Candidate User Guide: Pathway system

This user guide provides you with a step by step guide on how to use the Pathway system as a candidate. This guide should be read as a companion to the **Guidebook to the Pathway to Chartership**, which describes the process you and your mentor must follow in order for you to develop and achieve Chartered Membership of the LI.

A Mentor User Guide is also available to download [from the LI Pathway to Chartership resources library](#).

The LI provides a range of other resources to help candidates and mentors, all of which can be found in the Pathway Resource Centre at landscapeinstitute.org/education/pathway.

Contents

Registering on the Pathway

Registration for the Pathway to Chartership is done online. To register on the Pathway, go to www.pathwaytochartership.org and click on 'register'.

As part of your registration you will be asked to:
- confirm that you have read the Pathway Guidebook (available online)
- upload your CV
- provide details of the Chartered member who has agreed to act as your mentor

The final stage of registering is paying the Pathway Registration Fee. This must be paid online and at the same time as registering.

Registration Form

Next steps
- Once you have registered and paid your nominated mentor will receive an email asking them to confirm that they are willing to act as your mentor.
- Once your mentor has accepted your nomination, we will check both your details, including that you are both members of the LI, and that your mentor has been Chartered for at least 18 months.
- You and your mentor will then receive an email confirming you are registered and that you can log on to the Pathway System to begin to log your development.

Logging in and the Pathway dashboard

As soon as we have confirmed your registration, you and your mentor will be able to log on to the Pathway system at www.pathwaytochartership.org. The first screen you see will be your Pathway dashboard.

The dashboard is the control screen in your interactions with the Pathway system. From the dashboard you can get to all parts of the Pathway system: to access your Pathway submissions; check for the latest alerts and deadlines; and update your contact details for the Pathway. The dashboard you see as a candidate is slightly different from your mentor's. You can see examples of both below.

Your view

Once the Initial Review has been submitted, you can click on these three headings to add to your Development Pack

View all your submissions here

Update your contact details; nominate a new mentor; see details of payments

Reminders and prompts will appear in the Task Menu

You can also use these shortcuts to add to your Development Pack

Your mentor's dashboard

Mentors can see your details from either of these links

The Initial Review

Once you and your mentor have both been given access to the online system, you need to arrange an initial meeting or meetings with your mentor so that they can complete your Initial Review. Only your mentor has access to the Initial Review form and you cannot start recording your development until they have submitted it.

Please see the website and Pathway Guidebook for information on the Initial Review.

The Initial Review (to be completed by your mentor)

Viewing your mentor's Initial Review
All submissions from your mentor, your supervisor and yourself can be found under **Overview**.

What happens next?
- As soon as your mentor has submitted your Initial Review you are able to start logging your development.
- You will be allocated a supervisor, who will provide feedback on your submissions at the end of each quarter.

The Development Pack: recording your development

You need to keep a record of your development during your time on the Pathway. This is done by submitting a Development Pack every quarter. The Development Pack has three sections:
- **Projects:** a record of the projects you have worked on.
- **Development Logs:** an ongoing record of your development, briefly describing particular events or activities, and how they have contributed to your understanding of a particular part or parts of the Pathway Syllabus.
- **Quarterly Statement:** your reflection on the experience you have gained over the quarter, what you have learned, and your priorities for the coming quarter.

During a quarter you can and should add multiple Projects and Development Logs, but you can only complete one Quarterly Statement.

Projects
Projects provide an overview of the type of work you are currently doing.

To add a project, select **Projects** from the orange toolbar on your dashboard, and then Add Projects.
For each project, you need to add: the name of the project; its start and finish dates (if applicable) and a description of the project and your role within it.

Describing your projects

Projects are intended to provide an overview of the type of work you are doing, so it is important that you concentrate on your contribution to, and role within, the project. Aim to outline both the project and your involvement in it in 3-5 bullet points.

Examples of good project entries can be found on the LI Pathway to Chartership resources library.

Adding a similar or duplicate project

If you are working on a project that runs across many quarters you may wish to use the duplicate function. Choose List Projects from the **Projects** screen.

