



# Registered Membership Assessment Workbook

# NZILA



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## **PART 8 ASSESSMENT WORKBOOK**

### **8.1 INTRODUCTION**

The NZILA Membership Review Referendum was ratified at the AGM in April 2010. From 2012 graduates will be assessed under the revised process for Registered membership although the formal mentoring that forms part of that process will be introduced in 2010.

Applicants for Registered membership are required to register their intent to undertake the registered membership process through enrolment, then enter a formal period of mentorship and submit an Assessment Workbook as part of their application, prior to being examined by an Interview Panel.

A full description of the process is described elsewhere in this Guide and is summarised below.

Firstly, the process takes into consideration that while your formal academic training has delivered the essentials to begin a career as a landscape architect, the workplace is the only place where you will gain practical experience to provide the final set of competencies and expertise required for on-going practice.

Enrolment in Stage 1 of the process for Registered membership may be made at any time of the year. Before enrolling you will need to choose a landscape architect who is prepared to be your mentor. He/she will be required to co-sign the enrolment form, signify agreement to mentoring, and state that they consider you have adequate experience to start the Registered membership process.

Adequate experience is defined as a minimum of two years (90 weeks) practice and professional development following the gaining of the recognised and accredited qualification.

Following acceptance of your enrolment, you will undertake a period of mentorship and work through an assessment process, aiming to submit the completed documentation within 18 months of the initial enrolment. With the support and guidance of your mentor, you must progress through an Assessment Workbook that documents a set of core and professional practice area competencies. Assessment criteria will guide you through various milestones based on your on-going work and supplemented by discussions with your mentor. When your mentor has confirmed you as being competent in the core and professional practice areas, you can make a formal application for Registered membership. The completed Workbook is an essential part of the application documentation.

The Interview Panel will review the application and subject to acceptance you will be invited to an oral interview. The Panel will test your knowledge and understanding of the core competencies and your commitment to the profession and the Institute. The overall purpose of the examination is to ensure that you have the skills, technical and professional knowledge, understanding and integrity to practice as a Registered landscape architect in New Zealand.

Full professional members of recognised (overseas) landscape architecture institutes or associations must satisfy the Registered Membership Panel of their adequate knowledge of the New Zealand landscape architectural context. Applicants do not need to complete the assessment workbook but will be interviewed and examined in the core competency areas.



## 8.2 ASSESSMENT AREAS

There are 2 main areas where you will need to demonstrate that you meet the criteria for professional membership of the Institute. These are the core competencies required by all landscape architects and the professional practice areas specific to your practical experience and project work.

**Core competencies** include:

- **Professionalism and Professional Development:** the legal and professional obligations of a member of the NZILA in relationship to clients, the profession, fellow professionals and society in general;
- **The Legislative Context:** the extent and application of law and legislation relating to land and the landscape;
- **Practice Management:** the organisation, administration and management of landscape practice including client relationships and professional charges.

Registered landscape architects must also be competent in the areas of landscape architectural work in which they practice (Professional Practice areas). Currently these **Practice Areas** are defined as:

- **Landscape planning and management:** landscape planning and management, including landscape evaluation and assessment formulation of objectives and policy.
- **Landscape assessment:** landscape assessment and preparation and presentation of landscape evidence;
- **Landscape design:** practice in the design, documentation and implementation of private and public spaces;
- **Contract documentation and administration:** preparation and administration of contract documents;
- **Landscape education and research:** teaching landscape architecture and design, publishing educational writing and conducting research.

There will be some areas where you have a great deal of knowledge because of the specialisation of your work, and other areas where you have had less direct exposure. For the assessment and interview you will need to demonstrate comprehensive knowledge in a minimum of two Practice Areas (your 'majors') and an awareness of concepts and principles across a third Practice Area (your 'minor'). If you have a wide range of project experience you may of course opt to work through additional practice areas in the workbook.

Appendix 4 of the Registered Membership Guide summarises the spectrum of landscape architectural work to be assessed, and further detail is provided in the Assessment Schedules (below) of the categories of landscape architectural work from which your evidence of practice experience and knowledge should be drawn.

In addition, the worksheets describe the competencies and skill sets/practice areas that NZILA recognises as requirements for eligibility for Registered membership, and the stages and process for assessment of competence.



