

**Review & Recommendation for HKILA Admission Study:
Alternative Senior Pathway Route to Professional Membership
Final Report 22 April 2018**



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1.0 INTRODUCTION

1.1 SCOPE OF THE HKILA REVIEW

- 01 The Hong Kong Institute of Landscape Architects (HKILA) are committed to taking forward and developing final recommendations on aspects of the Admissions Policy review from the report '*Review and Recommendations of Accreditation and Admissions*' April 2016 prepared for the Accreditation Policy Technical Advisory panel. The report provided a review of the current criteria for accreditation and entry level into professional qualification for Landscape Architecture in Hong Kong and identified several recommendations.
- 02 The HKILA would like the admissions process to be fairer and more flexible to address a number of concerns and to bring it in line with other professional institute's worldwide that offer that alternative pathways to professional membership. The main area of concern is the number of senior practitioners in Hong Kong who have no route to professional membership under the current Admission Policy.
- 03 The HKILA consulted with the membership during an Institute meeting held in February 2018 to gain approval to proceed with a review of the Admission Policy and to consider alternative pathways for senior practitioners into professional membership.
- 04 As part of the review the HKILA also consulted with practices in Hong Kong to gain insight into employment in the industry and membership.

1.2 CONSULTANTS APPOINTMENT & SCOPE

- 01 The role of the consultancy appointment was to assist the HKILA to undertake an assessment of the Institute's current procedures for admissions and make recommendations for entry level into professional membership of the HKILA. The aim was to prepare recommendations to enable the HKILA to report back on its findings at the AGM in April 2018 and gain approval from the membership.
- 02 This report summarises the process of the review along with recommendations that were finalised after interim presentations. It will be used to consult the membership at the AGM and enable the HKILA Panel to formalise its final revised Admissions Policy and prepare a final procedure. (*Refer to Appendix 4*)
- 03 Rachel Tennant, former Director of TGP Landscape Architects Asia (TGP) and Fellow of the Landscape Institute, was appointed by the HKILA in November 2017. The format of the review included: -

Stage 1: Research / Review

Stage 2: HKILA Admission Procedures and Outline Pathway Options

Stage 3: Recommendations and Proposals

2.0 STAGE 1: RESEARCH AND REVIEW

2.1 BACKGROUND TO RESEARCH

- 01 In order to assess the status and efficacy of the current HKILA admissions procedure and pathway options a detailed research and review was undertaken of worldwide relevant landscape professional institutes and comparator professional institutes in Hong Kong.
- 02 The research included a review of admission procedures requirements as well as baseline on recognition and achievement stages of professional membership.
- 03 The international and local professional institutes chosen for review were agreed in advance with the HKILA Education Committee and included: -

International Landscape Professional Institutes

- United Kingdom Landscape Institute (LI)
- Australian Institute of Landscape Architects (AILA) – current reciprocity with HKILA
- New Zealand Institute of Landscape Architects (NZILA) – current reciprocity with HKILA
- American Society of Landscape Architects (ASLA)
- Canadian Society of Landscape Architects (CSLA)

Hong Kong Institutes – Other Professions

- Hong Kong Institute of Architects (HKIA)
 - Hong Kong Institute of Surveyors (HKIS)
 - Hong Kong Institute of Engineers (HKIE)
- 04 The criteria by which each professional body were assessed in relation to admissions and pathway options were agreed as:
- Available pathway options to professional membership;
 - Entry requirements;
 - Evidence / Corroboration; and
 - Examination or study requirements.

2.2 FINDINGS OF THE RESEARCH

(Refer to Appendix A: Professional Membership review- International and Local Comparator Detail Research)

- 01 **International Landscape Professional Institutes** - A summary of the findings is set out below.
- The LI has four routes to professional membership including a senior practitioners route. The entry requirements vary depending which route is taken. The senior practitioner route requires 10 years' experience within one or more of the LI's 5 areas of Practice. The evidence and corroboration required includes country and qualification, a statement of expertise, a CV, evidence of knowledge of headings of professional practice exam with supporting references. There is a review by the Chartered Membership Panel and an interview based on the P2C Exam.

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- The AILA has two types of professional membership, Registered Landscape Architect (RLA) following on from an accredited course in Australia, and Senior RLA which is the equivalent of a senior practitioner route. This has 3 different categories depending on whether the applicant's qualifications are from an accredited course, or there is professional equivalence, or membership of an IFLA recognized overseas institute. All require a minimum of 8 years' experience. The evidence includes qualification, CV, evidence of expertise, and letters of support from RLA's. There is a review by an Assessment Panel and an interview based on knowledge of AILA and responsibilities as an AILA member.
- The NZILA has no senior route to professional membership and a Registered Landscape Architect. There are two routes to professional membership which include undertaking an accredited degree in New Zealand or a reciprocity application through an equivalent accredited qualification or IFLA recognized Institute membership. The Reciprocity Application requires one-year local experience with supporting evidence of memberships, professional experience, CPD and 2 RLA sponsors. Final assessment is by an interview panel with Oral examination in professional competence.
- ASLA options include International member, Full Professional Member or Emerging Professional. There is no senior route. Professional membership is governed by LARB through a License to Practice and a Landscape Architects Registration Exam. The entry requirements required prior to the exam vary from state to state from 3-12 years' experience with 2 -6 years under supervision.
- In Canada the CSLA have four pathway options which again varies from state to state. These include the Landscape Architects Registration Exam(LARE) from a CSLA or ASLA recognized qualification, Reciprocal Registration relevant to Canadian and USA states only and Internationally Trained. Their Senior Practitioner route requires 10-12 experience and membership of an international professional regulatory agency. Applicants provide evidence of qualifications, year of graduation, references, professional experience, and their Licensing Certificate. There is a review by an Assessment Panel to confirms whether the applicant is required to sit the full LARE or undertakes an oral exam with the Examination Board.

07 Hong Kong Institutes – Other Professions - A summary of the findings is set out below.

- The HKIA have options for membership through the Architects Registration Board including Local Architectural Recognized Qualification or a Non-Local Architectural Professional (NLAP) with professional registration through a recognized registration body. There are two categories – Group A for those with an overall professional experience both local and overseas of 15 years and Group B for those with 5 years local experience. The HKIA has no stated senior practitioner route. In both categories they require to evidence their qualifications, experience, and provide HKIA referees. A detailed case report is reviewed by a Professional Assessment Panel followed by a professional interview. Group A in addition are required to complete papers 1 and 2 of the Professional Assessment exam.
- To become a Corporate member of HKIS there are two options, through a Local Qualification and completion of Assessment of Professional Competence following 2- 3 years' experience, or through Overseas Reciprocity. This requires only one-year local experience, membership of a recognized institute, evidence through a training log book and CPD undertaken as well as providing 4 corporate sponsors. The formal assessment is through a Professional

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Assessment Panel with a presentation, interview, and timed essay. There is no senior practitioner route.

