



THE SCOPE OF WORK FOR CATEGORIES OF REGISTRATION OF THE LANDSCAPE ARCHITECTURAL PROFESSION

PREAMBLE

1. Background

The Council for the Built Environment (the CBE) is a statutory body established in terms of the Council for the Built Environment Act, 43 of 2000 (the CBE Act). The CBE is an entity of the Department of Public Works and Infrastructure (DPWI). The CBE is an overarching body, regulating the activities of the six councils for the following built environment professions (the CBEP): engineering, architecture, landscape architecture, quantity surveying, property valuation and project and construction management.

The CBE Act impels the CBE to, after consultation with the Competition Commission (CC) and in consultation with the Councils for the Built Environment Professions (CBEP), identify the scope of work for each category of registration (section 21 of the CBE Act). The consultation with the CC was conducted. The CBE is keen to continuously engage the CC on the process of regulating the built environment professions. The CBE will also seek collaboration with the CC on the development and communication of an advocacy position on the regulation on the built environment professions.

2. Ambit of scope of work and the regulation of the built environment professions

In the context of this process, scope means “*the range of work performed by a registered person in terms of a specific piece of legislation other than the legislation that created the councils for the professions, or the statutory duties which may be performed by a registered person.*”

The CBEP have *inter alia* the statutory mandate to accredit learning programs at educational institutions, register applicants in appropriate categories of registration, exercise oversight over the professional conduct of registered persons and express the intention to have the CBEP regulate their respective professions. The identified scope of work for each category of registration is seen as a component of a framework for such regulation.



The CBE acknowledges the mandate of the CC to ensure full and free participation in the economy, as embodied in the preamble of the Competition Act, 89 of 1998. The need for an efficient, competitive economic environment, balancing the interests of workers, owners and consumers and focussed on development to benefit all South Africans is also recognised.

The regulation of professions should therefore not:

- (i) limit the range of suppliers available
- (ii) limit the ability of suppliers to compete
- (iii) reduce the incentive for suppliers to compete
- (iv) limit the choices and information available to customers

Factors (i) to (iv) above should be pro-actively addressed through information and advocacy processes.

The following scope of work is published for information.

3. SCOPE OF WORK FOR EACH PROFESSIONAL CATEGORY

3.1 PROFESSIONAL LANDSCAPE ARCHITECT

Definition	A Professional Landscape Architect is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).
Level Descriptor	A Professional Landscape Architect is a person who is a holder of a NQF 9 SACLAP accredited qualification with minimum 48 months practice orientated learning experience and does landscape master planning, landscape design concept and viability, Landscape design development, working drawings and documentation for the landscape installation, cost estimation of the value of the landscape works and can participate in projects of high, medium and low complexity and interact with large multi-disciplinary teams during the six stages of services (see below 6.1).
Scope:	Stage 1-6 on low to high complexity projects.



Stage 4-6 on medium (to high – lead by Professional Landscape Architect) complexity projects.

3.2 PROFESSIONAL LANDSCAPE ARCHITECTURAL TECHNOLOGIST

- Definition** A Professional Landscape Architectural Technologist is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).
- Level Descriptor** A Professional Landscape Architectural Technologist is a person who is a holder of a NQF 7 SACLAP accredited qualification with minimum 48 months practice orientated learning experience and does the landscape design concept and viability, landscape design development, working drawings and can participate in projects with low complexity. The Professional Landscape Architectural Technologist will be involved in medium to high complexity project as part of a larger Landscape Architectural Team which is lead by a Professional Senior Landscape Architectural Technologist or Professional Landscape Architect.
- Scope:** Stage 1-6 on low complexity projects (see below 6.1).
Stage 4-6 on low complexity projects (to medium to high – lead by Professional Senior Landscape Architectural Technologist or Professional Landscape Architect) complexity projects.

3.3 PROFESSIONAL LANDSCAPE ARCHITECTURAL TECHNICIAN

- Definition** A Professional Landscape Architectural Technician is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).
- Level Descriptor** A Professional Landscape Architectural Technician is a person who is a holder of a NQF 6 SACLAP accredited qualification with minimum 48 months practice orientated learning experience and does working drawings and documentation phase of landscape design projects and involved in professional practice and office administration related to projects as part of project team. Professional Landscape Architectural



Technicians will be involved in low to medium complexity projects as part of a medium to larger Landscape Architectural team which is lead by a Professional Landscape Technologist or Professional Landscape Architectural Technologist or Professional Landscape Architect.

