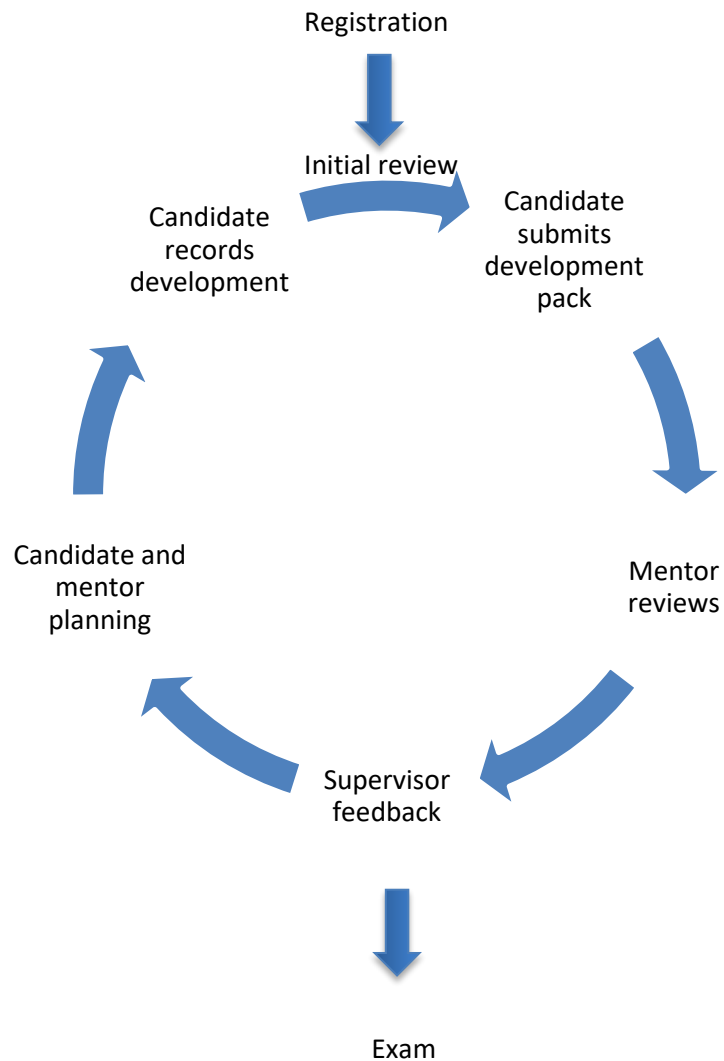


# Pathway to Chartership

## Guidebook to the Pathway to Chartership



### History

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## About the Pathway to Chartership

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The Pathway to Chartership is the process by which landscape professionals qualify as Chartered members of the Landscape Institute (LI) in the UK.

The Pathway to Chartership is about active learning and is based on a system of continual assessment. With the help of a mentor, you plan, review and reflect on your learning and receive regular feedback from an LI appointed supervisor, via the Pathway online system. When you can demonstrate that you have developed sufficient knowledge and understanding, and meet the requirements of Chartership, you may register for the final stage, the oral examination.

As a candidate you are expected to take ownership of your learning and seek out opportunities for development, allowing you to progress at your own pace. On average, if you have recently graduated and are at the beginning of your landscape career you will take three years to pass the Chartership oral exam. There is no minimum time you have to be on the Pathway for before taking the exam, and if you have considerable past experience, with a good level of knowledge and understanding of the syllabus, you may become Chartered much sooner.

The Pathway to Chartership is designed to be flexible, allowing you to progress at your own pace, and take breaks if you wish. The Chartership syllabus focuses on the needs of the workplace, and takes account of specialisation, while ensuring that everyone entering the profession gains a full and rounded understanding of what it means to be a landscape professional and the underlying concepts. It focuses not just on knowledge, but on understanding how that knowledge is applied in real-life contexts.

### **Why join the Pathway to Chartership**

You join the Pathway to Chartership in order to become a **Chartered Member of the Landscape Institute (CMLI)**. Chartership is an independent and external verification of your status as a professional, which acts as an assurance of quality for employers and clients. A Chartered landscape professional has the breadth of skills, knowledge, understanding and integrity to practise within the UK, and CMLI is a globally recognised qualification.

Most employers look for Chartered status, or a commitment to achieving Chartership, as an indication of quality and professionalism when recruiting new staff. Management of larger projects and contracts is often restricted to those in their organisation who are fully qualified.

