Rates Table on the website:

Failing payment, you may be de-registered 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 fees have been settled.

Suspension and or de-registration may take place immediately if the payment has not been received within 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 twelve (12) month period has lapsed. then the individual will have to follow the registration process of a new applicant.

11.2 Candidates

Candidates/applicants will only be evaluated on receipt of proof of payment of all outstanding fees.

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.

12. DETAILS OF THE REGISTRAR / SECRETARIAT

Electronic submissions are preferred and are to be sent to:

Registrar: Bernadette Vollmer

Email: registrar@saclap.org.za

Please send all the above to:

The South African Council for the Landscape Architectural Profession
The Registrar
P.O. Box 868
Ferndale
2160