Select the project you wish to copy and click on Duplicate. You can now edit the previous description and save it. This will create a duplicate project rather than saving over the old one.
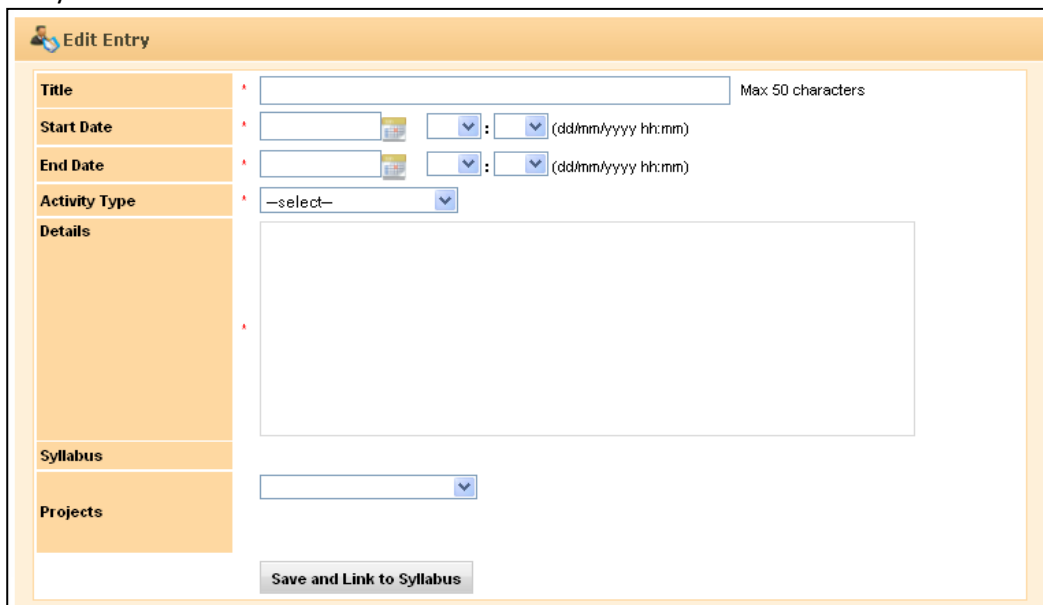
Development Logs

The Development Logs are intended to provide a record of the activities you have undertaken over the course of a quarter which you feel have helped you develop your knowledge and understanding of one or more parts of the Pathway syllabus.

Any events or activities that add to your knowledge or understanding of the Pathway syllabus areas should be logged. These might include: relevant site visits, meetings, shadowing, secondments, lectures, or training courses. Ensure that you highlight how the activity contributed to your knowledge and understanding. Please note that:

- Activities not related to the syllabus should not be logged.
- Start and end dates should be within the quarter.

To add a Development Log entry, select the **Development Log** tab from your dashboard, and click on Add Entry.

The Development Log entry screen

Activity type

For each entry you will need to indicate the type of activity undertaken - whether the activity you are recording in your Development Log is:

- Personal learning eg personal study/study groups
- Work-based learning eg on-the-job experience
- Organised learning eg a course or seminar
- Other

Details

For each of your Development Log entries, your mentor and supervisor, and examiners when the time comes, want to see a brief outline of what happened during this event and what role you played in it. You then need to give a more detailed explanation of what you learnt from this event and how this increased your level of knowledge and understanding of one or more syllabus areas.

Linking with projects

Use the projects drop down section on the form to link your Development Log entries to a project.

Linking to syllabus areas

Once you have completed the boxes click on **Save and Link to Syllabus** to proceed to the next page. You can link your Development Log entry to a maximum of five syllabus areas. If you feel your entry relates to more than five, simply choose the five which are most relevant.

Sample Development Logs can be accessed online at www.landscapeinstitute.org/support-article/pathway-to-chartership-resources.

Adding a similar or duplicate Development Log

You can duplicate Development Log entries in the same way as with projects.

From the **List Development Logs** screen, select the log you wish to copy and click on Duplicate. You can now edit the information you previously entered and save this as a new Development Log.

Quarterly Statement

The Quarterly Statement is your chance to reflect on the experience you have gained over the last three months; what you have learned; and what you consider your priorities for the coming quarter. This is not something that should be rushed.

