

Guidebook to the Pathway to Chartership

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Guidebook to the Pathway to Chartership
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About the Pathway to Chartership

The Pathway in outline

The Pathway to Chartership is the process by which Landscape Architects qualify for chartership in the UK.

The Pathway is about active learning and is based on a system of continual assessment. With the help of a Mentor, Candidates plan, review and reflect on their learning and receive regular feedback from an LI appointed Supervisor, via the Pathway online system. When Candidates can demonstrate that they have developed sufficient knowledge and understanding to progress, and have met the requirements of the Pathway, they may register for the final stage, the Oral Examination.

Within the Pathway, Candidates are expected to take ownership of their learning and seek out opportunities for development. Candidates can learn at their own pace, and there will normally be two opportunities to sit the Oral Examination each year, in May and November.

The Guidebook

The Guidebook to the Pathway to Chartership describes the process Candidates and Mentors must follow in order for the Candidates to progress in the system and achieve chartership. It details the requirements of the Pathway, and what needs to happen and when. The Guidebook is essential reading for all Pathway users. All Candidates and Mentors are asked to declare that they have read and understood the Guidebook when they join the Pathway.

The LI provides a range of other resources to help Candidates and Mentors, all of which can be found in the Pathway Resource Centre in the Members' Section of the LI website:.

- **User Guides** These are a brief and easy to follow guides on how to use the online system and getting started on the Pathway
- **The Pathway Toolkit** describes how Candidates and Mentors can get the most from the system. It includes guidance on the Candidate-Mentor relationship, the responsibilities Candidates and Mentors take on when they enter the Pathway, and tips and guidance on learning and assessment and preparing for the exam..

The Pathway online system

The Pathway to Chartership is facilitated by an online system which enables Candidates to record their experience, make quarterly submissions, receive feedback and update their personal details online. The system is web based and can be accessed through the LI website <http://www.landscapeinstitute.org> or at <http://www.pathwaytochartership.org>. Candidates and their Mentors will need to have access to the internet and be comfortable using computers in order to join and take part in the Pathway.

2011 Changes

The Pathway was launched by the LI in December 2006. A number of changes were made to streamline the system in mid 2011, and these have been incorporated in this guide. A list of the main changes to the system are described in more detail in [Appendix Two](#).

Confidentiality and Access to Information

A number of records are stored online on the Pathway:

- In addition to their CV, Candidates keep ongoing records of their development, the kinds of activities they are undertaking, and what they are learning in relation to the Pathway syllabus.
- Mentors input comments on Candidate progress,
- Supervisors provide feedback on the Candidate's development
- The Secretariat input examinations result, where an examination has been taken

All records submitted on the Pathway are viewable by the Candidate, their Mentor and their designated Supervisor. They are also viewable by members of the Secretariat and senior professionals responsible for running the Pathway, and, for a short while before the exam, by the specific examiners who will be conducting the examination.

All records on the Pathway are held in compliance with the Data Protection Act. In particular, all records submitted on the Pathway will be treated with strict confidentiality and will be used for the purposes of running the Pathway and for that purpose only.

Definitions used in the Pathway

A number of terms have been used throughout the this guidebook

- A **'Chartered Member of the LI'** means those who, under the LI's Royal Charter, are entitled to describe themselves as a Chartered Landscape Architect: Chartered Members of the LI (CMLI), Fellows (FLI), Presidents and Past Presidents (PLI or PPLI).
- A **Candidate** refers to a Licentiate member of the LI who has registered on the Pathway with the aim of achieving chartered membership of the LI
- A **Mentor** is a qualified landscape professional nominated by the Candidate to provide them with guidance, support and feedback as they progress through the Pathway
- A **Supervisor** is a person appointed by the LI to take on the Supervisor role in the system. Supervisors monitor Candidate progress and provide support and feedback to the Mentor
- **Examiners** are professional members of the LI who conduct the Oral Examination of Candidates.
- The **Coordinator** is a member of LI Staff, responsible for the day-to-day administration of the Pathway

Deadlines and Regulations

Like many other areas of professional life, the Pathway to Chartership requires deadlines and obligations to be met by participants in order for it to be possible to move forward. In registering for the Pathway or accepting the role of the Mentor, Candidates and Mentors undertake to abide by the requirements and deadlines of the Pathway described in this Guidebook.

The Pathway online system provides users with alerts and prompts to remind them of important dates. However, it is the Candidates' and Mentors' responsibility to ensure that they meet their respective deadlines and follow the procedures specified in this Guidebook. **Failure to observe deadlines will result in Candidates and Mentors being unable to make a submission and forfeiting the opportunity to receive feedback within the system. This could delay the Candidate's progress to the Oral Examination and Chartership.**

Fees

Current fee amounts can be found online at
<http://landscapeinstitute.org/members/pathway/index.php>

Registration Fee: A registration fee is payable by Candidates on joining the Pathway. Fees must be paid online at the time of registration.

Annual Retention Fee: Whilst registered on the Pathway, Candidates are also required to pay an annual retention fee. This fee will fall due on the anniversary of registration. The annual retention fee contributes to the ongoing running costs of the Pathway.

If a Candidate chooses not to pay the retention fee by the deadline, they will be locked out of the system. They will not be able to view or make additions to their development pack or make a submission while locked out of the system.. Access can be reinstated on payment of the outstanding fee online.

Candidates are ineligible to progress to the Oral Examination while they are locked out of the system or while any fees are outstanding. See also "[Archiving Pathway Records](#)".

Examination Fee: An examination fee is payable when Candidates register for the examination.

All fees must be paid online and receipts are instantly available through the Pathway Dashboard. The Landscape Institute is unable to invoice Candidates or Employers for fees and payment cannot be made by cheque, bank transfer, or any method other than through the online interface.

Payments are non-refundable.

