



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

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

registrar@saclap.org.za

**Board Notice 65 of 2016
(In Government Gazette No. 40021 of 27 May 2016)**

FOR PUBLIC COMMENT

Closing of comments: 1 July 2016

**REGISTRATION POLICY
Rules relating to Registration Matters**

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

Revision 6.1

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: May 2016

Prepared by:

Mrs Bernadette Vollmer on behalf of Registration Committee under chairmanship of Ms Amanda du Plooy

TABLE OF CONTENTS

Definitions	1
Abbreviations	5
1. Introduction	6
1.1. Categories Of Registration	6
1.2. SACLAP Routes To Registration.....	8
1.2.1. Persons With Qualifications From Accredited Programmes	8
1.2.2. Recognition Of Prior Learning	8
2. Application Requirements Applicable To All Landscape Professions	9
2.1. Application Documents for all Applicants	9
2.2. Additional Requirements For Recognition Of Prior Learning Applications.....	9
3. Candidacy Terms And Conditions	10
4. Roles And Responsibilities Of A Mentor	11
4.1. What Is A Mentor	11
4.2. Becoming A Mentor	11
4.3. Responsibility Of A Mentor	11
5. Typical Candidacy Requirements And Deliverables.....	12
5.1. Logbook Requirements	12
5.2. Confidential Mentor Report.....	12
5.3. Portfolio Of Evidence	12
5.4. Workshop.....	12
6. Application For Professional Registration Assessment.....	12
7. Assessment Processes And Guidelines	13
7.1. Professional Registration Assessment.....	13
7.1.1. Written Examinations	13
7.1.2. Written Assignments	14
7.1.3. Interviews/ Oral Examinations.....	14
7.1.4. Demonstrating Project Experience/ Portfolios.....	15
7.1.5. Performance Level Requirements And Rating	15
7.2. Recognition Of Prior Learning Assessment	15
7.2.1. Two Levels Of Review.....	16
8. Outcome Of A Professional Assessment Process	16
8.1. If Unsuccessful	16
8.2. If Successful	16
9. Guidelines For Registration Appeal Processes.....	17
10. Registration Related Charges	18
11. Suspension And De-Registration	18
11.1. Registered Professionals	18
11.2. Candidates And Other Applicants	19

DEFINITIONS

Act, the - unless stipulated otherwise, will mean the Landscape Architectural Profession Act, Act 45 of 2000.

Accredited programme – A programme offered by a higher education institution that has been accredited by the SACLAP.

Assessment - The process of seeking qualitative and quantitative evidence of compliance with or achievement of the criteria related to professional registration competencies and related requirements.

Candidate means any person who is registered in terms of section 19(2)(b) of the Act; who therefore is bound to subscribe to the rules associated therewith.

Categories of Registration means the categories in which a person who is competent to undertake the range of work specified in respect of each category and is appropriately registered in terms of section 18(1(a) of the Act provided that specialised services may only be performed by a registered person meeting the defined requirements.

Core Competency Table - The table listing the core competencies required upon graduation and registration, respectively, in order to be eligible for registration in the relevant category.

Council – The South African Council for the Landscape Architectural Profession as set out in the Landscape Architectural Profession Act, Act 45 of 2000.

Design – within the context of this Policy, design would refer to the competency, as set out in the core competency table, required for design orientated professions i.e. landscape architecture.

Environment - means the surroundings in which humans exist, and that is made up of:

- i. the land, water and atmosphere of the earth,
- ii. micro-organisms, plant and animal life,
- iii. any part or combination of (i) and (ii) and the interrelationships among and between them, and
- ii. the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influenced human health and well-being”
(National Environmental Management Act No 107 of 1998)

Furthermore:

“Everyone has the right to an environment that is not harmful to their health or well-being and to have the environment protected for the benefit of present and future generations, through reasonable legislative and other measures that:

- i. prevent pollution and degradation,
- ii. promote conservation, and
- iii. secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.’
(Constitution of the Republic of South Africa Act No 108 of 1996)

Landscape - means all visible aspects perceived across a large area of land; natural and cultural elements including landform, surface texture, plants, structures, buildings etc;

(verb) to improve the performance of an area by changing (enhancing / altering / modifying) the design through ‘hard’ landscaping: incorporating earth shaping, drainage, retaining systems, paving surfaces, lightweight structures (e.g. pergolas), walls, fences, seating, signage, and lighting, etc,

AND ‘

soft’ landscaping: incorporating trees, shrubs and groundcovers. Landscape also concerns the siting, orientation, massing and placement of buildings, structures, footways, roadways, waterways, bridges etc. to guide and inform architectural and civil engineering decisions (site-planning).

Landscape architectural services - is defined as the art, science and technique of analysis, planning, design, management, conservation, development and rehabilitation of the land. It encompasses both the environmental planning (by initial assessment of potential impacts, providing guidance to avoid damage/degradation to ecologically significant areas), and design disciplines in providing well-managed design and development plans and details. While having a working knowledge of the environment,

architecture, civil engineering, urban design and spatial planning, Landscape Architects take elements from each of these fields to plan, design and detail meaningful and contextually appropriate places and spaces that resolve and address the inter-relationships between people and the land.

