#### **DEPARTMENT OF PUBLIC WORKS**

NO. 1182 20 SEPTEMBER 2019



# 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.

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 coordinating 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 coordinating 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	data, drawings and plans relating to the project Advise on the necessary	Assist in developing a clear project brief  Attend project initiation meetings  Advise on the procurement policy for the project  Advise on rights, 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	
	agreed scope of the project to the other consultants	project to the other consultants	project to the other consultants	



Professional Landscape Architectural Technologist (specified category)   Propers and finalise the project concept in sociotative with the eight character, from, function and visability of the project. Alter design and consultants and incorporate their input Discuss design concept with local and proper authorities as required Advise the client regarding further surveys, analysis, tests and consensul and solurations which may be required.  Refine and assess concept design interfaces with the other consultants.  Co-ordinate design and soft inanching interfaces with the other consultants and incorporate their input because of the consultants and incorporate their input bisability requirements and consens.  Co-ordinate design interfaces with the other consultants.  Prepare concept design to survey, analysis, tests and investigations which may be required.  Refine and assess concept design to survey, analysis, tests and investigations which may be required.  Refine and assess concept design to survey conformity with statutory requirements and consens.  Co-ordinate design interfaces with the other consultants.  Select hard and soft indiscape construction materials  Prepare concept to the interface with the other consultants.  Select hard and soft indiscape construction materials are quired.  Prepare and submit the landscape development plan to the local authority for approval where applicable with the client for approval where applicable information to the client, propoval where applicable and provide necessary information to the client, principal consultant and provide necessary information to the client, principal consultants and provide necessary information to the client, principal consultants.					engineeling landicage architecture project & construction management projectly valuation quantity surveying
prepare and finalise the programme with the principal consultant and the other consultants and the other consultants and the other consultants and consultants and incorpared with the principal consultant and the other consultants and incorpared the principal consultant and the other consultants and consultants and incorporate their input.  Discuss design concept with local and other authorities as required Advise the client regarding further surveys, analysis, tests and investigations which may be required.  Advise the client regarding further surveys, analysis, tests and investigations which may be required.  Refine and assess concept design to ensure conformity with statutory sequirements and consents.  Co-ordinate design interfaces with the other consultants  Select hard and soft landscape construction materials  Prepare cost estimates as required  Submit presentation of the design concept of the design concept to the client for approval where applicable  Liaise, co-operate and provide necessary information to the client, principal consultant and the other consultants that the other consultants and the other consultants that the other consultants and the other consultants the thert consultants and incorporate their input. Discuss design concept authorities as required and investigations which may be required.  Advise the client regarding further surveys, analysis, tests and investigations which may be required.  Refine and assess concept design to ensure concept to the dient for approval where applicable  Liaise, co-operate and provide necessary information to the client, principal consultant and the other consultants and the other consultants and the other consultants and incorporate their input. Discuss design concept and toresting further surveys, analysis, tests and investigations wh	Stages of Services	Landscape	Senior Landscape Architectural Technologist (specified	Landscape Architectural	Landscape Architectural
Strict Consultants	Prepare and finalise the project concept in accordance with the brief including the scope, scale, character, form, function	documentation programme with the principal consultant and the other consultants  Attend design and consultants' meetings  Prepare concept design based on the client's brief  Consult with the other consultants and incorporate their input  Discuss design concept with local and other authorities as required  Advise the client regarding further surveys, analysis, tests and investigations which may be required.  Refine and assess concept design to ensure conformity with statutory requirements and consents.  Co-ordinate design interfaces with the other consultants  Select hard and soft landscape construction materials  Prepare cost estimates as required  Submit presentation of the design concept to the client for approval where applicable  Liaise, co-operate and provide necessary information to the client,	programme with the principal consultant and the other consultant and the other consultants  Attend design and consultants' meetings  Prepare concept design based on the client's brief  Consult with the other consultants and incorporate their input  Discuss design concept with local and other authorities as required  Advise the client regarding further surveys, analysis, tests and investigations which may be required.  Refine and assess concept design to ensure conformity with statutory requirements and consents.  Co-ordinate design interfaces with the other consultants  Select hard and soft landscape construction materials  Prepare cost estimates as required  Submit presentation of the design concept to the client for approval  Prepare and submit the landscape development plan to the local authority for approval where applicable  Liaise, co-operate and provide necessary information to the client, principal consultant and	programme with the principal consultant and the other consultants  Attend design and consultants' meetings  Prepare concept design based on the client's brief  Consult with the other consultants and incorporate their input  Discuss design concept with local and other authorities as required  Advise the client regarding further surveys, analysis, tests and investigations which may be required.  Refine and assess concept design to ensure conformity with statutory requirements and consents.  Co-ordinate design interfaces with the other consultants  Select hard and soft landscape construction materials  Prepare cost estimates as required  Submit presentation of the design concept to the client for approval  Prepare and submit the landscape development plan to the local authority for approval where applicable  Liaise, co-operate and provide necessary information to the client, principal consultant and	