Scope: Stage 4-6 on low (to medium to high – lead by Professional Landscape Technologist or Professional Landscape Architectural Technologist or Professional Landscape Architect) complexity projects (see below 6.1).

4. SCOPE OF WORK FOR SPECIFIED CATEGORIES

4.1 PROFESSIONAL SENIOR LANDSCAPE ARCHITECTURAL TECHNOLOGIST

Definition A Professional Senior Landscape Architectural Technologist is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).

Level Descriptor A Professional Senior Landscape Architectural Technologist is a person who is a holder of a NQF 8 SACLAP accredited qualification with minimum 48 months practice orientated learning experience and does landscape design concept and viability, landscape design development, working drawings and documentation phase of landscape design projects, Landscape installation, cost estimation of the value of the landscape works and can participate in projects of low to medium complexity. Professional Senior Landscape Architectural Technologists will be involved in high complexity project as part of a larger Landscape Architectural team which is led by a Professional Landscape Architect.

Scope Stage 1-6 on low to Medium complexity projects (see below 6.1).

4.2 PROFESSIONAL LANDSCAPE MANAGER

Definition A Professional Landscape Manager is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).



Level Descriptor: A Professional Landscape Manager is a person who is proficient in all aspects of the practise of landscape contracts management or green open space management. This practise includes: Leading and co-ordinating teams of allied professionals and specialist contractors on numerous projects with the aim to implement complex landscape and irrigation designs. Preparing, submitting tenders, bids and costings, and being conversant in the various standard forms of contract. Programing and co-ordinating multiple activities within a masterplan and analysing the critical path items and the effects of change on them. Applying and upholding best practice principles with the implementation of all specifications for all landscaping and irrigation activities (see below 6.2).

4.3 PROFESSIONAL SENIOR LANDSCAPE TECHNOLOGIST

Definition A Professional Senior Landscape Technologist is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).

Level Descriptor A Professional Senior Landscape Technologist is a person who is competent in all aspects of the practise of landscape contracts management, or green open space management, with the distinction that the projects are of less complexity than that of a Professional Landscape Manager. This practise includes: Leading and co-ordinating teams of contractors on a project basis with the aim to implement landscape and irrigation designs. Preparing, submitting tenders, bids and costings, and being conversant in the various standard forms of contract. Programing and co-ordinating project based activities and analysing the critical path items and the effects of change on them. Applying and upholding best practice principles of all specifications for all landscaping and irrigation activities (see below 6.2).

4.4 PROFESSIONAL LANDSCAPE TECHNOLOGIST



Definition: A Professional Landscape Technologist is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).

Level Descriptor A Professional Landscape Technologist is a person who is competent in all or most aspects of the practise of landscape contracts management, or green open space management, with the distinction that the projects are of less complexity than that of a Professional Senior Landscape Technologist. This practise includes: Leading and co-ordinating teams of contractors on a project basis with the aim to implement landscape and irrigation designs. Preparing, submitting tenders, bids and costings, and being conversant in the various standard forms of contract. Programing and co-ordinating project based activities and analysing the critical path items and the effects of change on them. Applying and upholding best practice principles of all specifications for all landscaping and irrigation activities (see below 6.2).

4.5 PROFESSIONAL LANDSCAPE TECHNICIAN

Definition: A Professional Landscape Technician is a person who is registered as such in terms of the Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000, as amended).

Level Descriptor A Professional Landscape Technician is a person who is acquainted with most aspects of the practise of landscape contracts management or green open space management on projects of low complexity. This practise includes: Leading and co-ordinating small teams of contractors on a project basis with the aim to implement landscape and irrigation designs. Assisting superiors in preparing tenders, bids and costings, and having an informed awareness of the various standard forms of contract. Programing and co-ordinating basic activities. Applying best practice principles of all specifications for all landscaping and irrigation activities (see below 6.2).