Generally, as you progress through the assessment process, your level of knowledge and understanding is expected to increase, and will be expressed in terms of achievement of evidence at different 'milestones'. The milestones are broadly defined as:

**Milestone 1:** the applicant is aware of particular concepts, and is able to demonstrate a general understanding of the principles behind them

**Milestone 2:** the applicant is able to demonstrate that they can apply their knowledge and understanding of these concepts in day-to-day professional situations

**Milestone 3:** the applicant is able to give well-reasoned advice to clients or consultants, based on a full appreciation of the relevant issues raised, the opportunities and potential liabilities.

Graduates are required to demonstrate their professional capability in evidence that is assessed by their mentor. Evidence will be demonstrated through: documentation such as reports, drawings; recorded experience such as the project record sheets and reflective statements; and discussion with the mentor on professional attitudes and behaviours. This can be supplemented with evidence of CPD in core competencies and in your area(s) of practice, and by general evidence of your professional competence and responsibility within the Stage 1 Registered membership process.

Your progress is documented by you and your mentor on worksheets (the Assessment Schedules that form part of the Assessment Workbook), which illustrate your level of knowledge in core areas and areas of specific practice.

This forms Stage 1 of the process where, in association with your primary and group mentors, you work to successfully complete the set of assessments applicable to your area of practice within landscape architecture. The Assessment Schedules can be found in the following sections of this workbook.

After the successful completion of Stage 1, you will submit the Assessment Workbook for approval as part of the Stage 2 application.



### 8.3 STAGE 1: EVIDENCE THROUGH DOCUMENTATION. CORE PRACTICE COMPETENCIES

#### PROFESSIONALISM AND PROFESSIONAL DEVELOPMENT

**Scope:** An understanding of the nature of professional conduct and integrity within relationships including responsibilities to clients, profession, community and environment.

**Testing:** applicants will be expected to demonstrate a highly developed understanding of professionalism and the way in which ethics impacts on the practice of landscape architecture. This includes a clear understanding of the NZILA Charter, the Code of Conduct, and the full range of responsibilities to profession, institute, community, environment, etc

**Skill sets:**

Topic	Study area	Application
Professional ethics	The nature of professionalism	<ul style="list-style-type: none"> <li>The professional compared with the commercial position</li> </ul>
Code of conduct	Scope and purpose Integrity within relationships Responsibility to the profession Responsibility to the client	<ul style="list-style-type: none"> <li>Understanding scope and purpose</li> <li>Conflicts of interest, how they arise, and ways to resolve</li> <li>Honesty and clarity of communication and action</li> <li>Misrepresentation and competence</li> <li>Recognition of limitations and working within them</li> <li>Fair competition</li> <li>CPD and training</li> <li>Financial accountability and liability</li> <li>Management of the client brief and relationship</li> <li>Effective practice management and standards</li> <li>Dealing with complaints</li> </ul>
The NZILA Charter	Purpose and principles	<ul style="list-style-type: none"> <li>Understanding purpose and principles</li> <li>Working under the charter</li> </ul>
Continuing professional development	Obligations to the client and NZILA	<ul style="list-style-type: none"> <li>Concept of lifelong learning</li> <li>Obligations to self/others for training and development</li> <li>Mentoring</li> </ul>



## ASSESSMENT SCHEDULE FOR PROFESSIONALISM

	Elements	Evidence	Judgement
i	Professional ethics	Documented reading, recorded discussion with mentor(s)	<ul style="list-style-type: none"><li>• Demonstrates clear understanding.</li></ul>
ii	Code of conduct	Documented reading, recorded discussion with mentor(s). Some documented evidence of effective practice and management in project work.	<ul style="list-style-type: none"><li>• Demonstrates professionalism in all areas.</li><li>• Recognises own limitations</li><li>• Shows willingness to seek advice at appropriate times.</li></ul>
iii	The NZILA Charter	Documented reading, recorded discussion with mentor(s)	<ul style="list-style-type: none"><li>• Displays complete knowledge of Charter content</li></ul>
iv	Continuing Professional Development	CPD plan and record sheet/activity log	<ul style="list-style-type: none"><li>• Understands concept of lifelong learning.</li><li>• Shows commitment to CPD.</li></ul>