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



				groperty valuation quantity turvisying
Stages of Services	Professional	Professional	Professional	Professional
	Landscape		Landscape	Landscape
	Architect	Architectural	Architectural	Architectural
	Architect			Technician
		Technologist	Technologist	rechnician
		(specified		
		category)		
atrataging and procedures	Prepare specifications	Drangra aposifications for	Prepare specifications for	
strategies and procedures for effective and timeous	for the works and agree	the works and agree	the works and agree	
procurement of necessary	preambles	preambles	preambles	
resources for the execution	,			
of the project.	Co-ordinate services	Co-ordinate services and	Co-ordinate services and	
	and prepare necessary	prepare necessary	prepare necessary	
	services co-ordination	services co-ordination	services co-ordination	
	drawings	drawings	drawings	
	Check cost estimate	Check cost estimate and	Check cost estimate and	
	and adjust documents if	adjust documents if	adjust documents if	
	necessary to remain	necessary to remain	necessary to remain	
	within budget	within budget	within budget	
	_			
	Assist the principal	Assist the principal	Assist the principal	
	consultant in		consultant in formulation	
	formulation of procurement strategy	of procurement strategy for contractors	of procurement strategy for contractors	
	for contractors	ioi contractors	101 001111001013	
	ioi contractore	Review working drawings	Review working drawings	
	Review working	for compliance with the	for compliance with the	
	drawings for compliance	approved budget	approved budget	
	with the approved			
	budget	Prepare documentation	Prepare documentation	
	Propare decumentation	for contractor procurement	for contractor procurement	
	Prepare documentation for contractor	procurement	procurement	
	procurement	Assist the principal	Assist the principal	
	,		consultant with calling for	
	Assist the principal	tenders and/or	tenders and/or	
	consultant with calling	negotiation of prices	negotiation of prices	
	for tenders and/or	L		
	negotiation of prices	Liaise, co-operate and	Liaise, co-operate and	
	Liaise, co-operate and	provide necessary information to the	provide necessary information to the	
	provide necessary	principal consultant and	principal consultant and	
	information to the	the other consultants	the other consultants	
	principal consultant and			
	the other consultants		Assist with evaluation of	
	Aggingt with conducation of	tenders	tenders	
	Assist with evaluation of	Acciet with the	Assist with the	
	tenders	Assist with the preparation of contract	Assist with the preparation of contract	
	Assist with the	documentation for	documentation for	
	preparation of contract	signature	signature	
	documentation for		-	
	signature	Assess samples and	Assess samples and	
	A	products for compliance	products for compliance	
	Assess samples and products for compliance	and design intent	and design intent	
	and design intent			
5. Contract	Attend the site	Attend the site handover	Attend the site handover	Clarify details and
Administration &	handover	loous construction	loous construction	descriptions during construction as required
Inspection	Issue construction	Issue construction documentation in	Issue construction documentation in	construction as required
Manage, administer and	documentation in	accordance with the	accordance with the	Update and issue the
monitor the contracts and	accordance with the	documentation		drawings register
processes, including the	documentation	programme	programme	
preparation and	programme			
coordination of the				
	•	•		



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



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

## 5.2 SCOPE OF SERVICES PERFORMED BY A LANDSCAPE MANAGEMENT PROFESSIONAL (SPECIFIED CATEGORIES – SECTION18 (1)(C)) INFORMED BY THE RELEVANT LEVEL DESCRIPTOR

