

Mentor User Guide: Pathway system

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

A Candidate User Guide is also available to download from the Pathway section of the LI website.

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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Becoming a mentor

If you are nominated as a mentor you will receive an email from the Pathway system asking you if you wish to accept this role. Candidates are expected to discuss this with you before making their nomination. If you have used the Pathway before as a candidate, then please contact the LI's Professional Development Officer pathway@landscapeinstitute.org.

If you accept the nomination then your candidate's registration on the Pathway will be confirmed, and you will both have access to the Pathway system.

Logging in and the Pathway dashboard

As soon as we have confirmed your candidate's registration and your pairing with the candidate, you will receive an email notifying you that you can log on to the Pathway system at <http://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 view your candidate's progress; check for the latest alerts and deadlines; and update your contact details for the Pathway. The dashboard you see as a mentor is slightly different to what your candidate sees. You can see examples of both below.

Your dashboard

View your candidate's details using either of these links

Update your contact details here

The screenshot shows the Pathway to Chartership dashboard for a mentor. The top navigation bar includes 'Home' and 'My Details' (circled). The main content area is divided into several sections:

- My Candidates:** A section with a green checkmark and the text 'You have been logged in'. Below it, a 'My Details' section shows 'Name: Miles Jupiter'.
- Alerts:** A section with a speech bubble icon and the text 'There are no new Alerts'.
- My Candidates (Detailed View):** A section with a person icon and the text 'You currently have access to view the pathway records of 1 candidate(s)'. Below it, a link is provided: 'Please follow [this link](#) for more details.'
- Tasks:** A section with a clock icon and a task entry: 'Mentor Review for Adam Good, due 07/04/2012 [Edit](#)'. An annotation points to this task with the text: 'Reminders and prompts for your candidate(s) will appear in the Task Menu'.
- Diary:** A section with a calendar icon and a calendar for 'JANUARY 2012'. The calendar shows dates from 26 to 31. Below the calendar, it says: 'Highlighted dates have one or more entries assigned to them.'

Annotations with arrows point to 'My Candidates', 'My Details' (in the top right), and the task entry in the 'Tasks' section.

Your candidate list looks like this.

My Candidates									
Name	CV	Role	Status	Exam Status	View all Previous Development	View this Quarter's Development	Mentor Review	Supervisor Feedback	Additional Details
Adam Good (adam@good.com)	View CV as PDF	Mentor	Active	N/A	View all	View	Add Mentor Review		Miles Jupiter (miles@jupiter.com)
									Total Records: 1

Your candidate's dashboard

Once you have submitted your Initial Review, your candidate can click on these three headings to add to their Development Pack

Candidates can view all their submissions here

The screenshot shows the candidate's dashboard for Landscape Institute Pathway to Chartership. The user is logged in as Adam Good. The navigation menu includes: Projects, Development Log, Quarterly Statement, **Development Packs** (circled), Overview, and Exams. The 'My Details' section shows the name Adam Good and an annual retention fee due by 01 Feb 12. The 'Alerts' section contains a 'Q2 Deadlines' alert sent a few months ago, detailing exam dates for candidates (30th June), mentors (7th July), and supervisors (31st July). The 'Tasks' section shows a task: 'Your current development pack is due for submission on: 30 Jun 11' with a 'Review' link, and another task: 'You are eligible to register for an Exam'. Below the tasks is an 'Add New Entries' section with links for 'Add Project', 'Add Quarterly Statement', and 'Add to Development Log'. The 'Diary' section shows a calendar for June 2011 with highlighted dates (7th and 30th) indicating entries. A note states: 'Highlighted dates have one or more entries assigned to them.'