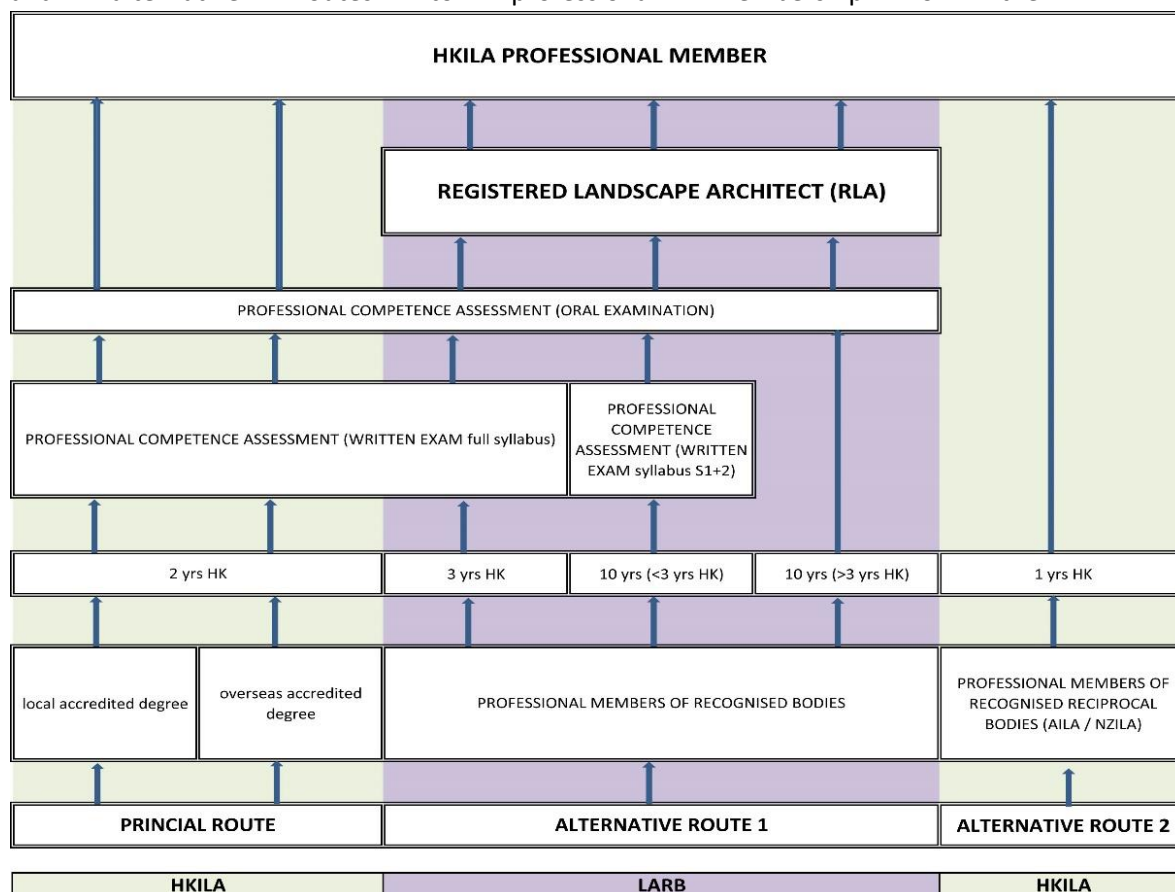
- The HKIE offer 5 alternate routes to professional membership. Formal Training and General Experience Route for under 25-year old's. Reciprocity for local non HKIE institutes and overseas recognized professional Institutes which requires a minimum of 4 years local experience. The Mature Route is offered only for those over 35 years old. Those with non-recognized qualifications require 15 years' local experience and those with recognized qualifications require 6 years local experience. Both are required to submit evidence of their qualifications, CPD undertaken and a Technical and Analytic Submission paper. Professional assessment is a review of the paper submitted and an interview.

- 08 The findings of the research were presented to the HKILA for consideration and review. It was apparent that there was a variation in the way that each professional institute whether local or international considered alternate routes to membership. The senior practitioner route was available with many Institutes and the entry requirements had similarities that could be tailored for a more Hong Kong led approach.

3.0 STAGE 2: HKILA ADMISSION PROCEDURES & MEMBERSHIP RESEARCH

3.1 HKILA CURRENT ROUTES TO MEMBERSHIP AND KEY ISSUES

- 01 The HKILA sets out its membership grades and application requirements under its governance procedures in the Byelaws of the Institute. The diagram below highlights the current principal and alternative routes to professional membership of the HKILA.



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- 02 The principal route to membership is through an accredited local university course, currently this is the accredited Hong Kong University 2-year MA program following an undergraduate degree, or through an internationally accredited landscape course, undergraduate or post graduate. There are currently no fully accredited local undergraduate landscape degree courses. This route requires two years overseen experience in Hong Kong followed by the professional practice exam both written and oral.
- 03 There are two alternative routes under the HKILA admissions procedures. The first allows professional members of recognised bodies to enter HKILA membership through the Landscape Architects Registration Board (LARB). They must have a minimum of 3 years local experience and depending on overall experience will be eligible to sit the professional practice examination or a professional competence assessment covering part 1 and 2 of the syllabus. They are then eligible to take the professional practice oral exam and if successful will be coming Registered Landscape Architects with a route to professional membership of HKILA.
- 04 The second alternative route is suitable for applicants from other countries that HKILA have reciprocal arrangements with to become HKILA professional members subject to an appropriate level of experience working in Hong Kong under supervision followed by an Interview.
- 05 It was recognized in the *'Review and Recommendations of Accreditation and Admissions'* 2016 Report that there were a number of issues with the current pathway to professional membership that was impacting on the profession in Hong Kong. The current HKILA pathway to professional membership does not address the numbers of practising Landscape Architects in Hong Kong who have over 10 years' experience but are unable to achieve professional membership because of the current admission system. This includes practitioners from countries where the profession is not formalized, experienced practitioners from non HKILA recognized countries as well as a lack of parity with regional countries. The net result of this is fewer members for HKILA.

3.2 HKILA MEMBERSHIP HISTORY

- 01 The HKILA prepared an analysis of membership for the past 7 years to demonstrate the low rate of increase and as a comparator to the Hong Kong Institute of Architects

HKILA membership history							
membership category	2011	2012	2013	2014	2015	2016	2017
Honorary	5	5	5	5	5	5	5
Fellow	8	14	14	20	20	20	20
Professional	117	120	130	143	161	168	180
Associate	122	137	152	159	155	152	151
Graduate	0	0	0	0	0	3	1
Affiliate	4	5	8	10	11	6	8
TOTAL	256	281	309	337	352	354	365
% increase		9.8%	10.0%	9.1%	4.5%	0.6%	3.1%

□ In comparison, HKIA current membership ~4500 (12x HKILA).

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3.3 HKILA MEMBERSHIP RESEARCH AND FINDINGS

- 01 HKILA are committed to addressing the disparity in their current admissions procedure and to bring the institute into line with other professional institutes both locally and internationally.
- 02 HKILA have recognized that the current situation for non-members practicing in Hong Kong may confuse the public perception of landscape architects' contribution to the society and they are not subject to HKILA's standards scrutiny. Practicing non-members also do not have access to CPD and other current standards and information on the discipline.
- 03 The total numbers of landscape practitioners in Hong Kong that are not members of the institute was unknown at the time of commissioning this report. It was recognised that data was required to provide an accurate assessment of this issue to inform the HKILA.
- 04 A survey was circulated by HKILA to all known practices and companies including registered, non-registered practices and developers in Hong Kong. The aim was to assess numbers of landscape designers working in the field of landscape architecture that had over 10 years' experience but were not members of the institute.
- 05 A total of 41 organisations were contacted and HKILA received 20 responses. An analysis of the findings of those organisations concluded that of the 341 landscape designers, 98 (29%) are HKILA members, 77 (23%) are non HKILA landscape designers with 10+ years' experience leaving 48% unaccounted. On this basis HKILA estimate that there are likely to be over 900 non HKILA practitioners in Hong Kong and 200 or more of those have over 10 years' experience.
- 06 The HKILA considered that the data gathered from the membership employment survey was sufficient to provide an estimated forecast of the number of senior practitioners in Hong Kong who are not members and to predict future membership trends.

3.5 PATHWAY OPTIONS FOR SENIOR PRACTITIONERS

- 01 A number of alternative draft options were discussed with HKILA to demonstrate possible alternative routes for practicing non-members into professional membership.

These were based on information gathered as part of the research of comparator international and local professional institutes.

- 02 The baseline for all options was qualification and professional memberships: -
 - IFLA recognised qualification.
 - Non IFLA recognised qualification.
 - IFLA recognised professional membership.
- 03 This was followed by length of local experience and from that alternative options to professional membership which included: -
 - Application with sponsors.
 - Case study / report and presentation to an assessment panel.
 - Interview or full /part PPE exam.

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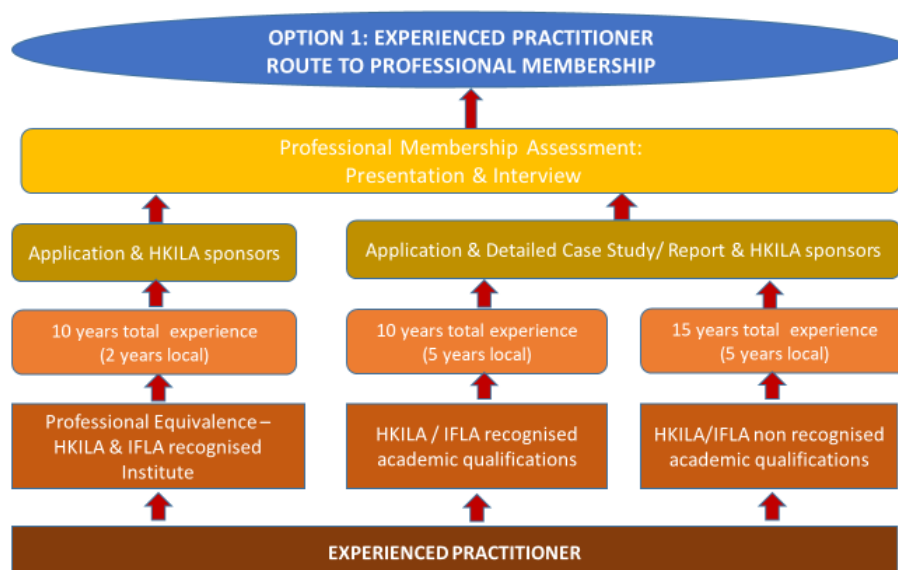
- 04 The suggestion was to use an automatic points-based system that could be applied to those with a qualification / professional membership that has international recognition. This could enable applicants to progress straight to a professional interview that would include Ethics and Governance as a minimum. Non IFLA based qualifications would require further detail to be examined through interview.