Milestone 1 -Understands

Milestone 2- Is Capable

Milestone 3 -Is Competent

Matters discussed/mentor's comments/ areas for further work

(Use back of page if needed)



## THE LEGISLATIVE CONTEXT

**Scope:** An understanding of the basic legal principles that impact on professional landscape practice and management.

**Testing:** applicants will be expected to demonstrate a highly developed understanding of the legislative context of the profession and how landscape architecture is guided by the various laws and contracts. This includes:

- statute laws and the purpose of key acts, standards and codes
- contract law and its application
- environmental law and its application

**Skill sets:**

Topic	Study area	Application
Principles of NZ law	Range of applicable laws and principles	<ul style="list-style-type: none"> <li>• Broad understanding of the legal framework as it relates to the profession</li> </ul>
The Treaty of Waitangi	Maori perspectives and perception of physical and cultural landscapes including Te Aranga Maori Cultural Landscape Strategy	<ul style="list-style-type: none"> <li>• General understanding of principals and applications</li> </ul>
Principles of law relating to land and property		<ul style="list-style-type: none"> <li>• General understanding of principles and legislation</li> </ul>
Laws relating to practice	Contract law Negligence Health and safety	<ul style="list-style-type: none"> <li>• Purpose of contracts and employer obligations</li> <li>• Liabilities and responsibilities as a designer/consultant</li> <li>• Obligations under the Health &amp; Safety in Employment Act</li> <li>• Termination/performance or non-performance</li> </ul>
The Planning System	Range of applicable legislation and government agencies	<ul style="list-style-type: none"> <li>• Understanding of purpose and principles</li> </ul>
Planning and environmental Policy	RMA Reserves Act National, regional and local instruments	<ul style="list-style-type: none"> <li>• Understanding of purpose and principles</li> <li>• Understanding planning procedure</li> </ul>
Construction contracts	Different types of contract and suitability for Landscape works Different options for landscape works, including sub-contracts Other procurement options The Construction Contracts Act	<ul style="list-style-type: none"> <li>• Awareness of process and use, and implications for landscape architects</li> <li>• Awareness of alternative options and contract types</li> <li>• Understanding why standard contracts and forms are used</li> <li>• Roles and obligations of the various parties</li> <li>• Understanding claims and payments process</li> <li>• Managing construction, defects period and maintenance and liability periods</li> </ul>
The tender process	Selecting contractors	<ul style="list-style-type: none"> <li>• Understanding the tender</li> </ul>



	<p>Tendering methods  Documentation for tendering  Standard documentation and practice notes  Letting the contract</p>	<p>process and its management</p> <ul style="list-style-type: none"> <li>• Knowledge of documentation required</li> </ul>
<p>Contract administration</p>	<p>Duties and responsibilities of all parties  Inspections, site meetings and monitoring  Establishing standards/quality of work  Instructions and variations  Valuations and certification  Dealing with delays and disputes  Dealing with defaults and determination</p>	<ul style="list-style-type: none"> <li>• Obligations to inspect</li> <li>• Recording progress and minuting meetings</li> <li>• Methods of achieving standards/quality</li> <li>• Understanding methods of valuing, instructions and variations</li> <li>• Use of prime and provisional sums</li> <li>• Use of contingency</li> <li>• Making payments</li> <li>• Purpose and use of retentions</li> <li>• Extensions of time</li> <li>• Insurances</li> </ul>





## ASSESSMENT SCHEDULE FOR THE LEGISLATIVE CONTEXT

	Elements	Evidence	Judgement
i	Principles of NZ law, and Principles of law relating to land and property And Treaty of Waitangi	Documented reading, recorded discussion with mentor(s)	<ul style="list-style-type: none"> <li>• Demonstrates a clear understanding</li> </ul>
ii	Laws relating to practice	Conventional understanding and some application (eg health and safety in the work place)	<ul style="list-style-type: none"> <li>• Shows an ability to identify and apply legal requirements to those areas relevant to own practice.</li> </ul>
iii	The Planning System and Planning and environmental Policy	Conventional understanding and some documentation of application in practice eg identification of resource consent issues or policy matters	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the purpose and principles of the planning system</li> <li>• Demonstrates an understanding of the workings of national/ regional local/ government</li> </ul>
iv	Construction contracts and The tender process	Documented evidence of understanding through detailed discussion with mentor(s) and/or application in practice	<ul style="list-style-type: none"> <li>• Demonstrates a clear and confident understanding of construction contracts, the duties and responsibilities of parties, and how contracts are used</li> </ul>
v	Contract administration	Documented evidence of understanding through detailed discussion with mentor(s) and/or application in practice	<ul style="list-style-type: none"> <li>• Demonstrates a clear and confident understanding of all aspects of contract administration and the role of parties</li> </ul>

