

Sample Candidate: Miriam Duck

This sample submission contains 2 projects, 4 development logs, a quarterly statement and a Mentor Review which all relate to the same fictional quarter.

This sample, created by a Pathway Examiner, Mentor and Supervisor, is intended to be for illustration ONLY and is not intended to represent the 'right' way to complete any of these parts of the Pathway system.

Sample Projects

Project Name	Harris Square
Start Date	03/01/2013
End Date	30/09/2013
Client Name	The Harris Estate
Brief description of Project	<p>On going project in the Harris Square Garden in London. Landscape Inc. has been lead consultant since 2005 when we re-designed and renovated the square. Since then the standard of maintenance has dropped and Landscape Inc. were called in to investigate the maintenance, produce an up to date maintenance specification and tender for a new contract.</p> <p>We were then asked to produce an enhancement masterplan to bring the garden up to an appropriate level of horticultural excellence in time for next years competition.</p>
Brief description of tasks undertaken	<ul style="list-style-type: none"> • Project administration • Client liason • Preparation of maintenance specification • Tendering process and letting of contract • Masterplanning ideas, presentation and liason with suppliers • Quarterly review of maintenance contract and supervision of contractors

Project Name	Seppings Park
Start Date	07/02/2013
End Date	30/09/2013
Client Name	Burn Ltd
Brief description of Project	Commissioned to prepare a Parkland Plan as part of a joint Higher Level Stewardship award, managed by Natural England.
Brief description of tasks undertaken	<ul style="list-style-type: none"> • Project Management • Liaison with both clients, NE, EH and sub-consultants • Appointed sub-consultants and managed appointment letters etc. • Wrote landscape sections of parkland plan and oversaw the production of the document • Consultation with all parties prior to issue of drafts

Sample Development Logs

Development Activity	
Title	* Harris Square Masterplan
Start Date	* 06/03/2013
End Date	* 06/03/2013
Activity Type	* Work Based Learning
Details	<p>Tree survey and tree scan results arrived for tree with bracket fungus. Scan results confirm that this tree has significant die back and must be felled, otherwise it could present a serious safety hazard.</p> <p>Issues of Relevance -</p> <p>ARB consultant has emailed through results of scan but there is no explanatory text concerning the safety of the tree/ level of risk associated with tree until felled. Arb consultant seems reluctant to advise on this, so spoke to operations manager, pointing out safety issues, duty of care and responsibilities under TPO legislation etc.</p> <p>Advised that tree should be fenced off to prevent access application to fell is approved. Note that under Town and Country Planning (Tree Preservation Orders) Regs a tree can be felled if it is dead, dying or dangerous – but advised client that it would be better to obtain consent from Local Authority before doing so to avoid potential legal action.</p> <p>It is the Arboricultural Consultants role to deal with this, but as the lead consultant I have advised the client and contractor on their responsibilities, and asked the arb consultant to send scan results through to Tree Officer. Although I am not happy with the arb consultants input I have continued to deal with him in a professional manner and will keep track of this issue to ensure Tree Officer is made aware of situation and an appropriate solution found.</p>
Syllabus	<ul style="list-style-type: none"> • 1A • 1B • 1D • 2B/2C • 3E
Projects	* Harris Square

Title	* Seppings Parkland Plan
Start Date	* 26/03/2013
End Date	* 27/03/2013
Activity Type	* Work Based Learning
Details	<p>Meeting with land agent for landowner and NE case officer to discuss proposals under HLS</p> <p>Issues of Relevance -</p> <p>Plan is being produced retrospectively so very difficult to identify urgent priorities as all capital works money has already been allocated. N.B Would never recommend this method of working in the future</p> <p>Landowner has specific responsibilities such as H & S and environmental issues as tenant does not maintain landscape in appropriate manner. Parkland Plan has identified several areas where there are failings. Tenant not happy that these have been identified, however, we have professional duty to identify and make recommendations.</p> <p>NE case officer seems unclear why certain land parcels have been recommended for HLS prescriptions - commercial forestry areas have been put down as receiving funding for</p>

	maintenance of wood pasture. When questioned case officer reluctant to discuss or change.
Syllabus	<ul style="list-style-type: none"> • 1A • 1C • 1D • 2B
Projects	* Seppings Park