Landscape Architectural work comprises the business and management of the processes around investigating, assessing, defining, conceptualising, planning and designing physical interventions in the environment, and processing the design through technological development and co-ordination of the input of professionals from other disciplines, to produce documentation which can be utilized for the tendering and construction of the project and which the Landscape Architectural professional will use for the administration, costing and quality control of the construction process and after care maintenance, while the ultimate purpose is one of delivering landscape architectural products which respond to the client's requirements in a manner which exemplifies design excellence, enhancement of the environment, social responsibility, appropriate technology and quality of construction and the whole executed in an ethical, competent and professional manner.

Landscape management services - is broadly defined as the system/techniques by which the outdoor environment is constructed and maintained in a sustainable manner for aesthetic, recreational and practical reasons. The landscape manager will apply documented and learnt, skills, techniques and abilities to achieve a clearly defined end product and result.

In respect to the outdoor constructed environment the landscape manager will manage the processes by means of which the outdoor environment will be improved / modified through landscape construction works, in accordance with a set of construction documentation, in order to meet a specific predetermined outcome/ design. He/she will manage the procurement of construction materials, skills and other resources and all the inputs required to efficiently, responsibly and sustainably realize the design intent as captured in the construction documentation. This includes leading and co-ordinating all the landscape construction activities on site as well as with the allied trades and professions as necessary. The landscape manager will also control and manage the execution of work in accordance with national standards, policies and legislation, relevant costs and rates, to the required quality.

In the case of the outdoor maintained environment, the landscape manager will apply his/her knowledge and techniques in formulating routines, schedules and programmes to sustain the landscape in line with clearly defined outcomes, performances and objectives. This will involve planning, programming, managing and resourcing the work.

The landscape manager work respectfully and sensitively within the environment in a sustainable and ethical manner.

Landscape Professions - For the purposes of this document will deem to include the professional disciplines of design and management related to the establishment and/or sustaining of outdoor open space, whether natural or constructed/manicured.

Mentor – A person that is registered professionally with SACLAP in any given category that undertakes the responsibility of assisting a candidate with his/her further development towards becoming a registered professional.

Observer - Any person or body as allowed by the Registration Committee to be part of any registration process but which has no say or influence in the final decision. The function of the observer is to ensure that the registration process is followed duly and fairly and/or could be in preparation of becoming a future panel member.

Professional - means any person who is registered in terms of section 19(2)(a) of the Act; who therefore is bound to subscribe to the professional Code of Conduct.

Professional Programme – A professional Programme encompasses a structured body of knowledge common to a profession and promotes acquisition of knowledge and competencies necessary to enter the specific profession through registration in the related category of registration, as a candidate professional, at NQF level six (6) through to nine (9).

Professional registration assessment process – the process of assessing a candidate or individual for upgrading to professional registration status through examinations, assignments, portfolios, interviews or a combination thereof as may be determined by the Registration Committee.

Project Complexity - levels are as defined below:

Complexity is defined as the state of being formed by many parts, the state of being difficult to understand. The key indicators for project complexity are as follows:

- Legal requirements – refers to all the statutory and municipal requirements that are to be addressed. The more requirements, the greater the weighting
- Technical aspects – connected to the detail of the design, construction methods, skills required, and understanding of the project, the more technically complex the project the greater the weighing
- Environmental / site sensitivity – as per the definition below
- Scale of the project – the bigger and extensive the project, the greater the degree of complexity
- Value of the project – the greater the project value the higher the rating
- Professional team – the larger and more specialized the team, the greater degree of complexity

The degree of project complexity is described as follows:

- **“low complexity projects”** means projects where all indicators are low – less than three of the above criteria
- **“medium complexity projects”** means projects that are:
 - i. Not technically complex
 - ii. Have three - four of the other indicators present
- **“high complexity projects”**
 - i. More than four of the other indicators are present
 - ii. Any project which is regarded as technically complex is automatically considered a project of high complexity and is to be undertaken only by a landscape architect.

Recognition of Prior Learning - is a process through which formal, non-formal and informal learning are measured, mediated for recognition across different contexts and certified against the requirements for credit, access, inclusion or advancement in the formal education and training system or workplace. (Source: National Policy for the Implementation of RPL: par 30).

Registered person - means a person registered in line with the provisions referred to in section 18 of the Act;

Registration - means the process of assessment of competency of applicants for the purpose of registration in line with section 19 of the Act;

Registration assessment panel – a panel of peers, duly recognized by the profession and appointed by the Registration Committee for the purpose of assessing specifically the Recognition of Prior Learning applications or other registration processes as determined from time to time.

Registration Committee – a committee appointed by the SACLAP to deal with education matters in terms of Section 13 of the Act.

Site sensitivity - means the inherent importance of the site in environmental or heritage terms, as defined by the National Heritage Resources Act No 25 of 1999, the National Environmental Management Act No 107 of 1998 and the Local Government Municipal Systems Act No 32 of 2000 and the various amendments to the acts as may be applicable;

Site sensitivity levels are as defined below:

- **“low sensitivity site”** means a site that is not identified as, nor exhibits, any evidence of **environmental** or **heritage** significance and does not require **EIA, HIA** or **SIA** studies to be undertaken before development. **Low sensitivity sites** are normally, but not exclusively, within already developed urban areas;
- **“medium sensitivity site”** means a site which exhibits some evidence of **environmental** or **heritage** significance which may require **EIA, HIA** or **SIA** studies dependent on the government agencies involved;
- **“high sensitivity site”** means a site identified as of special **environmental** or **heritage** significance which will require **EIA, HIA** or **SIA** studies to be undertaken to define the parameters for development.