Option 1: No requirement to undertake Professional Practice exam by interview.

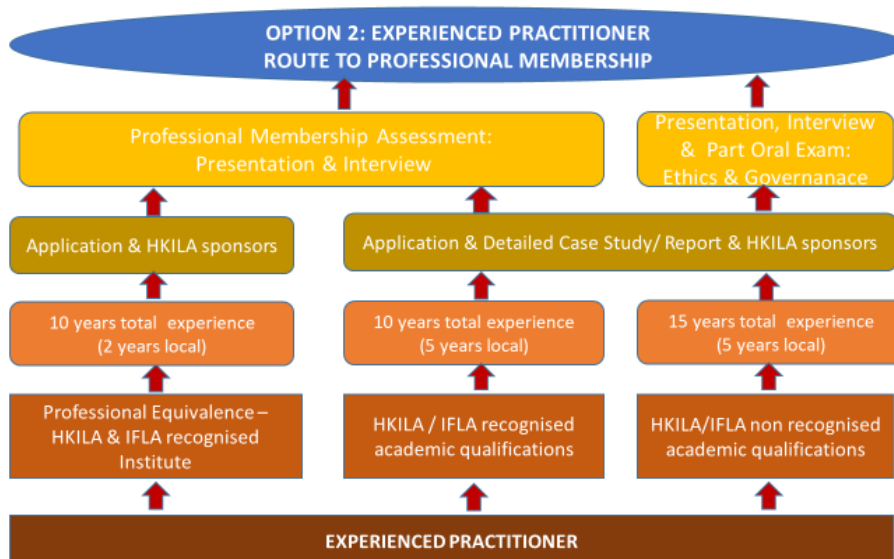
Option 2: Part Professional Practice oral exam introduced at interview.

Option 3: Full Professional Practice oral exam introduced at interview.

05 Option 1

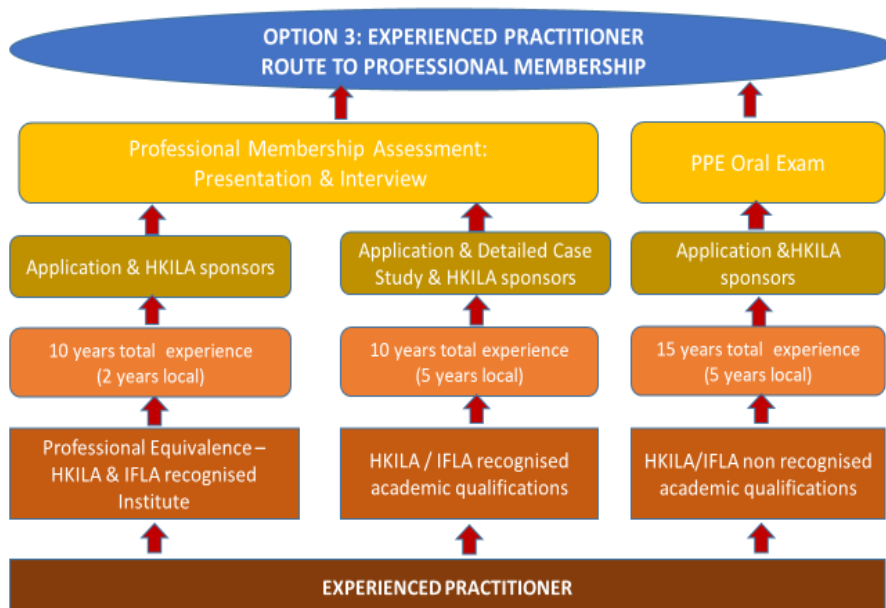


06 Option 2



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Option 3



- 08 HKILA considered that the options presented required a further level of detail to establish key criteria and enable a fair and accurate assessment of a candidate's eligibility.

3.4 HKILA MEMEBERS MEETING FEBRUARY 2018

- 01 The HKILA recognised that whilst alternative routes to professional membership had been set out in the *'Review and Recommendations of Accreditation and Admissions'* and presented at the AGM April 2016, the principle of a new senior practitioner route had not been agreed with the membership. In addition, the HKILA were also keen to establish, through discussion with the membership, the key criteria to assess applicants' eligibility.
- 02 A Members Meeting was called in February 2018 to present the initial comparator research of international and local professional institutes as well as the findings of the HKILA membership survey including numbers of potential new members. The aim was to obtain approval to develop an alternative route to professional membership for those landscape designers who have 10 or more years' experience in Hong Kong and who are currently not members.
- 03 There were no objections for the HKILA to develop a new HKILA Senior Practitioner Route and present to the membership at the AGM in April/May 2018.
- 04 The key criteria to be addressed as part of the senior practitioner route were presented at the meeting by the HKILA and agreed as: -

 Senior Practitioner Professional Admission – Key Criteria	
Education <ul style="list-style-type: none"> <input type="checkbox"/> Country and university of study, <input type="checkbox"/> Accredited or non accredited course, <input type="checkbox"/> Education details, <input type="checkbox"/> Qualification & year of graduation, <input type="checkbox"/> Country of professional membership – IFLA recognised? 	Experience <ul style="list-style-type: none"> <input type="checkbox"/> Total years of experience (HK & elsewhere), <input type="checkbox"/> Evidence of experience (completed projects), <input type="checkbox"/> Evidence of understanding key aspects of PPE syllabus, <input type="checkbox"/> CPD evidence, <input type="checkbox"/> Letters of support from professional members.

4.0 STAGE 3: PROPOSALS AND RECOMMENDATIONS

4.1 PROPOSALS

- 01 Following on from the February meeting, proposals were further developed for an alternative route for senior practitioners into professional membership to be incorporated as part of the HKILA Admissions Policy.
- 02 Application requirements, further refinement of the criteria and scoring matrix are now set out to allow for a robust and thorough assessment of a candidate's submission. The aim being to enable HKILA to undertake an objective review through a fair process equitable to all applicants.

4.2 APPLICATION REQUIREMENTS, CRITERIA & SCORING MATRIX AND OUTCOMES

(Refer to Appendix B: HKILA Senior Practitioner Route – Application Requirements, Criteria & Scoring Matrix and Outcomes)

01 Application Requirements

This sets out the minimum requirements for each application: -

- Application Form (*HKILA Portfolio Template*)
- Resume / CV.
- Qualification Certificates.
- Letters of support from 2 professional members.
- Portfolio for 5 projects (*HKILA Portfolio Template*)
- Statement of PPE experience for each project portfolio (*HKILA Portfolio Template*)
- CPD Record Sheets up to 5 years (*HKILA Portfolio Template*)

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02 Criteria and Scoring Matrix

The criteria for assessment are divided into three areas which are further subdivided with a scoring system allocated to each.

a) Academic Qualification

- Country of study: Highest scores are allocated to countries with reciprocity, or IFLA members associations with professional exam, and lowest score to countries where the qualification is gained as having no professional association or institute.
- IFLA accredited course: At the time of study gains the highest score
- Qualification obtained: Highest score assigned to undergraduate/postgraduate qualification in landscape architecture with PhD in an associated research field and lowest to diploma followed by a certificate.

b) Professional Memberships

- Countries with reciprocity with the HKILA gain the highest score followed by an IFLA recognised professional institute and the lowest score to a non-recognised membership organisation.

c) Experience

- Total years of experience (Both in Hong Kong and other countries) graded in 5-year intervals commencing with 10 years and a maximum of over 20 years scoring highest.
- Total years of experience in Hong Kong graded in 5-year intervals commencing with 10 years and with a maximum of over 20 years scoring highest.
- Evidence of a minimum of 3 completed projects locally in Hong Kong with 2 others from elsewhere. This is subject to a separate score assessment (see below) which is also cross referenced to relevance to the PPE syllabus through a statement of professional experience covering 5 areas of the syllabus
- Evidence of CPD training based on current HKILA criteria. Candidates score highest with 5 years completed CPD training sheets.

