

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.

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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.

The screenshot shows the 'Registration: Your User Details' form. It features a progress bar at the top with four steps: 1. YOUR USER DETAILS (active), 2. AUTHENTICATION/LOGIN DETAILS, 3. YOUR PORTFOLIO USER DETAILS, and 4. MY CV AND MY MENTOR DETAILS. The form fields are as follows:

Field Name	Field Type	Requirements
Username	Text input	Required field Max. 50 characters Must be unique. This field will not be editable once saved.
Email	Text input	This email address relates solely to messages concerning the Pathway to Chartership. You can update your email address at any time. If you would like to update your main email contact for other messages from the LI please contact the Membership Department
Title	Dropdown menu	Required field
First Name	Text input	Required field Max. 50 characters
Surname	Text input	Required field Max. 50 characters

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

The screenshot shows a candidate's dashboard for Landscape Institute Pathway to Chartership. The user is logged in as Adam Good. The dashboard includes a navigation bar with links for Home and My Details, and a secondary bar with links for Projects, Development Log, Quarterly Statement, Development Packs, Overview, and Exams. A status message indicates the user has been logged in. The 'My Details' section shows the user's name as Adam Good and an annual retention fee due by 01 Feb 12. Below this are three main sections: Alerts, Tasks, and Diary. The Alerts section contains Q2 Deadlines and Training Resources. The Tasks section has a callout box stating 'Reminders and prompts will appear in the Task Menu' and lists tasks such as 'Your current development pack is due for submission on: 30 Jun 11' and 'You are eligible to register for an Exam'. The Diary section shows a calendar for June 2011 with the 30th highlighted. A callout box explains that highlighted dates have one or more entries assigned to them. Arrows from the text above point to the 'Development Packs', 'Overview', and 'My Details' links. Another arrow points to the 'Tasks' section.

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 screenshot shows a mentor's dashboard for Landscape Institute Pathway to Chartership. The user is logged in as Miles Jupiter. The dashboard includes a navigation bar with links for Home and My Details, and a secondary bar with a link for My Candidates. A status message indicates the user has been logged in. The 'My Details' section shows the user's name as Miles Jupiter. Below this are three main sections: Alerts, Tasks, and Diary. The Alerts section shows 'There are no new Alerts'. The Tasks section has a callout box stating 'Reminders and prompts will appear in the Task Menu' and lists a task: 'Mentor Review for Adam Good, due 07/04/2012'. The Diary section shows a calendar for January 2012 with the 30th highlighted. A callout box explains that highlighted dates have one or more entries assigned to them. Arrows from the text above point to the 'My Candidates' and 'My Details' 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.

Edit Assessment - Initial Review

view | **edit**

Candidate: [] Candidate's Workplace: [] Status: Incomplete
Last Modified: 30 Jun 15, 12:06 Completed By: [] Development Pack: Quarter 3 2015

1 PROFESSIONAL JUDGMENT, ETHICS AND VALUES

Learning Objective

	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
1. 1A Understand what it means to be a professional, the ethical dimension to your actions and responsibilities as a chartered landscape professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 1B Understand and act in accordance with the LI's Code of Conduct and Charter acting responsibly and professionally in all your dealings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 1C Understand the wider contexts in which landscape decisions are made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 1D Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 1E Understand the importance of developing and maintaining your competence as a professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Please describe how your candidate has developed this stage of knowledge and understanding	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>				

2 ORGANISATION AND MANAGEMENT

Learning Objective

	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
7. 2A Understand the legal requirements and obligations which impact on practices and organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 2B Understand the landscape professional's legal liabilities and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. 2C Understand and observe all Health & Safety requirements and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 2D Understand how to represent and promote services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.