5. STAGE OF SERVICES

5.1 SCOPE OF SERVICES PERFORMED BY A LANDSCAPE ARCHITECTURAL PROFESSIONALS STAGE OF SERVICES

Definition: Stages of Services are the deliverables to be performed during a built environment project

Stages of Services	Professional Landscape Architect	Professional Senior Landscape Architectural Technologist (specified category)	Professional Landscape Architectural Technologist	Professional Landscape Architectural Technician
1. Inception Establish the client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies.	Assist in developing a clear project brief Attend project initiation meetings Advise on the procurement policy for the project Advise on rights, constraints, consents and approvals Advise on the other consultants and services required Define the consultant's scope of work and services Determine availability of data, drawings and plans relating to the project Advise on the necessary surveys, analyses, tests and or other investigations where such information will be required. Advise on appropriate financial design criteria Provide necessary information within the agreed scope of the project to the other consultants	Assist in developing a clear project brief Attend project initiation meetings Advise on the procurement policy for the project Advise on rights, constraints, consents and approvals Advise on the other consultants and services required Define the consultant's scope of work and services Determine availability of data, drawings and plans relating to the project Advise on the necessary surveys, analyses, tests and or other investigations where such information will be required. Advise on appropriate financial design criteria Provide necessary information within the agreed scope of the project to the other consultants	Assist in developing a clear project brief Attend project initiation meetings Advise on the procurement policy for the project Advise on rights, constraints, consents and approvals Advise on the other consultants and services required Define the consultant's scope of work and services Determine availability of data, drawings and plans relating to the project Advise on the necessary surveys, analyses, tests and or other investigations where such information will be required. Advise on appropriate financial design criteria Provide necessary information within the agreed scope of the project to the other consultants	

Stages of Services	Professional Landscape Architect	Professional Senior Landscape Architectural Technologist (specified category)	Professional Landscape Architectural Technologist	Professional Landscape Architectural Technician
<p>2. Concept and Viability</p> <p>Prepare and finalise the project concept in accordance with the brief including the scope, scale, character, form, function and viability of the project.</p>	<p>Agree the documentation programme with the principal consultant and the other consultants</p> <p>Attend design and consultants' meetings</p> <p>Prepare concept design based on the client's brief</p> <p>Consult with the other consultants and incorporate their input</p> <p>Discuss design concept with local and other authorities as required</p> <p>Advise the client regarding further surveys, analysis, tests and investigations which may be required.</p> <p>Refine and assess concept design to ensure conformity with statutory requirements and consents.</p> <p>Co-ordinate design interfaces with the other consultants</p> <p>Select hard and soft landscape construction materials</p> <p>Prepare cost estimates as required</p> <p>Submit presentation of the design concept to the client for approval</p> <p>Prepare and submit the landscape development plan to the local authority for approval where applicable</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p>	<p>Agree the documentation programme with the principal consultant and the other consultants</p> <p>Attend design and consultants' meetings</p> <p>Prepare concept design based on the client's brief</p> <p>Consult with the other consultants and incorporate their input</p> <p>Discuss design concept with local and other authorities as required</p> <p>Advise the client regarding further surveys, analysis, tests and investigations which may be required.</p> <p>Refine and assess concept design to ensure conformity with statutory requirements and consents.</p> <p>Co-ordinate design interfaces with the other consultants</p> <p>Select hard and soft landscape construction materials</p> <p>Prepare cost estimates as required</p> <p>Submit presentation of the design concept to the client for approval</p> <p>Prepare and submit the landscape development plan to the local authority for approval where applicable</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p>	<p>Agree the documentation programme with the principal consultant and the other consultants</p> <p>Attend design and consultants' meetings</p> <p>Prepare concept design based on the client's brief</p> <p>Consult with the other consultants and incorporate their input</p> <p>Discuss design concept with local and other authorities as required</p> <p>Advise the client regarding further surveys, analysis, tests and investigations which may be required.</p> <p>Refine and assess concept design to ensure conformity with statutory requirements and consents.</p> <p>Co-ordinate design interfaces with the other consultants</p> <p>Select hard and soft landscape construction materials</p> <p>Prepare cost estimates as required</p> <p>Submit presentation of the design concept to the client for approval</p> <p>Prepare and submit the landscape development plan to the local authority for approval where applicable</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p>	