### **Lifelong learning and CPD**

Landscape architecture in the 21st century is a fast moving and increasingly specialised and diverse profession. As a landscape professional you must therefore be prepared to develop your knowledge and learn new skills throughout your professional career. When joining the LI, all landscape professionals agree to undertake Continuing Professional Development (CPD). CPD and making a commitment to lifelong learning are about

more than simply waiting for the next training event to come along. You should identify what development you need, plan how you will achieve it, set goals and review your progress.

The Pathway to Chartership lays the foundations for CPD by helping you to develop the habits of planning, reviewing and reflection, and taking ownership of your learning – skills you will need throughout your professional career.

### **The Pathway online system**

The Pathway to Chartership is managed by an online system, onto which all information is uploaded. This enables you to record your experience in quarterly submissions, receive feedback from your mentor and supervisor, and update your personal details online. The system can be accessed through the LI website <http://www.landscapeinstitute.org> or directly at <http://www.pathwaytochartership.org>.

### **Other resources**

The candidate and mentor user guides provide a brief overview of using the online system. These, and many other resources relating to the Pathway, can be found on the LI website:

<https://members.landscapeinstitute.org/pathway-to-chartership/>

### **Confidentiality and access to information**

All records submitted on the Pathway system are viewable by you, your mentor and your designated supervisor. They are also viewable by the members of LI staff responsible for running the Pathway to Chartership, and, for a short while, by the specific examiners who will be conducting your exam.

All records on the Pathway system are held in compliance with the Data Protection Act. In particular, all records submitted on the Pathway will be treated with strict confidentiality and will be used for the purposes of running the Pathway to Chartership and for that purpose only.

### **Changes to the system**

The LI reserves the right to change the Pathway regulations as appropriate without notice. Changes will be announced on the LI website and in any suitable Institute publications, together with the date from which they will take effect.

### **Contact details**

It is your responsibility to ensure that the contact details you wish to use during your Pathway to Chartership are kept updated. These can be changed from the My Details tab of the Pathway online system.

The contact details you use on the Pathway are separate from those you have given for your membership and are not updated automatically. If you wish to update the contact details the LI holds for other communications, please log in to your online members' area: <https://members.landscapeinstitute.org/my-details/>

### **Archiving Pathway records**

Your Pathway to Chartership records are maintained by the LI while you remain a Licentiate member and actively engaged on the Pathway. If you are locked out or suspended from the Pathway, your records will be archived for a period of six months. After this time your records will be permanently deleted. The only

exception to this rule is for [dormant candidates](#), who do not have to pay annual retention fees until they wish to become active again.

### **Fees**

Full details of the fees due while on the Pathway to Chartership can be found in the [Appendix](#). All fees must be paid online, and receipts are instantly available through the online system. Payments are non-refundable and the LI is unable to invoice for any fees.

Until all outstanding fees are paid, you will be unable to access your Pathway system, or log any development. Your development packs will also be hidden from your mentor and supervisor until payment is made.

## **Pathway eligibility**

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### **Candidates**

You must be a Licentiate member of the LI to be eligible to join the Pathway to Chartership. You must maintain your Licentiate membership for the duration of your time on the Pathway. If you are struck off for non-payment of fees, or for any other reason, you will also be suspended from the Pathway.

### **Mentors**

A mentor on the Pathway to Chartership must have held Chartered status of the LI (CMLI) for a minimum of 18 months and should not have more than three active candidates at any one time.

### **Candidates based overseas**

Regardless of location, if you are a Licentiate member of the LI you are eligible to join the Pathway to Chartership. As with UK based candidates, you will need a mentor who is a CMLI.

If this is not possible, you may nominate a professional member of an equivalent body in the country you are based in, providing that body is recognised by the International Federation of Landscape Architects ([IFLA](#)). Your mentor is expected to have gained at least two years' experience after qualifying for professional status. All such nominations will be subject to approval by the LI.

If you are working overseas, please be aware that the emphasis of the Pathway to Chartership is on assessing your ability to practise effectively as a Chartered landscape professional in the UK.

### **EU Nationals**

Under EU legislation, if you:

- hold fully-qualified status as a Landscape Architect in another EU member state

Or

- can demonstrate that you are eligible to hold that status

And either

- hold EU nationality

Or

- are moving to the UK to accompany a spouse who holds EU nationality and who is exercising their right to mobility

you may apply to the LI to be considered for direct admission to Chartered status.

If you believe that you have rights under EU legislation please contact the LI's membership team on [membership@landscapeinstitute.org](mailto:membership@landscapeinstitute.org).

# Chartership syllabus

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The Pathway to Chartership syllabus focuses on the knowledge and understanding required in a Chartered, professional practice.