The screenshot shows the 'Pathway to Chartership' dashboard. At the top, there is a navigation bar with 'Home' and 'My Details'. Below that is a secondary navigation bar with 'Projects', 'Development Log', 'Quarterly Statement', 'Development Packs', 'Overview', and 'Exams'. The main content area is titled 'Overview' and has tabs for 'All', 'Syllabus', 'Project', and 'Diary'. Under the 'All' tab, there are options to 'Collapse All' and 'Expand All'. A list of forms is displayed, including 'Initial Review', 'Mentor Review', 'Mentor Review Post Notification', 'Quarterly Statement', and 'Supervisor Feedback', each with a date and a count of items. On the right side, there is a 'Filters' panel with 'Select Sources' (Forms, Projects, Development Logs, Alerts) and 'Select Development Pack' (Any).

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.

Project Name	Start Date	End Date	Client Name	Action(s)
Sample project			Sample Client	View , Duplicate
Olympic Park			Sir Geoff	View , Duplicate
				Total Records: 2

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.

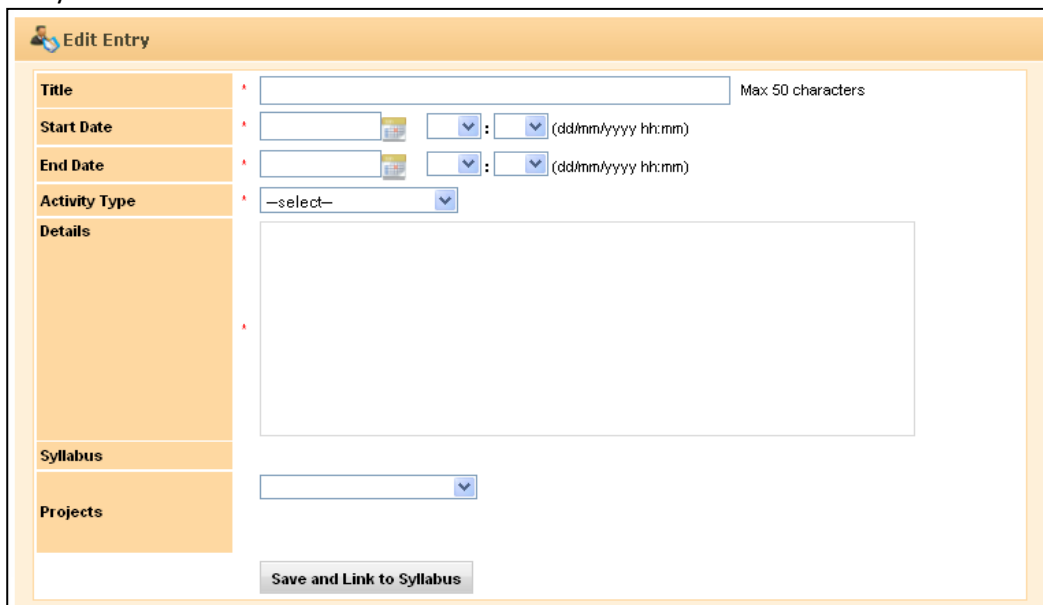
Development Logs

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 screenshot shows a web form titled "Edit Entry" with a light orange header. The form is organized into several sections on the left side, each with a red asterisk indicating a required field. The "Title" section has a text input field with a "Max 50 characters" label. The "Start Date" and "End Date" sections each have a date-time picker with a calendar icon and a format "(dd/mm/yyyy hh:mm)". The "Activity Type" section has a dropdown menu with "--select--" as the current selection. The "Details" section is a large, empty text area. The "Syllabus" section has a dropdown menu. The "Projects" section has a dropdown menu. At the bottom of the form is a button labeled "Save and Link to Syllabus".

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.

Development Logs					
Title	Start Date	End Date	Origin	Categories	Action(s)
Bat Transplants	03/05/2011	03/05/2011	Personal	Sub-contracting & sub-contracts	<input type="checkbox"/> Delete, Duplicate
TPOs	21/04/2011	21/04/2011	Personal	Professional ethics	<input type="checkbox"/> Delete, Duplicate
Planting Trees at the Olympic Site	22/03/2011	22/03/2011	Personal		<input type="checkbox"/> Delete, Duplicate

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 screenshot shows the 'Pathway to Chartership' dashboard. The navigation menu includes 'Projects', 'Development Log', 'Quarterly Statement', 'Development Packs', 'Overview', and 'Exams'. The 'Quarterly Statement' option is highlighted. Below the navigation, the 'My Details' section is visible, showing the user's name as Robert Park and the annual retention fee due by 01 Aug 16.

