



Registered Membership Guide

NZILA



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NZILA

Statement of Philosophy

The landscape reflects the cumulative effects of physical and cultural processes.

The New Zealand Institute of Landscape Architects aims to foster and develop an understanding of these processes and to ensure that this knowledge is applied in such a manner as to conserve and enhance the quality of all natural resources and human values.



REGISTERED MEMBERSHIP GUIDE

INTRODUCTION

Within the New Zealand Institute of Landscape Architects, those who are Registered comprise the premier category of membership. They assume the full powers and privileges of membership - the right to hold office and the right to vote and to determine the function and future of the Institute.

Admission to Registered membership indicates the attainment of a level of professional competence and practical experience that is appropriate for a practicing professional landscape architect. A Registered member is entitled to use the title Registered NZILA Landscape Architect after his/her name. The Institute is giving an assurance of the professional standing and integrity of its members when it grants them Registered membership. Registered members accept a common code of professional conduct and acknowledge the responsibility of the Institute to hear complaints and to discipline members who breach these codes.

The NZILA is a member of the International Federation of Landscape Architects (IFLA) and its standards of membership conform to the requirements of that organisation.

The process of obtaining Registered membership involves demonstrating that an applicant has the skills, technical and professional knowledge and understanding and integrity to practice as a Registered Landscape Architect. The ability of the NZILA to effectively promote its objectives and philosophy depends very much on its registered membership and on the active support which they contribute to it.



PART 1 OVERVIEW OF REGISTERED MEMBERSHIP

1.1 CONSTITUTIONAL REQUIREMENTS FOR REGISTERED MEMBERSHIP

Appendix 3 of the Registered Membership Guide contains Article 2.3(b) of the Constitution of the New Zealand Institute of Landscape Architects, which provides a definition of a Registered Landscape Architect.

In accordance with the Constitution, a Graduate NZILA Landscape Architect who wishes to become a Registered NZILA Landscape Architect must therefore:

- **meet prerequisite academic requirements by graduating with a qualification in landscape architecture from an accredited, IFLA approved programme;**

and

- **have completed at least three but preferably four years practical experience in landscape architecture of a nature acceptable to the NZILA Executive Committee (the Executive), of which at least one year must have been completed in New Zealand;**

and

- **have their application supported by two Registered NZILA Landscape Architects who must certify personal knowledge of the candidate and their work, at least one of whom must attest to the candidate's suitability for registration as well as their professional ability and character, methods of practice, and experience;**

and

- **have passed the examination of the Institute and satisfied the Registered Membership Interview Panel (the Interview Panel) of their professional competence and knowledge of professional practice through an interview;**

and

- **be prepared to participate in, and record evidence of, a CPD programme including submission of an annual 'Personal CPD Plan & Record Sheet',**
- **record all activities carried out as evidence of CPD programme participation, and submit an annual 'Personal CPD Plan & Record Sheet'**

Information on the details of these requirements and notes to assist graduates and other applicants in meeting them are presented in this document. For all but exceptional circumstances, a graduate applying for registered membership will require to be enrolled in a Registered Membership programme and have a mentor who will also act as a proposer for Registered membership.



All applicants for Registered membership, whether they are a graduate or 'full professional member' of a recognised (overseas) landscape architecture institute or association, must be a current financial member of the NZILA.

Specific definitions for terms used in Article 2.3(c) and other terms used within this document are included in Appendix 2.

1.2 RECIPROCITY

The NZILA offers recognition of an equivalent grade of membership to those persons who have passed the professional practice examinations and/or are full professional members of an equivalent overseas landscape architecture association or institute. These landscape architects are encouraged to apply for Registered Membership of the NZILA either through the reciprocity process (refer to Part 3 of the Guide).

Landscape architects applying under reciprocity must:

- **have been admitted to an equivalent grade of membership of an IFLA-recognised association, institute or body concerned with landscape architecture, provided that such candidate also:**
 - **has worked in New Zealand for a minimum of 45 weeks or 1 year; and**
 - **has graduated with a qualification in landscape architecture from an accredited, IFLA approved programme; and**
 - **is sponsored by two Registered NZILA members who certify personal knowledge of the candidate and their work, and at least one of whom attests to the candidate's suitability for registration as well as their professional ability and character, methods of practice, and experience.**

The term 'full professional member' is used here as each country uses different terms to describe their fully recognised professional members; eg registered, chartered, associate.

1.3 EQUIVALENCE

There is no opportunity for a landscape architect with qualifications other than those from IFLA accredited landscape architecture programmes to become a Registered NZILA Landscape Architect.

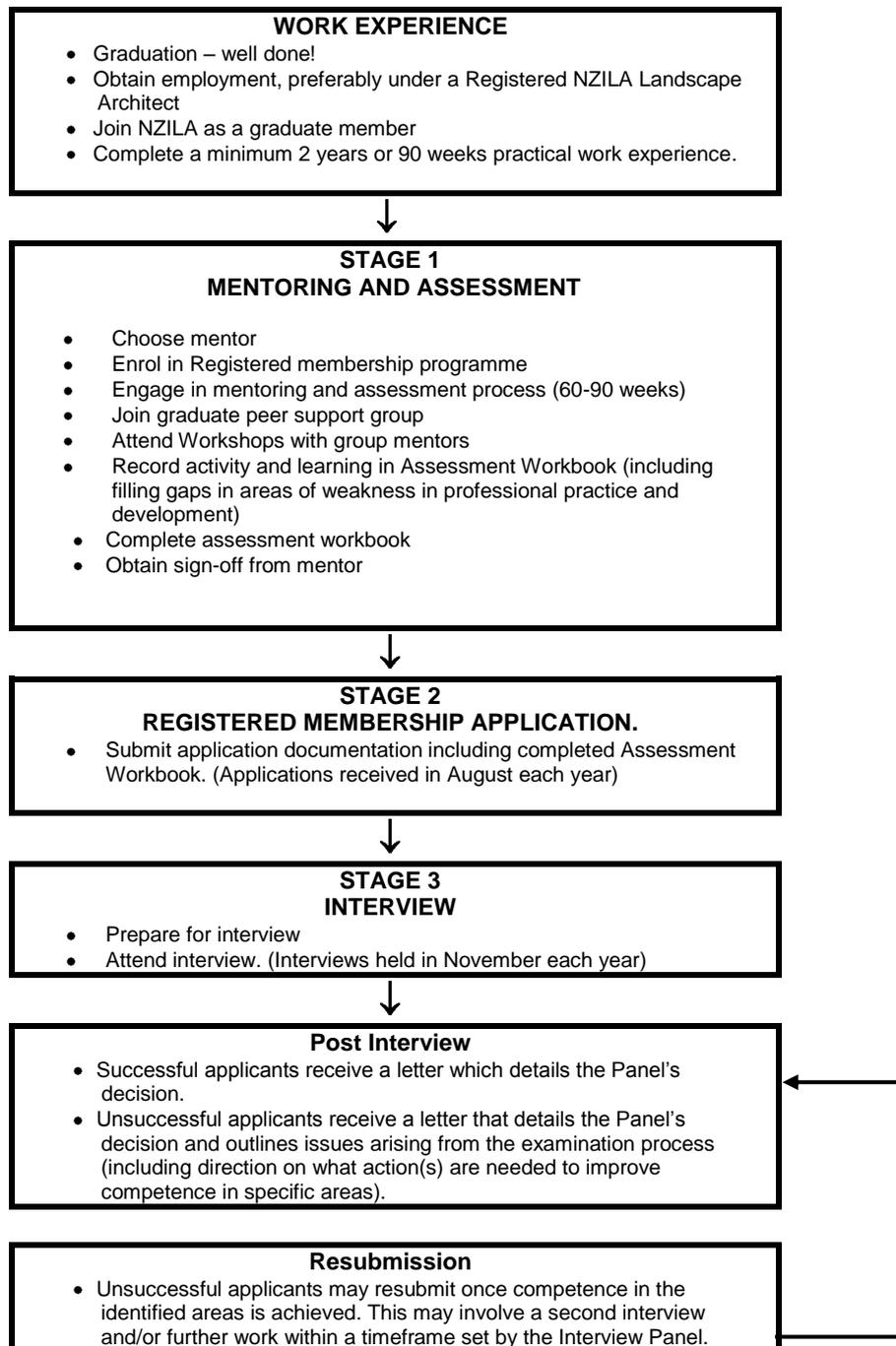
The Institute may respond to updated guidelines on equivalence from IFLA where these change.



