LANDSCAPE ARCHITECTURE PROFESSION REGISTRATION COMMITTEE

REGISTRATION SPECIAL DISPENSATION
October 2019

A SPECIAL DISPENSATION FOR THE REGISTRATION OF LANDSCAPE ARCHITECTURAL PROFESSIONALS

SOUTH AFRICAN COUNCIL FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION
(SACLAP)

2 October 2019

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1.0 BACKGROUND

In order to meet the transformation imperatives of government and improved sustainability targets, the fifth term SACLAP Council (the Council) has requested the implementation of additional actions to increase the registration of professionals. At the SACLAP Council meeting of 18 October 2019 the introduction of a special dispensation regarding Recognition of Prior Learning (RPL) and Professional Registration Assessment Process (PRAP) was approved. This opportunity should be promoted and awareness created amongst the relevant Voluntary Associations (VA's). This formal process, developed by the SACLAP Landscape Architecture (LA) Registration Committee, will apply to the following registration categories:

- o Professional Landscape Architect;
- o Professional Senior Landscape Architectural Technologist;
- o Professional Landscape Architectural Technologist;
- o Professional Landscape Architectural Technician.

This process will supersede the applicable Policy arrangements and speed up the registration of LA Professionals in all four categories of registration and will be provided for, for a limited window in time that will last one year commencing on 1 January 2020.

Individuals across the sector competent to perform landscape architectural work in line with the SACLAP Weighted Competency Table (http://www.saclap.org.za/download/PRAP2019/SACLAP-Weighted_Core_Competency_Table_for_the_Landscape_Architectural_Pr....pdf) will be able to seek professional registration through this formal process. The process will be known as the Landscape Architectural Registration Special Dispensation (the Process).

2.0 IMPLEMENTATION

The Process can only be successful if SACLAP invests in extensive promotion and awareness in the profession. The SACLAP Registrar and LA Registration Committee should take joint responsibility for implementing the Process. The Process was developed taking into consideration the SACLAP Registration Policy, the LA Addendum to the Registration Policy and Weighted Core Competency Table for the LA Profession.

The Council recognizes the fact that the large number of individuals who may be competent and eligible to be registered professionally calls for a special arrangement. All individuals engaged in the practice of Landscape Architecture, who comply with the criteria as explained below and set out in the documentation referred to, can apply to be considered for registration.

This Process will be implemented and upheld for one year (from 1 January 2020 to 31 December 2020) after which the standard RPL and PRAP as set out in the SACLAP Policies and Addendums for the LA Profession will be effective again.

SACLAP reserves the right to make changes to this time span (shorten or expand) as may serve the purpose of this special dispensation.

3.0 THE PROCESS

RPL refers to the principles and processes through which the prior knowledge and skills/ competencies of a person are made visible, mediated and assessed for the purposes of alternative access and admission, to SACLAP professional registration.

PRAP refers to 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.

In replacement of these two avenues to professional registration, the Special Dispensation Process will allow individuals who are eligible to apply (for a limited time) to SACLAP to obtain professional registration. Applications will be evaluated at the hand of a compliant portfolio of evidence by the LA Registration Assessment Panel (the Panel). If successful, individuals will be registered professionally in the appropriate professional category of registration.

Assessments will be based on merit and as per the requirements set out in the SACLAP Weighted Core Competency Table for the Landscape Architectural Profession.

4.0 WHO IS ELIGIBLE

o Holders of a SACLAP accredited qualification

Holders of a SACLAP accredited qualification and a minimum of two years of relevant experience (including SACLAP registered Candidates) may apply to typically be registered in the aligning category of registration as follows:

NQF 6: Prof. LA Technician
NQF 7: Prof. LA Technologist
NQF 8: Prof. Senior LA Technologist
NQF 9: Prof. Landscape Architect

o Holders of a non-accredited qualification

Holders of a suitable recognized qualification (any relevant tertiary qualification), not accredited by SACLAP and a minimum of four years of appropriate and comprehensive real time work experience in landscape architecture, may apply. The applicant may seek input from the office of the registrar on the appropriate category to apply for. The input received is by no means a guarantee of the outcome of the assessment process and the Panel may still recommend an improvement plan or alternative appropriate category of registration.

o Individuals with no tertiary qualifications

Individuals whom wish to apply and have no tertiary qualifications in Landscape Architecture, should have a minimum of ten (10) years appropriate and comprehensive real time work experience in the field of landscape architecture.