Shall - Is defined as mandatory.

Should - Is defined as prescriptive.

Voluntary Association – An association established as a juristic person with a vested interest in the profession (landscape professions) that it represents, with the main objectives including the promotion of the professional interests of its members.

ABBREVIATIONS

CBE	Council for the Built Environment
CPD	Continued Professional Development
NQF	National Qualifications Framework
RPL	Recognition of Prior Learning
SACLAP	South African Council for the Landscape Architectural Profession

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.

This document sets out:

- i. the various routes to registration for individuals, coming from varying educational backgrounds and work experience and who may therefore qualify to apply for registration with the SACLAP,
- ii. the requirements and criteria relating to registration processes,
- iii. the assessment of applicants,
- iv. the roles and responsibilities of the mentors,
- v. the professional registration procedures as well as
- vi. the appeal procedure to any registration related process.
- vii. The suspension and deregistration procedures are also included.

It should be noted that this document is to be read in conjunction with each landscape profession's specific addendum that provides for more detail relating to such.

1.1. Categories of Registration

- a. The Act, currently under Section 18 indicates that persons may register in the following categories of registration:

Categories of registration

18. The categories in which a person may register in the landscape architectural profession are—

(a) professional, which is divided into—

- (i) Professional Landscape Architect;
- (ii) Professional Landscape Technologist;
- (iii) Professional Landscape Technician; or
- (iv) Professional Landscape Assistant; or

(b) candidate, which is divided into—

- (i) Candidate Landscape Architect;
- (ii) Candidate Landscape Technologist;
- (iii) Candidate Landscape Technician; or
- (iv) Candidate Landscape Assistant; or

(c) specified categories prescribed by the council.

- b. However the need has arisen to recognise other categories in the Landscape Architecture Environment that are not presently mentioned in the Act.
- c. These other categories, currently would broadly resort under the heading of Professional Landscape Management.
- d. Much discussion and consultation was entered into with a wide range of stakeholders and the proposal below reflects the outcome.
- e. It is believed these outcomes accurately reflect the need within the profession and would act in the interest of the public.
- f. The new registration categories set out below were endorsed at an Executive Committee meeting of Council on 19 May 2016.

g. Tables reflecting proposed/ recommended registration categories in terms of clause 18 (a), (b) and (c) of the Act

PROFESSIONAL REGISTRATION IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT			
PROFESSIONAL LANDSCAPE ARCHITECTURE	Minimum Academic Requirement	PROFESSIONAL LANDSCAPE MANAGEMENT	
Category of Registration		Category of Registration	
Professional Landscape Architect	NQF 9	Professional Landscape Manager	
Professional Landscape Architectural Senior Technologist	NQF 8	Professional Landscape Senior Technologist	
Professional Landscape Architectural Technologist	NQF 7	Professional Landscape Technologist	
Professional Landscape Architectural Technician	NQF 6	Professional Landscape Technician	

CANDIDATESHIP IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT			
CANDIDATE LANDSCAPE ARCHITECTURE	Minimum Academic Requirement	CANDIDATE LANDSCAPE MANAGEMENT	
Category of Registration		Category of Registration	
Candidate Landscape Architect	NQF 9	Candidate Landscape Manager	
Candidate Landscape Architectural Senior Technologist	NQF 8	Candidate Landscape Senior Technologist	
Candidate Landscape Architectural Technologist	NQF 7	Candidate Landscape Technologist	
Candidate Landscape Architectural Technician	NQF 6	Candidate Landscape Technician	

h. Existing categories of registration to be retained

PROFESSIONAL REGISTRATION IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT			
PROFESSIONAL LANDSCAPE ARCHITECTURE	Minimum Academic Requirement	PROFESSIONAL LANDSCAPE MANAGEMENT	
Category of Registration		Category of Registration	
Professional Landscape Architect	NQF 9	none	
none	NQF 8	none	
Professional Landscape Technologist	NQF 7	none	
Professional Landscape Technician	NQF 6	none	

CANDIDATESHIP IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT			
CANDIDATE LANDSCAPE ARCHITECTURE	Minimum Academic Requirement	CANDIDATE LANDSCAPE MANAGEMENT	
Category of Registration		Category of Registration	
Candidate Landscape Architect	NQF 9	none	
none	NQF 8	none	
Candidate Landscape Technologist	NQF 7	none	
Candidate Landscape Technician	NQF 6	none	

i. New Categories to be introduced

PROFESSIONAL REGISTRATION IN THE LANDSCAPE ARCHITECTURAL ENVIRONMENT		
PROFESSIONAL LANDSCAPE ARCHITECTURE	Minimum Academic Requirement	PROFESSIONAL LANDSCAPE MANAGEMENT
Category of Registration		Category of Registration
	NQF 9	Professional Landscape Manager
Professional Landscape Architectural Senior Technologist	NQF 8	Professional Landscape Senior Technologist
Professional Landscape Architectural Technologist	NQF 7	Professional Landscape Technologist
Professional Landscape Architectural Technician	NQF 6	Professional Landscape Technician

1.2. SACLAP Routes to Registration

In essence there are two entry options for individuals wishing to access registration namely:

- i. Candidacy - persons with appropriate qualifications from accredited programmes. Refer to section 1.2.1 for further information.
- ii. Recognition of Prior Learning (RPL). Refer to section 1.2.2 for further information.