PART 2 REGISTERED MEMBERSHIP PROCESS FOR GRADUATES

2.1 THE THREE-STAGE PROCESS

Registered Membership Process for Graduates



Successful completion of the Stage 1 assessment is necessary to progress to the Stage 2 Application. However it does not guarantee a successful outcome for the Stage 3 Interview



2.2 PRACTICAL EXPERIENCE PRIOR TO ENROLMENT IN THE REGISTERED MEMBERSHIP PROCESS

There is a distinction between being employed as a landscape architect and having sufficient practical work experience to be competent and professionally knowledgeable. Following graduation, many landscape architects have limited exposure to the full spectrum of landscape architectural practice. As a result, most graduate landscape architects are employed for several years before they feel capable of enrolling in and committing to the registered membership process. Graduates are encouraged to enrol in the registered membership programme within three years of graduation and/or entering practice as a natural progression of their professional development and to gain professional recognition.

The graduate must complete a minimum three years or 135 weeks professional practical work experience before he/she applies for Registered membership. There is no set time for a graduate to enrol in the programme and commence the Stage 1 assessment and mentorship period. However the period of practical work experience should be sufficient to ensure that graduates have further developed their capability* since completing their academic programme and can demonstrate that they have put their knowledge and skills to practical use in a professional and competent manner†.

In exceptional circumstances, such as for a mature member with pre-landscape architecture qualifications and experience, a graduate may be allowed to commence Stage 1 after one years work experience, and undertake the additional 45 weeks while being mentored. This will be at the discretion of the Registrar.

2.3 ENROLMENT IN THE REGISTERED MEMBERSHIP PROGRAMME

Enrolment in Stage 1 of the programme for Registered membership may be made at any time of the year. Graduates must submit the completed enrolment form, together with the necessary documentation (refer to Enrolment Form and Checklist). An enrolment fee is payable (refer to NZILA website).

Before enrolling in the Registered membership programme, a graduate will need to choose a Registered landscape architect to be a mentor. The mentor will be required to co-sign the enrolment form to signify agreement to mentoring and that they consider the applicant has adequate experience to start the assessment process. The Registrar will confirm the enrolment and approve the mentor. Where a nominated mentor is not accepted, the graduate will be advised and assisted in finding a new mentor.

The normal period of mentorship is expected to last 60-90 weeks with the aim to submit the completed documentation within 18 months of the initial enrolment.

An Enrolment Form and Checklist can be found at the end of Part 2 of the Guide (and can be downloaded from the website)

* "Capability" is defined for the purposes of this process as "underpinning knowledge and skills".

† "Competence" is defined as "consistent performance in the context of the particular situation".



2.4 RANGE AND TYPE OF EXPERIENCE: COMPETENCIES

It is the Institute's opinion that the day-to-day experience of the working environment, if approached in a thoughtful and considered way, is a graduate's best learning opportunity. Stage 1 of the Registered membership process is about active learning through practical experience, coupled with a mentor system where the graduate may plan, review and reflect on their learning experience in conjunction with experienced practitioners. The mentor in turn assesses the graduate's increasing competence and capability against a series of criteria for core and specialist practice areas.

Graduates are expected to have highly developed understanding of the core competence areas required by all landscape architects and in those practice areas specific to their experience and project work.

The core competencies include:

- Professionalism and Professional Development
- The Legislative Context
- Practice Management

Professional Practice Areas include:

- Category A Landscape planning and management.
- Category B Landscape assessment.
- Category C Landscape design.
- Category D Contract documentation and administration.
- Category E Landscape education and research.

The NZILA acknowledges that there will be some areas where a graduate will have a great deal of knowledge because of the specialisation of their work, and other areas to which they have had less direct exposure. Therefore graduates are expected to have highly developed understanding in **all core competencies** and in **two of the five professional practice areas** (their 'majors'), as well as being aware of concepts and principles across a **third practice area** (their 'minor').

More detailed guides on the landscape architectural activities covered by these categories are provided in Appendix 4 and in the Assessment Workbook (Part 8 of the Guide).

2.5 DURATION OF EXPERIENCE

The NZILA Articles of Constitution requires that graduates have documented experience that accounts for 135 weeks full-time project experience prior to the submission of their application for Registered membership, and subsequent to the successful completion of a recognised tertiary examination. In other words, rather than just accounting for time spent in employment, graduates are required to record their experience in terms of time spent on



project work. This will be evaluated at the time of enrolment and will also be assessed by the mentor to determine whether in their opinion the applicant has adequate experience to start the assessment process.

Normally it is therefore expected that a graduate will complete the majority of the practical work experience prior to enrolment.

2.6 RECORDING EXPERIENCE

Graduate applicants are required to have evidence of their practical work experience at the time of enrolment (and when they choose a mentor). This may include a CV showing employment experience as well as examples of project work. Graduates are also encouraged to keep a detailed record of work they have undertaken during their practical experience period. This is particularly important where a mentor is not within the workplace of the graduate, when project record sheets could be used.

Project record sheets enable graduates to record in a methodical way a summary of the practical experience they have gained, for the benefit of the mentor. They are a quantitative record of the graduate's practical experience. In addition, a brief reflective statement allows a graduate to note what they learnt from the project and how this has influenced their professional practice. It is recommended that a record sheet should be maintained for every reasonably accountable project or task falling within the spectrum of landscape architectural work detailed in the Assessment Workbook.

Use of the sheets will effectively document the required 135 weeks practical experience, and can also be used to identify where work has been prepared in collaboration with others. In this regard, the project sheets may be a useful tool in developing the scope of the mentoring programme.

Where project sheets are used, only one project should be recorded on each sheet, which will be signed by the applicant's employer or someone who is familiar with the work and can certify that the work was undertaken as recorded. It is not acceptable for an applicant to sign his or her own Project Record Sheets.

2.7 THE ASSESSMENT WORKBOOK

The Assessment Workbook is an essential part of the mentor programme and application documentation. It details the elements of the core competencies, the range of practice area competencies, and the evidence and judgements required for Registered membership. The assessment process takes into consideration that formal academic training has delivered the essentials to begin a career as a landscape architect but the workplace is the only place to gain the competence and expertise required for practicing as a registered landscape architect.

The graduate's level of knowledge and understanding is expected to increase over the period of assessment, with the support and guidance of their mentor as he/she advances through the Workbook. Their progress is expressed in terms of achievement of evidence at the different 'milestones', broadly defined as: awareness and understanding; capability; and competence, explained in more detail on page 3 of the Workbook.



Assessment is based on the on-going work of the graduate, supplemented by discussions with his/her mentor. A formal application for examination can be made once the mentor has assessed the graduate as having gained sufficient competence in all the areas applicable.

Refer to Part 8, the Assessment Workbook for further detail.

2.8 CHOOSING A MENTOR

As part of the Registered membership process, a graduate needs to choose a landscape architect to mentor them and support them through their work experience and assessment period. He or she must have had at least two years of experience working as a Registered NZILA Landscape Architect to become a mentor.

The mentor's role is to help the graduate develop attitudes, strategies and skills that equip them for the profession and for practice as a landscape architect. He or she is not a teacher or a trainer but rather someone who provides advice, guidance, and, more formally assessment, against the various criteria established by the Institute. In an ideal situation, the mentor will be someone who works with the graduate as a manager, an employer or a co-worker within the workplace. This means that they have established a working relationship with the graduate and have a vested interest in furthering their career.

A graduate who does not have a Registered landscape architect at their place of work will need to find an external mentor within the professional community. Those working in small towns or more remote areas may seek assistance in finding a mentor through their local NZILA branch. Alternatively, the Registrar may assist. Any issues of perceived conflict of interest or commercial sensitivity between mentor and graduate should be settled before the enrolment documentation is submitted.

The mentoring process relies on regular meetings where the mentor and graduate discuss and re-assess achievement and competence against the set milestones and criteria. Mentors should not be expected to maintain their role indefinitely and a normal period of mentoring is expected to last 60-90 weeks with a minimum frequency of 1 meeting every 2 months. If circumstances change, for example the graduate gets a new job or the mentor moves away, the graduate will be responsible for obtaining approval from the Registrar for a new mentor.

2.9 OBTAINING A GROUP MENTOR

The group mentor is a Registered landscape architect who works with a group of graduates who are enrolled in the registration process and have an established relationship with their nominated mentor. He/she provides guidance and advice to a number of graduates in a workshop situation and is not expected to have detailed knowledge of each individual's capabilities and competencies, but will have sufficient knowledge to enable them to be a seconder for the graduate's application for Registered membership.

Each NZILA Branch will host a minimum of two graduate workshops a year and organise group mentors for the participants. The workshops provide an opportunity for graduates to receive another source of feedback and assessment on their on-going professional practical experience. Depending on feedback from graduates, the workshops will also fill gaps in knowledge of specific areas identified by graduates/mentors. The timing of the workshops and the ratio of registered members to graduates may vary from branch to branch.



2.10 GRADUATE WORKSHOPS AND PEER SUPPORT

Graduate Peer Support Groups

Applicants are encouraged to form a support group for graduate NZILA landscape architects who wish to become registered members and who are enrolled in the Registered membership process. This may be organized by the local NZILA branch. While the group may provide social activities for its members, its primary focus is on peer support and the development of the knowledge and skills of its members to a professional level.