It remains the responsibility of the applicants to demonstrate, through submitting the required material clearly indicating the relevant competencies, the ability to produce work and deliver professional services of an acceptable standard as set out in the SACLAP's Registration Policy and SACLAP Weighted Core Competency Table for the LA Profession.

o Academics

Academics involved in the tertiary education and/or research, related to Landscape Architecture can apply in line with this special dispensation.

The portfolio should demonstrate experience in the academic field with relevance to the landscape architecture practice. You need to provide proof of the contribution you have

made with regards to the academia with regards to the main sections in the Core Competency Table – Professional Practice; Landscape Design, Environmental Planning & Management Processes; Landscape Project Management & Landscape Construction and Applied Horticulture/Landscape Technology. Please refer to Annexure B to find special requirements for the portfolios of academics.

Note: Individuals not complying with the required as per the above may submit a motivation to the committee, stating a case why the individual should be considered for registration.

5.0 HOW TO APPLY

The application process is detailed below. Applications will only be processed once the listed documentation have been submitted to the SACLAP Registrar's Office.

The application documentation to be submitted:

a. Complete the **application form (LA Special Dispensation Application Form)** attached as Annexure A and found on the website (http://www.saclap.org.za/).

b. A certified copy of the applicant's **Identification Document.**

c. A certified copy of the applicant's **qualification certificate(s).** (A SAQA verification and or evaluation certificate for foreign qualifications must be included).

d. A detailed *Curriculum Vitae.*

e. A letter of **motivation** on why the applicant wishes to be registered.

f. A **letter of recommendation from the applicant's employer** (should the applicant be self-employed or be the employer, the applicant has to provide a letter from a peer in the profession).

g. A **portfolio of own work** reflecting the relevant competencies as per all of the five sections of the Weighted Core Competency Table. The portfolio format should be followed meticulously, in order for the portfolio to clearly address the specific competency requirements. Portfolio instructions and guidance are provided in Annexure B.

An application fee (as published and relevant at the time) will be payable. The office of the Registrar will scrutinize applications to determine if documentation complies.

6.0 THE APPLICATION PROCESS

The application process explained:

o Complete application form.

o Forward ALL application documentation (as per Section 5.a to g above) to the SACLAP Registrar in Portable Document Format (PDF) either by email (registrar@saclap.org.za) or via courier to the office of the Registrar. No transfer of documents via clouds can be accommodated.

o As SACLAP is required to uphold certain governance requirements, a full set of documents printed in colour should be provided to the office of the registrar for filing purposes.

o You will receive a confirmation email from SACLAP including an invoice for the application fees.

o Proof of payment of the application fee must be submitted to the Registrar's Office, prior to the portfolio being scrutinized to confirm compliance with minimum requirements and commencement of the assessment by the Panel.

o SACLAP's LA Registration Committee or a delegated authority, may host information sessions to provide assistance and prepare prospective applicants for the special dispensation process.

7.0   THE EVALUATION PROCESS

o A Registration Assessment Panel, consisting of at least three (3) registered LA professionals, will assess the documentation and the portfolio.

o The two tiered review process (desktop as well as peer review) as per the Registration Policy, applicable to the RPL process will be followed to assess all applications.

- o Should the application and portfolio provide substantive proof of competencies relevant to the registration category applied for, the application will be successful, the Panel will submit a recommendation to Council to be ratified.

- o Should the application and portfolio not provide evidence that each section of the competency requirements are substantively met and that the lacks that may exist are significant in terms of the risk it may pose to the public, the Panel may:
    - request the submittal of additional material,
    - call for an interview or
    - recommend an oral exam.

- o the Office of the Registrar will communicate with the applicant to provide further instruction and schedule submittal dates or interviews with the Registration Assessment Panel. All correspondence and communication will be dealt with strictly through the Office of the Registrar.

- o There are two possible outcomes of the process; "successful" or "successful with proviso". The outcome "successful with proviso" will apply should there be a prominent shortfall encountered in the competency/ experience of the applicant. The panel may recommend registration in an alternative appropriately aligned registration category or prescribe an improvement plan as prerequisite, that could entail any, or a combination, of the following:
    - successful completion of further training/ education;
    - sufficient proof of work experience of a minimum duration to demonstrate the attainment of specific competencies;
    - to pass at a prescribed level a written or oral examination related to one or more of the 5 sections of the LA Weighted Core Competency Table;
    - to be successful in any form of further development deemed appropriate to acquire the lacking competencies.