03 Score sheets

(Refer to Appendix B HKILA Senior Practitioner Route – (i) Summarised Total Score Sheet and (ii) Portfolio and PPE Score Sheet)

Two score sheets templates with formulae are set up to enable the final scored outcomes of each applicant. There is a maximum score of 60 allocated and the weighting is 33% to academic qualification and professional memberships and 66% to experience: -

- Total Score Sheet**: used by the HKILA to score each applicant based on the application form and in relation to the criteria matrix. It has formulae that links through also from the Portfolio and PPE Experience Score Sheet which enables a total score to be calculated and a decision to be made on the outcomes in terms of interview type or examination.
- Portfolio and PPE Experience Score Sheet**: scored by HKILA from the applicant's portfolio and PPE Experience submissions. The applicant can self-score themselves in the PPE Experience template but HKILA will check and reassess. The average score contributes to main score sheet.

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04 Outcomes

Depending on final scores achieved the HKILA will interview candidates either as a brief discussion or a more in-depth interview. The applicant must demonstrate a sound knowledge of Section 1 of the PPE Syllabus: HKILA Code of Professional Conduct, Constitution, and Incorporation Ordinance at interview.

If a candidate scores between 26-35 they will be required to undertake the Professional Practice oral exam based on their statement of professional experience. If the score is between 16-25 the applicant will be requested to follow the full Professional Practice Exam procedure. Scores of 15 and below will be rejected.

Score	Outcome	Additional Interview Requirements	Result
46-60	Brief Interview	PPE syllabus: Section 1 Code of Conduct	Pass/Fail
36-45	In depth Interview	PPE syllabus: Section 1 Code of Conduct	Pass/Fail
26-35	PPE Oral Exam	Based on candidate's statement of professional experience	Pass/Fail
16-25	Full PPE Exam	As existing procedures	Pass/Fail
0-15	Rejected application		

4.3 STANDARD FORM TEMPLATES

(Refer to Appendix C: HKILA Senior Practitioner Route – Standard Form Templates (i) – (iv))

01 Application Form

The application form details the following that applicants are required to submit: -

- Applicants contact information.
- Academic qualifications supported with certificates.
- Accreditation level of the course attended.
- Professional membership supported with certificates.
- Current employment information supported with full CV.
- Two corroborators as professional members of HKILA with supporting letters
- Declaration of the applicant.

02 Portfolio Template

Applicants must demonstrate a minimum of 5 projects undertaken with three from Hong Kong and two other projects that have been completed in the last 10 years. Information provided must include: -

- Detail of the project examples provided and descriptions of the applicants role and input.
- Stages involved in the work from appointment, feasibility studies, EIA or LVIA, statutory consents, concept to detail design, tendering and works on site.
- Applicants must demonstrate project relevance to all 5 sections of the PPE syllabus and cross reference to the statement of PPE Knowledge.
- Supporting images of completed projects.

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03 Professional Practice Exam – Statement of Knowledge

Applicants are required to demonstrate their knowledge and application of sections 1-5 of the PPE syllabus to show they meet the requirements and standards of professional membership of the HKILA. The 5 project examples submitted in the portfolio and CV allow a self assessed level of knowledge which is reviewed by the HKILA and adjusted accordingly to current required evidence of understanding.

If successful to interview the applicant will be required to demonstrate their knowledge of Section 1 HKILA Code of Professional Conduct, Constitution and Incorporation Ordinance of the syllabus at interview.

04 HKILA Continuing Professional Development Record sheet

The existing HKILA CPD Record Sheet is required to be submitted to demonstrate an applicant's commitment to ongoing training and development as a professional. A candidate that can evidence 5 years will gain maximum points.

4.4 RECOMMENDATIONS FOR IMPLEMENTATION

- 01 The proposals set out in this report will enable an alternative pathway into professional membership of HKILA for senior practitioners with over 10 years' experience. The process enables the HKILA to undertake an objective review through a fair process equitable to all applicants and which allows a robust and thorough assessment of a candidate's submission. This new procedure can be incorporated as part of the HKILA Admissions Policy after a one-year review period.
- 02 It is acknowledged that this new process will require further time commitment from HKILA committee volunteers. On this basis It is suggested that the process follows as much as possible the timeframe of the existing Professional Practice Exam to maximize resources available.
- 03 It is recommended that these proposals are implemented in the short term for one year to enable a period of review. The review should include:-
 - numbers of applicants;
 - number of successful admissions to professional membership;
 - a survey of applicants about the process and issues that they considered should be addressed;
 - an assessment of the process in use by HKILA; and
 - recommendations for update or changes.
- 04 The proposals have been designed to be flexible to accommodate future changes as a result of the review period or further update or development of the professional admissions procedures.

APPENDICIES

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APPENDIX A

Professional Membership Review- International and Local Comparator Detail Research

HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS: PROFESSIONAL MEMBERSHIP REVIEW
INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
INTERNATIONAL LANDSCAPE INSTITUTES					
UK				•	
	CMLI	UK /IFLA Accredited course	Application form to licentiate 2 years' experience under supervision and mentorship.	<ul style="list-style-type: none"> Where studied Qualification/Certificates. CV. 	2 yrs.' on P2C Study plus P2C Exam
		Non-Accredited course	Application form to licentiate. 2 years' experience under supervision and mentorship.	Membership panel review <ul style="list-style-type: none"> Where studied. Qualifications/ Certificates. details of modules studied. CV. 	2 yrs.' on P2C Study plus P2C Exam
		EU/ other Country Professional equivalence	Application form and detailed supporting evidence.	<ul style="list-style-type: none"> Qualifications/Certificates. Country of qualification. Details on education, training to be recognised as a fully qualified/chartered professional. Eg registration process / professional exam. CV. Work in UK examples. Written understanding of Elements of Practice. Professional corroboration in UK. 	Membership panel review.
		Senior Practitioner	10 years' experience within one or more of the LI's five areas of practice at a professional level (Design, Planning Management, Science, Urban design). Application form and detailed supporting evidence.	<ul style="list-style-type: none"> Qualifications/ Certificates (accredited, unaccredited, non-degree). CV. Country of professional qualification. Statement of expertise. evidence of knowledge and experience under the key headings as the Pathway to Chartership. Corroboration of evidence. 	Chartered Membership Panel Review. Chartered membership interview based on P2C exam interview.

HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS: PROFESSIONAL MEMBERSHIP REVIEW
INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
AILA					
	RLA	Australia /IFLA Accredited course	Minimum 2 years' experience. AILA accredited LA qualification (or international equivalent recognised by IFLA). Application Form. and detailed supporting. Evidence.	<ul style="list-style-type: none"> Qualification. Experience. Proposed mentor. 	<ul style="list-style-type: none"> Assessment panel & approval of mentor. 12-month mentorship. Mentors report. Oral assessment/interview with State Chapter.
	RLA Senior	<i>Standard Senior</i>	Minimum 8 years' experience AILA accredited LA qualification (or international equivalent), Application Form and Supporting documentation / Evidence	<ul style="list-style-type: none"> Qualifications. CV. evidence of their level of expertise and experience. Letters of support from RLA. 	Assessment panel Interview 1. Knowledge of AILA as a Professional Body. 2. Responsibilities as an AILA Registered Member.
		<i>Equivalence (with equivalent Qualifications / Experience)</i>	Minimum 8 years' experience Equivalent level of university qualification to AILA accredited course. Application Form and Supporting documentation / Evidence.	<ul style="list-style-type: none"> Qualifications. CV. Evidence of their level of expertise and experience. assessed as to whether the mix of qualifications and experience is equivalent to have an AILA recognised qualification. Letters of support from RLA. 	Assessment panel Interview 1. Knowledge of AILA as a Professional Body. 2. Responsibilities as an AILA Registered Member.
		<i>Full Member of an Overseas Institute</i>	Minimum 8 years' experience full professional members of their overseas institute. & member of IFLA. Application Form and Supporting documentation / Evidence.	<ul style="list-style-type: none"> Qualifications CV Evidence of their level of expertise and experience. assessed as to whether the mix of qualifications and experience is equivalent to have an AILA recognised qualification. Letters of support from AILA RLA. 	Assessment panel Interview 1. Knowledge of AILA as a Professional Body. 2. Responsibilities as an AILA Registered Member.