Activities could involve the following:

- Organise information sessions to cover the syllabus of the core competencies or one of the practice areas required for Registered membership.
- Develop skills for report writing, presentation drawings, tender and contract writing
- Invite experts in relevant fields to speak on a specific topic of interest.
- Invite recently registered members to reflect on their progression through to Registered membership.
- Workshop assessment schedules and milestones.
- Discuss specific projects with reference to the appropriate assessment criteria.
- Discuss problems that arise out of professional practice.

2.11 GRADUATE CPD REQUIREMENTS

Registered NZILA Landscape Architects who wish to maintain their Registered status must fulfil the annual completion of CPD (Continuing Professional Development) activities that equate to a minimum of 15 weighted points (noting that the number of points may change from time to time). While participation in the CPD programme is voluntary for graduates, it is expected that graduates wishing to become Registered NZILA Landscape Architects and who are enrolled in the Registration programme will undertake CPD. Graduates are advised that they are able to gain up to two-thirds of the required CPD points through their participation in graduate workshops and peer support groups.

In addition, graduates are encouraged to develop the habits of planning, review and reflection by taking ownership of their learning through CPD. These are skills needed throughout their professional career and graduates who successfully pass Stage 3 of the Membership process (the interview) will be required to prepare an outline of their intended areas of professional development upon becoming a Registered NZILA member.

Details of maintaining Registered membership through CPD is provided in Part 7 of the Guide.



2.12 KEY RESPONSIBILITIES OF THE GRADUATE LANDSCAPE ARCHITECT

The graduate is responsible for:

- Finding and obtaining approval for a mentor.
- Familiarising themselves with the scope of competencies required as set out in the Assessment Workbook.
- Negotiating with their mentor the role and scope of support required to achieve the competencies and agreement on a programme of meetings before commencing Stage 1.
- Documenting the meetings with the mentor (activity log, and minutes or notes to be agreed/made with the mentor).
- Participating in reviews and assessment by the mentor against the required competencies and criteria.
- Producing evidence to the mentor to be assessed against each set of competencies/criteria.
- Establishing a programme to meet the milestones.
- Recording on-going project experience and completing project record sheets as necessary.
- Self-assessment and programming learning for professional development.
- Attending and contributing to group mentor workshops.
- Documenting the meetings with the group mentor.
- Attending and contributing to peer group meetings.
- Documenting the meetings with the peer group.



**CHECKLIST:
ENROLMENT FOR REGISTERED MEMBERSHIP (mentor programme) for
GradNZILA members**

- Completed “enrolment for registered membership (mentor programme)” enrolment form**
- Name of nominated mentor**
- Evidence of NZILA Graduate membership**
or
- Application for NZILA Graduate membership with evidence of recognised qualifications in landscape architecture**
- CV covering employment experience since graduation (to be provided by the graduate for the mentor)**
- Practical work examples (to be provided by the graduate for the mentor)**
- Enrolment Fee**

The completed Enrolment form together with the required documentation and remittance made out to the NZILA should be sent to:

The Registrar
NZILA
PO Box 10-022
Wellington 6143

Note that your enrolment and application for Graduate membership will only be accepted if the landscape architectural programme you completed is NZILA / IFLA accredited.



ENROLMENT FOR REGISTERED MEMBERSHIP (mentor programme) for GradNZILA members

NAME IN FULL: _____
(BLOCK LETTERS PLEASE)

NZILA MEMBERSHIP NUMBER: _____

ADDRESS FOR CORRESPONDENCE: _____

PHONE & MOBILE NUMBER: _____

FACSIMILE NUMBER: _____

EMAIL ADDRESS: _____

ACADEMIC QUALIFICATIONS IN LANDSCAPE ARCHITECTURE:

Abbreviation: _____

Place obtained: _____

Date qualified: _____

GRADUATE DECLARATION:

I, the undersigned, wish to enrol in the Registered membership (mentor) programme for NZILA (Registered) landscape architects.

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

(Date)

(Signature)

NOMINATED MENTOR

As a financial Registered NZILA Landscape Architect I, the undersigned, agree to act as the primary mentor for the Graduate and commit to assist the Graduate through the Registered membership process. I have made myself familiar with the documentation related to the Registered membership programme including the Registered Membership Guide. I am prepared to support the Graduate with mentoring and advice as explained in those documents.

(Date)

(Name and signature of mentor)

(Phone)

(Email)



PROJECT RECORD SHEET

NAME OF GRADUATE: _____

PROJECT TITLE: _____

- CATEGORY OF WORK
- A Landscape planning & management
 - B Landscape assessment
 - C Landscape design
 - D Contract documentation & administration
 - E Landscape education & research

PROJECT EMPLOYMENT PERIOD:

From: _____

To: _____

Total time in weeks: _____

DESCRIPTION OF WORK: _____

GRADUATE'S RESPONSIBILITY: _____

RESPONSIBILITY OF OTHER ASSOCIATED PROFESSIONALS OR COLLABORATORS: _____

EMPLOYER/CERTIFIER'S SIGNATURE: _____

To the best of my knowledge the applicant's description of the work completed, their responsibilities and the quantum of practical experience recorded on this Project Record Sheet is true and accurate.

EMPLOYER/CERTIFIER'S NAME: _____

DATE: _____

Sheet _____ of _____



REFLECTIVE STATEMENT

What did I learn from this project / work

What did I learn from the people I worked with?

How did it affirm or influence my professional practice?



PART 3 REGISTERED MEMBERSHIP THROUGH RECIPROCITY

Registered membership is available for professional members of IFLA recognised overseas landscape architecture institutes or associations through the reciprocity process. Applicants in this category require the endorsement of two Registered NZILA Landscape Architects (sponsors) and need to have completed the appropriate New Zealand practical experience requirements. They must then satisfy the Interview Panel, through an oral examination, of their adequate knowledge of professional landscape architectural practice in the New Zealand context[†].

3.1 WORK EXPERIENCE

In usual circumstances an applicant is required to have been working in New Zealand as a landscape architect for one year or 45 weeks prior to being assessed for NZILA Registered membership. The requirement for the 45 weeks local experience is to allow members practicing here to become proficient and conversant with the New Zealand legal and social context. This requirement may be varied depending on the seniority and professional practice and experience of the applicant.

3.2 NZILA SPONSORS

Applicants are encouraged to seek sponsors with sufficient experience and knowledge to attest to their professional competence within the New Zealand context. By endorsing the application, the sponsor is stating that they have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant and consider that the applicant has satisfied the requirements for NZILA Registered membership.

3.3 NZILA MEMBERSHIP

Applicants must be current financial Graduate members of the NZILA.

3.4 CONTINUING PROFESSIONAL DEVELOPMENT

Applicants are encouraged to undertake Continuing Professional Development (CPD) in accordance with NZILA CPD requirements during their 45 weeks, experience and to prepare an outline of their intended areas of professional development upon becoming a Registered NZILA member.

3.5 ASSESSMENT AND INTERVIEW

As the professional competence of these applicants has already been assessed in their country of origin, their body of work and their practical experience is not in question. They are not required to complete the Stage 1 assessments in the Workbook but will need to make application for Registered membership and attend an oral interview. The practitioner will be interviewed when the next Registered Membership Panel is convened.



Assessment for the interview is based on judgement criteria specific to the New Zealand context, including the core practice competencies outlined in the Assessment Workbook, and the applicant's local work experience in New Zealand.

Refer to Part 5 Making an Application (application forms) and Part 8, the Assessment Workbook.



PART 4 ROLE AND RESPONSIBILITY OF MENTORS AND SPONSORS

4.1 THE PRIMARY MENTOR

The Mentoring Process

Following a period of practical work experience, the graduate will enrol in the Stage 1 registered membership process with a nominated mentor. It is the graduate's responsibility to find a mentor, who will normally be selected from the graduate's workplace. The Registrar will confirm the enrolment. If for any reason a nominated mentor is not accepted, the graduate will be advised and assisted in finding a new mentor.

Prior to enrolment, it is the mentor's responsibility to make an assessment of the graduate's professional and professional practical experience and decide whether he/she has adequate experience to start the Registered membership process. The mentor will be required to co-sign the enrolment form.

Any issues of perceived conflict of interest or commercial sensitivity between mentor and graduate should also be settled before the enrolment documentation is submitted.

Preliminary Assessment

It is recommended the mentor meet with the graduate as soon as possible after the enrolment has been confirmed so that they can (with the aid of the Assessment Workbook):

- Confirm the graduate's practice areas (2 majors and 1 minor)
- Confirm the graduate's present levels of knowledge and understanding against the relevant assessment criteria in the Registered Membership Guide.
- Identify areas where the graduate should undertake study or extend their practical experience.

This should provide enough information to determine the frequency of meetings required to achieve the required levels of competence within the normal maximum 90 weeks mentoring.