Maintaining Membership of the LI

Eligibility to register on the Pathway, maintain ongoing registration, and to proceed to the Oral Examination is dependent on Licentiate membership of the LI being maintained. Members who are struck off for non payment of fees or for any other reason will also be suspended from the Pathway. See also, "Archiving Pathway Records" (below).

Contact details

Candidates and Mentors must make sure that they keep the contact email and telephone number they wish to use for the Pathway up to date on the Pathway system. These can be updated in the 'My Details' tab of the Pathway online system.

The contact details you use on the Pathway are separate from those you have given for your membership and are not updated automatically. It is the Pathway user's responsibility to keep the

Membership Department up to date with the contact details they wish to use for other LI communications by emailing them at membership@landscapeinstitute.org.

Archiving Pathway Records

Pathway Records are maintained by the LI while the Candidate is a Licentiate member and maintains their Pathway registration. If a Candidate is locked out/suspended from the Pathway, their records will be archived for a period of six months. At the end of that time the records will be permanently deleted.

The only exception to this rule is for 'dormant' candidates, who do not have to pay annual retention fees until they wish to become 'active' again. See 'Dormancy' (page 18) for more information.

Changes to the System

The Landscape Institute reserves the right to change the Pathway regulations as appropriate without notice. Changes will be announced on the LI website and in any suitable Institute publications, together with the date from which they will take effect.

EU Nationals

Under EU Directive 2005/36/EC on professional recognition those individuals who...

- hold EU nationality and are
- fully qualified as a landscape architect in an EU member state

...may apply to be considered for direct entry to Chartered status without first completing the Pathway. You may also be eligible for consideration if you are not yourself an EU national but are coming to the UK with a spouse who is an EU national and is exercising their rights to mobility.

Those who believe that they have rights under EU legislation should contact the Membership Department in the first instance.

Why join the Pathway?

Since Autumn 2006, the Pathway has been the route to full qualification as a Landscape Architect, and Chartered status.

Chartered Status

Chartered status confirms that an individual has the skills, knowledge, understanding and integrity to practice as a landscape professional in the UK. It gives formal recognition of professional standing, including rights across the EU.

Most employers look for chartered status, or a commitment to achieving chartered status, as an indication of quality and professionalism when recruiting new staff, and restrict the management of larger projects and contracts to those in their organisation who are fully qualified. For those who wish to develop a successful professional career, chartership is a 'must'.

Lifelong learning and CPD

Landscape Architecture in the 21st century is an increasingly specialised and diverse profession, and one which is changing fast. In order to retain their claim to competence, Landscape Architects must be prepared to develop their knowledge and learn new skills throughout their professional careers.

All Landscape Architects agree to undertake Continuing Professional Development as part of the Code of Conduct when they join the LI. (Standard 6 of the code states that Landscape Architects should maintain their professional competence in areas relevant to their professional work.)

CPD and making a commitment to lifelong learning is about more than simply just waiting for the next training event to come along. It's about identifying what development is needed, planning how this is going to be achieved, setting goals and reviewing progress.

The Pathway lays the foundations for CPD by helping individuals develop the habits of planning, review and reflection, and taking ownership of their learning –skills they will need throughout their professional career.

Flexibility and Relevance

The approach in the Pathway means that Candidates are in the driving seat. It is flexible, so individuals can take breaks if they wish; and, through the Initial Review, it enables those who come to the Pathway with previous knowledge and experience to ensure that their career to date and the knowledge and understanding they have gained is acknowledged.

The Pathway focuses on the needs of the workplace, and takes account of specialisation, while ensuring that all those entering the profession gain a full and rounded understanding of what it means to be a landscape professional and the underlying concepts. It focuses not just on knowledge, but on understanding – how that knowledge is applied in real life contexts.

What do Candidates need to demonstrate on the Pathway?

Overall criteria

Within the Pathway and the Oral Examination, Supervisors and Examiners are looking to satisfy themselves that an individual has the skills, technical and professional knowledge, understanding and integrity to practice as a Chartered Landscape Architect in the UK.

In particular, Candidates will need to demonstrate that they meet the basic criteria for professional membership of the LI; that they

- Understand the legal and professional obligations of a professional member of the Landscape Institute in relationship to clients, the profession, fellow professionals and society in general
- Understand the organisation, administration and management of landscape practice including client relationships and professional charges
- Are aware of the extent and application of law and legislation relating to land and the landscape
- Have a sound knowledge of all the legal and contractual aspects of designing, managing and implementing landscape work

The Pathway is based on the Candidate acquiring the required level of knowledge and understanding, not “experience”.

Candidates will gain personal experience of a number of syllabus areas through their day-to-day work as a Landscape Architect, but it is not expected that this will be the case for the entire syllabus. Where no personal experience has been possible. Candidates will find they can gain the minimum level of knowledge through personal study and discussions with professionals working in those areas. There is more information on ways in which Candidates can develop their knowledge and understanding in the Pathway Toolkit and the Pathway Resource Centre

The Syllabus

The knowledge and understanding required by Candidates on the Pathway in order to meet these criteria are given in the Syllabus, formerly known as the “Study Guidance Notes”, available on the LI website and accessible through the Pathway system.

The Syllabus gives an outline of the areas in which all professionally qualified Landscape Architects should have at least a basic working knowledge as they enter professional life.

There will be some areas where a Candidate 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. Candidates are not expected to have an in depth knowledge of all areas, but they will be expected to be aware of concepts across the Syllabus, and be able to demonstrate an understanding of the underlying principles.

The Practical Application of Knowledge

The Pathway and the Oral Examination are not memory tests. For example, Candidates are not expected to be able to recall in exhaustive detail the exact content of all the relevant laws, regulations, contract documents and their contents described in the Syllabus.

Examiners are instead looking for evidence that Candidates have the depth and breadth of understanding to be able to apply the appropriate knowledge effectively in real life situations, understand its significance and the implications of their actions and those of others.