1.2.1. Persons with Qualifications from Accredited Programmes

Individuals, who have attended SACLAP accredited programmes relating to the landscape professions, and have successfully graduated, may apply to be registered as candidates in the appropriate category as listed above. It is in the interest of the individual to do this as soon as he/she has graduated and is gaining working experience.

On application the Registration Committee will consider such and advise if the individual is successful in being registered as a candidate. Once the individual has received this outcome, the candidacy period begins.

After completing the prescribed number of months (minimum 24 months) of candidacy, candidates may apply, in the following month, to undertake the professional registration assessment process. This is either in the form of an exam, interview, assignments or a combination thereof.

Candidates will be evaluated by a registration panel or the registration committee. Assessment will be based on merit and in line with the requirements set out in the Core Competency Table (available from the SACLAP website), where after the individual, if successful, will either:

- be required to continue his/her candidacy for further determined months and upon complying, undergo re-assessment,
- be required to undergo additional assessment,
- be registered professionally in the appropriate professional category of registration.

1.2.2. Recognition of Prior Learning

The Recognition of Prior Learning (RPL) is a process through which formal, non-formal and informal learning are measured, mediated for recognition across different contexts and certified against the requirements for credit, access, inclusion or advancement in the formal education and training system or workplace. (Source: National Policy for the Implementation of RPL: par 30).

Such individuals may include, but is not limited to, persons with foreign qualifications, persons with qualifications in related fields of study such as urban design, architecture or environmental science, graduates of former accredited but phased out programmes and/or comprehensive real time work experience in the landscape professions.

Individuals can apply to SACLAP to follow the RPL process in order to obtain recognition, allowing the individual to potentially find a path to professional registration. Assessments are done typically through the submission and following assessment of a comprehensive curriculum vitae, project portfolio and subsequent interview.

Applications will be evaluated by a registration assessment panel that is appointed by the registration committee. The assessment will be based on merit and as per the requirements set out in the Core Competency Table (available from the SACLAP website), where after the individual, if successful, will either:

- be required to register for a prescribed number of candidacy months and upon complying, sit the professional registration examination/s as may be determined,
- be required to undertake other forms of assessment such as assignments etc. as may be deemed relevant,
- be registered professionally in the appropriate professional category of registration.

2. APPLICATION REQUIREMENTS APPLICABLE TO ALL LANDSCAPE PROFESSIONS

This section is to be read in conjunction with the addendum for the relevant landscape profession in which an individual is seeking registration with SACLAP. The addendum sets out the detail relating to the deliverables.

2.1. Application documentation for all Applicants

The requirements listed below are the application requirements for all individuals applying to SACLAP for registration. Applications will only be processed once all the listed documentation has been submitted to the Registrar's Office.

- a. Complete the **application form** that is found on the website (www.saclap.org.za)
- 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. (This requirement is only for those from accredited programmes).

2.2. Additional requirements for Recognition of Prior Learning Applications

The requirements listed below are to be submitted in order to be invited to an interview and potentially be considered for registration as a professional or a candidate. Applications will only be processed once all the listed documentation has been submitted to the Registrar's Office.

- a. Individuals with local, non-accredited qualifications and or real time experience to submit the following:
 - i. A comprehensive project portfolio as per the requirements set out by the Registration Committee.
 - ii. A letter of motivation of why the individual wishes to be registered.
 - iii. A letter of recommendation from employer.
 - iv. Two referrals from other built environment related professionals.
 - v. A list of projects setting out the applicants roles and responsibilities in each over the last five years.
- b. Individuals with foreign qualifications i.e outside the borders of South Africa to submit the following:
 - i. A letter from the South African Qualifications Authority (SAQA) confirming the equivalent NQF level of the qualification
 - ii. A comprehensive project portfolio as per the requirements set out by the Registration Committee.
 - iii. A letter of confirmation from the Institute or Council if registered in another country.
 - iv. A letter of recommendation from previous employer.
 - v. Two referrals from other built environment related professionals.
 - vi. A letter of motivation of why the individual wishes to be registered with SACLAP.
 - vii. A list of projects setting out the applicants roles and responsibilities in each over the last five years.