Access your Quarterly Statement from the orange toolbar on your dashboard.

There are seven questions, which you need to be answer in less than 1500 characters. The length has been limited to encourage you to be succinct.

Submitting your Quarterly Statement
If you would like to continue adding to your Quarterly Statement throughout the quarter, you can **Save as Draft.** When you have totally completed your Quarterly Statement and are ready to submit it as part of your quarterly Development Pack click **Store Quarterly Statement.** Once it has been stored you cannot edit it.
Sample Quarterly Statements can be seen online at www.landscapeinstitute.org/support-article/pathway-to-chartership-resources.

Updating your CV

You submitted your CV as part of the registration process. It is important to keep your CV up to date, to ensure the information is timely and useful to your supervisor and examiners.
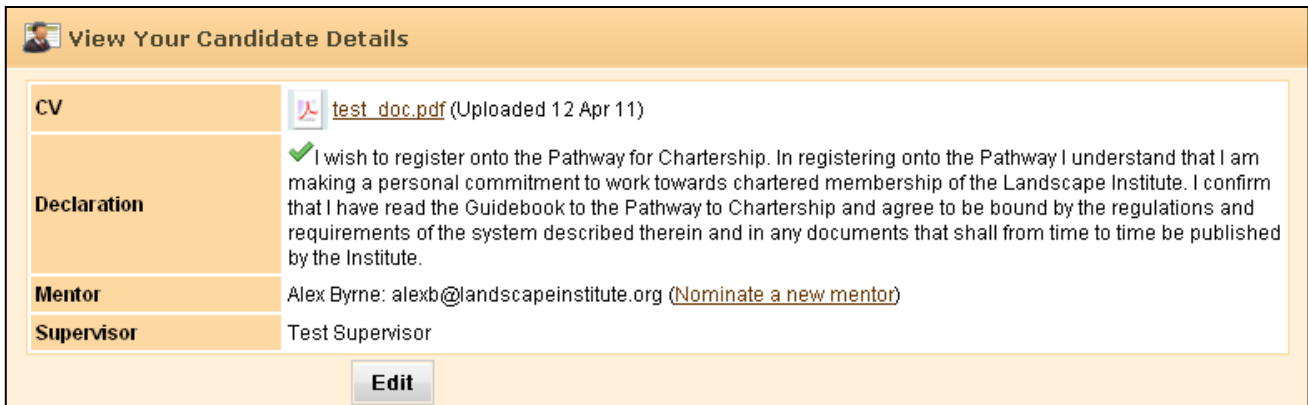
A CV template is provided online, although you are welcome to use your own. If you use your own CV format, you must include the following information:

- Name
- Date of graduation
- Relevant employment history, including:
  - Date employment started and (where relevant) finished
  - Name of employer
  - Job title
  - Brief description of responsibilities and projects undertaken

Uploading Your CV

Your CV must be uploaded as a PDF. If you have it in a different format you can convert it to PDF by using a free online resource such as www.freepdfconvert.com.

You can view the most recent CV you have uploaded to the system in the **My Details** tab from your dashboard.

To update your CV click on Edit and browse to find your new CV file. Then click **Save**.

Submitting your Development Pack

You need to formally submit your Development Pack before the deadline. Your mentor and supervisor will only be able to view your Development Pack after you have submitted it. The submission deadline is shown in the **Tasks menu** on your dashboard. If you miss the deadline you will not be able to make a submission and will not have the opportunity to receive supervisor feedback for that quarter.

To submit your Development Pack you must have entered at least one Project, one Development Log and your Quarterly Statement.

Once submitted you cannot add additional information or edit your pack, so it is important that you ensure everything you meant to include has been added before you make your submission.

Once you are ready to submit you have two options.

1. Submit your Pack immediately - click on **Review** in the Task box on your dashboard.
2. Review your entries before submitting - click on the **Overview** tab and filter by the current quarter. This will take you to a list of your entries this quarter.

When you are ready to submit your Development Pack, you will see the **Submission Screen.** This gives you a final opportunity to check that you have made entries in all three areas of the Development Pack. You are also reminded of the last time you updated your CV.