Title	* LI Branch P2C Seminar
Start Date	* 05/02/2013
End Date	* 05/02/2013
Activity Type	* Guided Learning
Details	<p>LI Seminar dealing with section 3 of the syllabus.</p> <p>This seminar was very useful and gave me a wider perspective with regard to planning legislation and landscape character assessment.</p>
Syllabus	<ul style="list-style-type: none"> • 3A-3E
Projects	*

Title	* P2C Study Group
Start Date	* 01/01/2013
End Date	* 30/03/2013
Activity Type	* Self Learning
Details	<p>Our Study Group has continued to meet on a monthly basis. We continue to discuss a different aspect of the syllabus in each session and have started to answer lock questions in preparation for the exam.</p>
Syllabus	<ul style="list-style-type: none"> • 1C • 1E • 2D • 3A-C
Projects	*

Sample Quarterly Statement

<p>1. What do you think you have learned from your professional experience over the last three months?</p>	<p>Once again I have enjoyed this quarter and feel much more confident in my approach to daily work. There have been some interesting issues which have arisen from quotes and tenders which have given rise to much debate in the office and both my Mentor and I now feel that we should review, as an office, which jobs we tender for in the future.</p> <p>I am approaching all jobs in a different way, thinking first about whether we have the necessary skills and correct team as well as if we stand a chance of winning the work.</p> <p>I have had some interesting projects in Scotland which require a different approach, especially with planning and designation issues, which is giving me a good opportunity to reflect on the UK systems.</p>
<p>2. How far did you achieve your aims from the previous quarter?</p>	<p>I feel that I have achieved my aims from the previous quarter quite well. I have taken a much more active part in study group sessions and enjoyed the P2C seminars that were run by the Branch.</p> <p>The only thing that I haven't been able to do is shadow a colleague, mainly as the opportunity hasn't arisen in the office.</p>
<p>3. How would you evaluate your performance?</p>	<p>I feel as though I have been much more relaxed about filling in my development log and although I doubt I now have as many entries as I first did, they are possibly more appropriate to P2C.</p>
<p>4. What do you aim to achieve over the next three months? What goals have you set?</p>	<p>I think I need to check whether there are still any gaps and perhaps allocate some personal study time to increasing my knowledge. I would still like to experience some contract management but at the moment there are limited relevant jobs in the office. I have however been asked to quote to project manage a second phase of work at Seppings Park and this should give me some more good experience.</p>
<p>5. What additional knowledge do you need to develop, or what further experience/training do you require, and how do you intend to address this?</p>	<p>I now have no zeros and only 3 levels 1s in section 4 of the syllabus, so I need focus on 4C-4E over the coming months to increase my understanding in this area. I hope to be able to shadow a colleague on a construction scheme over the coming 6 months which will enhance my basic theoretical knowledge of this area. The P2C Study Group will also be focusing on section 4 of the syllabus in the coming quarter.</p>
<p>6. Please describe how you have responded to the Supervisor's comments from last quarter.</p>	<p>I find my Supervisor's comments really useful and this quarter I have tried to consolidate my knowledge and practical experience through work based learning.</p>
<p>7. Any other comments?</p>	

Sample Mentor Review

1 Professional judgment, ethics and values

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 type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 1C Understand the wider contexts in which landscape decisions are made				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 1D Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 1E Understand the importance of developing and maintaining your competence as a professional				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	Miriam has faced some interesting ethical issues this quarter and has learnt a lot about what it means to be a professional as a result.									

2 Organisation and management

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
* 2A Understand the legal requirements and obligations which impact on practices and organisations			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 2B Understand the landscape professional's legal liabilities and duties				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 2C Understand and observe all Health & Safety requirements and guidelines			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 2D Understand how to represent and promote services offered by a department, practice or agency, and the different routes and approaches by which organisations may obtain work				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 2E Understand and describe the various ways in which organisations are selected, appointed and remunerated to undertake work				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 2F Adhere to good management practice			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	<p>Miriam has learnt a lot from working with the ARB consultant on the Harris Square project. Her own comments reflect the frustration working with other professionals can cause but she has learnt from this and will be able to communicate more effectively in future with difficult people.</p> <p>Miriam has also been working with our in-house Marketing people and has sat in on meetings with the consultants who have developed previous marketing campaigns for us. This has built on her previous knowledge of these areas and has embedded the knowledge she already had.</p>									