3. CANDIDACY TERMS AND CONDITIONS

All candidates are to note the following:

- i. Candidates are responsible for ensuring that all the necessary aspects of the candidacy are met.
- ii. It is advised that all candidates develop an action plan that sets out how he/she is going to acquire the necessary core competencies and accomplish the necessary deliverables in the candidacy period.
- iii. The purpose of the candidacy is to augment what has been learnt at a higher education institution and gain working experience in aspects that cannot be gained in any other way i.e. filling the gap between the graduation and registration outcomes. This is clearly set out in the core competency tables applicable to each profession.
- iv. Candidates are to have a mentor as defined above.
- v. Candidates may, if the need arises have more than one mentor. The Registrar's office is to be informed of such together with a substantiation for such. It should be noted that each mentor will, however have to meet the requirements of a mentor.
- vi. The candidate is to inform SACLAP in writing should the mentor change at any time during candidacy.
- vii. The candidacy period is a minimum of twenty four (24) months, starting on the date that the individual was registered as a candidate on the SACLAP register.
- viii. The candidacy period must be continuous for the prescribed term, if there is a break in the candidacy of more than six months, the candidate has to reapply and start the candidacy again, unless otherwise motivated and agreed to by the Registration Committee.
- ix. Candidates, which are employed on a contract/ part time basis, will have to indicate in their logbooks that they comply with the prerequisite work experience, equal to that of a full time employed candidate.
- x. If the candidate chooses to take a gap year in terms of his/her studies and register with SACLAP or enroll for further studies during the candidacy phase, only six (6) months (unless otherwise motivated by the mentor) will be credited (provided all the requirements are met) to this and the individual will be required to inform SACLAP as such as this may have an impact on the registration category of the individual. The credit will only be granted if all requirements and deliverables have been completed and submitted to SACLAP prior to commencement of the further studies.
- xi. SACLAP has a guide for Mentors and Candidates which can be found on the download page of the website under the Registration tab.
- xii. Mentors are to submit the confidential candidate report timeously to eliminate and potential delays. It is the candidate's responsibility to ensure that such is submitted.
- xiii. All the deliverables of candidacy, as set out are to be met by the candidate in order to be eligible to be evaluated to gain professional registration.
- xiv. Candidates are to apply to SACLAP in writing to proceed with the professional registration assessment.
- xv. The candidates are assessed in line with the weighted Core Competency table.
- xvi. The reading list serves as a guide to assist the candidate in preparing for the assessment procedure and is not necessarily the only source documents for testing the necessary core competencies.

It should be noted that in terms of candidacy durations there are some instances where NQF level outcomes are not supported by aligned and accredited academic programmes, candidacy may exceed twenty four (24) months and will be determined as deemed sufficient and appropriate, in order for candidates to acquire the level of competencies as reflected in the weighted Core Competency Table for the associated category of registration.

Candidacy does not serve as an alternative to formal academic tuition, as extended candidacies will only be considered in the event of absence of relevant academic feeder programmes or where real time work experience is considered to be a more appropriate means to acquire the listed competencies.

4. ROLES AND RESPONSIBILITIES OF A MENTOR

There is an obligation on all registered landscape professionals to mentor and support recent graduates and less experienced individuals in the profession over which they have a professional or employment responsibility.

Mentors are required to consider whether or not they are able to take on the roles and responsibilities expected of them by SACLAP. Mentors should show commitment to the process.

4.1. What is a Mentor

A mentor is registered professional individual who helps candidates to develop professional skills and ethics. Using his/her experience, a mentor guides the candidate forward in terms of professional development while helping to develop the candidate's potential and equip him/her for the future. Within the process, the Mentor:

- i. will be responsible for guiding the candidate or candidates through a very important period in their development including developing attitudes, strategies and skills that will shape his/her future as a professional,
- ii. assist the candidate to attain the development required in terms of the core competency outputs between graduation and registration,
- iii. will help candidates deal with new challenges,
- iv. provide a role model,
- v. assist the candidate to discover and develop the his/her abilities,
- vi. help him/her negotiate difficult situations and
- vii. steer him/her towards ways of working which will form the foundation for a successful career.

4.2. Becoming a Mentor

To qualify as a mentor, one needs to be a SACLAP registered professional, for a minimum of three (3) years, in an equivalent or higher registration category than the candidate.

As a mentor one is encouraged to assist the candidate with gaining professional skills in all areas of the core competencies identified for the specific landscape profession.

As a mentor your responsibility is to guide your candidate to taking ownership of and responsibility for their learning process as part of an ongoing and supportive relationship. This is achieved through discussion, establishment and continual of the action plan towards professional registration which should be developed at the outset by the candidate together with the mentor.

4.3. Responsibility of a Mentor

The mentor plays a key role in the context of the registration process.

The mentor is not responsible for the success or failure of the candidate and must make an honest appraisal when signing the Logbooks, completing the mentor declaration and advising SACLAP on a candidate's professional registration assessment's eligibility. The mentors' responsibility lies in facilitating the Candidate's ownership of and responsibility of his/her own active learning during the process, and pointing them in the right direction when required.

The minimum time required for candidates to gain experience under a registered SACLAP professional is twenty four (24) working months from the date of capture on the SACLAP database. During this time the mentor needs to:

- Assess and understand the candidate's knowledge and experience in relation to the applicable Core Competency Table.
- Consider how to best help the candidate take responsibility for and ownership of their active learning process.
- Allow enough time for the initial and subsequent meetings with the candidate.
- Think about targets and objectives for meetings with the candidate.
- Allow the candidate to ask questions.
- Be open and honest with the candidate.
- Address difficulties objectively and as soon as they arise.