Stages of Services	Professional Landscape Architect	Professional Senior Landscape Architectural Technologist (specified category)	Professional Landscape Architectural Technologist	Professional Landscape Architectural Technician
<p>3. Design Development</p> <p>Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and program for the project</p>	<p>Review the documentation programme with the principal consultant and the other consultants</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 11</p> <p>Attend design and consultants' meetings</p> <p>Incorporate the client's detailed requirements into the landscape design</p> <p>Give due consideration to, incorporate and co-ordinate the other consultants' designs into the landscape design where necessary</p> <p>Prepare design development drawings including draft technical details and outline specifications</p> <p>Review and evaluate design and outline specifications and exercise cost control</p> <p>Prepare detailed estimates of construction costs</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p> <p>Obtain project specific requirements from the local and or other authorities in order to ensure conformity with requirements</p>	<p>Review the documentation programme with the principal consultant and the other consultants</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 11</p> <p>Attend design and consultants' meetings</p> <p>Incorporate the client's detailed requirements into the landscape design</p> <p>Give due consideration to, incorporate and co-ordinate the other consultants' designs into the landscape design where necessary</p> <p>Prepare design development drawings including draft technical details and outline specifications</p> <p>Review and evaluate design and outline specifications and exercise cost control</p> <p>Prepare detailed estimates of construction costs</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p> <p>Obtain project specific requirements from the local and or other authorities in order to ensure conformity with requirements</p>	<p>Review the documentation programme with the principal consultant and the other consultants</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 11</p> <p>Attend design and consultants' meetings</p> <p>Incorporate the client's detailed requirements into the landscape design</p> <p>Give due consideration to, incorporate and co-ordinate the other consultants' designs into the landscape design where necessary</p> <p>Prepare design development drawings including draft technical details and outline specifications</p> <p>Review and evaluate design and outline specifications and exercise cost control</p> <p>Prepare detailed estimates of construction costs</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p> <p>Obtain project specific requirements from the local and or other authorities in order to ensure conformity with requirements</p>	<p>Prepare design development drawings including draft technical details and outline specifications</p>
<p>4. Documentation and Procurement</p> <p>Prepare the construction and procurement documentation, confirm and implement the procurement</p>	<p>Assist with local and or other authority submission(s)</p> <p>Attend design and consultants' meetings</p>	<p>Assist with local and or other authority submission(s)</p> <p>Attend design and consultants' meetings</p>	<p>Assist with local and or other authority submission(s)</p> <p>Attend design and consultants' meetings</p>	<p>Assess samples and products for compliance and design intent</p>

Stages of Services	Professional Landscape Architect	Professional Senior Landscape Architectural Technologist (specified category)	Professional Landscape Architectural Technologist	Professional Landscape Architectural Technician
<p>strategies and procedures for effective and timeous procurement of necessary resources for the execution of the project.</p>	<p>Prepare specifications for the works and agree preambles</p> <p>Co-ordinate services and prepare necessary services co-ordination drawings</p> <p>Check cost estimate and adjust documents if necessary to remain within budget</p> <p>Assist the principal consultant in formulation of procurement strategy for contractors</p> <p>Review working drawings for compliance with the approved budget</p> <p>Prepare documentation for contractor procurement</p> <p>Assist the principal consultant with calling for tenders and/or negotiation of prices</p> <p>Liaise, co-operate and provide necessary information to the principal consultant and the other consultants</p> <p>Assist with evaluation of tenders</p> <p>Assist with the preparation of contract documentation for signature</p> <p>Assess samples and products for compliance and design intent</p>	<p>Prepare specifications for the works and agree preambles</p> <p>Co-ordinate services and prepare necessary services co-ordination drawings</p> <p>Check cost estimate and adjust documents if necessary to remain within budget</p> <p>Assist the principal consultant in formulation of procurement strategy for contractors</p> <p>Review working drawings for compliance with the approved budget</p> <p>Prepare documentation for contractor procurement</p> <p>Assist the principal consultant with calling for tenders and/or negotiation of prices</p> <p>Liaise, co-operate and provide necessary information to the principal consultant and the other consultants</p> <p>Assist with evaluation of tenders</p> <p>Assist with the preparation of contract documentation for signature</p> <p>Assess samples and products for compliance and design intent</p>	<p>Prepare specifications for the works and agree preambles</p> <p>Co-ordinate services and prepare necessary services co-ordination drawings</p> <p>Check cost estimate and adjust documents if necessary to remain within budget</p> <p>Assist the principal consultant in formulation of procurement strategy for contractors</p> <p>Review working drawings for compliance with the approved budget</p> <p>Prepare documentation for contractor procurement</p> <p>Assist the principal consultant with calling for tenders and/or negotiation of prices</p> <p>Liaise, co-operate and provide necessary information to the principal consultant and the other consultants</p> <p>Assist with evaluation of tenders</p> <p>Assist with the preparation of contract documentation for signature</p> <p>Assess samples and products for compliance and design intent</p>	
<p>5. Contract Administration & Inspection</p> <p>Manage, administer and monitor the contracts and processes, including the preparation and coordination of the</p>	<p>Attend the site handover</p> <p>Issue construction documentation in accordance with the documentation programme</p>	<p>Attend the site handover</p> <p>Issue construction documentation in accordance with the documentation programme</p>	<p>Attend the site handover</p> <p>Issue construction documentation in accordance with the documentation programme</p>	<p>Clarify details and descriptions during construction as required</p> <p>Update and issue the drawings register</p>