- o For the purpose of monitoring further development an applicant may be required to register as a candidate with SACLAP or extend a candidacy period if already registered as a candidate.

- o Should the applicant wish to appeal the outcome, the appeal process as set out in the Registration Policy section 9.4 should be followed.

- The outcome of the Panel will be forwarded to the Council, as a recommendation of the LA Registration Committee, for ratification.

- After Council ratification, the applicant will be informed in writing by the Registrar, of the outcome. Given the schedule of Council meetings this should be within three (3) months of the date of assessment.

- The Registrar will prepare an invoice for the Professional Registration Fee and communicate with the successful applicant regarding the registration procedure to follow.

- Once the registration procedure is successfully completed, the individual will be entered into the register of professionals, issued with a registration certificate and allocated a unique professional registration number.

8.0 SPECIAL ARRANGEMENTS

- This special dispensation will replace the PRAP and RPL. Candidates should apply for the special dispensation. Candidates who partially complies with the requirements of the PRAP should also apply and submit a portfolio addressing the outstanding sections of the LA Weighted Core Competency Table, together with proof of the assessments successfully completed.

- Graduates qualifying from SACLAP accredited programmes are recommended to register as candidates and follow the candidacy route to registration as mapped out in the latest SACLAP Registration Policy, as this arrangement will be instituted for a limited time span only.

- Any individual registered as a professional with SACLAP may apply in line with the special dispensation to upgrade to a higher category of registration.

9.0 ANNEXURES

ANNEXURE A: LA Registration Special Dispensation Application

THE SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

LA SPECIAL DISPENSATION APPLICATION TO REGISTER WITH SACLAP

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS IN BLACK INK

(mark with an x where applicable)	
I would like to apply in terms of the LA Special Dispensation to be considered for registration in the Landscape Architecture Profession	
I would like to be considered for the following category of registration.	

Prof. Landscape Architect		Prof. Senior LA Technologist		Prof. LA Technologist		Prof. LA Technician		Unsure	

I am an academic and the portfolio submitted provides for the additional requirements	

Personal information

Full name					
Identity number/ Passport number for non RSA citizens					
Citizenship					
Ethnic group (for statistical purposes)	African	White	Indian	Coloured	Other (please specify)
Gender	Male	Female			
Tel no.			Cell no.		
e-mail					
Postal address					
Postal code					

Qualifications

Institution	Qualification	Date obtained

_____   _____   _____
Signature   Place   Date

Current Employer Information (Company)

Employer			
Email address		Tel	
Address			

I hereby make application to SACLAP for registration and attach the following documentation:

Documents for all Applications	**Tick**
i. Certified Copies of Identification document	
ii. Certified copies of Qualification Certificates	
iii. Detailed CV	
iv. Letter of motivation of why you wish to be registered	
v. Letter of recommendation from your employer or peer	
vi. Portfolio detailing your work experience	
vii. Certified Copy of SAQA Verification/ Evaluation Certificate for Foreign Qualifications	

I certify that the information submitted is true, my own work and that I have acquainted myself with all the SACLAP Policy documentation and in particular:

a. Landscape Architectural Profession Act, No. 45 of 2000.
b. SACLAP Registration Policy gazetted on 04 November 2016.
c. The addendum for the Landscape Architectural Profession gazetted on 04 November 2016.
d. The Core Competency Table for the Landscape Architectural Profession gazetted on 04 November 2016.

(NOTE: that all the above documents are downloadable from SACLAP website, www.saclap.org.za)

_____   _____   _____
Signature   Place   Date

SACLAP Banking Details are as follows:
Bank: NEDBANK
Branch: The Grove
Branch Code 198 765
Type: Current Account
Account No.: 1944033351
Reference: *Applicant's Name & Surname*

ANNEXURE B: Portfolio of Evidence Guidelines

In order to process applications efficiently it is required of all application to be compiled in accordance with a specific prescribed format. No deviations will be allowed and applications not submitted in the specified format will be rejected.

The following section will provide a clear guideline of how the application should be structured and information and experience displayed in order to provide the Registrar the opportunity to scrutinize the application and the Panel the opportunity to fairly and effectively assess the competencies.