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INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
NZILA	No Senior route				
	RLA	<i>NZILA accredited degree in LA</i>	Min 2-3 years PG practical experience. Application Form and Supporting documentation / Evidence.	<ul style="list-style-type: none"> Qualification. Experience. Proposed mentor. supported by two RLA OF NZILA. 	<ul style="list-style-type: none"> Attend 2 workshops with Group Mentors. Complete Assessment Workbook with a CV, a record of your activity and signed mentor assessment sheets. Complete your Portfolio of relevant project examples. Registration Interview Application. Registered Membership Interview Annual CPD programme.
		<i>Reciprocity Application / Equivalent accredited degree overseas & member of IFLA recognised institute</i>	Minimum 1-year work experience in New Zealand. Application Form & documentation.	<ul style="list-style-type: none"> Evidence of full professional membership (eg Chartered) of other IFLA recognized landscape institute. CV/professional experience. New Zealand professional experience. A CPD Plan. Practice evidence during practical experience in New Zealand. 2 NZILA RLA sponsors (suitability, professional ability and character, methods of practice, and experience) 	<p>Interview Panel & Oral Examination in professional competence and professional practice.</p> <p>Not required for AILA or HKILA professionally qualified members through reciprocity.</p>
USA	Varies from state to state. No senior route – only through experience and exam				
ASLA/ LARB	Member	International Member:	Degree in LA, or recognized by a government entity to practice landscape architecture, outside North America Application Form	<ul style="list-style-type: none"> Qualification. Year of graduation. Years' experience. <p>License to Practice - Application form and documentation separate through LARB & individual state.</p>	LARB - License to practice: Landscape Architects Registration Exam – online Experience and supervision required prior to exam varies between state: - 3-12 years' experience; 2- 6 years under direct supervision.
ASLA/ LARB		Full Member: Professional	Graduate of ASLA recognized program or licensed to	<ul style="list-style-type: none"> Qualification. Year of graduation. 	LARB - License to practice: Landscape Architects Registration Exam – online.

HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS: PROFESSIONAL MEMBERSHIP REVIEW
INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
Cont.			practice landscape architecture. Min 3 years of professional experience. Application Form.	<ul style="list-style-type: none"> Years' experience. License to Practice. License to Practice - Application from and documentation separate through LARB & individual state.	Experience and supervision required prior to exam varies between state: - 3-12 years' experience. 2- 6 years under direct supervision.
		Full Member - Emerging Professional:	Graduate of ASLA recognized LA program 4-5 years' experience Post-graduation Application Form	<ul style="list-style-type: none"> Qualification Year of graduation Years' experience License to Practice License to Practice - Application from and documentation separate through LARB & individual state	LARB - License to practice: Landscape Architects Registration Exam – online Experience and supervision required prior to exam varies between state: - 3-12 years' experience. 2- 6 years under direct supervision.
CANADA	Varies from state to state.				
CSLA/ State	RLA	By Written Pre-Examination (L.A.R.E.):	CSLA / ASLA recognized qualification. 2 Years post graduate experience. Application Form & documentation.	<ul style="list-style-type: none"> Qualification. Year of graduation. References. Professional experience. 	LA Registration Exam (LARE)
		By Reciprocal Registration (CA and USA only)	CSLA / ASLA recognized qualification. Registered Member of a Regulatory LA Agency Application Form and documentation.	<ul style="list-style-type: none"> Qualification. Year of graduation. References. Professional experience. License Certification from licensing board. 	Assessment Panel
		Internationally Trained (outwith Canada & USA)	Professional member of overseas professional regulatory agency. Professional experience – minimum 2 years in Canada. Application Form and documentation.	Qualification (credentials evaluated from the International Credentials Evaluation Service) <ul style="list-style-type: none"> Year of graduation. 2 x References. Professional experience. 	Assessment Panel <ul style="list-style-type: none"> Either take the LARE - or Examination Board (Oral exam).

HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS: PROFESSIONAL MEMBERSHIP REVIEW
INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
CSLA Cont.		Senior Practitioner	10-12 years' experience (varies between states) & member of other Professional Landscape Architect Regulatory Agency. Application Form and documentation.	Qualification. Year of graduation. References. Professional experience. License Certification from licensing board.	Assessment Panel <ul style="list-style-type: none"> • Either take the LARE – or • Examination Board (Oral exam).
HONG KONG INSTITUTES – OTHER PROFESSIONS					
HKIA	No stated Senior practitioner routes – only through NLAP or non recognised degree route with additional experience and exam				
	Member / RA ARB	<i>Local Architectural Qualification</i>	Recognised Degree / Diploma in architecture 2 years architectural experience or its equivalent Min 12 months experience in HK under the direct supervision of an HKIA and registered architect.	2 stage process for Professional Registration and Professional Assessment. <ul style="list-style-type: none"> • Qualification & Professional exam. • Professional memberships. • Experience. • Employers signature. • 3 HKILA nominations. • Period of continuous residency in HK. 	HKIA/ARB Professional Assessment. Logbook experience. Examination – 8 papers. Professional Interview.
		<i>Non-Local Architectural Professionals (NLAP)</i>	Professional registration by a national registration body recognized by HKIA/ARB. Others on a case by case basis. <u>NLAP Group A</u> With overall (local + overseas) post-professional registration practical experience of 15 yrs. <u>NLAP Group B</u> Min 5 years local experience. Application form & supporting documents.	<u>NLAP Group A</u> <ul style="list-style-type: none"> • Qualifications. • practical experience. • three HKIA fellows as nominators. <u>NLAP Group B</u> <ul style="list-style-type: none"> • qualifications. • three HKIA fellows as nominators. • Application for Papers 1&2. • a full case report on local practical experience with supporting docs. 	HKIA/ARB Professional Assessment <u>NLAP Group A</u> <ul style="list-style-type: none"> • Submission of a case report. • Passing the Professional Interview. <u>NLAP Group B</u> <ul style="list-style-type: none"> • Passing Papers 1 and 2 of the Professional Assessment. • Submission of a case report. • Passing the Professional Interview.

HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS: PROFESSIONAL MEMBERSHIP REVIEW
INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
HKIS	No stated Senior practitioner routes – only through Overseas reciprocity or Associate membership with additional experience and APC				
	Corporate Member	<i>Local qualification recognised by HKIS or non-local or non recognised qualification</i>	Probationary Membership (min. 2-3 years' experience). Associate Membership (min. 3 years' experience). Application form & supporting documents.	<ul style="list-style-type: none"> • Application to take Assessment of Professional Competence (APC) • Qualifications. • Experience. • Log Book & Self-Assessment Training. • Employer nomination. 	Assessment of Professional Competence (APC).
		<i>Overseas Reciprocity</i>	professional qualification and membership of recognised overseas Institute. 1-year local experience. Application form & supporting documents.	<ul style="list-style-type: none"> • Membership of recognised Professional Body. • 4 nominations by HKIS corporate members. • Details of local relevant experience & employment. 	Assessment Panel.
HKIE					
	Corporate Member	<i>Formal Training (Min. 25 years age)</i> Recognised academic qualification.	Minimum 4 years' experience <ul style="list-style-type: none"> • 2-3 yrs.' formal training • 1-2 yrs.' responsible experience Application form & supporting documents	<ul style="list-style-type: none"> • qualification & certificates • proof of graduate membership of a recognised professional institution., or • Formal Training Log Book & Training Record of Objectives. • CPD evidence • 4 x Corporate members verification 	Professional Assessment <ul style="list-style-type: none"> • Presentation. • Interview. • Timed essay.
		<i>General Experience (Min 25 years age)</i> Recognised academic qualification.	Minimum 6 years' experience <ul style="list-style-type: none"> • 5 yrs.' General experience. • 1 yrs.' Responsible experience. Application form & supporting documents.	<ul style="list-style-type: none"> • qualification & certificates • proof of graduate membership of a recognised professional institution • Record of experience in lieu of formal training in core areas. • Overseas qualification - Report on training, endorsed by the professional institution. • CPD evidence. • 4 x Corporate members verification. 	Professional Assessment <ul style="list-style-type: none"> • Presentation. • Interview. • Timed essay.

HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS: PROFESSIONAL MEMBERSHIP REVIEW
INTERNATIONAL & LOCAL COMPARATOR DETAIL RESEARCH

Institute	Professional Membership	Route to Membership	Entry Requirements	Evidence / Corroboration	Examination / Study
HKIE Cont.		<i>Product Template Route</i> Non Reciprocal Recognition - Professional status from Institutions other than HKIE.	Minimum 4 years of experience. Application form and supporting documents.	<ul style="list-style-type: none"> • Qualification & certificates. • Report on training & experience. • Reference letter from employer. • CPD evidence. • 4 x Corporate members verification. Pre-assessment Review Panel.	Professional Assessment <ul style="list-style-type: none"> • Presentation. • Interview. • Timed essay.
		<i>Reciprocity:</i> Professional membership of Institutes through HKIE Reciprocal Recognition	Min. 4 years' experience Application form and supporting documents.	<ul style="list-style-type: none"> • Qualification and certificates • proof of professional membership of a recognised professional institution. • evidence of training, endorsed by the professional institution. • CPD evidence. • 4 x Corporate members verification. 	Professional Assessment <ul style="list-style-type: none"> • Presentation. • Interview. • Timed essay.
		<i>Mature Route (over 35 years)</i> <ul style="list-style-type: none"> • Recognised academic qualifications • Non-recognised academic qualifications 	Recognised Qualifications min. 6 years' experience Non recognised - min. 15 years Progressive experience. Application form and supporting documents.	<ul style="list-style-type: none"> • Qualification. • Technical and Analytic Submission Paper with references and illustrations/ drawings. • CPD evidence. • 4 x Corporate members verification. 	Professional Assessment <ul style="list-style-type: none"> • Paper and Interview. • No essay requirement.

APPENDIX B: HKILA SENIOR PRACTITIONER ROUTE – CRITERIA AND SCORING MATRIX

HKILA Senior Practitioner Route – Criteria and Scoring Matrix

- (i) Summarised Total Score Sheet**
- (ii) Portfolio and PPE Score Sheet**

HKILA SENIOR PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP

APPLICATION REQUIREMENTS, CRITERIA & SCORING MATRIX AND OUTCOMES

APPLICANTS NAME:

APPLICATION REQUIREMENTS

APPLICATION SUBMISSION CHECKLIST		Y/N
1	Application Form	
2	Resume / CV	
3	Letters of support	
4	Portfolio	
5	Statement of PPE experience	
6	CPD Record	
7	Qualification Certificates	

CRITERIA & SCORING MATRIX

SECTION	CRITERIA	EVIDENCE	SCORING MATRIX (HIGH TO LOW)				
			5	4	3	2	1
A	Academic Education	Application Form					
1	country of study		Countries with reciprocity (NZ & Australia)	IFLA member associations with professional exam	IFLA member associations without professional exam	IFLA non member association	No Association or Institute
2	IFLA accredited course at time of study	IFLA check by HKILA	yes		No but accredited within 5 years of graduation		no
3	Qualification in Landscape Architecture	+ Certificate	doctorate degree with hons degree in LA	post-graduate degree	first professional degree (BA diploma)		certificate
B	Professional Membership	Application Form					
4	Country of Professional membership	+ Certificate	Aus/NZ (w/ reciprocity)	IFLA recognised with PPE			Other
C	Experience						
5	Total years of experience (HK plus other)	CV/Resume	>20	16-20	10-15		
6	Years of Hong Kong Experience	CV/Resume	>20	16-20	10-15		
7	Min 3 completed projects locally & 2 others with reference to PPE syllabus	Portfolio	Max 20 score				
8	Statement of professional experience	Statement	All 5 areas	4 areas	3 areas	2 areas	1 area
9	evidence (CPD training)	CPD Record	5 yrs	4 yrs	3 yrs	2 yrs	1 yr

OUTCOMES

	SCORE TOTALS	OUTCOME	ADDITIONAL INTERVIEW REQUIREMENTS	RESULT
1	46-60	Interview	PPE syllabus Code of Conduct	Pass/Fail
2	36-45	In depth Interview	PPE syllabus Code of Conduct	Pass/Fail
3	26-35	PPE Oral Exam	Based on statement of professional experience	Pass/Fail
4	16-25	Full PPE Exam	As existing procedures	Pass/Fail
5	0-15	Rejected application		

APPLICANTS NAME:

HKILA SENIOR PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP TOTAL SCORE SHEET

SECTION	CRITERIA	POINTS AVAILABLE	ACTUAL SCORE
A	ACADEMIC EDUCATION		
1	country of study		
	Countries with HKILA reciprocity (NZ/Aust)	5	
	IFLA member association with professional exam	4	
	IFLA member association without professional exam	3	
	IFLA non member association	2	
	No professional association	1	
2	IFLA accredited course at time of study		
	Yes	5	
	No but accredited within 5 years of graduation	3	
	No	1	
3	Education qualification in Landscape Architecture		
	Doctorate degree plus Hons degree in LA	5	
	Post graduate degree	4	
	First graduate degree	3	
	Diploma	2	
	Certificate	1	
	Sub Total		0.00
B	PROFESSIONAL MEMBERSHIP		
4	Country of Professional membership		
	Countries with HKILA reciprocity (NZ/Aust)	5	
	IFLA Recognised with Professional Exam	4	
	Other	1	
	Sub Total		0.00
C	EXPERIENCE (10 years min in HK)		
5	Total years experience (HK plus other)		
	>20	5	
	16-20	4	
	10-15	3	
6	Years of Hong Kong experience		
	>20	5	
	16-20	4	
	10-15	3	
7	Project Experience (see separate score sheet)	20-0	0.00
8	Statement of Professional Experience (see separate score sheet)	5-0	0.00
9	CPD compliant records		
	5 years	5	
	4 years	4	
	3 years	3	
	2 years	2	
	1 year	1	
	Sub Total		0.00
	TOTAL SCORE		0.00

OUTCOME:

APPLICANTS NAME:

(Scores link through to Total Score Sheet)

HKILA SENIOR PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP								
PROJECT PORTFOLIO & PPE SCORE SHEET								
CRITERIA	SCORE	HONG KONG PROJECTS			OTHERS		AVERAGE SCORE	ADJUSTED AVERAGE SCORE
PROJECT EXAMPLE: NO		1	2	3	4	5		
Project Complexity								
Complex	3						0.00	0.00
Medium	2						0.00	0.00
Simple	1						0.00	0.00
Stages involved in:								
Fees, brief and appointment	2						0.00	0.00
Feasibility or other Study	2						0.00	0.00
EIA / LAVIA	2						0.00	0.00
Statutory Consents	2						0.00	0.00
Concept – Detail Design	2						0.00	0.00
Tendering	2						0.00	0.00
Works on Site / Contract Administration	2						0.00	0.00
Role								
Director / Head	5						0.00	0.00
Senior	3						0.00	0.00
Other	1						0.00	0.00
TOTAL							0.00	0.00

[illegible]

APPENDIX C: HKILA SENIOR PRACTITIONER ROUTE – STANDARD FORM TEMPLATES

- (i) Application Form**
- (ii) Portfolio Template**
- (iii) Professional Practice Exam – Statement of Knowledge**
- (iv) HKILA CPD Record Sheet Template**

EXPERIENCED PRACTITIONER ROUTE TO MEMBERSHIP APPLICATION FORM

APPLICANT DETAILS

Full name:

(As shown on HKID or passport)

Contact address:

Date of birth:

Contact email:

Contact phone:

ACADEMIC EDUCATION DETAILS

Country of study:

Year of graduation:

Name and address of education institution:

Full course title:

Qualification details:

Level of attainment: e.g. BA, (Hons) in Landscape Architecture

Doctorate Degree

☐

Post graduate degree

☐

First graduate degree

☐

Diploma

☐

Certificate

☐

Course accreditation

HKILA or IFLA recognised accredited qualification

☐

Non HKILA or IFLA recognised accredited qualification

☐

Please include copies of certificates and details of modules studied with certified translations for any documents which are not in English.

PROFESSIONAL MEMBERSHIP

HKILA reciprocal recognised professional (membership Australia / New Zealand)

☐

IFLA recognised professional membership. Name of country/organisation:

☐

Other professional membership: Name of country / organisation:

☐

Please include copies of certificates with certified translations for any documents which are not in English.

CURRENT EMPLOYMENT INFORMATION

Current employer (including department):

Job title:

Start date:

Please attach a CV/Resume that details your relevant professional experience, explaining any gaps in employment if required and include details of any publications or awards received.