Milestone 1 - Understands      Milestone 2 - Is Capable      Milestone 3 - Is Competent

Matters discussed/mentor's comments/area of further work

(Use back of page if needed)



## PRACTICE MANAGEMENT

**Scope:** understanding of appropriate practice management, including professional duties and liabilities.

**Testing:** applicants will be expected to demonstrate their ability to manage projects and inter-professional and client relationships to the highest standard. Applicants must also clearly demonstrate (and employer/mentor to certify) the extent of their role in the work submitted - eg where work is collaborative, indicate the applicant's roles and levels of responsibilities within the project.

**Skill sets:**

Topic	Study area	Application
Professional duties and liabilities	Liabilities under contract, tort, statute and duty of care Limits of competence Professional indemnity insurance	<ul style="list-style-type: none"> <li>• Have a general understanding of professional duties and liabilities, including level of professional indemnity (and public) insurance</li> <li>• Understand context of limits of competence and responsibility</li> </ul>
Professional appointment	NZILA policy Copyright Fees and charges Offer of service	<ul style="list-style-type: none"> <li>• Detailed knowledge of NZILA policy documents</li> <li>• Understanding of use of copyright</li> <li>• Process and content in offer of service</li> <li>• Establishing terms and conditions</li> <li>• Relationship between type and magnitude of work and fees/charges</li> <li>• Methods of charging and when to use</li> <li>• Documentation of expenses and methods of recovery</li> <li>• Payment periods/debt recovery and interest</li> <li>• Competitive tendering and competitions</li> </ul>
Client relationships	Contracts with private, public and corporate clients	<ul style="list-style-type: none"> <li>• General methods of engagement and legal limitations for each</li> <li>• Understanding concept of agency/client authority</li> <li>• Managing a good client relationship</li> <li>• Dealing with and preventing disputes</li> </ul>
Inter-professional relationships	Working with/for other professions Multi-disciplinary teams Understanding role and skills of other professions	<ul style="list-style-type: none"> <li>• Methods of working and terms of engagement</li> <li>• Implications of sub-consultancy</li> <li>• When and how to use other disciplines</li> <li>• Finding/engaging other professionals</li> </ul>
Practice management	Forms of private practice	<ul style="list-style-type: none"> <li>• Understanding types of private</li> </ul>



	<p>Working in public practice Employer duties Practice promotion</p>	<p>practice</p> <ul style="list-style-type: none"> <li>• Types of public practice and other organisations (NGOs, community groups, Trusts etc)</li> <li>• Understanding statutory obligations of being an employer and employer/employee relationship</li> </ul>
<p>Project management</p>	<p>Office organisation and procedures Time, budget and quality control Risk management</p>	<ul style="list-style-type: none"> <li>• Understanding the benefits of good system management and procedures</li> <li>• Understanding what quality system/ management involves</li> <li>• Working within time, budget and quality limits</li> <li>• Recognising and managing risks</li> <li>• Using project schedules</li> </ul>