Stages of Services	Professional Landscape Architect	Professional Senior Landscape Architectural Technologist (specified category)	Professional Landscape Architectural Technologist	Professional Landscape Architectural Technician
<p>procedures and documentation to facilitate practical completion of the works.</p>	<p>Carry out contract administration procedures delegated by the principal agent in terms of the contract</p> <p>Prepare schedules of predicted cash flow</p> <p>Prepare pro-active estimates for proposed variations for client decision making</p> <p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Adjudicate and resolve financial claims by contractor(s)</p> <p>Assist in the resolution of contractual claims by the contractor</p> <p>Establish and maintain financial control system</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 12</p> <p>Clarify details and descriptions during construction as required</p> <p>Prepare valuations for payment certificates</p> <p>Approve valuations for payment</p> <p>Witness and review all tests and mock-ups carried out both on and off site</p> <p>Check and approve subcontract shop drawings for design intent</p> <p>Update and issue the drawings register</p>	<p>Carry out contract administration procedures delegated by the principal agent in terms of the contract</p> <p>Prepare schedules of predicted cash flow</p> <p>Prepare pro-active estimates for proposed variations for client decision making</p> <p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Adjudicate and resolve financial claims by contractor(s)</p> <p>Assist in the resolution of contractual claims by the contractor</p> <p>Establish and maintain financial control system</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 12</p> <p>Clarify details and descriptions during construction as required</p> <p>Prepare valuations for payment certificates</p> <p>Approve valuations for payment</p> <p>Witness and review all tests and mock-ups carried out both on and off site</p> <p>Check and approve subcontract shop drawings for design intent</p> <p>Update and issue the drawings register</p>	<p>Carry out contract administration procedures delegated by the principal agent in terms of the contract</p> <p>Prepare schedules of predicted cash flow</p> <p>Prepare pro-active estimates for proposed variations for client decision making</p> <p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Adjudicate and resolve financial claims by contractor(s)</p> <p>Assist in the resolution of contractual claims by the contractor</p> <p>Establish and maintain financial control system</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 12</p> <p>Clarify details and descriptions during construction as required</p> <p>Prepare valuations for payment certificates</p> <p>Approve valuations for payment</p> <p>Witness and review all tests and mock-ups carried out both on and off site</p> <p>Check and approve subcontract shop drawings for design intent</p> <p>Update and issue the drawings register</p>	<p>Assist in obtaining statutory approvals where required</p>