DEGGIAII 10	DEGOTAL TOTAL						
Stages of Services	Professional Landscape Manager	<u> </u>	landscape	Professional Landscape Technician			
1. Inception	Assist in developing a clear project brief	Assist in developing a clear project brief	N/A	N/A			
Establish the client requirements and preferences, assess	Attend project initiation meetings	Attend project initiation meetings					



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

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				project a control con motor projectly subsection quantity surveying
4. Documentation	Prepare specifications for the works	Prepare specifications for the works	Assist with calling for tenders and evaluation of	Assist with calling for tenders and evaluation of
and Procurement	life works	the works	tenders	tenders and evaluation of
D	Check cost estimate and	Check cost estimate and		
Prepare the	adjust documents if	adjust documents if		
construction and	_	necessary to remain within		
procurement	budget	budget		
documentation,		Prepare documentation for		
confirm and	contractor procurement	contractor procurement		
implement the	A soist with solling for	Assist with salling for		
procurement strategies and	Assist with calling for tenders and evaluation of	Assist with calling for tenders and evaluation of		
procedures for	tenders	tenders		
effective and timeous				
procurement of				
necessary resources				
for the execution of				
the project.				
and project.				
5. Contract	Issue construction	Issue construction	Attend regular site,	Attend regular site,
Administration	documentation in	documentation in	technical and progress	technical and progress
& Inspection		accordance with the documentation programme	meetings	meetings
•	documentation programme	documentation programme	Inspect the works for	Inspect the works for
Manage, administer	Carry out contract	Carry out contract	conformity to contract	conformity to contract
and monitor the	administration procedures	administration procedures	documentation	documentation
contracts and	Droporo cobodulos of work	Prepare schedules of work	Clarify datails and	Clarify datails and
processes, including	Prepare scriedules of work	Prepare scriedules of work	Clarify details and descriptions during	Clarify details and descriptions during
the preparation and	Attend regular site,	Attend regular site,	construction as required	construction as required
coordination of the	technical and progress	technical and progress		
procedures and	meetings	meetings	Update and issue the	Update and issue the
documentation to	Inspect the works for	Inspect the works for	drawings register	drawings register
facilitate practical	conformity to contract	conformity to contract	Assist in obtaining	Assist in obtaining
completion of the	documentation	documentation	statutory approvals where	statutory approvals where
works.	A -151541 1	A dividiants and assets.	required	required
	Adjudicate and resolve financial claims by	Adjudicate and resolve financial claims by		required
	contractor(s)	contractor(s)		
		Assist in the resolution of		
	contractual claims by the contractor	contractual claims by the contractor		
	Establish and maintain	Establish and maintain		
	financial control system	financial control system		
	SACLAP – Code of	SACLAP – Code of		
		Practice and Fee Protocol		
	– January 2011 12	– January 2011 12		
	Clarify datails	Clarific dataila		
	Clarify details and descriptions during	Clarify details and descriptions during		
	construction as required	construction as required		
	· ·	,		
	Prepare valuations for	Prepare valuations for		
	payment certificates	payment certificates		
	Approve valuations for	Approve valuations for		
	payment	payment		
	Update and issue the drawings register	Update and issue the drawings register		
	arawingo register	arawingo register		
		Issue contract instructions		
	as and when required	as and when required		



				project & combination mans projectly valuation quantity surveying
	operations and maintenance manuals, guarantees, certificates and warranties  Inspect the works and issue practical completion	Review and comment on operations and maintenance manuals, guarantees, certificates and warranties  Inspect the works and issue practical completion and defects lists		
	statutory approvals where	Assist in obtaining statutory approvals where required		
				Advise on soft and hard landscape maintenance
		payment	operations and	Prepare and/or procure operations and maintenance manuals,
necessary	valuations and completion		guarantees and warranties	guarantees and warranties
facilitate effective completion, handover and operation of the		Advise on soft and hard landscape maintenance		
project.	operations and maintenance manuals,	Prepare and/or procure operations and maintenance manuals, guarantees and warranties		
	as-built drawings and documentation	Prepare and/or procure as-built drawings and documentation		

#### 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.