## ASSESSMENT SCHEDULE FOR PRACTICE MANAGEMENT

	Elements	Evidence	Judgement
i	Professional duties and liabilities	Documented reading, recorded discussion with mentor(s)	<ul style="list-style-type: none"> <li>• Demonstrates a general understanding of professional duties and liabilities</li> <li>• Maintains comprehensive records of advice given and approvals received.</li> <li>• Provides high quality advice to the Client and acts in accordance with the Client's responses.</li> </ul>
ii	Professional appointment	Conventional understanding and some documentation of application in practice eg input into offer of service, recording work and expenses.	<ul style="list-style-type: none"> <li>• Demonstrates comprehensive understanding and knowledge of NZILA policy relating to professional appointments</li> </ul>
iii	Client relationships and Inter-professional relationships	Recorded discussion with mentor(s). Some documented evidence of effective practice and management of relationships in the workplace.	<ul style="list-style-type: none"> <li>• Demonstrates comprehensive understanding of relationships including methods of engagement and legal limitations.</li> </ul>
iv	Practice management	Conventional understanding of working with different practice types, employer duties etc.	<ul style="list-style-type: none"> <li>• Demonstrates understanding of what practice management involves.</li> </ul>
v	Project management	Documented evidence of office organisation procedures and project management.	<ul style="list-style-type: none"> <li>• Demonstrates comprehensive knowledge of all aspects of project management.</li> </ul>

Milestone 1 - Understands

Milestone 2 - Is Capable

Milestone 3 - Is Competent

Matters discussed/mentor's comments/areas for further work

(Use back of page if needed)



## 8.4 STAGE 1: EVIDENCE THROUGH DOCUMENTATION. PRACTICE AREA COMPETENCY

### PRACTICE AREA A - LANDSCAPE PLANNING & MANAGEMENT

**Scope:** practice in areas of landscape planning and management, including landscape evaluation and assessment and formulation of objectives and policy.

**Testing:** applicants must demonstrate satisfactory competence in at least two of the five elements i), ii), iii), iv) and v).

#### **i) Broad-scale Land-use Planning**

Land-use planning projects including interdisciplinary works covering national and regional parks, coastal and maritime parks, agriculture, forestry, transportation, energy, urban, subdivision, recreation, and regional tourism developments.

#### **ii) Landscape Management Studies**

Policies and management programmes for community plans or for large-scale forestry, major tourist centres, highways, major industrial and energy works, including extractive and landscape restoration works.

Management statements covering work schedules and management techniques for landscape management and maintenance of urban and farm parks, farm properties, subdivisions, comprehensive housing and commercial developments, walkways, cycleways, equestrian trails, campuses and schools, small industrial and commercial works.

#### **iii) Reserve Management Plans**

Preparation of objectives and policies for parks and reserves of national, regional and local significance, prepared in accordance with the requirements of the Reserves Act 1977.

#### **iv) Land Acquisition or Protection Policies**

Formulation of policies for acquiring or protecting land for the protection, maintenance or enhancement of quality / heritage landscapes in the natural, rural and urban contexts.

#### **v) Landscape Requirements for Regional or District Plans**

Landscape assessments to aid the development of statutory planning policies or for the maintenance or enhancement of natural, landscape, heritage and / or amenity values.

Formulation of objectives, policies, rules, development guidelines and other requirements at Regional and District Council levels.

Development of statutory policies for open space in rural, urban and peri-urban areas.



## ASSESSMENT SCHEDULE FOR LANDSCAPE PLANNING AND MANAGEMENT

	<b>Element</b>	<b>Evidence</b>	<b>Judgement</b>
i	Broad-scale land-use planning	An assessment (incl brief) of: - landscape resource evaluation - broad scale, development concept	<ul style="list-style-type: none"> <li>Provides an analysis of the landscape</li> <li>Illustrates a vision for development and management</li> </ul>
ii	Landscape management studies	An assessment of appropriate land management techniques to achieve identified goals, for water catchment areas, farms, riparian or coastal margins or institutions, or community plans.	<ul style="list-style-type: none"> <li>Provides an analysis of the existing land management and associated problems</li> <li>Illustrates a vision for ongoing management</li> </ul>
iii	Reserve management plans	An management plan for a reserve, prepared in accordance with the Reserves Act 1977, incorporating community consultation.	<ul style="list-style-type: none"> <li>Meets statutory requirements</li> <li>Provides an analysis of the resource</li> <li>Identifies issues of management</li> <li>Develops policy for management</li> <li>Illustrates a vision for development and management.</li> </ul>
iv	Land acquisition or protection policies	An assessment of the existing resource and its potential	<ul style="list-style-type: none"> <li>Provides an analysis of the existing resource</li> <li>Justifies the protection / acquisition policies</li> <li>Illustrates a vision for the status of the resource in the future</li> </ul>
v	Develop landscape policy	An assessment of: - landscape resource evaluation - landscape indicators for monitoring landscape change. Documented policy recommendations such as statutory and non - statutory plans and guidelines	<ul style="list-style-type: none"> <li>Achieves the objectives of the Resource Management Act, NZILA Charter and NZILA statement of philosophy</li> <li>Takes into account the implications of implementation</li> </ul>

