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

Reminders and prompts for your candidate(s) will appear in the Task Menu
Your candidate list looks like this.

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.

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:
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.
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.

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.

![Mentor Review Form](image)

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:

<table>
<thead>
<tr>
<th>EXAMS</th>
<th>At this time, does your Candidate have the necessary level of knowledge and understanding to take the exam during the next relevant session?</th>
</tr>
</thead>
<tbody>
<tr>
<td>85. 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 stage marked ‘0’</td>
<td>No: Yes:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Quarter 1 – January to March</th>
<th>Candidate Development Pack submission deadline</th>
<th>Mentor Review submission deadline</th>
<th>Supervisor feedback deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31 March</td>
<td>7 April</td>
<td>1 May</td>
</tr>
<tr>
<td>Quarter 2 – April to June</td>
<td>30 June</td>
<td>7 July</td>
<td>1 August</td>
</tr>
<tr>
<td>Quarter 3 – July to September</td>
<td>30 September</td>
<td>7 October</td>
<td>1 November</td>
</tr>
<tr>
<td>Quarter 4 – October to December</td>
<td>31 December</td>
<td>7 January</td>
<td>1 February</td>
</tr>
</tbody>
</table>

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

- Deadline for notification (as part of your Q4 Mentor Review)
- Supervisor feedback deadline for Q4
- Deadline for candidate to register for the exam

November exam

- Deadline for notification (as part your Q2 Mentor Review)
- Supervisor feedback deadline for Q2
- Deadline for candidate to register for the 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