Completing the Initial Review

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

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

The link to the Initial Review will appear in your **Tasks menu** and will take you to this form:

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. 1C Understand the wider contexts in which landscape decisions are made	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. 1D Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. 1E Understand the importance of developing and maintaining your competence as a professional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Please describe how your candidate has developed this stage of knowledge and understanding	<div style="border: 1px solid #ccc; height: 60px; 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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. 2B Understand the landscape professional's legal liabilities and duties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. 2C Understand and observe all Health & Safety requirements and guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. 2D Understand how to represent and promote services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assign the level of knowledge that most closely describes your candidate's current level of knowledge and understanding for each learning objective. For each element you should then add a few sentences explaining how your candidate has gained this level of knowledge prior to starting the Pathway. Once you have gone through each section of the syllabus, click **submit** at the bottom of the form. You can only submit the Initial Review once, so please make sure you have included all the information you wished to before this final step.

Once the Initial Review has been submitted your candidate will be able to start logging their development. Candidates will log projects, development logs and a quarterly statement each quarter. There is more about this on the website and in the Guidebook.

Viewing the Initial Review

All submissions from your candidate, your supervisor and yourself can be found under **View all Previous Development** from the My Candidates screen.

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Pathway to Chartership

My Candidates

My Candidates

Name	CV	Role	Status	Exam Status	View all Previous Development	View this Quarter's Development	Mentor Review
Adam Good (alex@landscapeinstitute.org)	View CV as PDF	Mentor	Active	Notification approved	View all	View	Add Mentor Review

Reviewing your candidate's progress

The Pathway system has a number of tools which enable you to review your candidate's development and the submissions you have both made. This can be particularly helpful when you are thinking about their progress, or looking over their development and experience when considering whether to submit a notification for the exam.

You can view your candidate's experience:

- Quarter by quarter ie by Development Packs
- By project
- By syllabus area

For any of these views, select **View all Previous Development** from the My Candidates screen. The **View by pack** tab will give you a list of all Development Packs within the system. To view a particular Development Pack click on the overview button under the relevant section.

Use the **View by project** or **View by syllabus** tabs to access these views. You can use the filter at the side to look at all entries , or just the records for a particular quarter.

The screenshot displays the Pathway system interface. At the top, there are five tabs: 'View all', 'View by pack', 'View by syllabus', 'View by project', and 'Exam history'. Below the tabs is a search bar labeled 'All entries for' with an empty input field. To the right of the search bar is a 'Filters' sidebar. The sidebar contains a dropdown menu labeled 'Select Development Pack' with a selection of '-- ALL --'. Below the dropdown is a 'Filter' button. The main content area shows a list of submissions under the 'Assessments' section. The list is organized into categories: 'Initial Review' (1 item), 'Mentor Review' (3 items), 'Mentor Review No Notification', 'Quarterly Statement' (1 item), 'Supervisor Feedback', and 'Supervisor Feedback No Notification' (3 items). Each category has a list of items with dates. For example, under 'Initial Review', there is one item: 'Initial Review (27/11/2014)'. Under 'Mentor Review', there are three items: 'Mentor Review (07/07/2015)', 'Mentor Review (07/04/2015)', and 'Mentor Review (02/01/2015)'. Under 'Quarterly Statement', there is one item: 'Quarterly Statement (29/06/2015)'. Under 'Supervisor Feedback No Notification', there are three items: 'Supervisor Feedback No Notification (30/07/2015)', 'Supervisor Feedback No Notification (22/04/2015)', and 'Supervisor Feedback No Notification (30/01/2015)'. At the bottom of the list, there is a 'Projects' section with one item: '(1 item)'. The interface is designed with a light orange and white color scheme.

Viewing Submissions Made Prior to Q3 2013

Click on **Development Packs** in the orange menu bar. Scroll down to the quarter you wish to view and click on **Download Development Pack**. This will give you that submission as a PDF.

If no submissions were made it will show no submission.

Mentor Reviews

Each quarter you need to submit a review of your candidate's progress on the Pathway system. The form is very similar to that of the Initial Review, and the process of filing it in is the same.

Examples of good Mentor Reviews can be seen in the Pathway Resource Centre.

(http://www.landscapeinstitute.org/education/pathway_submissions.php)

You can access the Mentor Review from your dashboard or from the **My Candidates** menu.