The material submitted should be compiled to consist of two parts. "Part A" is to include all general documentation, whereas "Part B" should include the portfolio of work experience.

Files and formats as explained below.

PART A: GENERAL DOCUMENTATION (A4)

All documents as listed under section 5(a) to 5(f) (repeated below for ease of reference) should be included to the application under the heading "Part A". The documents should be inserted in the given order with a divider page displaying the relevant heading as highlighted in bold below.

Documents to be included:

a. Completed **application form (LA Special Dispensation Application Form)** attached as Annexure A to this document and found on the website (http://www.saclap.org.za/).

b. A certified copy of the applicant's **Identification Document.**

c. A certified copy of the applicant's **qualification certificate(s).** (A SAQA verification and or evaluation certificate for foreign qualifications must be included).

d. A detailed *Curriculum Vitae.*

e. A letter of **motivation** on why the applicant wishes to be registered.

f. A **letter of recommendation from the applicant's employer** (should the applicant be self-employed or be the employer, the applicant has to provide a letter from a peer in the profession).

PART B: THE PORTFOLIO OF WORK EXPERIENCE (A3 colour)

The portfolio should demonstrate your creative and technical ability, professionalism, competency and relevant work experience. It has to be your own work and where the work was completed as part of a team, your contribution, and role needs to be demonstrated clearly. The portfolio should not be a description of your work place/ practice's activities but should be a personal account of your work experience in practice and on projects. Please write the portfolio in the first person, as it will assist you in providing information about your individual experience and competencies.

The first page of the hard and soft copy of the portfolio MUST include the following information:

- o Applicant's name and contact details,
- o Current employment details,
- o Registration category applied for. (If unsure please state as such)

1. FOLLOW THE COMPETENCY TABLE FORMAT

The format should relate to each of the core competencies as set out in the Landscape Architectural Professions Core Competency Table:

- o Section 1: Professional Practice;
- o Section 2: Landscape Design;
- o Section 3: Environmental Planning & Management Processes;
- o Section 4: Project Management & Landscape Construction;
- o Section 5: Applied Horticulture

- This table is available on the SACLAP website on the download page under the Registration Tab.
- The portfolio should highlight your experience with regards to the main sections in the LA Weighted Core Competency table. In each case you should indicate the competencies covered by a specific project or activity.
- The portfolio needs to indicate the level of complexity of the projects or the sites you are responsible for, or the work you are involved in. The expected complexity of design challenges and the complexity of site or context varies across the different categories of registration. Refer to SACLAP's latest Identification of Work (IDOW) documentation available. A definition of "complexity" is provided on page 3 of the Registration Policy in the definitions section.

2. SPECIAL REQUIERMENTS FOR PORT FOLIO'S OF ACADEMICS

- Please provide evidence of the course material you have developed/ written.

- Please provide evidence of any journal articles you have submitted and in which journals they have been published.

- Please provide the titles of conference presentations you delivered as well as the conference name and year.

- Please provide evidence of your involvement and contribution in other sectors of the profession, for example voluntary associations or peer academic institutions.

- Please provide evidence of landscape architectural research projects you have been or are involved with.

- Please indicate the number of Masters and Doctoral students you have supervised and the nature of the research.

- The portfolio needs to indicate the level of complexity of your work. A definition of "complexity" is provided on page 3 of the registration policy in the definition section – relate the concept to the academic projects you have been involved in.

3. HOW TO SUBMIT

Two assembled documents in PDF (not multiple individual files), is to be delivered per email, or on a CD or DVD to the Registrar's Office or as otherwise advised.

- One file containing and labelled as "Part A". The hard copy of "Part A" is to be in an A4 portrait format and bound.

- A Second file containing and labelled as "Part B". Plans (where applicable) should at least be A3 in size with all text readable. All images of project work or completed projects are to be in full colour.

No transfer of documents via clouds can be accommodated.

NOTE:

The Registration Committee of SACLAP reserves the right to reject any portfolio if it is not set out in line with the criteria above.

All information submitted to SACLAP will be dealt with in the strictest confidence by the SACLAP Registration Committee, Registrar, Assessment Panel and Secretariat.

Should you require any further assistance, please do not hesitate to contact the SACLAP Registrar, Ms Cecilia Chinga per email registrar@saclap.org.za.