- Use open questions to allow the candidate to give a full picture of his/her knowledge and experience.
- Create an appropriate atmosphere for assessment and progress reporting for the candidate.

5. TYPICAL CANDIDACY REQUIREMENTS AND DELIVERABLES

5.1. 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.

In terms of the hours that are captured the following should be noted:

- The hours logged are to be realistic hours accumulated by the candidate and signed off by the mentor.
- 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 logbook template is to be developed for each landscape profession. Refer to the details contained in the relevant addendum.

5.2. Confidential Mentor Report

The confidential report that the mentor is to submit to SACLAP, via the Registrar's Office, every six months but no less than once a year. As this is a confidential report, it should be submitted to the Registrar, or individual as determined by the Registration Committee, by the mentor himself/herself. The template for such is provided for downloading and use from the SACLAP website.

5.3. Portfolio of Evidence

Specific portfolio criteria are to be determined by each of the landscape profession disciplines if the need arises. The details of such are contained in the addendum relating to each specific discipline.

5.4. Workshop

The candidate is to attend a compulsory workshop during the course of the 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 assessment,
- clarify any aspects of uncertainty arising in terms of the interpretation of the core competencies set out by SACLAP,
- clarify any additional questions that may arise over and above the areas which the mentor has covered with the candidate,
- highlight to the candidate focus areas that are to be addressed by the individual, and
- create an opportunity for candidates to meet each other and form study groups.

Candidates are expected to be well prepared for this session. The material covered is as per the core competency table and reading list found on the SACLAP website.

6. APPLICATION FOR PROFESSIONAL REGISTRATION ASSESSMENT

On completion of the candidacy period (minimum of 24 months), the candidate is to apply in writing to the Registrar, advising that he/she wishes to be evaluated. The candidate is to ensure that the documentation as set out in the addendum is submitted to the Registrar in terms of the deadlines and timeframes communicated by the Registrar's Office.

Based on the documentations submitted, the Registration Committee will confirm the candidate's eligibility to be assessed either by examination, interview, assignment or combination thereof. This confirmation will be based on comparing the documentation submitted to the required outcomes as per the Core Competency table.

The Registration Committee reserves the right to decline an individual assessment entry if the documentation presented is found not to be satisfactory.

7. ASSESSMENT PROCESSES AND GUIDELINES

The core values of the SACLAP assessment processes are:

- i. expert assessment,
- ii. transparency,
- iii. impartiality,
- iv. fairness,
- v. confidentiality,
- vi. integrity, and
- vii. efficiency.

These values drive the SACLAP to seek the highest level of ethical standards, and form the foundation for the regulations, and policies that may govern the assessment process.

7.1. Professional Registration Assessment

The professional registration assessment can be comprised of an array of assessment formats relating to the various study field categories of the core competency table. The selected mode of assessment would aim to evaluate the applicant's level of knowledge/ competency as defined for the various registration categories. This includes but is not limited to:

- i. A written examination,
- ii. A written assignment,
- iii. An interview/ oral examination with/ without a presentation by the applicant,
- iv. A detailed description and representation of project experience.

The Registration Committee may evaluate the above, provided it is composed as follows:

- Comprises of individuals that are registered professionally across a wide spectrum of registration categories.
- The individuals are to be recognised peers within the profession and have sufficient years of experience.
- The committee is to have a good demographic, gender and racial spread.
- The committee is to consist of between 5 – 7 members.

The Registration Committee may, if deemed appropriate, appoint a registration assessment panel that will be subject to the following selection criteria:

- Comprises of individuals that are registered professionally in an appropriate (equal or higher) spectrum of registration categories in relation to the category applied for.
- The individuals are to be recognised peers within the profession and have sufficient years of experience.
- The panel is to have a good demographic, gender and racial spread.
- The panel is to consist of between 3 – 5 members.

7.1.1. Written Examinations

The following is to be applied:

- i. The questions are to be based on the knowledge level requirements and should relate to the scope within the specific study field categories of the core competency table.
- ii. The reading list is also to be considered when setting such papers.
- iii. The intention is to test the knowledge gain and competency level increase during candidacy, thus between graduation and registration outcome. The intention is not to re-test aspects that were evaluated at a Higher Education Level. This is clearly set out in the Core

- Competency table where competency expectancies at Graduation and at Registration have been determined.
- iv. Time allowed to complete the paper is to be influenced by the level of interpretation in proportion to factual knowledge expected of the applicant.
 - v. A typical mark system is to be one mark for one fact for one minute. This is a guide as questions that require application of learnt theory are to have a greater time allocation.
 - vi. The questions can be real life scenario (practice orientated) type questions to which the answers can be salient bullet points.
 - vii. The questions are to be clear and unambiguous i.e. not create any doubt as to what the question is testing.
 - viii. A model answer sheet is to be provided by the individuals that are setting the question paper as part of the setting process. This is to be submitted together with the question paper to the individual identified by the Registration Committee by the agreed date.
 - ix. The question paper and the model answer document is to be sent to the Registrar's Office by the date set by the Registrar.
 - x. All papers and model answers are to be moderated by an independent registered Professional;
 - xi. Spelling, grammar, numbering and calculations should be meticulous.
 - xii. Papers could consist of various sections and could be required to be completed in part or in full, dependent on the category of registration applied for.

