

## Guidance Notes for Candidates

It is a requirement of the Professional Practice Examination (PPE) that candidates should normally have completed a required duration of professional experience before taking the examination (refer to regulations and requirements for the PPE). The appropriateness of the experience is judged by the extent to which it qualifies the candidate to act in a professional capacity as a Landscape Architect.

The detail of professional practice experience should be formally recorded on the Practice Training Record (PTR) (i.e. [Annex A1 - Practice Training Record](#), [Annex A2 – Summary of Projects](#) and [Annex A3 – Supervisor Assessment Report](#)) issued by the HKILA. The PTR sheets are required to be submitted to the HKILA for the assessment of the eligibility of the candidate to take the examination.

The purpose of the PTR sheets is to assist both the candidate and the candidate's training supervisor of the need to cover adequately all aspects of the PPE Syllabus. The PTR will help to demonstrate to the examiners the main areas in which professional experience has been gained.

Candidates' and employers' attention is drawn to the strict requirement that full and varied professional practice experience should be obtained prior to the candidate attempting the PPE. An incomplete or inadequate PTR could result in a candidate being refused permission to take the examination.

The PTR has been drafted in a form which is intended to reinforce the understanding by students, associates, training supervisors and employers of the importance of covering the main subject areas of the examination syllabus during the whole training period.

It should be appreciated that it is not intended that the form should be used as a detailed time sheet with total weekly "worked" hours equalling recorded experience. However, it is important to record accurately where experience related to the syllabus has been gained.

It is understood that there will be areas of the syllabus where students may not normally be directly involved in practice. However, it is important to realise that there are important areas of learning that need to be reinforced in the office situation if only by discussion of the general principles.

[Activity 6 of the Practice Training Record in Annex A1](#) may be used to describe the main areas of daily activity where these vary from the other main sections, or to describe areas of specialist activity of note.

The PTR Sheets may be used to record activity associated with single projects, a range of projects or non-project related work experience. The summary on the reverse should be used to describe accurately the context of the work experience recorded overleaf.

If in doubt about any aspect of the PTR Sheets or the requirement to complete the PTR as a prerequisite to qualifying for entry to the examination, a candidate should consult either his or her training supervisors or the HKILA.

Prospective candidates are reminded to record their professional practice experience in the PTR at the commencement of their training. They should clearly indicate in the PTR of any change of employer and training supervisor during their course of practice training. They should also apply for Associate membership of the Institute and register for the PPE well before the deadline.

## Guidance Notes for Supervisors

The HKILA would appreciate supervisors' assistance in providing candidates sitting for the Professional Practice Examination (PPE) with sufficient practical experience required by the Institute.

The supervisor normally should be someone who, in addition to being a Professional Member of the HKILA, is in day to day contact with the candidate and is fully aware of the candidate's work programme. Where the employer has no professionally qualified member of the HKILA to act as supervisor, it is the candidate's responsibility to organise an external supervisor. The Institute will endeavour to help the candidate in finding a supervisor by putting him (her) in touch with the other local Professional Members.

Supervisors should also be knowledgeable of the academic/professional background and circumstances of the candidates. The primary role of the supervisor to the candidate is to certify that the candidate has attained the practical experiences as recorded in the Practice Training Record (PTR). The PTR sheets (*i.e.* [Annex A1 - Practice Training Record](#), [Annex A2 – Summary of Projects](#) and [Annex A3 – Supervisor Assessment Report](#)) and the registration package list the extent of the syllabus the candidates are expected to gain experience in.

Supervisors are reminded that their role is not merely a rubber-stamping exercise. They are expected to act as mentors, guiding and advising candidates throughout their training period. Supervisors are asked to read carefully all sections of these Guidance Notes.

Supervisors are expected to meet regularly with candidates to review their progress as illustrated by the PTR sheet(s) in order to identify areas of weakness or lack of experience. In turn they should assist the candidates as far as is practicable in gaining experience in those areas.

Supervisors are also expected to have a clear understanding of the structure and the content of the PPE in order to advise the candidate on how to prepare for the examination effectively, and to guide the candidates to obtain the fullest range of on-the-job practical experience possible within the practical training period to meet HKILA requirement.

**Supervisors are expected to provide comments for the Supervisor Assessment Report (Annex A3) such as comment on the strengths and weakness, and anything else that would like to bring to the attention of the Board of Examiners (BoE) of the Oral Examination.**

A Professional Member of the HKILA who has agreed to act as an external supervisor for a candidate who does not have a HKILA qualified in-house work supervisor is reminded that he (she) has undertaken to monitor and advise on the development of the candidate's professional practice experience. This carries certain time and possibly travel commitments to fulfil the supervision obligations set out in the regulations and requirements for the PPE. He (she) is advised to liaise with the candidate's in-house supervisor to ensure that he (she) is aware of any advice given to the candidate.

In an office where there is no professionally qualified HKILA member who can act as a supervisor and the Institute agrees to the participation of an external supervisor, the employer is still asked to nominate an in-house work supervisor who can verify the candidate's PTRs and liaise with the external supervisor regarding the candidate's practical experience.