Stages of Services	Professional Landscape Architect	Professional Senior Landscape Architectural Technologist (specified category)	Professional Landscape Architectural Technologist	Professional Landscape Architectural Technician
	<p>Issue contract instructions as and when required</p> <p>Review and comment on operations and maintenance manuals, guarantees, certificates and warranties</p> <p>Inspect the works and issue practical completion and defects lists</p> <p>Assist in obtaining statutory approvals where required</p>	<p>Issue contract instructions as and when required</p> <p>Review and comment on operations and maintenance manuals, guarantees, certificates and warranties</p> <p>Inspect the works and issue practical completion and defects lists</p> <p>Assist in obtaining statutory approvals where required</p>	<p>Issue contract instructions as and when required</p> <p>Review and comment on operations and maintenance manuals, guarantees, certificates and warranties</p> <p>Inspect the works and issue practical completion and defects lists</p> <p>Assist in obtaining statutory approvals where required</p>	
<p>6. Close Out Fulfil and complete the project close-out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project.</p>	<p>Inspect and verify rectification of defects</p> <p>Prepare valuation for payment</p> <p>Approve relevant payment valuations and completion certificates</p> <p>Advise on soft landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p> <p>Prepare and/or procure as-built drawings and documentation</p>	<p>Inspect and verify rectification of defects</p> <p>Prepare valuation for payment</p> <p>Approve relevant payment valuations and completion certificates</p> <p>Advise on soft landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p> <p>Prepare and/or procure as-built drawings and documentation</p>	<p>Inspect and verify rectification of defects</p> <p>Prepare valuation for payment</p> <p>Approve relevant payment valuations and completion certificates</p> <p>Advise on soft landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p> <p>Prepare and/or procure as-built drawings and documentation</p>	<p>Advise on soft landscape maintenance</p> <p>Prepare and/or procure as-built drawings and documentation</p>

5.2 SCOPE OF SERVICES PERFORMED BY A LANDSCAPE MANAGEMENT PROFESSIONAL (SPECIFIED CATEGORIES – SECTION 18 (1)(C)) INFORMED BY THE RELEVANT LEVEL DESCRIPTOR

Stages of Services	Professional Landscape Manager	Professional Senior Landscape Technologist	Professional Landscape Technologist	Professional Landscape Technician
<p>1. Inception Establish the client requirements and preferences, assess</p>	<p>Assist in developing a clear project brief</p> <p>Attend project initiation meetings</p>	<p>Assist in developing a clear project brief</p> <p>Attend project initiation meetings</p>	N/A	N/A

<p>user needs and options, advise on appointment of consultants, establish the project</p>	<p>Advise on the other consultants and services required</p> <p>Define the consultant's scope of work and services</p> <p>Determine availability of data, drawings and plans relating to the project</p> <p>Provide necessary information within the agreed scope of the project to stakeholders</p>	<p>Advise on the other consultants and services required</p> <p>Define the consultant's scope of work and services</p> <p>Determine availability of data, drawings and plans relating to the project</p> <p>Provide necessary information within the agreed scope of the project to stakeholders</p>		
<p>2. Concept and Viability</p> <p>Prepare and finalise the project concept in accordance with the brief including the viability of the project.</p>	<p>Prepare concept design based on the client's brief</p> <p>Consult with the other stakeholders and incorporate their input</p> <p>Discuss design concept with local and other authorities as required</p> <p>Select hard and soft landscape construction materials</p> <p>Prepare cost estimates as required</p> <p>Prepare and submit the landscape development plan to the local authority for approval where applicable</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p>	<p>Prepare concept design based on the client's brief</p> <p>Consult with the other stakeholders and incorporate their input</p> <p>Discuss design concept with local and other authorities as required</p> <p>Select hard and soft landscape construction materials</p> <p>Prepare cost estimates as required</p> <p>Prepare and submit the landscape development plan to the local authority for approval where applicable</p> <p>Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants</p>	<p>Prepare concept design based on the client's brief</p> <p>Select hard and soft landscape construction materials</p>	<p>Prepare concept design based on the client's brief</p> <p>Select hard and soft landscape construction materials</p>
<p>3. Design Development</p> <p>Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and program for the project</p>	<p>Incorporate the client's detailed requirements into the landscape design</p> <p>Prepare design drawings including draft technical details and outline specifications</p> <p>Prepare estimates of construction costs</p> <p>Liaise, and provide necessary information to the stakeholders</p> <p>Assess samples and products for compliance and design intent</p>	<p>Incorporate the client's detailed requirements into the landscape design</p> <p>Prepare design drawings including draft technical details and outline specifications</p> <p>Prepare estimates of construction costs</p> <p>Liaise, and provide necessary information to stakeholders</p> <p>Assess samples and products for compliance and design intent</p>	<p>Prepare design drawings</p> <p>Draw up specifications</p> <p>Assess samples and products for compliance and design intent</p>	<p>Prepare design drawings</p> <p>Draw up specifications</p> <p>Assess samples and products for compliance and design intent</p>