On-going Assessment

The mentoring process relies on regular meetings where the mentor and graduate discuss and re-assess achievement and competence against the set milestones and criteria. All meetings are to be documented by the graduate in some form of diary, or minutes or recorded in an Activity Log (refer to Part 8, Assessment Workbook). The mentor should check the Activity Log at frequent intervals and may wish to add his/her own notes and/or sign the assessment schedule notes after each meeting. The Assessment Workbook will form part of the application documentation and form part of the examination by the Interview Panel. The Registrar may also call on this documentation later if there are any queries after Stage 2 or 3 of the process, and to assist in evaluation of the mentoring programme.

Graduates should be encouraged to meet with their mentor at a frequency that matches their experience and which will be agreed between them. It is suggested that meeting once every 2 months is a minimum requirement.

The Assessment Workbook provides guidance on the criteria used for assessment, and assessment forms/worksheets should be used to record the on-going progress of the



graduate. A completed assessment form will be required for the graduate's Stage 2 application for Registered membership.

Deferring Stage 2

If the Mentor determines that the graduate will not meet the required competencies within the agreed timeframe, it is their professional responsibility to advise the graduate immediately and discuss the reasons for this decision.

Once a deferment has been mutually agreed, the mentor and graduate should advise the Registrar of the delay in progressing to the Stage 2 application. Note that the Registered Membership Guide may be subject to minor revisions periodically. It is the graduate's responsibility to check that the documentation they have is current.

Mentor Audit

The mentor should keep a copy of the Assessment Workbook on completion of the mentorship period in case the Interview Panel wishes to contact the mentor to clarify part of the assessment.

Recording Experience

The mentor should work with the graduate to ensure they complete the Assessment Workbook and record their practice experience, including filling in the Activity Log and completing the assessment schedule sheets.

Completing the Assessments

At the completion of Stage 1, the mentor and graduate should ensure that the assessment documentation, Workbook and assessment form are completed and signed off. This is required for the Stage 2 Application. Both the graduate and mentor should keep a copy of this documentation, which will form part of the examination. The mentor may be contacted in confidence by the Interview Panel during Stage 2 or 3 of the registration process about any aspect of the assessment or progress of the graduate.

Continuing Professional Development Recommendations

The mentor may make recommendations for the graduate's professional development (CPD) that address areas that the mentor and graduate have identified as requiring further attention. Any suggestions should be noted in the assessment workbook.

Application Documentation

It is helpful if the mentor checks the graduate's application documentation before it is submitted.



Responsibilities of the Mentor

Being a mentor requires commitment both to the graduate and to the profession. The mentor's role is to help the graduate develop attitudes, strategies and skills that equip them for the profession and for practice as a landscape architect. He or she is not a teacher or a trainer but rather someone who provides advice, guidance, and more formally, assessment against the various criteria established by the Institute.

Mentor requirements include:

- A minimum 2 years experience as a Registered NZILA Landscape Architect.
- Able to work with the graduate over an extended period of time. The minimum commitment of time is 45 weeks but most graduates will require a mentor for a period of 60-90 weeks.
- Meet with the graduate on a regular basis and within a formal framework. It is suggested that mentor and graduate meeting at least once every 2 months. An external mentor may need to meet with the graduate more frequently in order to feel confident about the assessment process.
- Provide assessment on the graduate's capability and competence, measured against various criteria.
- Provide honest and constructive feedback
- Assess the graduate's readiness for Registered membership. The Mentor may have to advise the graduate that she/he is not ready to proceed to Stage 2.
- Sign off on the Applicant's Declaration form as part of the Stage 2 process. By doing this, the mentor is stating that they consider the graduate has all the necessary experience and competencies to progress to the Stage 3 Interview.

The mentor must be committed to:

- Developing a programme of meetings and timelines for the mentoring stage to allow for mentoring, consultations (face to face, by telephone, video calls or email) and staged assessments.
- Undertaking assessment against the required competencies in the Assessment Workbook.
- Signing-off competence based on the relevant assessment criteria
- Encouraging the graduate to record their practice experience by completing the Assessment Workbook, an on-going basis.

The graduate is responsible for:

- Familiarising themselves with the scope of competencies required as set out in the Assessment Workbook.
- Negotiating with their mentor the role and scope of support required to achieve the competencies and agree on a programme of meetings before commencing Stage 1.
- Documenting the meetings with the mentor (activity log, and minutes or notes to be agreed/made with the mentor).
- Participating in reviews and assessment by the mentor against the required competencies and criteria.
- Producing evidence to the mentor be assessed against each set of competencies/criteria.
- Establishing a CPD programme to meet the milestones.
- Recording on-going project experience and completing project record sheets as necessary.
- Self-assessment and programming learning for professional development.
- Attending and contributing to group mentor workshops.
- Documenting the meetings with the group mentor.



4.2 THE GROUP MENTOR

The Group Mentor Process

Graduate workshops are run for graduates who have a mentor and an established mentor relationship. Graduates must attend at least 2 graduate workshops during the Stage 1 period. The group mentor will provide guidance and advice to a number of graduates in a workshop situation and is not expected to have detailed knowledge of each individual's capabilities and competencies, but will have sufficient knowledge to enable them to be a seconder for their application for Registered membership.

The workshops provide an opportunity for graduates to receive another source of feedback and assessment on their on-going practical experience. Depending on feedback from graduates, the workshops will also fill gaps in knowledge of specified areas identified by graduates/mentors. The timing of the workshops may vary from branch to branch and the participants could have a range of work experience and competence. It is recommended that the group mentor familiarize themselves with the practice areas and core competencies and associated criteria as set out in the Assessment Workbook prior to the workshop.

The Assessment Workbook is in Part 8 of the Registered Membership Guide.

Responsibilities of the Group Mentor

While the group mentor has a lesser commitment of time than the mentor, they too have a responsibility to the profession and to graduate landscape architects. Their role is to provide advice and guidance to graduates in a group setting. A landscape architect may be sponsor to a number of graduates but should be sufficiently aware of each individual's capabilities and competence to enable him/her to be a seconder for their application for Registered membership.

The group mentor may be contacted in confidence by the Interview Panel at any stage of the registration process about any aspect of the assessment or progress of the graduate.

Group mentor requirements include:

- A minimum 2 years experience as a Registered NZILA Landscape Architect.
- Provide advice with regard to a graduate's capability and competence, measured against various criteria.
- Sign off on the Applicant's Declaration form as part of the Stage 2 process. By doing this, the group mentor is stating that they are prepared to support the applicant to progress to the Stage 3 Interview.

The group mentor must be committed to:

- Attend a minimum of two consecutive workshops to establish a relationship with a group of graduates.
- Providing honest and constructive feedback
- Advising on the Stage 2 and Stage 3 process.
- Contributing to any knowledge base at the request of graduates and primary mentors.
- Be available to liaise with the graduate's mentor with regard to the graduate's on-going assessment.



The graduate is responsible for:

- Producing evidence to the group mentor be assessed against each set of competencies/criteria.
- Documenting the meetings with the group mentor.



4.3 THE SPONSOR

Sponsorship process

A sponsor is a Registered NZILA Landscape Architect who is prepared to certify personal knowledge of an applicant who is a full professional member of an IFLA recognised (overseas) landscape architecture institute or association, and their work and suitability for registration.

The requirements of landscape architects applying under reciprocity are set out in Part 1 of this Guide, and the necessary competencies are set out in Part 8, the Assessment Workbook.

Responsibilities of the Sponsor

Sponsorship of a landscape architect requires a member to diligently assess the applicant and their eligibility. Applicants are encouraged to seek sponsors with sufficient experience and knowledge to attest to their professional knowledge and competence within the New Zealand context. By endorsing the application, the sponsor is stating that they have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant and consider that he/she has satisfied the requirements for NZILA Registered membership.

Sponsors will be familiar with the Registered Membership Guide and the relevant core competencies criteria in the Workbook in particular, to ensure that they are able to advise and support the applicant.

Sponsorship requirements include:

- A minimum 2 years experience as a Registered NZILA Landscape Architect.
- Able and willing to advise the landscape architect in relation to practising in New Zealand.
- Prepared to support the application for Registered membership. By doing this, the sponsor is stating that they consider the applicant has satisfied the requirements for Registered NZILA membership and, in particular, has highly developed understanding of the legal and social context of New Zealand.



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.