7.1.2. Written Assignments

- i. The purpose of the assignment is to assess the ability to integrate various knowledge areas.
- ii. The assignment could cover a scope across various study field categories represented in the core competency table.
- iii. The reading list is also to be considered when setting assignments.
- iv. Rating is to be done at the hand of predetermined assessment criteria and according to the level of interpretation demonstrated by the individual.
- v. The assignment is to be clear and unambiguous i.e. not create any doubt as to what the assignment is testing. The assessment criteria must be included to the assignment brief.
- vi. Typical model outcomes expectancies and requirements, related to each assessment criteria, are to be provided by the individuals that are setting the assignment prior to its hand out. This is not to be made public, should not be available to the applicants and serve to guide the assessment process.
- vii. The question paper and the model answer document is to be sent to the individual as determined by the Registration Committee no later than the agreed date.
- viii. All assignment and model answers are to be moderated by an independent registered Professional;
- ix. Spelling, grammar, numbering and calculations should be meticulous.
- x. Assignments could consist of various sections and are to be completed partially or in full, dependent on the category of registration applied for.

7.1.3. Interviews/ Oral Examinations

- i. A panel of peers is to be appointed to carry out this task. This panel is to be comprised of individuals with similar characteristics as the Registration Committee set out in 7.1 above.
- ii. The panel is to predetermine a set of questions that should be based on the knowledge level requirements and where each question should be related to the scope of a specific study field category of the core competency table.
- iii. The reading list is also to be considered when setting the questions.
- iv. The questions can be real life scenario (practice orientated) type questions which should be answerable by the applicant.
- v. The questions are to be clear and unambiguous i.e. not create any doubt as to what the question is testing.
- vi. An assessment criteria sheet is to be provided by the individuals that are asking the questions as part of the setting process, according to which the answers provided will be assessed.
- vii. The proposed questions and the assessment criteria related to each are to be sent to the individual as determined by the Registration Committee no later than the agreed date.
- viii. All questions and assessment criteria are to be moderated by an independent registered Professional.

- ix. The appointed panel can then pose these questions during the interview.
- x. The panel is to ensure that representative spectrum of questions are asked during the interview.
- xi. Each panel member must provide written comment on all assessment criteria related to posed questions with due reference to the rating system as per item 7.1.5 below.
- xii. Questions should be orientated towards assessing the expected knowledge level related to a specific registration category applied for. The specific registration categories a question is appropriate for should be clearly indicated.

7.1.4. Demonstrating Project Experience/ Portfolios

- i. The aspects being assessed are to relate to the core competency table.
- ii. A description and or checklist of what is to be demonstrated is to be established by the registration committee and could vary for different professions and registration categories.
- iii. The aspects that are to be demonstrated are to be clear and unambiguous i.e. not create any doubt as to what is being assessed.
- iv. The document is to be sent to the individual as determined by the Registration Committee no later than the agreed date.
- v. All documents are to be moderated by an independent registered Professional at the hand of predetermined criteria.

7.1.5. Performance Level Requirements and Rating

In order to promote professional service delivery of adequate quality, in the interest of the public, outcomes will be assessed and rated according to the performance scale and requirements indicated below.

Performance Ratings Scales:

A → Outstanding	80% - 100%
B → Adequate	60% - 80%
C → Average Standard (Additional Development may be recommended)	50% - 60%
D → Requires Additional Development	40% - 50%
E → Requires Extensive Development and Guidance	0% - 40%
R → Does not meet basic requirements/ criteria/ prerequisites and/or other aspects/ stipulations of the Registration Policy and Procedures.	

Where it is not possible to give a rating (including ethical transgressions), “R” will be used in association with a detailed statement of the related specifics.

Performance Level Requirements:

- i. A pass mark of “Average Standard” or higher is expected as a minimum requirement for any one section of the determined core competency relevant to the profession.
- ii. This expectancy is relevant to written examinations and assignments as well as modes of assessment related to RPL processes.

7.2. Recognition of Prior Learning Assessment

This section provides an overview of the SACLAP RPL assessment. This process is based on peer review as the basis for professional recognition and ensures that applications submitted, for registration by peer review, to the SACLAP, are evaluated by experts in a manner free from inappropriate influences.

The SACLAP will allow applications for registration through peer review, only in exceptional cases and under unique circumstances and with prior anticipation, such as the recognition of professional status for an entire fraternity of practicing experts and may set specific time constraints and deadlines for such opportunity to exist as may be deemed appropriate at the time. The appropriateness and suitability of recognition through peer review remains the sole discretion of the Council. Registration through peer review should not, opposed to formal education, be

interpreted as an alternative means to gain professional registration. The process as stipulated below will only be called into action upon a recommendation by the Registration Committee and for approval by Council.

7.2.1. Two Levels of Review

In order for the SACLAP to allow professional registration, an application must be approved by two levels of peer review. The two levels of peer review help ensure that the assessment of scientific and technical merit is separate from the final consideration and recommendation to register in a specific category.