Candidates will need to show that they have a rounded understanding of different areas related to professional knowledge, are able to successfully interpret this knowledge and have the professional maturity to know when and how to apply it; and indeed, know when to seek further advice.

Professional Values and Judgement

Professionalism is not only about technical competence. It also depends on other qualities, in particular trust, integrity and the ability to make sound professional judgments, especially in difficult circumstances. Candidates will be assessed on both their understanding of these professional duties and responsibilities, and ability to fulfil them in a responsible and mature manner.

Registering and Nominating a Mentor

Registration onto the Pathway to Chartership is open to all Licentiate members of the LI.

Registration is online. The link to the Pathway Registration Form can be found in the Pathway Resources Centre in the Member's section of the LI website at www.landscapeinstitute.org/members/pathway or at <http://www.pathwaytochartership.org>

When to register

Registration is possible on any day of the year – there are no cut off dates or deadlines for registration.

It is open to Candidates to decide when they wish to register for the Pathway - either as soon as they become a Licentiate or later on, when they have gained more experience. However, Candidates should bear in mind that the Pathway is designed to help them to get the most out of their experience, and so the LI recommends that Candidates join as soon as possible after they have completed their studies, i.e. when they begin work.

Candidates without previous experience can expect to take two to three years to complete the Pathway and will also need to demonstrate readiness in accordance with the procedures described in this Guidebook. However, **there is no minimum time a Candidate must be on the Pathway before progressing to the oral exam** so those with considerable past experience and who already have a good level of knowledge and understanding of the syllabus may complete the Pathway in a shorter timeframe.

Finding a Mentor

As part of the Pathway registration form, Candidates will be asked to give details of the person they wish to nominate as their Mentor.

The Mentor is the qualified professional who will support the Candidate as they progress through the Pathway, providing advice and guidance and helping them to explore their understanding and reflect on what they have learned.

The Mentor is a key role within the Pathway, so Candidates should consider their choice very carefully. In particular, the Mentor should be someone who is willing to make a real commitment to supporting the Candidate in their development, who will provide open, constructive and honest feedback, and who is willing to help the Candidate explore and build on their knowledge and experience.

All Mentor nominations will be subject to ratification by the LI; where information or clarification is needed the Secretariat will contact the Candidate or nominated Mentor as appropriate.

There is more information and advice on choosing a Mentor and the Mentor-Candidate relationship in the Pathway Toolkit.

Who can be a Mentor?

A Mentor must be someone who has held chartered status as a Member of the Landscape Institute (CMLI) for a minimum of two years and a Mentor should not have more than two active Candidates at any one time.

For many Candidates, the most appropriate choice of Mentor is likely to be a more senior Member working within the same practice. However, an 'external' Mentor is acceptable provided that Candidates are assured that:

- The nominated Mentor is in a position to know their work well and can maintain meaningful contact
- The system of Quarterly Review meetings will not be compromised by Mentoring 'at a distance.'

Nomination of a Mentor by Candidates based outside the UK

As with UK based Candidates, those who are working outside the UK should seek to nominate a Mentor who is a Member of the Landscape Institute.

Where this is not possible, Candidates may nominate a professional member of an IFLA recognized equivalent body in the country in which the experience is being gained. Such individuals will be expected to have gained at least two years experience since qualifying for professional status. All such nominations will be subject to approval by the LI.

Candidates working overseas should be aware that the emphasis of the Pathway is on assessing an individual's ability to practice effectively as a Chartered Landscape Architect in the UK.

What is the role of the Mentor?

By providing advice and support, the role of the Mentor is to help Candidates develop their knowledge and understanding of the requirements of professional practice to an appropriate level to enable them to successfully progress through the Pathway.

The Mentor will be expected to give feedback to Candidates on their progress, both informally, through their regular contact, and formally, at Quarterly Review Meetings. They will also need to complete the online Mentor Review each quarter, giving their assessment of the Candidate's progress in the Pathway.

The Mentor will also be responsible for notifying their Supervisor when, in their view, Candidates are ready to progress to the examination, by submitting a Notification.

Failure to meet the requirements of the Pathway could result in delays in the Candidate's progress, and so Candidates will need to be sure of their Mentor's commitment to the process.

More information on the role of the Mentor and advice on good practice is given in the Pathway Toolkit. Candidates should ask their chosen Mentor to read both the Guidebook and the Toolkit before agreeing to take on this role.

Nominating a New Mentor

Candidates may need to change their Mentor while they are on the Pathway. Where Candidates wish to nominate a new Mentor, they and their 'old' Mentor must ensure that all documentation is complete and up to date before the changeover takes place. In particular, Candidates should avoid changing Mentors close to submission deadlines

Candidates can nominate a new Mentor through the My Details section of the online Pathway system. Failure to notify the LI of a change in Mentor may result in a delay in giving the new Mentor access to the Pathway, and therefore missing a submission deadline.

First Meetings and Initial Review

The First Meeting

Once the Candidate is registered on the Pathway and they and their Mentor have been given access to the Pathway online system, the first step is for the Candidate to arrange an initial meeting or meetings with their Mentor.

The purpose of this first meeting or meetings is to set the scene for the Candidate's progression through the Pathway and to capture any past-experience and/or knowledge and understanding gained prior to joining the Pathway. This is then recorded by the Mentor in the Initial Review, which is submitted on the system.

At the first meeting, the Candidate and Mentor should

- discuss the way in which the Candidate and Mentor will work together while the Candidate is registered on the Pathway
- review and assess the Candidate's existing level of knowledge and understanding in relation to the Syllabus and the overall requirements for entry to the Chartered Member grade
- develop an overall learning strategy which sets out how the Candidate intends to develop his or her learning

As part of the meeting or meetings, the Mentor should test the Candidate's understanding of particular areas of the syllabus using questioning techniques and discussion. This is particularly important where Candidates enter the Pathway with considerable existing knowledge and experience.

