**Landscape Institute**

**Education and Membership committee:  
Member Panel (Chartership Assessment Panel)**

The Chartership Assessment Panel (CAP) is part of the LI’s Member Panel, which in turn reports to the Education and Membership Committee (EMC). CAP provides expertise and advice on all issues relating to applications made for admission to Chartered membership, either directly as a Chartered (or equivalent) member of another country or to sit the professional interview via the Experienced Practitioner route.

The Experienced Practitioner route to Chartership was piloted in November 2016, and will be soft-launched during 2017, with the aim of it being a fully working route by 2018. This route is for individuals who have 10 or more years’ relevant experience within a landscape discipline, and is designed to guide as wide and diverse a range of landscape professionals as possible towards Chartership.

The current Member Panel, consisting of two FLI and one CMLI, therefore needs to be expanded, in order to accommodate the anticipated increase in applications. The Chartership Assessment Panel requires at least another six members to be recruited and trained during 2017.

The Chartership Assessment Panel:

* Considers applications for Chartered membership of the LI, made through:
  + Experienced Practitioner Route (and suitability for the professional interview)
  + Fully qualified professional in another country
* Considers applications from all areas of specialism within the LI, as well as applications from other allied professions, and other related interest groups
* Assesses each application against the criteria for Chartership (contained in the Chartership syllabus), based on the applicant’s education and professional history, and their practical experience relating to the Chartership criteria.

Members of CAP will be required to assess applications for the Experienced Practitioner route to Chartership twice a year, in January and July, for successful applicants to attend the May and November exam sessions. Assessment of internationally-qualified professionals will happen on a monthly basis, but may be less frequent depending on number of applicants. Each application will be assessed by three CAP members, which can be done electronically. CAP will meet once a year to discuss the overall standard of applications, review the make-up and purpose of the Panel, and report back to EMC.

**Application process**

Members interested in joining CAP should complete the attached application form, and return it to Alice Knight on [alice.knight@landscapeinstitute.org](mailto:alice.knight@landscapeinstitute.org) by **1 June**. Applications will be considered by EMC, and applicants will be informed of the decision by 19 June. Training will then be provided.

**Essential experience, qualifications and attributes**

* Chartered status for at least 5 years.
* Experience of assessing information against set criteria.
* Excellent written communication skills.
* Ability to work with other assessors to ensure each applicant receives a fair and consistent assessment of their knowledge and understanding.
* Ability to maintain confidentiality of applicants in accordance with guidelines provided by the LI.
* Time management skills to decide on applications within agreed timeframe.
* Willingness to contribute to the ongoing development of the routes to Chartership through constructive feedback and input as requested.
* General knowledge of all Chartership criteria, and capacity to proactively ensure this knowledge remains up to date.

**Desirable experience and attributes:**

* Previous and current involvement with the Pathway to Chartership as a supervisor and/or examiner
* Willingness to act as an ambassador for Chartership and the LI.

**Member Panel (Chartership Assessment Panel) application form**

Please complete this form and send it **with your CV** to [alice.knight@landscapeinstitute.org](mailto:alice.knight@landscapeinstitute.org) Alice can also be contacted for informal discussions about the role.

You can continue onto another sheet if needed (maximum 2 sheets).

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| Name |  | | Membership number |  | |
| Daytime phone |  | | | | |
| Email |  | | | | |
| Please indicate how you have kept your knowledge of Section A of the syllabus up to date since you became Chartered. | | | | | |
| *Section A of the old syllabus covered:*   * *Professional conduct* * *Professional duties and liabilities* * *Professional appointment* * *Professional relationships* * *Practice management* | | **This relates to the new syllabus:**   * **Professional judgement, ethics and values** * **Professional duties and liabilities** * **Professional appointment** * **Professional relationships** * **Practice management** | | | |
|  | | | | | |
| Please indicate how you have kept your knowledge of Section B of the syllabus up to date since you became Chartered. | | | | | |
| *Section B of the old syllabus covered:*   * *The Legal System* * *The Planning System* * *Environmental Policies* * *Environmental Control* * *Contract Law* | | **This relates to the new syllabus:**   * **The Legal System** * **The Planning System** * **Environmental and Heritage Policy** * **Environmental Control** | | | |
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| Please indicate how you have kept your knowledge of Section C of the syllabus up to date since you became Chartered. | | | | | |
| *Section C of the old syllabus covered:*   * *Contracts* * *Pre-Contract and Tendering Procedures* * *Contract Administration* | | **This relates to the new syllabus:**   * **Contracts and contract law** * **Pre-contract and tendering procedures** * **Contract administration** | | | |
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| Please indicate, with examples, your experience of assessing written applications against criteria | | | | | |
|  | | | | | |
| **Signature:** | | | | | **Date:** |