SUPPORTING LETTERS

Please give the names of two corroborators who support your application who are Fellows or Professional Members of HKILA. Please attach supporting letters.

1. HKILA Professional Member corroborator	Name: Membership Number: Signature: Date:
2. HKILA Professional Member corroborator	Name: Membership Number: Signature: Date:

DECLARATIONS

I, the undersigned, confirm that the statements made by me on this application are a true account. I further declare that if elected, I shall be bound by the Constitution, Byelaws and Code of Professional Conduct of the Hong Kong Institute of Landscape Architects (HKILA).

I *have/have not been convicted of a criminal offence within the last seven years. (*delete as appropriate) (please give details on a separate sheet, if any)

I fully understand and agree that the personal data and information provided by me in the application will be used for the purpose of processing the application. I consent that the personal data and information will be retained and used by the HKILA for the purposes as set out in Chapter 1162 – The Hong Kong Institute of Landscape Architects Incorporation Ordinance.

I do hereby authorize the HKILA to make any reasonable enquiries into the above given information.

Signature:

Date:

SUPPORTING INFORMATION

The applicant is required to submit with this form the following information to ensure the application is valid. All the following documents shall be certified and signed by both corroborates and stamped with their membership chops : -

1. CV/ Resume.
2. Certificates of Qualification and any Professional Memberships (with English translation)
3. Completed HKILA Portfolio template of 5 projects – 3 from Hong Kong and 2 others.
4. Completed HKILA Professional Practice Experience template for the above 5 projects.
5. HKILA CPD Record Sheets (Maximum years 5) to be assessed by HKILA in accordance with requirements for CPD.
6. Two supporting letters from HKILA Fellows or Professional Members.

The scoring matrix and criteria are available on the website however it should be noted that the HKILA reserves the right to adjust the scores based on our review of the submitted material of any self-assessment by the applicant and HKILA will not be held liable for these revised assessments.

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP

PORTFOLIO

Applicants are requested to demonstrate their experience through examples of project work undertaken.

Please provide information using the following template on 5 projects. 3 must have been completed in Hong Kong and 2 other project examples for work outside Hong Kong.

1. All project examples must have been completed within the last 10 years.
2. Applicants must demonstrate that they played a senior role in all projects.
3. Projects should cover a broad range of types of work and stages of work.
4. Applicants must demonstrate project relevance to all 5 sections of the PPE syllabus and cross reference to the statement of PPE Knowledge.
5. Supporting images of completed projects must be provided.

PORTFOLIO PROJECT 1: HONG KONG

Project Name:		Client:	
Location:		Client Contact Details:	
Stages of the project involved in (tick relevant box)		Construction Value (if relevant):	
Fees, brief and appointment	<input type="checkbox"/>	Date of Completion:	
Feasibility or other Study	<input type="checkbox"/>	Applicants Role/Responsibility: (tick relevant box)	
EIA / LAVIA	<input type="checkbox"/>	Senior Project Landscape Architect	<input type="checkbox"/>
Statutory Consents	<input type="checkbox"/>	Project Head / Director	<input type="checkbox"/>
Concept – Detail Design	<input type="checkbox"/>	Other. Please state below:	<input type="checkbox"/>
Tendering	<input type="checkbox"/>		
Works on Site / Contract Administration	<input type="checkbox"/>		
Description of the project and your input (250 words maximum).			

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP	
Demonstrate relevance of this project to the 5 sections of the PPE syllabus- in summary with relation to the PPE Statement of Knowledge	
1. Professional responsibilities, liabilities and ethics	
2. Legal system & development control	
3. Professional practice management	
4. Construction contracts, and pre-tender & tendering procedures	
5. Contract Administration	
Images: Insert 4 maximum as jpegs (no larger than 250kb each)	
Image 1 title:	Image 2 title:
Image 3 title:	Image 4 title:

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP			
PORTFOLIO PROJECT 2: HONG KONG			
Project Name:		Client:	
Location:		Client Contact Details:	
Stages of the project involved in (tick relevant box)		Construction Value (if relevant):	
Fees, brief and appointment	<input type="checkbox"/>	Date of Completion:	
Feasibility or other Study	<input type="checkbox"/>	Applicants Role/Responsibility: (tick relevant box)	
EIA / LAVIA	<input type="checkbox"/>	Senior Project Landscape Architect	<input type="checkbox"/>
Statutory Consents	<input type="checkbox"/>	Project Head / Director	<input type="checkbox"/>
Concept – Detail Design	<input type="checkbox"/>	Other. Please state below:	<input type="checkbox"/>
Tendering	<input type="checkbox"/>		
Works on Site / Contract Administration	<input type="checkbox"/>		
Description of the project and your input (250 words maximum).			
Demonstrate relevance of this project to the 5 sections of the PPE syllabus			
1. Professional responsibilities, liabilities and ethics			
2. Legal system & development control			
3. Professional practice management			
4. Construction contracts, and pre-tender & tendering procedures			
5. Contract Administration			

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP	
Images: Insert 4 maximum as jpegs (no larger than 250kb each)	
Image 1 title:	Image 2 title:
Image 3 title:	Image 4 title:

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP			
PORTFOLIO PROJECT 3: HONG KONG			
Project Name:		Client:	
Location:		Client Contact Details:	
Stages of the project involved in (tick relevant box)		Construction Value (if relevant):	
Fees, brief and appointment	<input type="checkbox"/>	Date of Completion:	
Feasibility or other Study	<input type="checkbox"/>	Applicants Role/Responsibility: (tick relevant box)	
EIA / LAVIA	<input type="checkbox"/>	Senior Project Landscape Architect	<input type="checkbox"/>
Statutory Consents	<input type="checkbox"/>	Project Head / Director	<input type="checkbox"/>
Concept – Detail Design	<input type="checkbox"/>	Other. Please state below:	<input type="checkbox"/>
Tendering	<input type="checkbox"/>		
Works on Site / Contract Administration	<input type="checkbox"/>		
Description of the project and your input (250 words maximum).			
Demonstrate relevance of this project to the 5 sections of the PPE syllabus- in summary with relation to the PPE Statement of Knowledge			
1. Professional responsibilities, liabilities and ethics			
2. Legal system & development control			
3. Professional practice management			
4. Construction contracts, and pre-tender & tendering procedures			
5. Contract Administration			

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP	
Images: Insert 4 maximum as jpegs (no larger than 250kb each)	
Image 1 title:	Image 2 title:
Image 3 title:	Image 4 title:

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP

PORTFOLIO PROJECT 4: OTHERS OUTSIDE HONG KONG

Project Name:		Client:	
Location:		Client Contact Details:	
Stages of the project involved in (tick relevant box)		Construction Value (if relevant):	
Fees, brief and appointment	<input type="checkbox"/>	Date of Completion:	
Feasibility or other Study	<input type="checkbox"/>	Applicants Role/Responsibility: (tick relevant box)	
EIA / LAVIA	<input type="checkbox"/>	Senior Project Landscape Architect	<input type="checkbox"/>
Statutory Consents	<input type="checkbox"/>	Project Head / Director	<input type="checkbox"/>
Concept – Detail Design	<input type="checkbox"/>	Other. Please state below:	<input type="checkbox"/>
Tendering	<input type="checkbox"/>		
Works on Site / Contract Administration	<input type="checkbox"/>		
Description of the project and your input (250 words maximum).			
Demonstrate relevance of this project to the 5 sections of the PPE syllabus- in summary with relation to the PPE Statement of Knowledge			
1. Professional responsibilities, liabilities and ethics			
2. Legal system & development control			
3. Professional practice management			
4. Construction contracts, and pre-tender & tendering procedures			
5. Contract Administration			

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP	
Images: Insert 4 maximum as jpegs (no larger than 250kb each)	
Image 1 title:	Image 2 title:
Image 3 title:	Image 4 title:

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP			
PORTFOLIO PROJECT 5: OTHERS OUTSIDE HONG KONG			
Project Name:		Client:	
Location:		Client Contact Details:	
Stages of the project involved in (tick relevant box)		Construction Value (if relevant):	
Fees, brief and appointment	<input type="checkbox"/>	Date of Completion:	
Feasibility or other Study	<input type="checkbox"/>	Applicants Role/Responsibility: (tick relevant box)	
EIA / LAVIA	<input type="checkbox"/>	Senior Project Landscape Architect	<input type="checkbox"/>
Statutory Consents	<input type="checkbox"/>	Project Head / Director	<input type="checkbox"/>
Concept – Detail Design	<input type="checkbox"/>	Other. Please state below:	<input type="checkbox"/>
Tendering	<input type="checkbox"/>		
Works on Site / Contract Administration	<input type="checkbox"/>		
Description of the project and your input (250 words maximum).			
Demonstrate relevance of this project to the 5 sections of the PPE syllabus- in summary with relation to the PPE Statement of Knowledge			
1. Professional responsibilities, liabilities and ethics			
2. Legal system & development control			
3. Professional practice management			
4. Construction contracts, and pre-tender & tendering procedures			
5. Contract Administration			

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP	
Images: Insert 4 maximum as jpegs (no larger than 250kb each)	
Image 1 title:	Image 2 title:
Image 3 title:	Image 4 title:

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP

PROFESSIONAL PRACTICE EXAM (PPE): STATEMENT OF KNOWLEDGE

Applicants are requested to demonstrate their knowledge and application of the PPE syllabus to show they meet the requirements and standards of professional membership of the HKILA.