The Candidate and Mentor should use this exploration as a basis to discuss and plan how the Candidate's learning and development can be taken forward, over time, to meet the requirements of the Pathway. They should consider what support will be needed, and the areas that the Candidate and Mentor will focus on within the next one or two quarters.

The Candidate and Mentor may wish to identify intermediate milestones or targets to help the Candidate develop their knowledge of areas of the Study Guidance Notes in a structured way, and to help emphasise the gradual and regular accumulation of knowledge, experience and understanding.

Initial Review and the 'Stages'

During the course of the initial review meeting or meetings it should also be possible for the Mentor to gain a 'snapshot' of the Candidate's knowledge and understanding, at the start of the Pathway, in relation to the specific areas of the Syllabus.

Some Candidates will begin the Pathway having had little experience of professional practice and so may have a relatively low level of knowledge and understanding. Other Candidates, particularly those with extensive prior experience, may already be significantly advanced in terms of their coverage of the Syllabus.

Within the Pathway, a Candidate's level of knowledge and understanding, and therefore their progress, is expressed in terms of achievement of 'Stages'. The Stages are broadly defined as follows.

Stage 0: no knowledge of this syllabus area

Stage 1: a basic level of knowledge and understanding which the Candidate may not yet have applied in a professional context

Stage 2: a structured, coherent and integrated understanding of the intended learning outcomes, and their application in routine professional contexts

Stage 3: a critical understanding of the intended learning outcomes, which have been applied in both routine and non-routine professional contexts with a knowledge of the implications and liabilities of decision making

During the course of the Pathway, the Candidate's should develop a Stage 2 level of knowledge and understanding across the majority of the Syllabus and Stage 3 in some areas where the Candidate has gained particular experience and expertise during the course of their work. The Candidate will not be able to progress to the exam if they have any areas at Stage 0.

The Mentor should record the Stage which they believe the Candidate to have reached at the beginning of the Pathway in their Initial Review on the Pathway online system.

Recording Candidate Development

Development Pack

Candidates are required to document their experience and their personal development using the online Development Pack. This must be submitted to the LI each quarter in accordance with Pathway deadlines (see below).

The Development Pack consists of three sections:

- The **Development Log**: an ongoing record of the Candidate's development. Candidates briefly describe particular events or activities, and how they have contributed to their understanding of a particular part or parts of the Pathway Syllabus;
- **Projects**: a record of the projects the Candidate has worked on;
- The **Quarterly Statement** the Candidates' reflection on the experience they have gained over the last three months, what has been learned, and priorities for the coming quarter.

The Development Pack is designed to help the Candidate reflect on their progress, flag up issues which they would like to explore further, and plan next steps.

Candidates should make sufficient entries to clearly demonstrate how they have developed and progressed over the quarter and the scope of their work.

The Quarters and Submission Deadlines for Candidates

For the purposes of the Development Packs and making submissions within the Pathway, the year is divided into four quarters. At the end of each quarter, Candidates are required to make a formal online submission of the Development Pack. All Development Packs must be submitted no later than the last day of each quarter.

	Quarter dates	Deadline for the submission of Candidate Development Packs
Quarter 1	1 January to 31 March	31 March
Quarter 2	1 April to 30 June	30 June
Quarter 3	1 July to 30 September	30 September
Quarter 4	1 October to 31 December	31 December

Mentor deadlines are one week after those for Candidates. This is discussed further in the following section. All deadlines are summarised [in Appendix 1](#).

Early submissions by the Candidate

In agreement with the Mentor, early submissions (up to 3 weeks before the end of the quarter) may be made where the Candidate or Mentor will be away for the remainder of the quarter or to fit in with anticipated office deadlines.

Deadline extensions

The Pathway Coordinator may in exceptional circumstances be able to grant an extension to the submission deadline extension where there are serious extenuating circumstances e.g. bereavement or a serious illness. If you are affected by one of these situations you should contact the Pathway Coordinator as soon as possible, either by telephone or email

Late submissions by the Candidate

If no submission has been made by the Candidate by the submission deadline, and no extension has been arranged, the Development Pack for that quarter will be frozen and the Candidate will not be able to make a submission or add to their pack. The Supervisor will not be able to review unsubmitted entries. Candidates can continue their development as usual from the next quarter.

Submitting and saving

Candidates should note that once they have made a submission, documents for the quarter will be permanently logged in the system and cannot be edited. There is a 'save' option on the system to allow Candidates to review and work on the Development Pack during the quarter without making a formal submission. Candidates must choose to 'submit' their Development Pack for a submission to be reviewed.

Making registration dormant

Candidates may, if they wish, opt to take a break from making submissions. To make their account 'dormant' a Candidate should contact the Pathway Coordinator at pathway@landscapeinstitute.org and request that this happen. Reactivating can be done in a similar way. While dormant, Candidates cannot add to their Development Pack, Mentors do not submit any Mentor Reviews and Supervisors do not provide any feedback.

Where accounts have been made dormant the annual retention fee is still payable and any outstanding fees will need to be paid before an account can be reactivated.

Failure to submit for an extended period

Where no records have been submitted by the Candidate for more than two consecutive quarters and the Candidate has not made their account dormant, Candidates may be locked out of the online system. Annual retention fees are still due while a Candidate is locked out of the system and will need to be paid before an account can be reactivated. Locked out Candidates should contact the Pathway Coordinator to arrange reinstatement.

A Candidate will not be eligible to take the exam until they have been reinstated and any outstanding fees have been paid.

Reviewing Progress: Meetings and the Mentor Review

Candidates and Mentors are expected to meet regularly while the Candidate is on the Pathway, to ensure that the Candidate is adequately supported and has the opportunity to talk about issues they have encountered, or particular areas of the syllabus.