**Milestone 1 - Understands    Milestone 2 - Is Capable    Milestone 3 - Is Competent**

Matters discussed/mentors comments/areas for further work

(Use back of page if needed)



## PRACTICE AREA B - LANDSCAPE ASSESSMENT

**Scope:** practice in areas of landscape assessment including preparing evidence

**Testing:** applicants will need to demonstrate satisfactory competence in elements i) and ii)

### **i) Landscape Assessment**

Landscape assessments including input to AEE's (Assessment of Environmental Effects) to meet the requirements of the Resource Management Act.

### **ii) Landscape Evidence**

Preparation and presentation of landscape evidence before the Environment Court, or at Council hearings, on behalf of government agencies, Regional or District Council's, statutory bodies, developers, environmental organisations, community groups etc.



### ASSESSMENT SCHEDULE FOR LANDSCAPE ASSESSMENT

	<b>Element</b>	<b>Evidence</b>	<b>Judgement</b>
i	Landscape assessment	Documented assessment of the effects of a specific development. (Includes peer reviews)	<ul style="list-style-type: none"><li>• Provides explicit landscape and visual methodology that meets the requirements of the brief.</li><li>• Outlines statutory context and takes it into account in the methodology.</li></ul>
ii	Landscape evidence	Evidence based on any of the above documented assessments.	<ul style="list-style-type: none"><li>• Provides explicit landscape and visual methodology that meets the objectives of the RMA, NZILA Charter and NZILA statement of philosophy.</li></ul>

**Milestone 1 - Understands    Milestone 2 - Is Capable    Milestone 3 - Is Competent**

**Matters discussed/mentors comments/areas for further work**

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## PRACTICE AREA C - LANDSCAPE DESIGN

Scope: Practice in the design, documentation and implementation of private and public spaces, including:

- ✎ Civic Design and Design of Urban Space (streetscapes, plazas, urban renewal); Residential (single/multi-dwelling/estate); Landscape with Buildings and Infrastructure (landscape of any nature around or within non residential buildings; e.g. institutional, commercial, industrial, resorts); Public Open Space and Recreational Facilities; Heritage Landscapes (conservation, management and interpretation); Transport and Infrastructure (road, cycle and rail corridors, civil works); Landscape Art (permanent or temporary works, memorials, sculptures, lighting)
- ✎ Work displaying design composition and organisation of spaces and circulation patterns using plants and displaying selections of plant species demonstrating area, site-specific and microclimatic environmental interpretation.
- ✎ Work displaying concept design in landscape construction, including work prepared in association with other professions.
- ✎ Theoretical design in any of the above areas.

**Testing:** applicants will need to demonstrate satisfactory competence in elements i), ii), and at least one of elements iii), iv) and v).

### **i) Pre-Design Skills**

The collection, organization and analysis of relevant data including consultation with client, principal consultants, brief development and management, site appraisal/ survey, investigation of alternatives, site analysis and evaluation and community and public consultation.

### **ii) Concept Design**

The production of preliminary responses, rationales, options and strategies to complex problems in written and graphical form appropriate to various scales of development. Includes site planning, preliminary grading and hydrological studies, concepts, design development and master plans including sketch designs and/or perspective's and explanatory documents. Documentation uses a of variety of techniques and media to communicate ideas.

### **iii) Developed Design**

The production of documents suited to the nature and scale of the project demonstrating the process from concept to developed design, including supporting material as necessary, such as client or community responses to initial concepts. Includes developed drawings including plans, sections, elevations, sketches and explanatory documents necessary to communicate the design intent.



#### **iv) Preliminary Cost Estimates**

The production of preliminary cost estimates to confirm viability of projects, which may include work prepared in association with other professionals.

#### **v) Collaboration Skills**

The integration of other professions skills, such as architectural, horticultural, urban design, planning, artworks or engineered features into designed spaces. May include the processes of community consultations and collaborations with communities or other groups.