It is up to you whether you prefer to complete the Mentor Review after meeting with your candidate, or complete it during the meeting.

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
	1A Understand what it means to be a professional, the ethical dimension to your actions and responsibilities as a chartered landscape professional		✓				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1B Understand and act in accordance with the LI's Code of Conduct and Charter acting responsibly and professionally in all your dealings	✓					<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1C Understand the wider contexts in which landscape decisions are made	✓					<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1D Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines	✓					<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1E Understand the importance of developing and maintaining your competence as a professional	✓					<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> <p>Rich text editor toolbar: Bold, Italic, Strikethrough, Bulleted list, Numbered list, Undo, Redo, Link, Unlink, Insert link, Insert image.</p> </div>									

Mentor Review Form

The **Score last quarter column** shows the scores from either the Initial Review, if this is the candidate’s first quarterly submission, or the last Mentor Review you submitted. These previous scores are an aid to remind you of your candidate’s level of knowledge last quarter and therefore cannot be edited. The **Score this quarter column** is pre-populated to be the same as the previous quarter. Update these scores as you see fit, using the syllabus for guidance on the knowledge levels.

The comments section

Go through each of the syllabus sections and make adjustments to scores or add comments as appropriate.

The final part of the Mentor Review is a small number of additional questions asking you to reflect on your candidate’s progress, plans for the coming quarter and the likelihood of them being ready to take the exam within the next 6-12 months:

EXAMS	
<p>65. To be eligible for the oral examination, a Candidate must have a majority of stage 2 scores across the syllabus. The Candidate may have some stage 1 scores plus some stage 3 scores but must not have any stages marked 'none'.</p>	<p>* At this time, does your Candidate have the necessary level of knowledge and understanding to take the exam during the next relevant session?</p> <p><input type="radio"/> No <input type="radio"/> Yes</p>

If your candidate is not yet ready to take the exam and you select No, an additional question will appear asking whether you expect them to be ready by the end of the next quarter. When you have answered all the questions, submit your Mentor Review by clicking on **Submit Assessment**.

Supervisor feedback

The submissions that you and your candidate 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 **My Candidates** 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 candidate should show you have reacted to this feedback in your future submissions. If you are unclear on why an activity has been suggested, or do not understand a particular comment, you can contact the supervisor for clarification. You can find their email address in the final column of the **My Candidates** list. Please copy pathway@landscapeinstitute.org into any correspondence. General questions can be answered by the Professional Development Officer.

Exam notification

If when completing your Mentor Review you believe your candidate is ready to take the exam then select **Yes** when prompted.

To be ready for the exam your candidate must have achieved stage 2 knowledge across the majority of the syllabus, with stage 3 in areas of particular experience. Stage 1 is acceptable in a very small number of areas not directly connected to their day-to-day work, and there must not be any stage 0.

Additional questions will appear, asking you to comment on:

- The progress your candidate has made since joining the Pathway.
- Areas where your candidate has had particular experience.
- Areas where your candidate has less direct experience and how they have covered these.
- Your candidate's integrity, understanding of professional values and responsibilities, and preparedness to take on the professional responsibilities of a Chartered Member of the Landscape Institute.

Once you have answered these questions, submit your Mentor Review by clicking on **Submit Assessment**.

Once an exam notification has been submitted your supervisor will review the current and previous submissions and decide whether to accept or decline it. If your supervisor declines the notification they will tell you why in their feedback and indicate what additional development the candidate needs. If the supervisor accepts the notification your candidate is now eligible to take the exam and you should encourage them to register straight away using the link on their Pathway dashboard.

Viewing your candidate's exam result

Towards the end of the month your candidate took their exam you will receive an email notifying you that their exam result has been released and can be viewed online. This will appear under your **Tasks menu**. You can also view their results from the **My Candidate** screen and clicking on **View all Previous Development**. You can view recent and previous feedback from the **Exam History** tab.