Meetings will take three forms

- **Initial Review:** As described earlier in the Guidebook, this is the first meeting between Mentor and Candidate and is where the Mentor will question the Candidate and explore their past experience and education to see what knowledge and understanding they have of the syllabus areas. The Initial Review is the benchmark which all future development and readiness to proceed is reviewed against. It is therefore important to allow sufficient time for this meeting.
- **Quarterly Review:** the formal meeting which takes place towards the end of each quarter to review the Candidate's progress in more detail. The Mentor will complete the Mentor Review based on discussion at this meeting;
- **Informal:** regular, more informal meetings during the quarter, to discuss a Candidate's ongoing development and points which may have arisen.

It is open to the Candidate or Mentor to request a meeting at particular date or time, but it is the Candidate's responsibility to arrange these meetings.

Guidance on the purpose and content of each of these meetings is given below and there are tips on how to make the most of the interaction between the Candidate and Mentor in the Pathway Toolkit, available in the Pathway Resource Centre in the Members Section of the LI website.

Informal Meetings

The Candidate and Mentor are expected to meet at least monthly for informal meetings. Candidates and Mentors will develop their own patterns of meeting and working together, but it will be essential that regular, dedicated time is set aside for these meetings.

The purpose of these regular meetings will be to

- discuss the Candidate's developing experience and any issues they have encountered or topics they would like to explore;
- help the Mentor to develop a rounded picture of the Candidate and their professional development;
- allow the Mentor to provide feedback to the Candidate on their progress;
- identify next steps, including opportunities for further development.

The Candidate's Development Pack will usually provide a focal point for discussion, and so the Candidate and Mentor will need to discuss how they plan to work together and agree how often the Candidate will update their Development Pack.

During the meeting, the Candidate and Mentor should aim to connect theoretical knowledge to applied practice. If the Candidate has been researching a particular topic, the Mentor should encourage them to consider its application to professional practice. Similarly, if a Candidate has acquired some practical experience, discussion regarding the underlying principles will help to improve the value of it.

Mentors should ensure that their feedback to Candidates is

- **Positive** – identifying achievements
- **Specific** – relating to particular actions or targets
- **Constructive** – for example, identifies ways to improve performance

Quarterly Review Meetings

The Quarterly Review is a more formal meeting between Mentor and Candidate to review progress at the end of each quarter.

The guidelines given above for regular meetings also apply to the Quarterly Review. Candidates and Mentors will need to plan ahead to make sure that the Quarterly Review Meeting is held in good time to enable submission deadlines to be met.

As part of the Quarterly Review Meeting the Mentor and Candidate will need to review and discuss the Development Pack completed by the Candidate and check that it accurately reflects the Candidate's development during the quarter. Candidate and Mentor will need to agree a protocol as to whether the Candidate will submit the Development Pack in advance of the Quarterly Review or whether the meeting will instead look at a draft, with the Candidate making their formal submission after the Quarterly Review has taken place.

During the course of their discussion, the Mentor should seek to establish what the Candidate has learned, their depth of knowledge and understanding and how successfully the Candidate can apply this to real life professional scenarios.

Mentors should use a range of techniques to explore a Candidate's knowledge. Further guidance is given in the Pathway Toolkit.

The Mentor may wish to concentrate on the areas that the Candidate agreed they would tackle during the quarter as part of their plan, and check and consolidate previous knowledge as appropriate.

Completing the Mentor Review

At the Quarterly Review Meeting it should be possible for the Mentor to determine, from discussion with the Candidate, the stage that the Candidate has reached in specific areas of the Syllabus, depending on the areas the Candidate has studied, revised or work on in the period under review.

This should be recorded by the Mentor using the Mentor Review (shown below) on the Pathway online system.

As part of the Mentor Review, Mentors are asked to indicate the stage their Candidate has reached in each part of the syllabus. Where there has been a change since the last quarter, the Mentor is asked to describe how this has been achieved by the Candidate.

Submitting the Mentor Review

The Mentor Review must be submitted by the Mentor no later than the dates shown below.

	Quarter dates	Deadline for submission of Candidate Development Packs	Deadline for submission of Mentor Reviews
Quarter 1	1 January to 31 March	31 March	7 April
Quarter 2	1 April to 30 June	30 June	7 July
Quarter 3	1 July to 30 September	30 September	7 October
Quarter 4	1 October to 31 December	31 December	7 January

Early submissions by the Mentor

In agreement with the Candidate, early submissions (up to 3 weeks before the end of the quarter) may be made where the Candidate or Mentor will be away for the remainder of the quarter or to fit in with anticipated office deadlines. Mentors can also submit before the Candidate although this is not recommended.

Deadline extensions

The Pathway Coordinator may be able grant a deadline extension for Mentors where there are serious extenuating circumstances such as bereavement or a serious illness. Where Mentors are affected by one of these situations, they should contact the Pathway Coordinator as soon as possible, either by telephone or email.

Late submissions by the Mentor

If no submission has been made by the Mentor by the submission deadline, and no extension has been arranged, the Mentor Review for that quarter will be frozen and the Mentor will not be able to make a submission. The Supervisor will not be able to see un-submitted reviews. Mentors can continue their Reviews as usual from the next quarter.

Feedback from the Supervisor

The role of the Supervisor is to provide feedback to the Candidate and Mentor as the Candidate progresses on the Pathway.

