**CANDIDATE LOGBOOK**

**ANNUAL LOGBOOK FOR THE LANDSCAPE ARCHITECTURAL PROFESSION**

**REVISED IN JANUARY 2019**

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| **CANDIDATE’S DETAILS** | | | |
| **NAME OF CANDIDATE** |  | | |
| **CANDIDATE’S REGISTRATION CATEGORY** |  | **CANDIDATE REGISTRATION NUMBER** |  |
| **CANDIDATES SIGNATURE** |  | **DATE** |  |
|  | | | |
| **MENTOR’S DETAILS** | | | |
| **NAME OF MENTOR** |  | | |
| **MENTOR’S REGISTRATION CATEGORY** |  | **MENTORS REGISTRATION NUMBER** |  |
| **MENTOR’S SIGNATURE** |  | **DATE** |  |
|  | | | |
| **By signing this document both the Mentor and the Candidate confirm that the information stated and the hours logged are a true reflection of the exposure/experience gained by the candidate.** | | | |

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| This logbook must be submitted to Registrar on or before **30 November** of each year  Candidates are expected to take responsibility for their own learning and professional development  The purpose of this logbook is to:   * To provide a realistic indication of the actual time spent on an activity during the candidacy period. * To assist the candidate to identify areas that may need more time. * To demonstrate that they have had sufficient exposure and experience in the core competencies in order to successfully undertake the Professional Registration Assessment Process (PRAP).   **Exposure** refers to tasks where the candidate has been an active observer and  **Experience** refers to tasks where the candidate has been an active participant and actually carried out the task with or without supervision.  CANDIDATES AND MENTORS SHOULD BE FAMILIAR WITH SACLAP REGISTRATION POLICY AND RELATED DOCUMENTATION WHICH ARE DOWNLOADABLE FROM THE WEBSITE. [www.saclap.org.za](http://www.saclap.org.za) |