If your candidate fails, the examiner feedback is included in their exam result notification to help you and your candidate reflect on the result. The examiner feedback will also be sent separately to the candidate by email.

Retaking the exam

We hope that your candidate will be successful in their Chartership exam; however if they are unsuccessful they can retake the exam. There is no limit on the number of times they can retake.

Before they can register again you will need to make another notification as part of your next Mentor Review and this must again be approved by your supervisor. Before you make another exam notification, ensure that you have considered and discussed the examiners' feedback. To give them the best chance of success when they retake, they should be prepared to work on any areas of weakness identified, as well as preparing across the syllabus.

Appendix:

The Quarterly Cycle

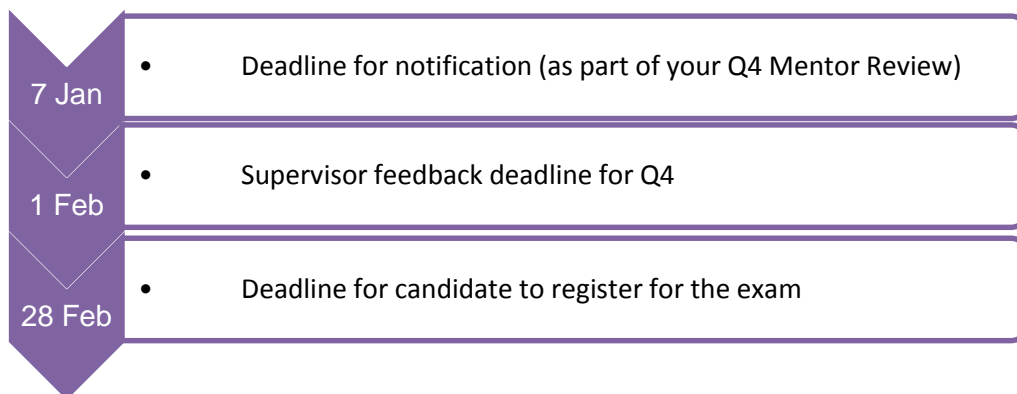
The deadlines for the submission of Development Packs and Mentor Reviews are summarised in the table below, with an indication of when you and your candidates can expect to receive feedback from your supervisor.

	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

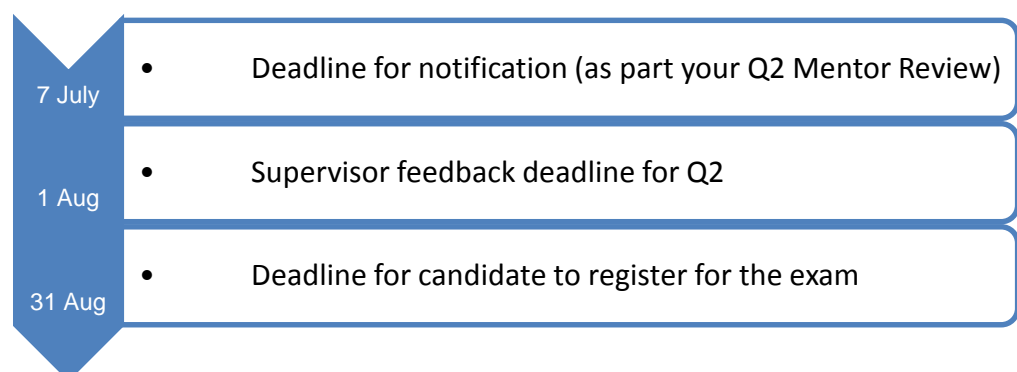
The Oral Exam

Exams are held twice a year, in May and November. Exam dates are published on the Pathway and Talking Landscape (<http://talkinglandscape.org/>) as soon as they are known. The final date, time and venue of the examination will be confirmed to your candidate once they have registered for the exam.

May exam



November exam



Additional resources

The following documents are also available from the Pathway website

http://www.landscapeinstitute.org/education/pathway_resources.php

- 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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