Provided that submissions are made on time, the Supervisor will provide feedback to the Candidate and Mentor on how the Candidate is progressing and highlight areas which the Candidate and Mentor should give particular attention. Where necessary, the Supervisor may also identify emerging concerns. Mentors and Candidate should make time to discuss the Supervisor's feedback at the informal and quarterly meetings

Provided that all submissions from the Candidate and Mentor have been received on time, the Supervisor will feed back within the following timeframe:

	Quarter dates	Deadline for submission of Candidate Development Packs	Deadline for submission of Mentor Reviews	Supervisor feedback normally given by
Quarter 1	1 January to 31 March	31 March	7 April	1 May
Quarter 2	1 April to 30 June	30 June	7 July	1 August
Quarter 3	1 July to 30 September	30 September	7 October	1 November
Quarter 4	1 October to 31 December	31 December	7 January	1 February

Moving forward to the Oral Examination

Assessing Readiness to Proceed to the Oral Examination: The Exam Notification

Where, in the course of a Quarterly Review Meeting, the Candidate and Mentor conclude that the Candidate is now ready to go forward to the Oral Examination, the Mentor should notify the Supervisor by making a Notification as part of their Mentor Review (the final question on each Mentor Review is the notification, as pictured below.).

In making their assessment of the Candidate's readiness, the Mentor will need to satisfy themselves that the Candidate has achieved an appropriate level of knowledge and understanding across the Syllabus, expressed in terms of achievement of the Pathway Stages:

- Candidates are expected to have achieved a minimum of Stage 2 across the majority of the syllabus areas;
- Stage 1 may have been achieved in a small number of areas which are not directly related to the Candidate's day-to-day work;
- Stage 3 is likely to have been achieved in areas relating to the Candidates specific areas of expertise, depending on the Candidate's experience profile.
- No areas should be at Stage 0.

As part of their Notification, the Mentor will need to comment on their Candidate's integrity and their understanding of their professional responsibilities as a landscape architect. The basic criteria for professional membership of the LI are described in the introduction to this Guidebook.

When to make the Notification

A Notification must be made as part of the Mentor Review and can be submitted at the end of any quarter.

Candidates and Mentors should note that

- where the Candidate hopes to progress to the oral exam in May, the Notification will need to be made no later than the submission deadline for Quarter 4 of the previous year;
- where the Candidate hopes to progress to the oral exam in November, the Notification will need to be made no later than the submissions deadline for Quarter 2.
- Mentors are required to positively select whether their candidate is ready to proceed or not at each submission. An incorrect selection cannot be amended retrospectively.

A summary of key dates and deadlines is given in [Appendix One](#).

There will normally be two opportunities to take the Oral Examination each year. The Mentor should not be tempted to submit a Notification before they are satisfied that the Candidate has genuinely met the requirements of the Pathway described in this Guidebook.

All Notifications are subject to approval by the Supervisor.

Supervisor Review of Readiness to Proceed

Following the Notification, the Supervisor will conduct a review of the Development Packs and Mentor Reviews submitted during the Candidate's registration on the Pathway, and will decide whether to approve or decline the notification.

In reviewing a Candidate's readiness to go forward to the examination the Supervisor will take into account a range of factors, including:

- the quality, content and timeliness of the documentation the Candidate and Mentor have submitted during the course of the Pathway and the emerging profile of the Candidate's development and understanding;
- the context of the Candidate's experience;

The Supervisor will base their decision solely on the information provided within the Pathway system. It is therefore important for both the Candidate and Mentor to dedicate sufficient time to writing full and complete quarterly submissions at each stage within the process and for the Candidate to ensure their CV remains up to date.

The Supervisor will confirm either that:

- the Candidate appears to be ready to proceed and may register for the examination (accept)
- the Candidate must undertake additional development (decline)

Where the Supervisor concludes that the Candidate requires further development within the Pathway, they will provide feedback to the Candidate and Mentor on the areas to which they need to give particular attention or where the Candidate needs to undertake further learning and development.

Where the Supervisor agrees that the Candidate appears to be ready to proceed to the examination, the examination registration form will become available to the Candidate via their home page on the Pathway online system.

Candidates retaking the Oral Examination

Candidates who have previously failed the Oral Examination and now wish to retake will also need to have a further Notification submitted by their Mentor and approved by their Supervisor. Once this has happened they will be able to register for a future exam in line with the deadlines in [Appendix One](#).

Those who previously failed the old format PPE (written and/or oral) before the end of 2006 will need to meet the same requirements in the Pathway as those taking the examination for the first time.

There is no limit to the number of times a Candidate can take the exam.

Registering for the Oral Examination

Registration Requirements

Candidates will need to register using the examination registration form in the Pathway to Chartership online system on each occasion they attempt the examination. A link to the registration form will appear on the Candidate's home page once a Notification has been approved by their Supervisor.

In order to be eligible to register for the Oral Examination, Candidates must have Mentor and Supervisor approval, following the process described in the previous section.

Exam Registration Deadline

The deadline for exam registration is 31 August for all Candidates who wish to sit the examination in November, and 28 February for all Candidates who wish to sit the examination in May. Late applications for the examination will not be accepted. Examination places will be allocated on a first come, first served basis. Registration remains provisional until the exam registration fee has been paid online.

Examination Fees

Candidates will be required to pay an examination fee online at the time of registration. Candidates should check the Pathway section of the LI's website <http://landscapeinstitute.org/members/pathway/> for information on the current year's fee.

Eligibility for the examination is dependent on the Candidate continuing to be registered on the Pathway, and retaining Licentiate membership of the LI. Candidates who are locked out of the system for nonpayment of membership fees, nonpayment of the Pathway annual retention fee, or for any other reason, will be withdrawn from the examination and examination fees forfeited.

Special Arrangements

The LI is committed to ensuring that no Candidate is disadvantaged in the examination and that all Candidates have reasonable opportunity to perform to the best of their ability. Where Candidates have special requirements, every effort will be made to ensure that reasonable and appropriate arrangements are made.