5.2 APPLICATION DOCUMENTATION FOR GRADUATES

For graduates, application documentation consists of the following:

- a. Completed application form including Applicant, Mentor (Proposer) and Secunder declarations
- b. Evidence of NZILA graduate membership (quote of Membership ID number)
- c. CV covering pre and post Stage 1 enrolment employment experience
- d. Completed Stage One Assessment Workbook, and completion form signed by nominated mentor
- e. Practice evidence, maximum 5 examples (including one example from each 'major' practice area)
- f. Application Fee

a. Application form

The application must be proposed and seconded by two Registered NZILA Landscape Architects. One of these should be the primary mentor. The seconder is likely to be a group mentor or employer.

c. CV

A curriculum vitae is required to clarify the graduate's qualifications, work experience and employment history, and should be no longer than 3 pages. It should provide a summary of work experience with the emphasis on professional experience gained during the period of mentoring and practical experience, as this supplements the CV submitted at enrolment.

d. Completed Stage 1 Assessment Workbook

The Assessment Workbook should include:

- The completed Assessment Workbook and assessment schedule sheets.
- The Activity Log for the period of mentoring
- The Assessment Workbook completion form, signed by the nominated mentor.

e. Professional practice evidence in the form of examples of work

The purpose of the work examples is to assist the Interview Panel in affirming the applicant's professional practice competence and is used as a basis for discussion during the interview.

Work examples should be the final deliverable, the work presented to the client rather than work that has been re-documented or re-drawn for the purpose of this application. There is no requirement to include full or supporting documentation as the mentor has assessed this material during the Stage One process.



Experience shows that the examples submitted should be directly relevant to the individual's experience, rather than simply a record of their involvement. The Interview Panel will use a range of competence-based interview questions to test the applicant's knowledge and attitudes, and to allow the applicant to demonstrate competence and skills,

Continuing Professional Development

Participation in the CPD programme is voluntary for graduates although it is strongly recommended for those who wish to become Registered NZILA Landscape Architects and who are enrolled in the Registration process. Once Registered, a member will be required to fulfil the annual completion of CPD activities that equate to a minimum of 15 weighted points, and to submit, on a two-yearly basis, an outline of their intended areas of professional development.

Graduates are therefore recommended to document CPD in their Activity Log and to prepare an outline of proposed areas of study and/or professional development. This will demonstrate an applicant's professionalism and personal development of professional knowledge and skills (and may be used as part fulfilment of CPD requirements the following year, where an application is successful).



APPLICATION FORM FOR REGISTERED MEMBERSHIP

NAME IN FULL: _____
(BLOCK LETTERS PLEASE)

NZILA MEMBERSHIP NUMBER: _____

ADDRESS FOR CORRESPONDENCE: _____

PHONE & MOBILE NUMBER: _____

FACSIMILE NUMBER: _____

EMAIL ADDRESS: _____

ACADEMIC OR PROFESSIONAL QUALIFICATIONS IN LANDSCAPE ARCHITECTURE:

Abbreviation: _____

Place obtained: _____

Date qualified: _____

PERIOD OF PRACTICAL EXPERIENCE:

Number of weeks experience
in professional landscape architecture
practice in NZ: (NB 1 week = 35 hours) _____

Number of weeks of overseas
experience claimed: _____

NATURE OF PRACTICAL EXPERIENCE:

Landscape architectural project
examples submitted in application: _____

- CATEGORY OF WORK** (please tick box)
Must include examples from at least two
practice areas, maximum total three
- | | | |
|---|-----------------------------------------|--------------------------|
| A | Landscape planning & management | <input type="checkbox"/> |
| B | Landscape assessment | <input type="checkbox"/> |
| C | Landscape design | <input type="checkbox"/> |
| D | Contract documentation & administration | <input type="checkbox"/> |
| E | Landscape education & research | <input type="checkbox"/> |

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



PRESENT EMPLOYMENT:

Employer: _____

Employer's address: _____

Position held: _____

Responsibility: _____

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)

MENTOR (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 and that I understand that in certain circumstances, I may be asked by the Chair of the Interview Panel to act as a mentor to the applicant.

(Date)

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

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



GROUP MENTOR (SECONDER) DECLARATION:

I endorse and second the proposal of the applicant for Registered membership and certify that I have personal knowledge of the 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 refereee.

(Date)

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

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



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 Seconded 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.

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.



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 1week = 35 hours) to be evidenced by letter from employer

(Application Form For Registered NZILA Membership via Reciprocity (1 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 Seconder)
(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))

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PART 6 THE INTERVIEW

6.1 THE INTERVIEW PANEL

The Interview Panel is appointed by the Executive Committee of the NZILA to examine candidates for Registered membership. Interviews are usually held once a year in Wellington, with additional interviews as necessary. They are timed to occur in November, with specific dates set as soon as possible after receipt of applications and confirmation of acceptability.

Interviews are held over a period of several days. The Interview Panel consists of a Chair and several senior landscape architects. Each interview is conducted by at least three of the panel, with one of these members convening the panel and acting in the capacity of Chair for that interview.

6.2 THE INTERVIEW

It is the task of the panel to explore the applicant's understanding and capacity in exercising professional knowledge, skill and judgement in the practice of landscape architecture.

Each interview lasts for approximately one hour. Work examples submitted with the application are used by the candidate and panellists at the interview as prompts and reference material for questions. Questions are aimed at confirming that applicants have a good understanding of key concepts and the core competencies of landscape architecture professional practice. The Assessment Workbook sets out the range of core competencies and the skill sets required. While applicants are not expected to be fully competent in all areas, they are expected to demonstrate highly developed understanding of the study areas, and the professional responsibilities of a practising landscape architect.

The 'tone' of the interview is semi-formal, where the Interview Panel aims to create a welcoming comfortable environment for the candidates and open professional 'conversation' where the candidate is treated as a professional equal.

Interviewers gain assurance about the candidate's knowledge, skills, and attitudes, and may ask for specific examples or evidence of:

- Situations - from the candidate's professional experience
- Behaviours – what they did in those situations
- Outcomes – the results of what they did

Although the applicant's competence in relation to landscape practice in the practice areas (Categories A-E) will have been assessed by the mentor, the Interview Panel will also review and test an applicant's professional judgment in relation to the major and minor categories submitted on the application form.

Interviews for candidates applying under reciprocity may be briefer, and will be focused on NZILA and New Zealand core practice areas. Candidates are expected to demonstrate a



highly developed understanding of their responsibilities to the profession, the Institute, the community and the environment.

6.3 POST INTERVIEW

Following the interview, the convenor of each interview panel will subsequently draft a letter to the candidate that details the Panel's decision and provides advice on any issues arising from the examination process.

The Chair of the Interview Panel also reports to the Executive Committee with the Panel's assessment of the suitability of each candidate for Registered membership. The Executive considers the letter and recommendations and, upon ratification, will officially notify all the candidates of the results of their applications in a timely manner.

6.4 SUCCESSFUL APPLICANTS

Successful candidates will normally be presented with their Registered Membership certificates at the AGM / Conference following their interview, but may be moved to the local NZILA Branch. This will usually occur around March or April the following year.

Between confirmation of successful application and the receipt of a certificate, applicants are entitled to call themselves a Registered NZILA Landscape Architect - NZILA (Registered) membership category, with the membership fees for the following year being adjusted accordingly.

6.5 UNSUCCESSFUL APPLICANTS

Unsuccessful candidates receive a letter that details the Interview Panel's decision, outlines issues arising from the examination process, and provides direction on what action(s) are needed to improve competence in specific areas. This may include (but is not restricted to) further work experience/mentoring or CPD in a specific area.

6.6 RESUBMISSION

In circumstances where the Interview Panel identifies that the candidate has good understanding of most key concepts and core competencies, the Panel may defer making a decision pending further work from the candidate (within a set time frame) This recommendation would be subject to review by the Executive.

The Panel will provide clear guidelines on those areas that need strengthening and how this might be achieved. Unsuccessful candidates may be asked to resubmit with additional work, specific CPD and/or a second interview, as the Panel assesses to be appropriate.

This may include referral back to the mentor, and if the Panel feels that more experience is needed, they may advise the candidate to reapply in a year.



6.7 CHALLENGING THE DECISION

If an unsuccessful candidate wishes to challenge the decision of the Executive in declining their application, they must first put this in writing to the President of the NZILA, with a copy being forwarded to the Chair of the Interview Panel. The President will respond, having taken advice from the Chair of the Panel.

If the candidate wishes to take the matter further they may request an independent review of their application. This request must also be in writing to the President. The President will inform both the Chair of the Panel and the candidate of the appointment of an independent adjudicator who will be a senior NZILA member. Both the Chair of the Panel and the candidate will have the opportunity to state their positions in writing to the independent adjudicator who will determine whether the request for a review is reasonable or not, and report back to the President.

If the request is deemed reasonable, the President will appoint a reviewer. The reviewer must have experience as either a member or Chair of the Interview Panel. The independent adjudicator will set the terms and conditions of the review and advise the reviewer, candidate and the Chair.