<p>4. Documentation and Procurement</p> <p>Prepare the construction and procurement documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for the execution of the project.</p>	<p>Prepare specifications for the works</p> <p>Check cost estimate and adjust documents if necessary to remain within budget</p> <p>Prepare documentation for contractor procurement</p> <p>Assist with calling for tenders and evaluation of tenders</p>	<p>Prepare specifications for the works</p> <p>Check cost estimate and adjust documents if necessary to remain within budget</p> <p>Prepare documentation for contractor procurement</p> <p>Assist with calling for tenders and evaluation of tenders</p>	<p>Assist with calling for tenders and evaluation of tenders</p>	<p>Assist with calling for tenders and evaluation of tenders</p>
<p>5. Contract Administration & Inspection</p> <p>Manage, administer and monitor the contracts and processes, including the preparation and coordination of the procedures and documentation to facilitate practical completion of the works.</p>	<p>Issue construction documentation in accordance with the documentation programme</p> <p>Carry out contract administration procedures</p> <p>Prepare schedules of work</p> <p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Adjudicate and resolve financial claims by contractor(s)</p> <p>Assist in the resolution of contractual claims by the contractor</p> <p>Establish and maintain financial control system</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 12</p> <p>Clarify details and descriptions during construction as required</p> <p>Prepare valuations for payment certificates</p> <p>Approve valuations for payment</p> <p>Update and issue the drawings register</p> <p>Issue contract instructions as and when required</p>	<p>Issue construction documentation in accordance with the documentation programme</p> <p>Carry out contract administration procedures</p> <p>Prepare schedules of work</p> <p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Adjudicate and resolve financial claims by contractor(s)</p> <p>Assist in the resolution of contractual claims by the contractor</p> <p>Establish and maintain financial control system</p> <p>SACLAP – Code of Practice and Fee Protocol – January 2011 12</p> <p>Clarify details and descriptions during construction as required</p> <p>Prepare valuations for payment certificates</p> <p>Approve valuations for payment</p> <p>Update and issue the drawings register</p> <p>Issue contract instructions as and when required</p>	<p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Clarify details and descriptions during construction as required</p> <p>Update and issue the drawings register</p> <p>Assist in obtaining statutory approvals where required</p>	<p>Attend regular site, technical and progress meetings</p> <p>Inspect the works for conformity to contract documentation</p> <p>Clarify details and descriptions during construction as required</p> <p>Update and issue the drawings register</p> <p>Assist in obtaining statutory approvals where required</p>

	<p>Review and comment on operations and maintenance manuals, guarantees, certificates and warranties</p> <p>Inspect the works and issue practical completion and defects lists</p> <p>Assist in obtaining statutory approvals where required</p>	<p>Review and comment on operations and maintenance manuals, guarantees, certificates and warranties</p> <p>Inspect the works and issue practical completion and defects lists</p> <p>Assist in obtaining statutory approvals where required</p>		
<p>6. Close Out</p> <p>Fulfil and complete the project close-out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project.</p>	<p>Inspect and verify rectification of defects</p> <p>Prepare valuation for payment</p> <p>Approve relevant payment valuations and completion certificates</p> <p>Advise on soft and hard landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p> <p>Prepare and/or procure as-built drawings and documentation</p>	<p>Inspect and verify rectification of defects</p> <p>Prepare valuation for payment</p> <p>Approve relevant payment valuations and completion certificates</p> <p>Advise on soft and hard landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p> <p>Prepare and/or procure as-built drawings and documentation</p>	<p>Advise on soft and hard landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p>	<p>Advise on soft and hard landscape maintenance</p> <p>Prepare and/or procure operations and maintenance manuals, guarantees and warranties</p>

6. SCOPE OF WORK PER CANDIDATE CATEGORY

A person who is registered in the category of candidate must perform work in the Landscape Profession only under the supervision and control of a professional of a category as prescribed, as provided for in section 18(3) of the Act.