3 Assessment and analysis

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
* 3A Are aware of and understand the legislation, requirements, procedures and policies which may affect your work		✓				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 3B Understand how to identify client requirements and take steps to establish a professional working relationship			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 3C Understand how to identify user/stakeholder requirements and expectations				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 3D Understand and are able to utilise the various techniques involved in assessing the significance and context of the landscape / site				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 3E Understand how to record and report the findings of assessments appropriately				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	The Branch seminar Miriam attended in February has a springboard from which her knowledge of areas such as planning legislation and LVIA has developed. She has also continued to develop her knowledge of reporting methods so that her score for 3E has now gone from a borderline 2/3 to a strong 3.									

4 Implementation

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
* 4A Understand and can describe how detailed project plans and budgets are developed with clients			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4B Understand how tendering processes for contractors are managed on behalf of the client			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4C Understand and describe how to agree contractual arrangements for work with contractors		✓				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4D Understand and describe how to monitor and control projects		✓				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4E Understand and describe how to manage project completion and handover		✓				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	No changes this quarter									

5 Options and strategies

Please describe how your Candidate has developed their knowledge and understanding of this element

Miriam has demonstrated her awareness of issues relating to TPO Regs and Health and Safety this quarter, and dealt ably with the Arboricultural Consultant for Harris Square who was reluctant to engage fully – demonstrating her understanding of his role in relation to the scheme.

6 Continuing professional development

Please describe how your Candidate has developed their knowledge and understanding of this element

Miriam continues to engage fully with the Pathway, and demonstrates her understanding of the importance of CPD and wider learning by undertaking wider background reading in relation to relevant issues (TPO/HLS etc).

Overview

*** Please describe how you and your Candidate have responded to the Supervisor's comments from the last quarter.**

Miriam has responded well to her comments and continues to carry out background research to strengthen her work based learning.

*** Please comment on your candidate's ability to identify and discuss options, opportunities and constraints relating to projects they are working on**

Miriam is demonstrating her more rounded knowledge and awareness of wider issues – I am particularly pleased with her response to the TPO issue at Harris Square where she quickly identified the issues and correctly advised the client to ensure the site was safe and liaise with the Local Authority Tree Officer. She is very aware of her professional responsibilities and extent of her expertise – and where she should seek advice/support from other professionals.

In your view, how well has the candidate engaged in the learning process during this period. Please comment in particular on the extent to which they are adopting a reflective approach to their practice.

Miriam continues to engage well with the P2C process, and is a leading member of her P2C group – encouraging other members to engage proactively.

Please explain the steps the candidate has taken to keep themselves up to date on developments affecting the profession and their area of practice and ensure their knowledge and skills are up to date.

Miriam continues to widen her understanding of professional issues by reading around relevant subject areas to her work, and discussing issues with colleagues and other professionals.

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'.

At this time, does your Candidate have the necessary level of knowledge and understanding to take the exam during the next relevant session?



No



Yes

You have indicated that your Candidate is ready for the exam. Please comment on the following to assist the Supervisor in reviewing your Candidate's readiness for the exam.

The progress they have made since joining the Pathway:

Miriam has engaged fully with the P2C process over the past 2 years, initially focusing her learning and development on the areas in which she was engaged professionally, and subsequently developing wider knowledge through research, discussion with colleagues and LI seminars. She set up a local study group and has continued to organise regular meetings with other candidates to develop their knowledge and practice exam techniques.

Areas where they have had particular experience:

Through her background in public and more recently private practice Miriam has a very good knowledge of Forms of Practice and part 3 of the syllabus. She worked closely with Development Management colleagues at Trowbridge Council and has subsequently developed this understanding by leading on a number of planning applications and Landscape and Visual Appraisals.

Areas where they have less direct experience and how they have covered these:

Miriam has had less direct contract and construction experience and has been undertaking research into this area. She will be shadowing a colleague over the coming months to gain a greater understanding of this part of the syllabus, as well as ensuring that this is a focus for the P2C study group in the coming quarter.

The candidate's integrity, understanding of professional values and responsibilities, and preparedness to take on the professional responsibilities of a chartered landscape architect:

Miriam acts with great integrity in all she does, and has a sound understanding of the ethical basis of working as a professional and her duties to the landscape, profession, clients and wider society. It is my view that she will be an excellent addition to the Landscape Profession.