When you are ready to continue, click **Submit**.

Viewing your submitted entry

To view your submitted entry, click on **Development Pack** in the orange toolbar.

Reviewing your progress

The Pathway system has a number of tools which enable you to review your development and the submissions you have made. This can be particularly helpful when you are thinking about your progress for your Quarterly Statement, or looking over your development and experience in preparation for the exam.

You can view your entries:
- Quarter by quarter ie by Development Packs
- By project

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- By syllabus area

To view by quarter, select **Development Packs** from the orange toolbar. To view by project or syllabus area, select **Overview.** Use the **Syllabus** or **Projects** tabs to access these views. You can use the filter at the side to look at all your entries, or just the records from a particular quarter.

Mentor Review and supervisor feedback

During your time on the Pathway to Chartership, you should meet your mentor on a regular basis. Towards the end of each quarter you need to have a formal review of your progress over the preceding three months. You and your mentor will need to discuss the development you have undertaken and whether and how this has contributed to your level of knowledge and understanding in relation to the syllabus areas. Your mentor will then record and submit their assessment of your knowledge and progress in their Mentor Review.

Your mentor will find a link to the Mentor Review in the Tasks section of their dashboard. There is more information about the Mentor Review and the stages in the Pathway Guidebook.

Viewing the Mentor Review
Once your Mentor Review has been submitted, you will be able to view under **Overview**.

Supervisor feedback
The submissions that you and your mentor make each quarter are reviewed by your supervisor, who will provide feedback to you both. Once they have submitted their feedback you will receive an email alert and can then view your supervisor feedback from the **Overview** section. You can also access the feedback from the **Tasks menu** on your dashboard.

Responding to feedback from your supervisor
Supervisors often give specific advice on which syllabus areas to focus on or suggest particular development activities. You and your mentor need to show how you acted on this feedback in your next quarter's submission. You do not have direct access to your supervisor, however your mentor can contact them for clarification if you are unclear why an activity has been suggested or do not understand a particular comment. General questions can be answered by looking at the Guidebook, or contacting the Professional Development Officer.

Exam notification

When completing each Mentor Review your mentor signals whether they feel that you are ready to go forward for the exam. If they believe that you are ready, they will make an exam notification. This then needs to be approved by your supervisor.

During the course of the Pathway, you should develop a stage 2 level of knowledge and understanding across the majority of the syllabus and stage 3 in the areas where you have gained particular experience and expertise during the course of your work. You will not be able to progress to the exam if any of your knowledge is at stage 0. You must therefore have a majority of stage 2, and some stage 3, before your exam notification can be approved.

Registering for the exam

Once your supervisor has approved a notification submitted by your mentor, a message will appear in your **Tasks menu** advising that you can register for an exam. Clicking on the link will take you to the exam registration form.

Completing the exam registration form

- Select your preferred exam date and venue from the drop down menu.
- Provide details of any special requirements you may have.
- When you have completed the form, press save. You will then be taken to the payment screen. You have to make the payment for your registration to be complete.

The LI makes every effort to ensure that all those who wish to take an exam are able to do so. However, places at some venues are limited and so not everyone can be guaranteed their first choice location. In this situation exam places are allocated on a first come, first served basis, based on the date you completed your registration.

Exam deadlines

All registrations must be made by the registration deadline for your preferred exam.
- **For exams in May** the registration deadline is 28 February. This means you will need to have had a notification from your mentor, which has been supported by your supervisor, in quarter 4.
- **For exams in November** the registration deadline is 31 August. This means you will need to have had a notification from your mentor, which has been supported by your supervisor, in quarter 2.

Exam format
The general scope and format of the exam is described in the Pathway Guidebook. More guidance is also available in the document Exam Notes for Candidates.

Retaking the exam

We hope that you will be successful in the Pathway to Chartership exam. If you do not succeed the first time, you can retake the exam. There is no limit on the number of times you can retake.

Before you can register again, your mentor will need to make another notification, and this must be approved by your supervisor. Once this has happened, the link to register for the exam will appear in your Task menu.