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.

The screenshot shows a form with two text input areas. The first input area is labeled '6. Please describe how you have responded to the Supervisor's comments from last quarter.' The second input area is labeled '7. Any other comments?'. At the bottom of the form, there are two buttons: 'Store Quarterly Statement' and 'Save as Draft'.

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.

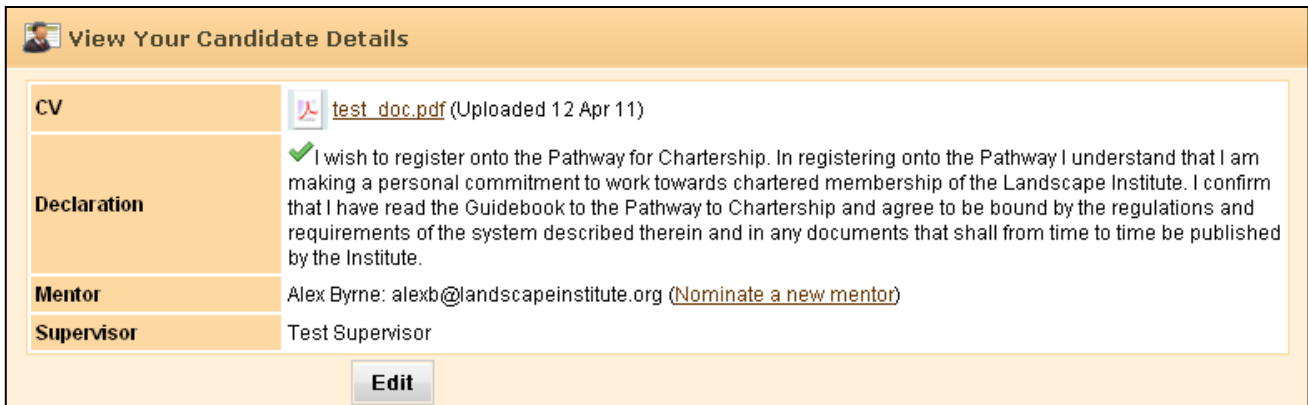
A CV template [is provided online](#), although you are welcome to use your own. If you use your own CV format, you must include the following information:


- 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.



View Your Candidate Details	
CV	 test_doc.pdf (Uploaded 12 Apr 11)
Declaration	<input checked="" type="checkbox"/> I wish to register onto the Pathway for Chartership. In registering onto the Pathway I understand that I am making a personal commitment to work towards chartered membership of the Landscape Institute. I confirm that I have read the Guidebook to the Pathway to Chartership and agree to be bound by the regulations and requirements of the system described therein and in any documents that shall from time to time be published by the Institute.
Mentor	Alex Byrne: alexb@landscapeinstitute.org (Nominate a new mentor)
Supervisor	Test Supervisor

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.

Pathway to Chartership

[Home](#) | [My Details](#)

[Projects](#) | [Development Log](#) | [Quarterly Statement](#) | [Development Packs](#) | [Overview](#) | [Exams](#)

My Details

Name: Jemima Duck

Click [here](#) to access all Pathway resources

Alerts

Scheduled Maintenance sent 1 years ago
On Saturday 28/03/2015 between 22:30 and 23:30 the Pathway system will be down for essential maintenance.

Webinars Now On YouTube sent 2 years ago
You can now watch 'Introduction to Pathway 2.0', 'Refresher Training and Candidates' and 'Refresher Training for Mentors' on YouTube. Simply [click here](#) to view the ...

Tasks

⊗ Your current development pack is due for submission on: 30 Sep 15 [Review](#)

⊗ You are eligible to register for an [Exam](#)

Add New Entries

[Add Project](#)
[Add Quarterly Statement](#)
[Add to Development Log](#)

Diary

AUGUST 2015						
M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Highlighted dates have one or more entries assigned to them.