Candidates are asked to indicate whether they have particular requirements within the exam registration form. Candidates indicating that they have special requirements will then be responsible for providing appropriate medical certification to indicate what special arrangements they feel are appropriate in their case. In the case of dyslexia, Candidates will be asked to provide a psychological assessment report. This must have been conducted by an appropriately qualified professional since the Candidate reached the age of 16.

All requests and evidence for special arrangements need to be made at least 6 weeks before the first exam day of the relevant exam session. All applications for special arrangements will be

considered on an individual basis. Should a Candidate develop a new special requirement less than 6 weeks before the exam they should contact the Pathway Coordinator as soon as possible to discuss their options.

Amending an Exam Registration

Candidates who need to defer the exam and move their registration to the following exam session can do so by contacting the Pathway Coordinator. If this is done more than 6 weeks before the date of the first exam in that session then no additional fee is incurred and the original exam payment and registration will be transferred to the next examination session. However, if the Candidate needs to withdraw from their registered exam session less than 6 weeks before the date of the first exam in that session, a deferral fee will be charged as a contribution towards the non-recoverable costs the LI will incur. Candidates should contact the Pathway Coordinator as soon as they decide to defer the exam.

Completing the Development Pack after Exam Registration

Candidates and Mentors should continue to make quarterly submissions in the way described in this guidebook until such time as they learn that they have passed the Examination.

About the Oral Examination

The Scope of the Examination

The knowledge, understanding and personal attributes which must be demonstrated by the Candidate in order to complete the Pathway and progress to Chartership are described in the introduction to this Guidebook.

Candidates should remember that the exam stage of the Pathway is just one of many important interviews that they will face in professional life and they should prepare for it thoroughly. Professional interviews are often pressurised situations; the Examiners understand that Candidates may be inexperienced in such interviews and may feel nervous and they will always endeavour to put Candidates at ease.

The Format of the Examination

The Oral Examination will usually be of around 40-45 minutes in duration and will be conducted by two professional members of the Institute.

Prior to the examination, Examiners will have access to the Development Packs submitted by the Candidate during the course of the Pathway, as well as the Mentor Reviews and any feedback given by the Supervisor.

The examination will include a discussion of the Candidate's developing experience as they have progressed through the Pathway. Discussion may focus on projects the Candidate has been involved in, and how they have developed and applied their knowledge as they have progressed through the Pathway, before expanding to wider aspects of the Syllabus. Questions will range over the Candidate's practical experience, their knowledge of professional practice and the application of it. Individual questions in the Oral Examination may touch on several areas.

More guidance about the examination is available in the document "*Exams Notes for Candidates*" (this can be downloaded from the Pathway section of the Members' website) and in the Pathway Toolkit.

Examination Results

Results of the examination will normally be sent to Candidates within three weeks of the exams taking place. The exact date will be given to Candidates when the exam timetable is released. Once the results are available, an email will be sent to both the Candidate and Mentor to alert them that they can now log in and view their result.

Candidates passing the Oral Examination

Those who are successful in the Oral Examination will be elected as a Chartered Member of the LI (CMLI). The names of successful Candidates and their Mentors will be published and all new CMLIs will receive a membership certificate attesting to their status as a chartered landscape architect.

Candidates failing the Oral Examination

Candidates who fail the Oral Examination will receive brief comments on the reasons for failure and, if appropriate, indications of the areas in which the Examiners feel that they should undertake further development.

It will be important for Candidates to take the time to review Examiner feedback and to plan their next steps carefully with their Mentor. Candidates may register to retake the examination at any time, but final eligibility to go forward to a future examination will be dependent on a further final Notification being made by their Mentor and approved by their Supervisor.

There is no limit on the number of times a Candidate can take the exam.

Appeals

The Pathway works on the basis of continual assessment; Candidates should be receiving regular and ongoing feedback from their Mentors and both Candidate and Mentor will receive feedback each quarter from the Supervisor on their submission.

There should therefore be no surprises at any point in the Pathway in terms of whether the Candidate's progress is likely to be such that an Exam Notification will be made and will in turn be accepted by a Supervisor.

Mentor Decisions

Where a Candidate is unhappy with the Mentor's assessment of their readiness to go forward to the Examination, they are expected to work together to reach a resolution.

- Candidate and Mentor should arrange a time to meet to discuss their concerns.
- Where the Candidate and Mentor are unable to reach a satisfactory resolution, guidance should be sought from the Supervisor.

Supervisor Decisions

Where a Mentor is unhappy with the Supervisor's decision about their Candidate's readiness to proceed to the examination, it is open to them to write to the Chair of the Pathway Steering Group, c/o the LI, requesting that a Senior Supervisor be nominated to review their case.

Such reviews must be requested without delay to allow reasonable time for documentation to be reviewed and for any salient points to be investigated, and in any event no later than 10 days after the Supervisor's feedback deadline. The Mentor must describe fully the circumstances of their request for review. No new information (concerning the Candidate's development during the relevant quarter) can be submitted as part of the appeal as the appeal is solely based on the information provided in the original submission and the feedback the Supervisor made in relation to that submission.

In carrying out the review, the Senior Supervisor will take into account a number of factors, including

- the specific issues raised;
- the quality, content and timeliness of the documentation the Candidate and Mentor have submitted during the course of the programme and the emerging profile of the Candidate's development and understanding;
- the context of the Candidate's experience;
- the Supervisor's comments on each submission

The Senior Supervisor will respond to the appeal within 28 days of receipt. The decision of the Senior Supervisor is final.

Exam Appeals

Where a Candidate is unhappy with the way in which their exam has been conducted it is open to them to write to the Chief Examiner(s), c/o the LI, requesting that they review their case.

Such reviews must be requested without delay to allow reasonable time for documentation to be reviewed and for any salient points to be investigated, and in any event no later than 20 days after the Exam feedback has been released. The Candidate must describe their objections to the exam process and outcome in their appeal letter.