The reviewer will undertake a review of the Assessment Workbook and position statements of the candidate and Chair, and report his/her findings to the President. The President will then advise both parties of the outcome. The reviewer's decision is final. It should be noted that Article 2.6 of the Constitution of the New Zealand Institute of Landscape Architects states "*Following the rejection of an application the person concerned shall be notified but need not be furnished with any reason for the rejection.*"



PART 7 MAINTAINING REGISTRATION (THE CPD PROGRAMME)

7.1 INTRODUCTION

Members who wish to maintain Registered status must fulfil the annual completion of CPD activities that equate to a minimum of 15 weighted points (refer Table 1). The scheme is self-monitoring and relies on the honesty and integrity of all member participants.

Professionals are expected to keep up-to-date with all aspects of their practicing areas of expertise. They are expected to maintain a reasonable understanding of the functioning of allied professionals and the legal and social context within which all practitioners operate. A registration scheme aims to provide a certain level of assurance for clients in this regard.

The CPD scheme will not, in itself, keep members up-to-date and in touch. What it will do, however, is remind members of their responsibilities, and sharpen their awareness as to required competence in the areas within which expertise is claimed. The Institute will continue to encourage its members to establish peer groups where discussion and questioning can occur in a supportive environment.

Table 1 outlines activities and points allocated for CPD, which are to be used as a guide for individual programmes. From time to time the Registrar will review topics, points allocations, and relative weightings for activities. The Registrar will also receive comments and suggestions, which can be incorporated into a review process.

7.2 DEFINING CPD

The Continuing Professional Development (CPD) programme is a scheme that encourages all members to participate in an ongoing self-monitored programme of self-education to improve the depth and breadth of their knowledge and skills of issues relating to the profession. All NZILA members are encouraged to implement and maintain their own personal CPD programme.

The CPD programme is compulsory for Registered landscape architects, while Graduate and Student members are also encouraged to participate.

7.3 PERSONAL CPD PROGRAMME IMPLEMENTATION

Each individual should document his/her own programme, according to topics of personal/professional relevance. The personal CPD programme should be designed to relate to an individual's developing practice of landscape architecture, and the projects or work areas in which they are involved.

Every Registered member is required to complete a 'Personal CPD Plan & Record Sheet' annually and record all activities carried out, as evidence of CPD programme participation. A standard format record sheet is provided to record their annual CPD activities, which is used to support their continued Registration (refer Table 2). This form is also available as a spreadsheet on the NZILA website.



The Personal CPD Plan & Record Sheet should be submitted at the time of payment of annual fees. Registration is documented with the issuing of an annual registration certificate at the time of issuing of the receipt for fees paid.

7.4 ASSESSMENT AND REVIEW

Each CPD Plan will rely on self-regulation, to be conducted by individual members. In this way each member who takes on the commitment to Registration accepts the responsibility for setting, undertaking and accurately recording the professional development programme which supports their application for Registration.

Members CPD records will be monitored every year with the Registrar conducting a random audit on an annual basis.

The CPD programme aims to encourage linkages with affiliated professions and events are advertised through Branches and on the NZILA website.

7.5 TOPICS OF STUDY

A personal CPD programme may include one of the major topics (listed below) as a main focus as well as one or more supplementary topics. A personal CPD programme should operate over a defined time span – two to three years – with the aim of reviewing and potentially selecting a new topic area as a main focus after each period. Supplementary topics should be altered annually, to ensure a balanced CPD programme in the long term.



- Selected main topics of study are:
 - **Professional Practice:**
Practice Law, Contract Law, Environmental Law
Contract Administration and Project Management
 - **Information Technology:**
Computers/multi-media, Product Information Materials and
Technique and Detailing and Documentation
 - **Theory:**
Planning and Design
 - **Environmental Issues:**
Natural Sciences/Ecology, Horticulture and
Environmental Management and Process
 - **Social Issues:**
Culture/heritage landscapes
 - **Community Participation:**
General communication processes and skills
 - **Business Management:**
e.g. MBA
 - **Allied Professional Activities:**
Architecture, Urban Design, Resource Management and Civil Engineering, etc.
 - **Research:**
Individual or Study Teams

7.6 LEVEL OF ACTIVITIES

The CPD programme is based on a system of points given to weighted hours of CPD activity undertaken. The relative weightings relate to the content of the activity. In this way tasks which are likely to be of greater overall benefit to the individual's knowledge and skills are attributed more points per unit of time than those which, whilst still of benefit, are likely to have a reduced learning outcome.

The Registration proposal requires that members undertake a minimum of 15 points per annum. Note: CPD points are only valid for the year in which they are gained.

Three levels of activity (education / training / involvement) are recognised (refer to Table 1 for detail). Each level of activity indicates a varying degree of difficulty and involvement, and each activity will be rewarded with appropriate value of CPD points per weighted contact hour.

A weighted contact hour is an objective assessment of the effective time spent in the activity. It excludes time spent in routine procedural, or production activities associated with



the CPD activity or parts of such activity that cannot be demonstrated as having broadened or deepened existing knowledge or professional skills.

Implementation of the programme should aim to utilise a variety of educational and/or training involvements.

The total 15 points for any one-year may not be comprised of a single activity, eg. all 1a (special consultancy) or 2b (conference), but should be spread across a number of activities:

- Level 3, activity 3a, (Reading) may constitute a maximum of five points in any one year.
- Level 3, activity 3c (Branch, Executive or IFLA Committee participation) may constitute a maximum of five points in any one year.

For any activity not listed in Table 1 but deemed to be considered eligible for CPD points, a written application may be submitted to the Registrar for approval. Details of the activity, its scope and CPD benefits, as well as the level and weighted points claimed must be included.



CPD ACTIVITIES AND POINTS

Level 1 Activities:

Level	Description	Points Weighting per Contact Hour
1a	Special Consultancy: extending the knowledge/ skill base of the individual and/or the profession (e.g. work with other cultures breaking new ground in practice opportunities).	2.0 pts per contact hour
1b	Focused Individual Research: with/without mentor assistance and relevant to the theory/practice of Landscape Architecture (involves posing a question/ problem and undertaking rigorous academic research to formulate a response to the hypothesis and achieve specified learning outcomes). Research undertaken as part of an advanced academic qualification.	2.0 pts per contact hour
1c	Publication: active participation as the author of a paper (or similar) related to the profession and presented at a conference/seminar/training course, etc. and/or published by the individual or a professional journal conference proceedings, etc.*	2.0 pts per contact hour
1d	Further Tertiary Study: by course work at an approved tertiary institution leading to a qualification (e.g. degree, diploma, graduate certificate, graduate diploma, masters degree, etc).	2.0 pts per contact hour
1e	Supervised Research: through a tertiary institution which contributes to relevant professional knowledge/skills or leads to a masters or doctoral degree.	2.0 pts per contact hour
1f	Tertiary Teaching: (when teaching is not the individual's main practice) involving preparation of course outlines, content delivery and evaluation of student/teaching performance.	2.0 pts per contact hour

* weighting of activities in this sub-category will exclude papers or conference presentations which are simply reporting of projects undertaken by others; unless there is clear demonstration in the publication that it has extended the knowledge/skill base of the profession. Activities excluded for these reasons may be acceptable at a lower level rating.

**Level 2 Activities:**

Level	Description	Points Weighting per Contact Hour
2a	Training Courses: participation and satisfactory completion of a training course that extends the applicant's professional knowledge and skills e.g. technology courses, personal tuition.	1.0 pts / contact hour
2b	Conference, Seminar: attendance at a conference, seminar, etc. that extends the applicant's professional knowledge and skills.	1.0 pts / contact hour
2c	Adult Education Course: study through an adult education type course that extends the applicant's professional knowledge and skills.	1.0 pts / contact hour
2d	Study Tour: individual / group organised tour; the focus of which is relevant to or extends existing areas of knowledge and skills.	1.0 pts / contact hour
2e	Committee Participation: representation as a practitioner of the profession on a committee, panel, task force, academic assessment, judging panel representing NZILA, etc.** either within the profession or in association with other related organisations, where it can be demonstrated that involvement led to the extension of the applicant's knowledge and skills.	1.0 pts / contact hour
2f	Teaching Activities: (when teaching is not the individual's main practice); involving a minimum level of preparation such as participation in design studio tutorials, critiques, student mentor program, papers, talks, etc. including preparation time.	1.0 pts / contact hour
2g	Peer Group Participation: involvement in a peer group the content of which extends the applicant's professional knowledge and skills. Includes Graduate Group workshops and Branch Registration workshops	1.0 pts / contact hour
2h	Participation as a Mentor/Group mentor: formal participation in the registration process as a mentor to a graduate which extends the applicant's professional knowledge and skills.	1.0 pts / contact hour

** weighting of such activities will exclude involvement in routine administrative or production matters of the committee, task force, panel, etc.