Before you re-register, you should carefully consider the feedback given by the examiners, and discuss it with your mentor. To give yourself the best chance of success when you retake, you should be prepared to work on any areas of weakness identified, as well as preparing across the syllabus.
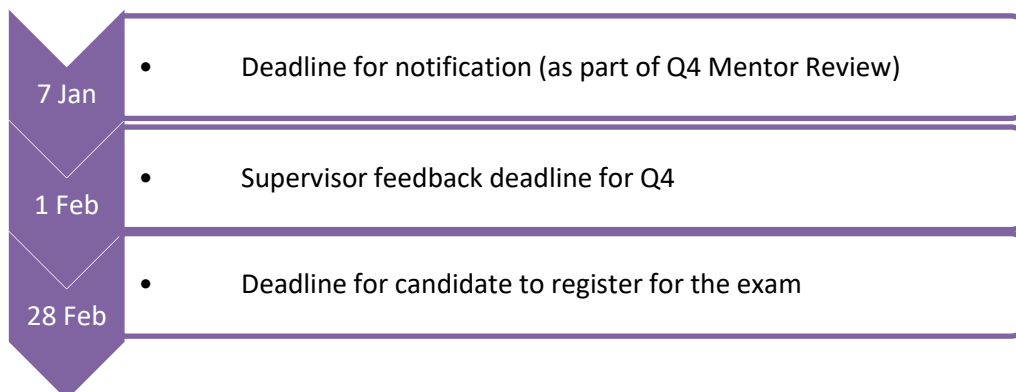
Appendix:

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 you and your mentor can expect to receive feedback from your supervisor.

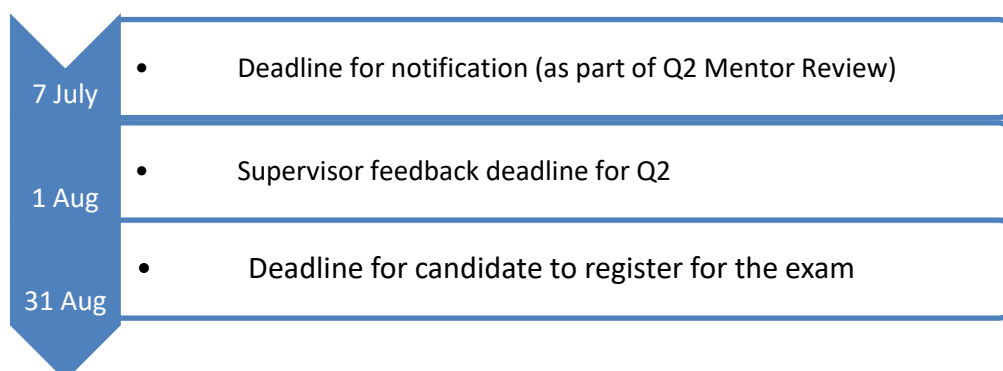|	Candidate Development Pack submission deadline	Mentor Review submission deadline	Supervisor feedback deadline
Quarter 1 – January to March	31 March	7 April	1 May
Quarter 2 – April to June	30 June	7 July	1 August
Quarter 3 – July to September	30 September	7 October	1 November
Quarter 4 – October to December	31 December	7 January	1 February

The Oral Exam

Exams are held twice a year, in May and November. Exam dates are published on the Pathway and [Talking Landscape](#) as soon as they are known. You will receive confirmation the final date, time and venue of your exam after you have registered for the exam.

May exam

7 Jan	• Deadline for notification (as part of Q4 Mentor Review)
1 Feb	• Supervisor feedback deadline for Q4
28 Feb	• Deadline for candidate to register for the exam

November exam

7 July	• Deadline for notification (as part of Q2 Mentor Review)
1 Aug	• Supervisor feedback deadline for Q2
31 Aug	• Deadline for candidate to register for the exam

Additional resources

The following documents are also available from the [LI Pathway to Chartership resource library](#).

- Guidebook
- Syllabus
- Toolkit
- Finding a mentor
- Guidance on setting up a study group
- The Pathway for people currently out of work
- Exam notes for Candidates
- Mock exam guidance
- Plan B – what to do if you fail the exam