The Chief Examiner(s) will respond to the appeal within 28 days of receipt. The decision of the Chief Examiner(s) will be final.

Appendix One:

A summary of key dates and deadlines

The Quarterly Cycle

The deadlines for the submission of Development Packs and Mentor Reviews are summarised in the table below, with an indication of when Candidates and Mentors can expect to receive feedback from the Supervisor.

	Candidate Development Pack Submission Deadline	Mentor Review Submission Deadline	Supervisor Feedback Deadline
Quarter 1 – Jan to Mar	31 March	7 April	1 May
Quarter 2 – Apr to Jun	30 June	7 July	1 August
Quarter 3 – Jul to Sep	30 September	7 October	1 November
Quarter 4 – Oct to Dec	31 December	7 January	1 February

The Oral Examination

Examination dates

Oral Examinations are held twice a year, in May and November. Examination dates are published on Talking Landscape (<http://talkinglandscape.org/>) as soon as they are known.

The final date, time and venue of the examination will be confirmed to Candidates once they have registered for the Exam.

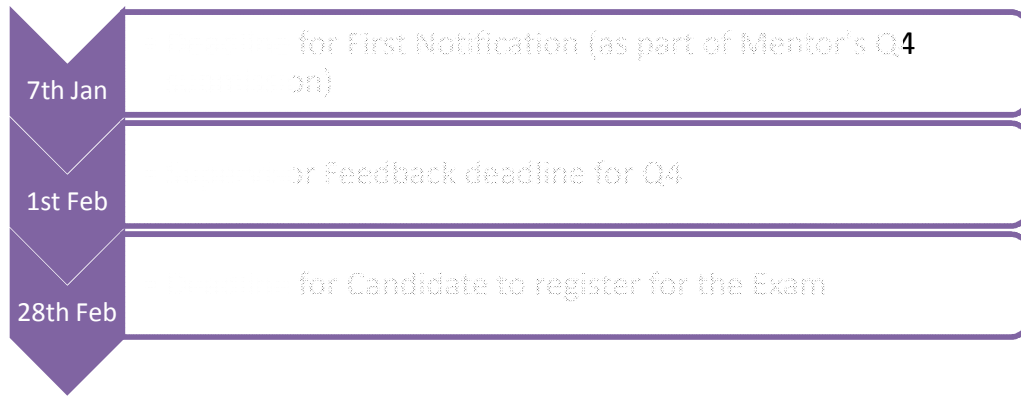
The timetables for notifications and registration are detailed on the following page.

Notifications and deadlines for registration

Candidates are eligible to register for the examination where their Mentor has made a Notification and this has been accepted by the Supervisor. A Notification can be made at the end of any quarter as part of the Mentor Review.

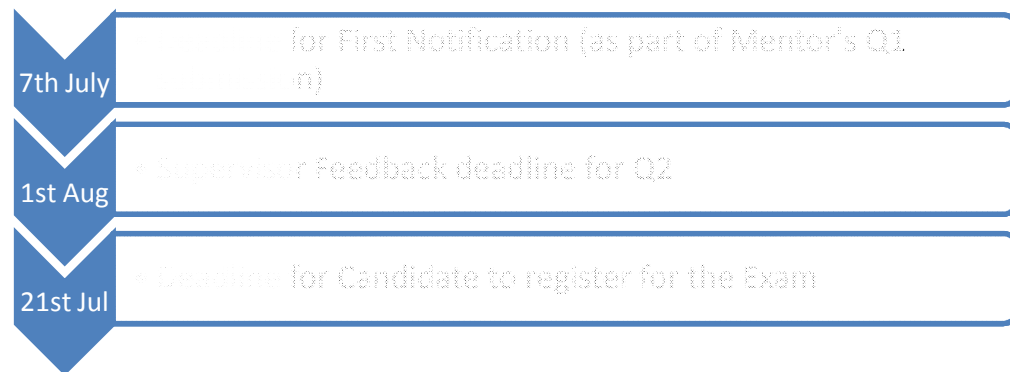
May examination

Candidates who wish to register for a May examination must complete and submit the Examination Registration Form by 28 February. They will need to have received a Notification no later than the end of quarter 4 followed by approval of this by their Supervisor before they are eligible to register. This is summarised in the diagram below.



November examination

Candidates who wish to register for a November examination must complete and submit the Examination Registration Form by 31 August. They will need to have received a Notification no later than the end of quarter 2 followed by approval of this by their Supervisor before they are eligible to register. This is summarised in the diagram below.



Appendix Two

Changes with effect from July 2011

In 2011 following a review of the Pathway, a number of changes were made to the system. These were:

- **Data requested at Registration.** The amount of data requested from the candidate and mentor at registration has been reduced, making it quicker and easier to register for both parties.
- **Payment.** All payments can now be made online and receipts can be generated as needed.
- **Making records public or private** Candidates no longer have to change their records from private to public
- **Initial review.** Candidates cannot begin recording experience until the initial review is submitted.
- **Development pack deadlines** have changed from 21 days after the end of the quarter to the last day of each quarter with an additional week for mentors. Supervisors will feedback 24 days after the mentor deadline. This means Candidates and Mentors get feedback earlier on in the quarter.
- **Development Pack reformatted** to remove an unused element, previously known as the “Quarterly Record”. In addition, the Candidate can now make entries in a more user friendly format and duplication has been reduced through the linking of these to both syllabus topics and to projects.
- **Proposers** In the past Candidates registering for an exam had to nominate a ‘proposer’. This is no longer required.
- **Exam Notifications:** In the past, Mentors had to submit two notifications before a Candidate could move forward to the exam. This has now been reduced to one, reducing the waiting time from approximately 9 months to 4 months.
- **Exam Registration:** Candidates only need to register for the exam once they have received confirmation of their eligibility.
- **The Syllabus:** This was formerly referred to as the ‘Study Guidance Notes’.