

Continuing Professional Development (CPD) and the Code of Conduct Disciplinary Process

Approved by the Board of Trustees 29 November 2016

1 Continuing Professional Development (CPD) and the Code of Conduct

Members are required under Standard 7 of the LI Code of Conduct to maintain their professional competence and to record and provide evidence of CPD:

STANDARD 7: The Landscape Institute expects members to maintain their professional competence in areas relevant to their professional work and to provide educational and training support to less experienced members or students of the profession over whom they have a professional or employment responsibility.

You are expected to maintain, record and provide evidence of your Continuing Professional Development (CPD) in compliance with the Landscape Institute's CPD requirements.

2 Non compliance

Having missed all deadlines to return CPD records for review members are automatically in breach of Standard 7 and the following sanctions will be applied:

- 1 Letter of admonishment with £50 fine *and*
- 2 Requirement to return CPD record within 4 weeks *and*
- 3 Notification that CPD records will also be called for review the following year *and*
- 4 Conduct note on record for 10 years

If the CPD record is received within 4 weeks:

- 5 The record to be reviewed by the CPD monitoring committee
- 6 The member to be added to the list for CPD review the following year
- 7 The membership record to be updated to record the breach - the breach to be considered 'spent' after 10 years

3 Escalation

If a member fails to comply then the case will be escalated as they would then be in breach of Standards 2 and 5 as well as 7:

STANDARD 2: The Landscape Institute expects members to uphold the reputation and dignity of their profession and their professional organisation.

STANDARD 5: The Landscape Institute expects members to act at all times with integrity and avoid any action or situations which are inconsistent with their professional obligations.

If the CPD record is not returned:

- 8 The disciplinary process to be escalated as the member will now be in breach of Standards 2 and 5 as well as 7 and the member could be required to undertake (in addition to the above) monitored CPD with an approved Mentor
- 9 If the Member fails to comply then it may be necessary to call a formal Professional Conduct Hearing as with an escalation the more serious sanctions may be imposed (these include fines of up to £5000, suspension and possibly expulsion and the publication of their misconduct)