Please describe in detail, with reference and examples from your submitted CV and your portfolio, your understanding of sections 1-5 of the PPE syllabus (see attached) in relation to each of the 5 project examples submitted in your portfolio. Set out your self assessed level of knowledge below using criteria below. This will be reviewed in relation to the information you submit. Please complete one set person project.

If successful to interview the applicant will be required to demonstrate their knowledge of **Section 1** HKILA Code of Professional Conduct, Constitution and Incorporation Ordinance of the syllabus at interview.

Please use no more than 400 words per area.

PROJECT TITLE:

Project No:

Section 1: Professional responsibilities, liabilities, and ethics

Professional roles and responsibilities, ethics and values including:

- Professional Roles & relationships
- The Hong Kong Institute of Landscape Architects
- Incorporation Ordinance
- HKILA's Constitution and Bye-Laws
- HKILA's Code of Professional Conduct
- Continuing Professional Development Policy
- Professional Ethics

Professional duties and liabilities including:

- Liabilities under contract, tort, and statute
- Negligence
- Professional indemnity insurance
- Intellectual Property law

Professional registration including:

- Landscape Architects Registration Ordinance
- (LARO)
- Role and responsibilities of a Registered
- Landscape Architect (RLA)

Self-assessed level of knowledge

0

None

1

Limited

2

General

3

High

Please use examples from your CV and portfolio to demonstrate your knowledge and understanding of this section.

HKILA assessed score

0

None

1

Limited

2

General

3

High

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP
PROFESSIONAL PRACTICE EXAM (PPE): STATEMENT OF KNOWLEDGE

Section 2: Legal system and development control

The legal system including: -

- HK legislation and law relevant to landscape

The planning system including: -

- The structure of the HK planning system
- Development control and development plans
- Planning procedures, restrictions, consents and enforcement and appeals
- Statutory authorities

Environmental control and conservation including:

- Environmental Impact Assessment (EIA)
- Landscape and Visual Impact Assessment (LVIA)
- Environmental and conservation agencies
- Tree preservation and removal application
- Landscape, heritage, conservation and ecological designations
- Protected species and habitats
- Pollution control

Self-assessed level of knowledge

0

None

1

Limited

2

General

3

High

Please use examples from your CV and portfolio to demonstrate your knowledge and understanding of this section.

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP
PROFESSIONAL PRACTICE EXAM (PPE): STATEMENT OF KNOWLEDGE

HKILA assessed score	0 None	1 Limited	2 General	3 High
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Section 3: Professional practice management

<p>Administrative and management aspects of professional practice and appointment including: -</p> <ul style="list-style-type: none"> • Copyright • Changes to contracts • Novation • Fees and charges • Fee tendering • Standard and non-standard briefs • Methods of calculation and charging • Expenses • Payment periods, interest and recovery of fees • Work schedules • Disputes 	<p>Professional relationships including: -</p> <ul style="list-style-type: none"> • Contracts with public, private & corporate clients • Collateral Warranties • Design and Build contracts • Multi-disciplinary teams • Sub-consultancy • The role of other relevant professions • Building Information Modelling and data sharing <p>The role of a landscape architect in a public authority</p> <p>Practice management including: -</p> <ul style="list-style-type: none"> • Forms of practice • Public practice • Employers duties and contracts of employment • Employees duties • Quality management systems • Data protection and intellectual property • Advertising and practice promotion • Occupational, Health and safety legislation and regulations
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Self-assessed level of knowledge	0 None	1 Limited	2 General	3 High
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Please use examples from your CV and portfolio to demonstrate your knowledge and understanding of this section

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP
PROFESSIONAL PRACTICE EXAM (PPE): STATEMENT OF KNOWLEDGE

HKILA assessed score	0 None	1 Limited	2 General	3 High
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Section 4: Construction contracts, and pre-tender & tendering procedures

Contracts and contract law including: -

- Meaning and essentials of a valid contract
- Forms of agreement and conditions of contract
- Types of contract
- Subcontracts
- Contract documents
- Law related to latent damages
- Standard specifications

Pre-contract and tendering procedures including: -

- Selecting contractors
- Tendering methods
- Tendering documentation
- Tender assessment and reports
- Letting the contract
- Performance bonds

Self-assessed level of knowledge	0 None	1 Limited	2 General	3 High
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Please use examples from your CV and portfolio to demonstrate your knowledge and understanding of this section

HKILA assessed score	0 None	1 Limited	2 General	3 High
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EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP
PROFESSIONAL PRACTICE EXAM (PPE): STATEMENT OF KNOWLEDGE

Section 5: Contract Administration

Contract administration including: -

- Duties of all parties under contracts
- Control of the works
- Inspections and site meetings
- Site inspectorate staff
- Insurance
- Instructions
- variations, valuations and certification

Contract administration cont. including: -

- Delays and disputes
- Bankruptcy
- Liquidated and ascertained damages
- Practical completion
- Defects/ rectification and maintenance period
- Final accounts

Self-assessed level of knowledge

0

None

1

Limited

2

General

3

High

Please use examples from your CV and portfolio to demonstrate your knowledge and understanding of this section

HKILA assessed score

0

None

1

Limited

2

General

3

High

EXPERIENCED PRACTITIONER ROUTE TO PROFESSIONAL MEMBERSHIP

PROFESSIONAL PRACTICE EXAM (PPE): STATEMENT OF KNOWLEDGE

Please give the names and provide supporting letters as attachments of two professional members of the HKILA to act as corroborators for your application

Supporter 1 Name: Signature: Date:	Professional Membership No.
Supporter 2 Name: Signature Date:	Professional Membership No.

DECLARATIONS

I, the undersigned, confirm that the statements made by me on this application are a true account.

Signature:	Date:
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THE HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

PERSONAL RECORD SHEET

(1 April 20xx – 31 March 20xx)

DATE OF ACTIVITY	NAME OF ACTIVITY	HOST OF ACTIVITY	TYPE OF ACTIVITY (1-8)*	LEVEL (1-3)**	CONTACT HOURS	POINTS ***	RUNNING TOTAL POINTS	NOTES
								<p>* Type of activity: 1 – Practice, contract and law, etc. 2 – Technology and materials. 3 – Planning and design theory. 4 – Natural sciences & environ'l mgt. 5 – Cultural landscape & social issues. 6 – Community participation etc. 7 – Institute works (please specify post/task) 8 – Others (please specify)</p> <p>** Level of activity: Level 1 – Completion of a tertiary academic education either as a course leading to a qualification or having a defined curriculum leading to an examinable / assessable product. Level 2 – Institute or professional organisation training courses, including conferences, seminars, workshop, colloquiums or certified training. Level 3 – Skill enhancement or information gathering, including study tours, visiting exhibitions, attendance at public lectures, seminars, and professional representation on panels and working committees (including Institute committees and task forces).</p> <p>*** CPD Points: CPD points to be awarded according to level of activity: Level 1 – 2.0 points per contact hour Level 2 – 1.0 point per contact hour Level 3 – 0.5 point per contact hour</p>

(TO BE SUBMITTED TO HKILA UPON MEMBERSHIP RENEWAL)

SHEET ____ OF ____

I DECLARE THAT ALL INFORMATION PROVIDED IN THIS PERSONAL RECORD SHEET IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

NAME _____ MEMBERSHIP NO. _____ SIGNATURE _____ DATE: _____