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.

Submit Development Pack for review

Required	Completed
Project added to the system	✔
Development Log	✔
Quarterly Statement	✔
CV Update Your CV was last updated on 03/04/2011. It is advisable to ensure that your CV is updated at this time. It is recommended that you update your CV before submitting your development pack	✘

Confirm to continue

All Projects, Development Logs and Quarterly Statements associated with this Development Pack will be locked when submitted

Please check to confirm

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

- 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.

▶ Register for exam session

Title	Exam Registration 1
Preferred Exam Session	<input type="text"/>
Special requirements	<input type="checkbox"/> Please tick this box if you have a special requirement which might require us to make additional arrangements for you for the exam. Please give details below. If this is because of a medical condition or disability you will need to provide evidence of this to the Pathway Coordinator so we can best support you.
Declaration	<input type="checkbox"/> I confirm that I wish to be registered for the Pathway Exam. I understand that if I am successful in the Exam my name will be automatically submitted for election to Chartered Member (CMLI) and that my name will be published by the LI. If elected as a Chartered Member I declare I shall continue to be bound by the Charter, By-Laws and Code of Conduct of the Landscape Institute. I also agree to pay the subscription of a Chartered Member when due.
Status	Nominated for exam
Fee	325.00

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

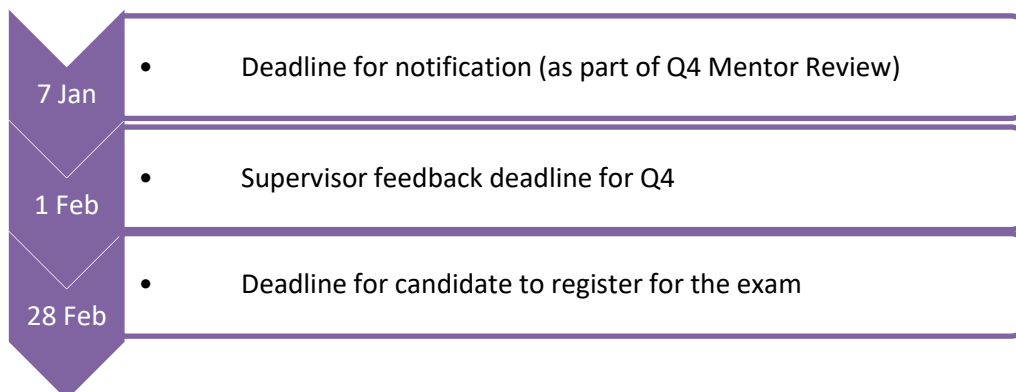
The deadlines for the submission of Development Packs and Mentor Reviews are summarised in the table below, with an indication of when you and your mentor can expect to receive feedback from your supervisor.

	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

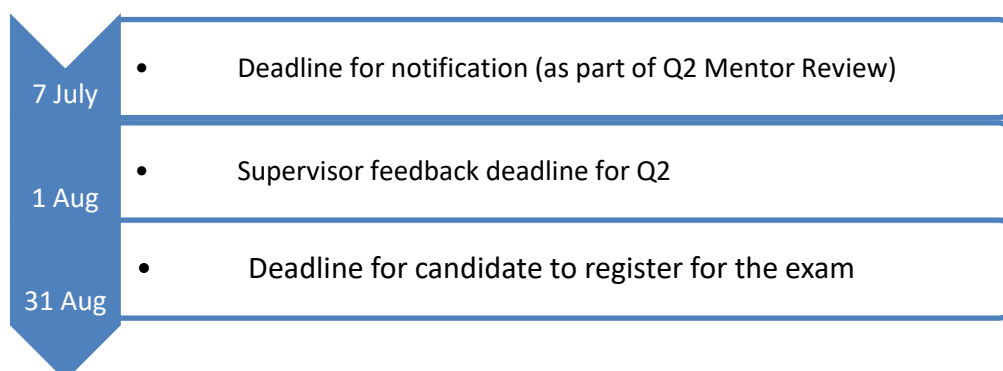
The Oral Exam

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



November 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

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