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| **Category of Skill** | **Exposure** | **Experience** | **Project Reference/Details** |
|  | **TOTAL NO OF HOURS** | **TOTAL NO OF HOURS** |  |
| **1 Professional Practice** | | | |
| **1.1 Professional Practice** |  |  |  |
| Knowledge of insurances and legal requirements |  |  |  |
| Knowledge of all SACLAP related matters such as: Continued Professional Development (CPD), Disciplinary Processes, Code of Conduct, role of Voluntary Associations. |  |  |  |
| Knowledge regarding Mediation and Arbitration Processes |  |  |  |
| **1.2 Office Management** |  |  |  |
| Cash flow, methods of payment, disbursement charges resourcing and staff allocation, marketing |  |  |  |
| **1.3 Office Administration** |  |  |  |
| Filing, project administration, timesheets, communication skills. |  |  |  |
| **1.4 Human Resourcing & Financial management** |  |  |  |
| Budgeting, resourcing, skills transfers |  |  |  |
| **1.5 Communication Skills** |  |  |  |
| Report writing, presentation techniques, photography, computer literacy |  |  |  |
| **1.6 Research** |  |  |  |
| The ability to research the aspects required to realise a project |  |  |  |
| **1.7 Ethics and Values** |  |  |  |
| **1.8 Government Legislation, Regulations, Policies & Guidelines** |  |  |  |
| Pertains particularly to the practice related aspects such as: Occupational Health and Safety, Municipal Finance Management Act, CIDB, Labour, POPI, PAJA, PAIA, WC act etc. |  |  |  |
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| *Sub total* |  |  |  |
| **2 Landscape Design** | | | |
| **2.1 Landscape Master Planning/Design Framework** |  |  |  |
| Site survey, site analysis, site evaluation, recommendations, reports and guidelines |  |  |  |
| **2.2 Landscape Planning Theories and Methodologies** |  |  |  |
| Landscape architecture history, theory and critique |  |  |  |
| Landscape design theory e.g. Sustainable design, green building, ecological responsive design etc. |  |  |  |
| Construction history, theory and critique |  |  |  |
| Cultural landscapes |  |  |  |
| **2.3 Landscape Design** |  |  |  |
| Landscape levels, drainage design and storm water management |  |  |  |
| Landscape Design: interpretation of brief, collation of data, ecological and site responsive design, services and relevant integration of design information, evaluation of data, design proposals and presentations, plan approval and local authority requirements, advise on other professional involvement |  |  |  |
| Plant design i.e. aesthetical, functional and ecological considerations |  |  |  |
| **2.4 Working drawings & Documentation associated with Landscape design** |  |  |  |
| Hard and Soft Landscape Detail Construction drawings, grading plans, planting plans, irrigation design inputs, specifications, bills of quantities, writing landscape maintenance specification |  |  |  |
| **2.5 Cost Estimation of Landscape Design** |  |  |  |
| Cost estimation, project budget confirmation, Quantification and measuring, material and labour rates. |  |  |  |
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| *Sub total* |  |  |  |
| **3 Environmental Planning & Management Processes** | | | |
| **3.1 Environmental Management & compliance issues** |  |  |  |
| Implementation of environmental management plans and compliance monitoring |  |  |  |
| **3.2 Environmental Planning** |  |  |  |
| Integrated environmental management, application of sustainable planning principles |  |  |  |
| Understanding the implications of the listed activities as set out in Environmental Legislation on a project level and responding in the appropriate manner i.e. identifying if formal process is required |  |  |  |
| **3.3 Rehabilitation** |  |  |  |
| Aspects of rehabilitation associated with the change in the landforms, appropriate soil preparation, erosion protection, planting, etc. |  |  |  |
| **3.4 Government Legislation, Regulations, Policies & Guidelines** |  |  |  |
| Pertains particularly to the Environmental related aspects at National, Provincial and Local level. e.g. biodiversity, protect areas, protected trees, alien vegetation, NEMA, Water Act etc. |  |  |  |
| **3.5 Natural Sensitive Habitat management** |  |  |  |
| Ecological systems, how they function, management of flora and fauna, legislative requirements that are to be met, maintenance of such areas e.g. wetlands, fynbos |  |  |  |
| **3.6 Alien vegetation control** |  |  |  |
| Chemical/non chemical management of vegetation, methods of application, cost estimation of vegetation control, nomenclature |  |  |  |
|  |  |  |  |
| *Sub total* |  |  |  |
| **4 Landscape Project Management &Landscape Construction** | | | |
| **4.1 Project Management** |  |  |  |
| Co-ordinate of role players, meetings and procedures. Co-ordination, integration and dissemination of project information. |  |  |  |
| **4.2 Construction Contract Management** |  |  |  |
| Co-ordinate of sub-contractors, meetings and procedures. Co-ordination, integration, management and dissemination of project implementation information. |  |  |  |
| Understanding of complexity, context and difficulty, interface with other contractors, access, storage & staging points |  |  |  |
| Interface with other contractors, dependencies, sequencing of work, penalties and delays, notification of delays |  |  |  |
| **4.3 Construction Contract Implementation** |  |  |  |
| Elevations, slopes and falls, co-ordinates, datum points, setting out points, dimensions, distances and proportion |  |  |  |
| Supplier management and control, size, type and sequencing of deliveries, commercial arrangements and proportions |  |  |  |
| Understanding specifications, aesthetic interpretation, accuracy of installation |  |  |  |
| **4.4 Construction Contract Administration** |  |  |  |
| Costing, rate calculation, work measurement, preparation of monthly claim, interaction with cost controller for valuation and certification of landscape work |  |  |  |
| Quality assurance in relation to specifications, testing of components and /materials, samples, site house keeping |  |  |  |
| Format & frequency, reporting and feedback |  |  |  |
| Including the Preparation and submission of tender/quotation processes but not limited to, returnable schedule, pricing review, evaluation criteria, insurances, compliance issues |  |  |  |
| Appointment letter, contract document familiarisation, forms of contract and implications |  |  |  |
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| *Sub total* |  |  |  |
| **5 Applied Horticulture/ Landscape Technology** | | | |
| **5.1 Plant knowledge** |  |  |  |
| Nomenclature, characteristics, uses and requirements |  |  |  |
| **5.2 Plant propagation** |  |  |  |
| Nursery management: set up on site, propagation methods, propagation mediums, fertilizing, maintenance, pest and disease control |  |  |  |
| **5.3 Arboriculture** |  |  |  |
| Tree planting methods, appropriate pruning, root treatment, tree surgery, pests & disease identification and treatment, tree removal practises |  |  |  |
| **5.4 Soil knowledge** |  |  |  |
| Classification (interpretation), fertilisation, handling and placing, cultivation, mulching, growth |  |  |  |
| Flow of water, infiltration, porosity, watering requirements |  |  |  |
| **5.5 Turf grass management** |  |  |  |
| Sport field, construction, maintenance, preparation of fields |  |  |  |
| **5.6 Irrigation** |  |  |  |
| Water quality - interpretation of lab results, mitigation measures, etc. |  |  |  |
| Design of systems, working drawings and estimates of quantities and costs, installation and maintenance |  |  |  |
| Determination of watering requirements, implementing water-wise principles |  |  |  |
| **5.7 Landscape equipment/mechanisation** |  |  |  |
| Understanding equipment capacity/specifications/suitability/calibration |  |  |  |
| **5.8 Landscape installation practice** |  |  |  |
| Plant handling & installation |  |  |  |
| Skill in the use and suitability of materials: paving , concrete, street furniture etc. |  |  |  |
| **5.9 Landscape maintenance practice** |  |  |  |
| Plant growth, water requirements |  |  |  |
| Pest and disease control |  |  |  |
| Best practice principles |  |  |  |
|  |  |  |  |
| *Sub total* |  |  |  |
|  | | | |

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| **SUMMARY OF TRAINING** | **EXPOSURE** | **EXPERIENCE** | **COMMENTS/DETAILS** |
| 1. Professional Practice |  |  |  |
| 1. Landscape Architectural Design |  |  |  |
| 1. Environmental Planning & Management Process |  |  |  |
| 1. Landscape Project Management & Landscape Construction |  |  |  |
| 1. Applied Horticulture/Landscape Technology |  |  |  |
| Total number of hours |  |  |  |

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| **FOR OFFICE USE** | | | |
| **DATE RECEIVED** |  | **DATE ACKNOWLEDGEMENT SENT** |  |
| **DATE ASSESSED** |  |  |  |
| **NAME OF ASSESSOR** |  | **COMMENT** |  |