- i. The first level of review (initial peer review) is an assessment of scientific and technical merit and is composed primarily of non-public officials who have expertise in relevant scientific disciplines and current fields of practice. Appointed members may serve a term as deemed appropriate by the SACLAP. The outcome of the initial review is provided to the registration panel, in a written document called the Peer Review Summary Statement. This typically takes the form of a desk top assessment based on the documentation provided.
- ii. The second level of review (Council review) is performed by the registration committee's registration assessment panel. This typically takes the form of an interview as per the criteria listed in 7.1.3.

The registration assessment panel will make recommendations on priority areas of improvement, further education and training and other prerequisites pertaining to particular applications where necessary.

8. OUTCOME OF A PROFESSIONAL ASSESSMENT PROCESS

The candidate/ applicant will be informed in writing of their professional registration assessment outcome within three (3) to four (4) months of the completion thereof.

8.1. If Unsuccessful

If the candidate is found to be unsuccessful in achieving the required outcomes in the professional registration assessment:

- The individual will remain a candidate for the time determined by the Registration Committee.
- All candidacy requirements, as set out in the outcome are to be met.
- The candidate is to re-apply in terms of the process set out in the outcome.
- The candidate has a maximum of three (3) years to complete the assessment process successfully.
- Only the assessment process, e.g. professional practice examination, that is not attained successfully, will be re-evaluated.
- If the individual has outcomes that are in line with the requirements for a lower category of registration, he/she will be advised as such and the individual may then choose how he/she wishes to proceed.

8.2. If Successful

Should the candidate be successful in achieving the required outcomes in the professional registration assessment he/she can be registered professionally which entails the following:

- a. The registered professional will receive a registration number and a certificate on payment of the professional registration fees. This certificate is valid for a period of five years at which point the Continued Professional Development (CPD) of the individual will be reviewed. Refer to the stipulation of the CPD Policy on the commencement of a CPD cycle upon professional registration.
- b. 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.

- c. The professional's name will be placed on the official register of SACLAP that is published on the website ([www.saclap.org.za/registered persons](http://www.saclap.org.za/registered%20persons)).
- d. 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 thereof are contained in the Continued Development Policy and can be found on the website (www.saclap.org.za).
- e. The registered professionals 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. This is to be done in accordance with the procedures relating to such.
- f. 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 CPD 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 professional assessment process has in any way been discriminatory or is unsatisfied with the outcome of the process, he/she may:

1. Notify the Registrar:

Within sixty (60) days of receiving the outcome of a registration process, the unsuccessful candidate / applicant 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 assessment outcomes:

The assessment can be viewed, where applicable, as arranged with the Registrar. The following rules apply:

- Prior arrangement is to be made with the Registrar/Council Member in the timeframe stipulated in the correspondence relating to such.
- The Registrar/Council Member/delegated individual will be present throughout the viewing but will not discuss the outcome with the candidate/applicant.
- The outcome can be viewed for no more than one (1) hour.
- Only a negative outcome can be viewed.
- No reference material may be brought to the viewing session.
- The assessed document will be provided together with the model answer sheet where appropriate.
- No copies can be taken away from the Registrar/Council Member's offices.

3. Re-marking of papers:

Should a candidate/applicant wish to have his/her document re-marked, the Registrar is to be informed in writing within 10 days of having viewed the paper. The cost for the remarking of a document is indicated in the rates table that can be found on the download page of the website. This fee is to be paid prior to the document being re-marked.

The original examiners and moderators will not re-mark documents. An independent professional with appropriate experience will be appointed by SACLAP to undertake this task.

4. Further appeals:

Should the candidate/applicant 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 and at his/her own cost.

10. REGISTRATION RELATED CHARGES

Please refer to SACLAP Rates Schedule that can be found on the website on the download page. This document sets out the fees that a candidate/applicant can expect to pay in undertaking standard processes and for registration as a candidate and professional.

SACLAP may set application fees, to cover administrative costs, as may be deemed necessary. Proof of payment of application fees must be submitted to the Registrar's Office on receipt of an invoice.

Only upon the perusal of applications and in anticipation of the envisaged processes to follow, an invoice will be prepared and forwarded for payment. Full payment must be made before arrangements pertaining to interviews, assessment sessions etc. will commence. Fees associated with these activities will be determined by SACLAP in order to cover all costs incurred and as may be deemed appropriate at the time.

11. SUSPENSION AND DE-REGISTRATION

11.1. Registered Professionals

For a registered professional to be suspended or de-registered the following defaults would have had to 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 no later than 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 Schedule on the download page of 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 professional registration as well as the administration fees have been settled.

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,
- a portfolio of work,
- Proof of payment of all outstanding fees, and
- A motivation of why the individual wishes to be re-registered

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.

As per the Act, stated under Cancellation of registration (Section 20.(4)) – "despite the cancellation of the registration for a registered person in terms of this section, that a person remains liable for any fee, arrears or penalty imposed by the council for the period that he or she was registered.

11.2. Candidates and other Applicants

Candidates and RPL applicants will only be evaluated on receipt of proof of payment of all registration or 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.

As per the Act, stated under Cancellation of registration (Section 20.(4)) – “despite the cancellation of the registration for a registered person in terms of this section, that a person remains liable for any fee, arrears or penalty imposed by the council for the period that he or she was registered.