

Hong Kong Institute of Landscape Architects

August 2018

Professional Practice Examination (PPE) Information Sheet for Student and Associate Members

The information set out below covers regulations, procedures and deadlines of the Professional Practice Examination to be observed by candidates.

(1) Associate Membership

Prospective candidates for the PPE are now required to be Associate Members (formerly Graduate Members) for at least 12 months by **15 September** of the year taking the examination. Prospective candidates, for example, wish to take the PPE of 2018 shall make themselves become Associate Members by 15 September 2017 at the latest.

Membership application form can be obtained from the Registration Committee of the HKILA and be duly completed and returned for processing. This applies to both new membership and transfer from Student to Associate Membership.

(2) Professional Practice Experience

Before being allowed to take the PPE, prospective candidates are required to obtain, by **15 September 2018**, the following prescribed period of full time professional practice experience on projects in Hong Kong subsequent to the completion of an accredited landscape architecture course:

- (i) a minimum of two years professional practice experience gained under the direct supervision of a Professional Member or Fellow of the HKILA; or
- (ii) a minimum of three years professional practice experience gained under the supervision of an external supervisor who is a Professional Member or Fellow of the HKILA.

Candidate should obtain written approval from HKILA prior to commencing the arrangement of external supervision.

The supervising Professional Member shall have a minimum of three years Professional Membership at the time commencing the supervision.

(3) Practical Training Record

The professional practice experience mentioned in Item (2) must be recorded on Practical Training Record (PTR) sheets. Prospective candidates are advised to start recording their work experience as soon as they have commenced working.

The Professional Practice Record sheet and its Guidance Notes will be issued to new Associate Members as an attachment to the Associate Membership notification letter. Alternatively, they can be obtained from the Education Committee on request.

(4) Portfolio of Professional Practice Experience

Candidates who are successful in the written examination will be required to prepare a portfolio of their professional practice experience and present it in the subsequent oral examination. The project portfolio will need to illustrate projects / assignments that they had worked on, and to highlight the practical experience they had gained with respect to the five sections of the syllabus of the PPE. The project portfolio shall be submitted at least two weeks prior to the date of the oral examination.

The Project Portfolio shall be a bound booklet / folder made up of a maximum of 20 A3 pages (not including the front and back covers) printed on one side. Candidates are expected to use photographs, drawings, and other illustrations as the main component of the portfolio while supplemented by text. The total words used for the text shall not be more than 2000. The written medium shall be English.

DO NOT SUBMIT ANY CONFIDENTIAL MATERIAL.

(5) Registration for the Examination

The closing date for registration for the PPE will be **30 September** of the year taking the examination. Prospective candidates should obtain the registration package, in writing, from the Education Committee.

(6) The Examination

The PPE consists of two distinct parts as follows:

Part 1: A written examination of pre-determined extent and content, conducted at a time and date set by the Examination Board. Currently, the written examination takes the form of a three and a half-hour paper consisting of multiple choices and essay questions. Candidates will not be allowed access to any reference or text during the examination. The written examination is a qualifying examination for Part 2 of the PPE.

Part 2: An oral examination conducted by a panel consisting of a minimum of two examiners selected by the Examination Board, at a time following the completion of Part 1. Candidates shall expect the interview to last for about 50 minutes. The form of the oral examination shall comprise two parts: Part I- a 20-minute Project Experience Presentation, and Part II- a 30-minute Q&A Interview. Candidates who pass the oral examination may proceed to apply to HKILA for Professional Membership. Candidates who fail the oral examination may take it again, with exemption to take Part 1 of the PPE in the following year.

(7) Examination Fee

Eligible candidates will be charged a registration fee HK\$ 1,000 and an examination fee HK\$ 1,000 in separate cheques for admission to the PPE to recover administrative and other costs involved in preparing for and conducting the examination. The fees should be submitted along with the registration package and cheques should be addressed to 'The Hong Kong Institute of Landscape Architects'. Only the examination fee will be returned to a candidate should he or she be considered not eligible to take the PPE.

(8) Dates and Venues

The written examination usually takes place in November each year and the oral examinations usually take place in January the following year. Candidates will be notified of details of dates and venues by **email**.

(9) Regulations and Syllabus

Detailed regulations and the syllabus for the PPE are contained in separate document “Professional Practice Examination - Rules and Regulations”. Relevant sections of the document will be included in the registration package for candidates’ information.

(10) Further Information

Candidates will be notified of any changes to the regulations or procedures relating to the examination by post. The changes will also be published in the HKILA Newsletter.

Queries relating to the examination should be referred to the Education Committee. Queries relating to membership should be referred to the Registration Committee.

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