## ASSESSMENT SCHEDULE FOR LANDSCAPE DESIGN

	<b>Element</b>	<b>Evidence</b>	<b>Judgement</b>
i	Pre-design skills	Documented evidence of interpreted design brief & other pre-design documentation	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the importance of the brief and scope of works.</li> <li>• Displays knowledge of pre-design preparation including surveys, site appraisals, requirement for sub-consultants to undertake specialist roles.</li> </ul>
ii	Site Planning & Concept Design	Drawings illustrating site analysis, consideration of alternatives and preliminary concept design. Theoretical and competition designs are acceptable.	<ul style="list-style-type: none"> <li>• Provides aims and objectives that are clear, complete and relevant.</li> <li>• Displays a creative response to the opportunities and constraints of the site, physical and cultural context and the requirements of the brief.</li> <li>• Expresses ideas coherently and clearly.</li> </ul>
iii	Developed Design	Drawings illustrating progression from concept through to developed design for a single project	<ul style="list-style-type: none"> <li>• Shows conceptual development and resolution at increasing levels of detail.</li> <li>• Demonstrates ideas with well structured, logically presented and clearly expressed communication.</li> </ul>
iv	Preliminary Cost Estimates	Documented cost estimates providing indicative costs to verify the viability of the project	<ul style="list-style-type: none"> <li>• Shows understanding of all costs involved in the implementation of the project.</li> </ul>
v	Collaboration Skills	Documented evidence.	<ul style="list-style-type: none"> <li>• Shows preparedness and skills to collaborate with other professions in order to seek satisfactory solutions.</li> <li>• Displays ability to develop concept designs relevant to other professions such as engineer, horticulturist, artist, architect or planner.</li> </ul>

**Milestone 1 - Understands    Milestone 2 - Is Capable    Milestone 3 - Is Competent**

**Mentors comments/areas for further work (use back of page)**

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## PRACTICE AREA D – CONTRACT DOCUMENTATION & ADMINISTRATION

**Scope:** practice in use or preparation of contract documentation and administration.

Testing: applicants will need to demonstrate satisfactory competence in elements i), and ii).

### **i) Prepare Contract Documents**

- Working Drawings
  - Planting and staking plans.
  - Work covering the technical aspects of landscape construction.
  - Excavation, earthworks and ground modelling, and methods of calculation.
  - Drainage and irrigation systems and methods of calculation.
  - Layout / set out plans.
- Specifications for the construction of hard and soft landscape works, including specifications prepared in association with other professions.
- Detailed cost estimates and schedules of materials and labour for the construction of hard and soft landscape works, including estimates and schedules prepared in association with other professionals.
- Contract Procedures
  - Contract documentation for the construction and maintenance of hard and soft landscape works, including consideration of Health & Safety plans, insurances, consents etc.
  - Application of NZS 3910 and other forms of contract.
  - Calling for, obtaining & reporting on tenders.

### **ii) Administer contracts**

- Site construction work-plans and critical path programmes.
- Attendance at site meetings, noting progress of works and clarifying interpretation of contract documents.
- Documentation of site instructions given, variations and completed work schedules.
- Checking claims and issuing certificates for payment including practical completion, certificate of completion, maintenance periods and final completion.



**ASSESSMENT SCHEDULE FOR CONTRACT MANAGEMENT & ADMINISTRATION**

	<b>Element</b>	<b>Evidence</b>	<b>Judgement</b>
i	Prepare Contract Documents	Conventional understanding and documents.	Shows understanding and application of the requirements for contract documentation. <ul style="list-style-type: none"> <li>• A set of working drawings</li> <li>• A comprehensive specification</li> <li>• A schedule of quantities</li> </ul>
ii	Administer contracts	A set of documents for administering contracts including: <ul style="list-style-type: none"> <li>- site inspection records</li> <li>- variation notices</li> <li>- payment schedules</li> <li>- certificate of completion</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates competence and capability in the contract administration process to produce documents that are clearly written, comply with statutory requirements and meet the responsibilities of the contract. Displays evidence of:               <ul style="list-style-type: none"> <li>• Clarity of documentation</li> <li>• Compliance with statutory requirements</li> <li>• Meets the responsibilities of the contract</li> </ul> </li> </ul>

**Milestone 1 - Understands    Milestone 2 - Is Capable    Milestone 3 - Is Competent**

**Matters discussed/mentors comments/areas of further work**

(Use back of page if needed)



## PRACTICE AREA E – LANDSCAPE EDUCATION & RESEARCH

Scope: practice in landscape education and research within an accredited programme in landscape architecture

Testing: applicants will need to demonstrate satisfactory competence in at least two of the four elements i), ii), iii) and iv).

