



## **PART 5      MAKING AN APPLICATION**

### **5.1      THE APPLICATION PROCESS**

The Interview Panel normally meets once, in November, each year and applications for Registered membership normally close on 31 August in any year, unless applicants are notified of an alternative date for a particular year.

The application process is separate from the enrolment process, which is described in Section 2.3 of the Guide. A separate fee is charged for enrolment and application for Registered membership, and is posted on the website annually, together with due dates.

Applicants will receive confirmation of the receipt of their enrolment or application within 10 days, from the Registrar.

Applicants should note that acceptance of enrolment or application does not guarantee success in gaining Registered membership, as the mentorship programme and interview form a significant part of the Registered membership process.

#### **Application material**

The application documentation required prior to examination by the Interview Panel is set out below. This includes practice evidence, including the Assessment Workbook, and selected examples of work. For the purpose of the examination, graduates should, as a minimum, submit work examples selected from the two 'major' practice areas which will be representative of an individual's work, directly related to their practice. A maximum of five individual pieces of work examples are to be provided, either in drawing or report form, depending on Practice Areas.

While the Interview Panel is currently exploring the opportunity of accepting work examples electronically, there is a general acceptance at the current time that the documentation is best absorbed and appreciated in hard format.



### 5.3 APPLICATION DOCUMENTATION FOR THE RECIPROCITY PROCESS

This form applies to practitioners who are Full members of IFLA recognised (overseas) landscape architecture institutes and associations.

The NZILA requires applicants, who are applying via recognition of their Professional Practice Exam to have:

- a) worked in New Zealand for a minimum of 1 year/45 weeks practical experience. You will need to demonstrate this work experience by submitting a CV documenting work undertaken whilst in NZ
- b) a letter of confirmation of employment/work experience by employer
- c) the endorsement of 2 Registered NZILA members
- d) satisfy the interview panel of their professional competence and knowledge of professional practice by undergoing an interview.

**Checklist:** (to accompany application form)

- a. Completed application form including Applicant, Sponsor (Proposer) and Secunder declarations
- b. Evidence of full professional membership (eg Chartered) of other landscape institute/association.
- c. Summary of professional experience - a 3 page resume or CV
- d. Evidence of New Zealand professional experience
- e. A CPD Plan and evidence of CPD covering a period of 45 weeks prior to application.
- f. Practice evidence: examples of work undertaken during practical experience in New Zealand.
- g. Application Fee attached \$195.00 (incl GST)

#### ***a. Application form***

An application for Registered membership must be proposed and seconded by two Registered NZILA Landscape Architects.

#### ***b. Professional membership***

Evidence of full professional membership of a recognised overseas institute or association (member of IFLA) is to be supplied.

#### ***c. CV***

A CV documenting work undertaken whilst in NZ. The cv need be no longer than 3 pages.



Applicants who hold full-time teaching positions in an NZILA accredited landscape architecture programme in New Zealand may have their teaching experience accredited toward meeting the practical experience requirements.

**d. Evidence of New Zealand professional experience**

Include two examples of work undertaken during their practical experience in New Zealand (as a prompt for questions during the interview).

The purpose of the work examples is to assist the Interview Panel as a basis for discussion during the examination. The examples submitted should be directly relevant to your New Zealand experience.

**g. Evidence of CPD**

Applicants must include their personal CPD plan and a record sheet covering the previous 45 weeks of practice in New Zealand. Note CPD is a requirement of Registration.

Assessment for the interview is based on judgement criteria specific to the New Zealand context, including the core practice competencies and the applicant's local work experience in New Zealand. Applicants are encouraged to supplement their professional knowledge with focus-based CPD in areas relating to the legal and social context of New Zealand eg workshops on the RMA, Treaty of Waitangi, local ecology and revegetation, construction contracts and building law.

***Note:** The NZILA has full reciprocity with AILA and HKLA and interviews are not required for applicants from these bodies who have professional practice exams equivalent to Registered members*



## APPLICATION FORM FOR REGISTERED NZILA MEMBERSHIP via Reciprocity

for applicants who have sat their professional practice exam and are considered Full members of a recognised overseas institute or association (member of IFLA).

NAME IN FULL:

\_\_\_\_\_  
(BLOCK LETTERS PLEASE)

NZILA Membership Number:

\_\_\_\_\_

ADDRESS FOR CORRESPONDENCE:

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER:

\_\_\_\_\_

MOBILE NUMBER:

\_\_\_\_\_

FACSIMILE NUMBER:

\_\_\_\_\_

EMAIL ADDRESS: (clearly please)

\_\_\_\_\_

ACADEMIC OR PROFESSIONAL QUALIFICATIONS IN LANDSCAPE ARCHITECTURE:

Abbreviation:

\_\_\_\_\_

Place obtained:

\_\_\_\_\_

Date qualified:

\_\_\_\_\_

### MEMBERSHIP OF ALLIED OVERSEAS INSTITUTE.

State the name of the Institute or Association of which you are/were a member where you obtained your Professional Practice Exam and your membership category.

Please provide evidence:

\_\_\_\_\_

\_\_\_\_\_

### PERIOD OF PROFESSIONAL EXPERIENCE

#### IN NEW ZEALAND:

Number of weeks experience  
in professional landscape architecture  
practice in NZ: (NB 1 week = 35 hours)  
to be evidenced by letter from employer

\_\_\_\_\_

(Application Form For Registered NZILA Membership via Reciprocity (1 of 3))



**PRESENT EMPLOYMENT:**

Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Position held: \_\_\_\_\_

Period in position: \_\_\_\_\_

**APPLICANT DECLARATION:**

I, the undersigned, wish to become a Registered Member of the New Zealand Institute of Landscape Architects.

If elected, I agree to be bound by the Constitution, Code of Conduct and Complaints Procedure and Rules of the Institute of the time being in force.

I declare the particulars provided in this application to be correct:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**SPONSOR (PROPOSER) DECLARATION:**

I endorse and propose the applicant for Registered NZILA membership and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. To the best of my knowledge the applicant has satisfied the requirements for Registered membership and observes and upholds the NZILA Code of Professional Conduct.

I understand that the Registrar or Chair of the Interview Panel\* may contact me to discuss the application. By signing this I have indicated a willingness to be referee. (*\*delete as required*)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Signature of Sponsor/Proposer)  
(must have been a Registered Member for a minimum of two years)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

(Application Form For Registered NZILA Membership via Reciprocity (2 of 3))



**SECONDER DECLARATION:**

I endorse and second the proposal of the applicant for Registered membership and certify that I have personal knowledge of the applicant and his/her work. To the best of my knowledge the applicant has satisfied the requirements for Registered membership and observes and upholds the NZILA Code of Professional Conduct.

I understand that the Chair of the Interview Panel\* may contact me to discuss the application. By signing this I have indicated a willingness to be referee. *(delete as required)*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Signature of Secunder)  
(must have been a Registered Member for a minimum of two years)

\_\_\_\_\_  
Contact details: Phone

\_\_\_\_\_  
Email

(Application Form For Registered NZILA Membership via Reciprocity (3 of 3))