**Level 3 Activities:**

Level	Description	Points Weighting per Contact Hour
3a	Reading: the substantive content of one year's issue of a relevant professional journal. The comprehensive research of a particular relevant topic or technical issue through written documents.	0.5 pts per contact hour
3b	Public Lectures: attendance at a public lecture, exhibition, Branch CPD talks by members or visiting lecturers, etc. relevant to the area of practice. (less than 2 hours)	0.5 pts per contact hour
3c	Inhouse/Short Seminars (less than 2 hours)	0.5 pts per contact hour
3d	Branch, Executive or IFLA Committee Participation: in NZILA affairs at local Branch, Executive or IFLA Committee level.	0.5 pts per contact hour



MAINTAINING REGISTRATION FORM

New Zealand Institute of Landscape Architects

Request for Registration

I,, being a financial registered member of NZILA, attach my Personal CPD Plan & Record Sheet for the [*insert preceding year CPD earned*] calendar year in satisfaction of the requirements for registration, and request registration for the [*insert current year*] year. My dues for the year are enclosed.

Signed

Date



PERSONAL CPD PLAN & RECORD SHEET

NAME: _____

SELECTED MAJOR TOPIC: _____

ADDRESS: _____

SELECTED SUPPLEMENTARY TOPICS: _____

YEAR: _____

Date of Activity	CPD TOPIC AREA	ACTIVITY LEVEL	DESCRIPTION OF ACTIVITY	CPD BENEFITS TO INDIVIDUAL	CONTACT HOURS	POINTS/ CONTACT HOUR	TOTAL CPD POINTS
Total CPD Points:							

**PERSONAL CPD PLAN & RECORD SHEET – COMPLETED EXAMPLE**

NAME: Fred Dagg

SELECTED MAJOR TOPIC: Environmental Issues

ADDRESS:

SELECTED SUPPLEMENTARY TOPICS: Professional Practice
Information Technology

YEAR: 2010 covering 2009

Date of Activity	CPD TOPIC AREA	ACTIVITY LEVEL	Description of Activity	CPD BENEFITS TO INDIVIDUAL	CONTACT HOURS	POINTS/ CONTACT HOUR	TOTAL CPD POINTS
10-05-09	Environmental Issues/ Community Participation	2e	Greater Wellington Regional Council & DoC Restoration Day	Current practices in restoration & revegetation	8	1.0	8
13-05	Professional Practice	2f	Meet with Victoria University landscape students as part of their assessment for Practice Review.	Involvement in student paper & professional guidance	2	1.0	2
15-06-09	Environmental Issues	3b	Talk by Paul Blaschke, ecologist at Botanical Society lecture 'Vegetation & Ecosystems on your doorstep'	Current ecological theories	2	0.5	1
30-0-09	Professional Practice	2g/3b	Branch workshop/seminar on Associateship	Assist NZILA graduates re Associateship	2.0	1.0	1.25
4-11-09	Professional Practice	3b	Branch 'Show & Tell'; members present projects. J	Exposure to range of work in local practices.	1.5	0.5	0.75
18/19-11-09	Theory/environmental Issues	2b	Lincoln workshop; Urban ecology	Current practices in Urban Ecological design	9	1.0	9
2009	Reading	3a	Landscape Journal	Exposure to range of work around NZ.	3	0.5	1.5
TOTAL CPD POINTS							23.5



PART 8 REGISTERED MEMBERSHIP ASSESSMENT WORKBOOK

The Registered Membership Assessment Workbook has been published as a separate document, for ease of use.

It has its own link on the website and forms part of the Registered Membership documentation suite.



APPENDIX 1 CODE OF PROFESSIONAL CONDUCT

A1.1 Introduction

As well as being questioned on the projects included in the portfolio, applicants will also be examined on ethical issues, including the Code of Professional Conduct, as well as administrative and legal matters relating to the profession and to the practice of landscape architecture in general.

Ethical, responsible, professional behaviour toward the public, other members of the Institute, the profession, clients, contractors, and other involved consultants results not from rules but from a positive attitude to these relationships. The most effective code of conduct is to be found in a positive, consistent and personal commitment to ethical actions in the practice of their profession by members of the Institute.

A1.2 Members' commitment

Accordingly membership of the Institute entails commitment to the following conduct:

- (a) The Landscape Architect shall have a primary responsibility to seek to reconcile human needs in harmony with the natural environment and its systems.
- (b) The Landscape Architect shall seek to provide the highest standard of professional service.
- (c) The Landscape Architect shall conduct his or her professional affairs with creativity, integrity and competence.
- (d) The Landscape Architect shall immediately declare any personal interests that may be in conflict with a fully professional service.
- (e) The Landscape Architect shall be honest and fair in all dealings and communications.
- (f) The Landscape Architect shall act always in a manner which brings credit to the profession.

In the event of a possible breach of this Code, a complaints procedure has been developed by the Institute to ensure that any questions may be resolved in a fair and expeditious manner.



APPENDIX 2 DEFINITIONS

(a) Acceptable grades of membership

Full professional members of recognised institutes and bodies may be accepted as Registered members of the NZILA once they have worked in New Zealand for a minimum of 1 year, have the sponsorship of 2 Registered NZILA members, and are able to satisfy the Interview Panel of their professional competence and knowledge of professional practice through an oral examination.

(b) Graduate

A person who has completed an IFLA recognised landscape architecture programme and has tertiary qualifications in landscape architecture⁴.

(c) Graduate NZILA Landscape Architect

A person who has completed the academic requirements for registration but who is still completing the professional practice requirements (for Registered membership).

(d) Recognised examinations

Graduate and post graduate qualifications in landscape architecture from New Zealand institutions which meet the NZILA accredited standards for academic training.

Academic qualifications from overseas universities or institutes of higher learning which are accepted by the National Institute or Society of Landscape Architects of the country involved as suitable for entry to their own corporate membership and which are of a standard that satisfies the requirements for membership of the International Federation of Landscape Architects (IFLA).

(e) Recognised institutes and bodies

The NZILA recognises those overseas associations, institutes or bodies concerned with landscape architecture whose constitution and organisation meet the membership requirements of IFLA.

(f) Assessment Workbook

The record of experience and professional practice carried out as part of the Registered membership programme. A written record of the requirements and milestones in achieving competence, prior to examination.

(g) Assessment schedule sheets

The pages in the Assessment Workbook where the milestones in competence and evidence of achievement are recorded.

⁴ 'Completion' means that all the parts and subjects of the course leading to the recognised examination have been completed to the satisfaction of the course examiners. The date of successful completion refers to the date of notifications of the examination result by the examining body involved, and not the date of any qualification bestowing ceremony.



- (h) Professional practice**
Professional practice is taken to mean practical experience in landscape architecture within a professional context.
- (i) Acceptable practical experience**
Acceptable practical experience is taken to mean varied, professionally related and documented practical experience in landscape architecture of a standard acceptable to the Registrar and which fulfils the type and range of experience requirements set out in 2.2 of the Guide.
- (j) Duration of practical work experience**
The minimum three years full-time work experience is taken to mean documented evidence of 135 full time working weeks or equivalent completed Project Record Sheets. 'Full-time' means a 35 hour (minimum) week throughout the working year; or the equivalent $135 \times 35 = 4725$ hours of part-time work.
- (k) The Executive**
The Executive Committee of the New Zealand Institute of Landscape Architects carry out the business of the Institute and, in relation to Registered membership, delegate the task of examining prospective applicants to the Interview Panel.
- (l) Interview Panel**
The NZILA Interview Panel is appointed by the Executive Committee to examine candidates for Registered membership. It comprises 4-6 permanent members and a number of call-in members to allow for rotation, local/regional experience and on-going replacement.
- (m) Graduate Group Workshops**
These are workshops convened by local Branches of the Institute to provide advice to applicants for Registered membership by Group mentors.
- (n) Mentor**
A mentor is Registered landscape architect who provides advice to applicants for their professional practice requirements. The role and responsibilities of mentors is set out in 4.1 of the Guide.
- (o) Group mentor**
A group mentor is a mentor who advises a group of applicants on the professional practice requirements. The role and responsibilities of group mentors is set out in 4.2 of the Guide.
- (p) Sponsor/Proposer**
A sponsor or proposer supports an applicant and by doing so states that they have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant and consider that he/she has satisfied the requirements for NZILA Registered membership. A mentor will also usually be the proposer of an application.

**(q) Secondeer**

A seconder supports an applicant (in addition to a proposer) and by doing so states that they have personal knowledge of the applicant and their work and consider that he/she has satisfied the requirements for NZILA Registered membership. A group mentor is usually a seconder.

(r) Graduate peer support group

A graduate peer support group is a formal or informal group of graduate landscape architects who periodically meet for mutual support and learning. Section 2.10 of the Guide outlines the purpose of such groups in relation to the Registered membership process.

(s) Reciprocity

Reciprocity is defined as a mutual exchange of privileges; specifically recognition by one of two countries or institutions of the validity of licenses or privileges granted by the other. Landscape architects who have recognised overseas university landscape architecture qualifications, and have completed the equivalent overseas processes to be recognised by the relevant institute/association as a 'fully recognised professional' landscape architect can apply to NZILA for registered membership. Through a process of reciprocity, they can proceed directly to the Stage 2 application without undergoing the Stage 1 requirements for mentoring and assessment.