### **i) Teaching**

- Full-time or part-time educational roles within NZILA accredited landscape architecture programmes.

### **ii) Academic contribution**

- Participation or contribution to curriculum development and active contribution to academic projects/committees or external communities.

### **iii) Research**

- Research in the area of landscape architecture which advances the collective body of knowledge of the profession.
- Conference presentations.

### **iv) Practice contribution**

- Membership of NZILA.
- Currency of practice and/or service to industry/community.



**ASSESSMENT SCHEDULE FOR LANDSCAPE EDUCATION AND RESEARCH**

	<b>Element</b>	<b>Evidence</b>	<b>Judgement</b>
i	Teaching within landscape architecture programme	Documentary evidence of accredited teaching programme curriculum + examples of teaching strategies	<ul style="list-style-type: none"> <li>• Delivers a high standard of teaching performance within an accredited teaching programme. (Meets the requirements of the institution).</li> <li>• Success verified by Head of Programme.</li> </ul>
ii	Academic contribution	Documentary evidence of participation/contribution	<ul style="list-style-type: none"> <li>• Programme/course development and improvement</li> <li>• Engagement on landscape project with community</li> </ul>
iii	Research	Research output and publication	<ul style="list-style-type: none"> <li>• Research in the area of landscape architecture which advances the collective body of knowledge of the profession</li> <li>• Refereed journal article or equivalent</li> <li>• Presentation at landscape conference</li> </ul>
iv	Practice contribution	Membership of NZILA and/or evidence of landscape architecture practice	<ul style="list-style-type: none"> <li>• NZILA Grad member</li> <li>• Project work outside the institution</li> </ul>

**Milestone 1 - Understands    Milestone 2 - Is Capable    Milestone 3 - Is Competent**

Matters discussed/mentors comments/areas for further work



(Use back of page if needed)

## ACTIVITY LOG

Record of meeting dates, reading log and other relevant milestones/events including workshops, conferences and training courses.

Date and Mentor signature (where applicable)	Study area/topic	Notes/record






## STAGE 1: ASSESSMENT COMPETENCY COMPLETION FORM

Note: This form can also be used as a check sheet for graduates and/or mentors.

		Complete (mentor to sign)
<b>CORE COMPETENCY</b>	<b>Professionalism &amp; professional development</b>	
<b>CORE COMPETENCY</b>	<b>The Legislative Context</b>	
<b>CORE COMPETENCY</b>	<b>Practice administration</b>	
<b>PRACTICE AREA A</b>	<b>Landscape planning &amp; management</b>	
Ai	Broad-scale land-use planning	
Aii	Landscape management studies	
Aiii	Reserve management plans	
Aiv	Land acquisition or protection policies	
Av	Develop landscape policy	
<b>PRACTICE AREA B</b>	<b>Landscape assessment</b>	
Bi	Landscape assessments	
Bii	Landscape evidence	
<b>PRACTICE AREA C</b>	<b>Landscape design</b>	
Ci	Pre-design skills	
Cii	Site Planning & Concept Design	
Ciii	Developed Design	
Civ	Preliminary Cost Estimates	
Cv	Collaboration Skills	
<b>PRACTICE AREA D</b>	<b>Contract documentation &amp; administration</b>	
Di	Prepare Contract Documents	
Dii	Administer contracts	
<b>PRACTICE AREA E</b>	<b>Landscape education &amp; research</b>	



Ei	Teach landscape architecture & design	
Eii	Publish Educational writing	
Eiii	Conduct research	

I confirm that I have personal knowledge of the professional ability and character, methods of practice, and experience of \_\_\_\_\_ and consider that the requirements for NZILA Registered membership have been met, subject to examination.

\_\_\_\_\_  
(mentor)