(s) Core competencies

Areas of the profession where applicants need to demonstrate they have a highly developed understanding in order to pass the examination for Registered membership. The core competencies are set out in the Assessment Workbook (Part 8 of the Guide).

(t) Practice area competencies

Specific areas of landscape architecture in which applicants practice, where they need to demonstrate competence in order to pass the examination for Registered membership. The practice area competencies are set out in the Assessment Workbook (Part 8 of the Guide).



APPENDIX 3 CONSTITUTIONAL REQUIREMENTS

Article 2.3(b) of the Constitution of the New Zealand Institute of Landscape Architects states:

'The qualification for election to the category of Registered membership shall be:

(1) *A person who:*

(i) *has at least three but preferably four years practical experience in landscape architecture of a nature acceptable to the Committee of which at least one year must have been completed in New Zealand after graduating with an accredited qualification; and*

(ii) *has either passed the examination of the Institute or a recognised examination,*

or

has been admitted to an equivalent grade of membership of an IFLA-recognised association, institute or body concerned with landscape architecture, provided that such candidate has also:

1. *worked in New Zealand for a minimum of 1 year; and*

2. *is sponsored by two Registered NZILA members; and*

3. *satisfies an examining panel of their professional competence and knowledge of professional practice by undergoing an interview;*

and

(iii) *submits, on a two-yearly basis, an outline of their intended areas of professional development, drawn from the 'main topics of study' detailed in the Registration CPD Programme and at the time of payment of annual fees, submits their previous year's CPD record which satisfies the requirements of the Registration CPD Programme.*

2.3(b) (1) (ii) (b) is further clarified under Article 2.5:

'An application for admission or transfer from one grade to another shall be in accordance with a prescribed form in which, over the candidate's signature, the name, qualifications and experience of the candidate, shall be distinctly stated and which shall contain an undertaking by the candidate if and when elected or transferred to abide by the Rules of the Institute. An application for admission or transfer shall be signed by a sponsor and a seconder who shall both be Registered members. Any Registered member signing such an application must certify personal knowledge of the candidate and full conviction of the candidate's suitability for admission or transfer to the category specified on the application.'



APPENDIX 4 SPECTRUM OF LANDSCAPE ARCHITECTURAL WORK

The following section shows the five categories representing landscape architecture practice that are incorporated into the Assessment Workbook for applications for Registered Membership.

Below the descriptions of the types of projects within the category is a table showing the 'evidence' (reports, drawings etc) which might be used to illustrate work in the category and 'judgement'

The list of types of work should not be seen as exhaustive and there may be additional areas of work which are not listed, or which do not fit neatly into a single type.

- **CATEGORY A - LANDSCAPE PLANNING & MANAGEMENT**
- **CATEGORY B - LANDSCAPE ASSESSMENT**
- **CATEGORY C - LANDSCAPE DESIGN**
- **CATEGORY D – CONTRACT DOCUMENTATION & ADMINISTRATION**
- **CATEGORY E - LANDSCAPE EDUCATION AND RESEARCH**



CATEGORY A - LANDSCAPE PLANNING & MANAGEMENT

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.

Applicants must demonstrate work in at least two areas within Category A i), ii), iii), iv) and v).



CATEGORY A - LANDSCAPE PLANNING & MANAGEMENT		
	Evidence	Judgement
i) Broad-scale Land-use Planning	A documented assessment (including brief) of: - landscape resource evaluation - broad scale, development concept	<ul style="list-style-type: none"> • Provides an analysis of the landscape • Illustrates a vision for development and management
ii) Landscape Management Studies	A documented 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"> • Provides an analysis of the existing land management and associated problems • Illustrates a vision for ongoing management
iii) Reserve Management Plans	A documented management plan for a reserve, prepared in accordance with the Reserves Act 1977, incorporating community consultation.	<ul style="list-style-type: none"> • Meets statutory requirements • Provides an analysis of the resource • Identifies issues of management • Develops policy for management • Illustrates a vision for development and management.
iv) Land Acquisition Or Protection Policies	A documented assessment of the existing resource and its potential	<ul style="list-style-type: none"> • Provides an analysis of the existing resource • Justifies the protection / acquisition policies • Illustrates a vision for the status of the resource in the future
v) Develop Landscape Policy	A documented 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"> • Achieves the objectives of the Resource Management Act, NZILA Charter and NZILA statement of philosophy • Takes into account the implications of implementation

**CATEGORY B - LANDSCAPE ASSESSMENT****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.

Applicants must demonstrate work in Category B i) and ii)

CATEGORY B – LANDSCAPE ASSESSMENT		
	Evidence	Judgement
i) Prepare landscape assessments	Documented assessment of the effects of a specific development (includes peer reviews)	<ul style="list-style-type: none"> • Explicit landscape and visual methodology meets the requirements of the brief • Outlines statutory context and takes it into account in the assessment
ii) Landscape evidence	Evidence based on any of the above documented assessments	<ul style="list-style-type: none"> • Explicit landscape and visual methodology meets the objectives of the RMA, NZILA Charter and NZILA statement of philosophy



CATEGORY C - LANDSCAPE DESIGN

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) Site Planning & 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 perspectives and explanatory documents. Documentation uses a variety of techniques and media to communicate ideas, covering such developments as:
 - national, forest, regional and local parks and reserves, county towns, campuses, schools, comprehensive housing developments, tourist centres, industrial parks, airports, coastal, peri-urban, farm and forestry developments, recreational developments such as marinas and golf courses, highway alignment, pedestrian networks;
 - urban and country parks, cemeteries, subdivisions, retirement villages, self-sufficient communities, urban renewal programmes, historic preservation and restoration projects;
 - neighbourhood parks and playgrounds, carparks, highway lay-bys, picnic areas, section layouts, office blocks, hotel, motel and industrial developments, civic and campus plazas, shopping malls, streetscapes, walkways, park information and interpretation centres.
- 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.

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 such as plans, sections, elevations, sketches and explanatory documents necessary to communicate the design intent.

iv) Preliminary Cost Estimates

- Preparation 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.

Applicants must demonstrate satisfactory competence in elements i), ii), and at least one of elements iii), iv) and v).

CATEGORY C - LANDSCAPE DESIGN		
	Evidence	Judgement
i) Pre-design skills	Documented evidence of interpreted design brief & other pre-design documentation	<ul style="list-style-type: none"> • Demonstrates understanding of the importance of the brief and scope of works • Displays knowledge of pre-design preparation including surveys, site appraisals, requirement for sub-consultants to undertake specialist roles
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"> • Provides aims and objectives that are clear, competent and relevant • Displays a creative response to the opportunities and constraints of the site, physical and cultural context and the requirements of the brief • Expresses ideas coherently and clearly
iii) Developed Design	Drawings illustrating progression from concept through to developed design for a single project	<ul style="list-style-type: none"> • Shows conceptual development and resolution at increasing levels of detail • Demonstrates ideas with well structured, logically presented and clearly expressed communication
iv) Preliminary Cost Estimates	Documented cost estimates providing indicative costs to verify the viability of the project	<ul style="list-style-type: none"> • Shows understanding of all costs involved in the implementation of the project
v) Collaboration Skills	Documented evidence	<ul style="list-style-type: none"> • Shows preparedness and skills to collaborate with other professionals to seek satisfactory solutions • Displays ability to develop



		concept designs relevant to other professions such as engineer, ecologist, artist, architect or planner
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CATEGORY D – CONTRACT DOCUMENTATION & ADMINISTRATION

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.

Applicants must demonstrate capability and competence in Category D i), and ii).



CATEGORY D – CONTRACT DOCUMENTATION & ADMINISTRATION		
	Evidence	Judgement
i) Prepare Contract Documents	Conventional understanding and documents including consistency with legislation and NZ standards	<ul style="list-style-type: none"> Shows understanding and application of the requirements for contract documentation, including: A set of working drawings A comprehensive set of specifications A schedule of quantities
ii) Administer contracts	A set of documents for administering contracts including: <ul style="list-style-type: none"> - site inspection records - variation notices - payment schedules - certificate of completion 	<ul style="list-style-type: none"> Clarity of documentation Compliance with statutory requirements Meets the responsibilities of the contract

CATEGORY E - LANDSCAPE EDUCATION AND RESEARCH

i) Teaching

- Full-time or part- time educational roles at 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.
- Research which promotes an understanding of past and present natural and cultural landscapes and land uses.
- Research which promotes an understanding of possible future changes to existing landscapes and uses of the land.
- Research which promotes an understanding of how the environment is perceived.
- Research which displays innovative methodologies and techniques related to particular landscape planning, land use or design problems.

iv) Practice contribution

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



Applicants must demonstrate work in at least two areas within Category E i), ii), iii) or iv).



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