The syllabus therefore spans a broad range of topics. This breadth of knowledge and understanding is essential to Chartership; provided that you remain a member of the LI, your Chartership will be for life. However, your career direction and the kind of work you do as a landscape professional may change numerous times as you face new challenges and opportunities. The Pathway to Chartership provides the foundation for the rest of your landscape career.

The full syllabus can be found on the LI website

[http://www.landscapeinstitute.org/PDF/Contribute/P2C\\_Syllabus\\_v6.pdf](http://www.landscapeinstitute.org/PDF/Contribute/P2C_Syllabus_v6.pdf)

The syllabus is organised into six elements, each focusing on a different aspect of practice and professional knowledge.

The four core elements are about the key aspects of professional practice. They are:

- Professional judgment, ethics and values
- Organisation and management
- Assessment
- Implementation

The two underpinning elements focus on the way in which you should approach your professional practice: your skills in critically evaluating situations; reflecting on your practice; being proactive about keeping your practice up-to-date; and looking for opportunities to develop yourself.

The two underpinning elements are:

- Options and strategies
- Continuing professional development

## **Learning objectives**

Each element contains a set of learning objectives, focusing on a different aspect of practice and professional knowledge. For each learning objective there are a series of statements describing the evidence you will need to demonstrate. Inevitably, some areas are wider in scope than others, and some may require you to engage in more extensive learning.

Although the learning objectives should always be your main point of reference, a checklist of topics is provided as an appendix to the syllabus to help you and your mentor think about the general areas of knowledge that you will be covering while on the Pathway to Chartership.

## **Connecting your knowledge**

The syllabus has been organised into elements to help manage learning and record development in quarterly submissions, however, in real-life, areas of knowledge and expertise overlap. Landscape professionals need to be able to view their practice holistically, and you will be expected to be able to make connections between

different topics and areas of expertise. The ability to make these connections is tested by the Pathway to Chartership examiners.

**Practical experience and the syllabus**

The knowledge and understanding you are required to have to become Chartered is very broad, and you are not expected to have direct experience of all areas of the syllabus. Landscape professionals are all involved with different types of work and have different opportunities within their careers.

You will, however, be required to demonstrate appropriate levels of knowledge and understanding in all elements of the syllabus. You will also be expected to show that you understand how to apply your knowledge in real-life situations occurring in professional practice.

This means that, where you do not have direct experience of a particular area, you need to find other ways of developing your knowledge and understanding of its application. This could include reading around the subject; attending training sessions; talking to practitioners; or work shadowing.

**Stages of knowledge and understanding**

Your progress towards Chartership is measured against a set of pre-defined stages of knowledge and understanding.

0	<p><b>No knowledge</b> Little or no knowledge or understanding of the areas encompassed by the learning objective.</p>
1	<p><b>Basic knowledge</b> You have acquired some basic knowledge of the areas encompassed by the learning objective and understand basic concepts, but have yet to learn any substantial detail in respect of some or all of the areas. You have not yet explored how the areas are applied in practice in any depth.</p>
2	<p><b>General knowledge</b> You have a general knowledge and understanding across the areas encompassed by the learning objective. You may have some experience of applying your knowledge and understanding in your practice but you would need to apply your expertise under supervision and may need to ask for advice or approvals on the steps you are taking from a more experienced practitioner or senior member of staff.</p>
3	<p><b>Proficient</b> You have a thorough knowledge of the areas encompassed by the learning objective and have often applied your knowledge in your practice. You understand the implications of your actions and can take responsibility for most decisions in these areas. You are capable of working within the scope of this learning objective with little supervision/need to seek advice.</p>

Stage 4 will only be achieved very rarely on the Pathway to Chartership by candidates with very extensive experience and deep understanding and expertise – for example, those who have already had a substantial



career in the profession and are now functioning at a very senior level. Achieving stage 4 is therefore not a requirement for Chartership, and the majority of candidates will never achieve stage 4 in any syllabus area.

4	<b>Expert knowledge</b> Within the areas encompassed by the learning objective, you fully understand the implications of your actions, are able to foresee problems and come up with effective solutions and strategies. Other people may come to you for decisions, advice and guidance; you are capable of handling decisions in these areas entirely alone and are fully prepared to take personal responsibility for your decisions.
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To be considered exam ready, you are expected to have demonstrated stage 2 level of knowledge and understanding across the majority of the syllabus and stage 3 in areas where you have particular experience and expertise during the course of your day-to-day work. You will not be able to progress to the exam if you have any areas at stage 0.

## Registering

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Registration to the Pathway to Chartership takes place online: <http://www.pathwaytochartership.org>

Registration is possible on any day of the year and there are no cut-off dates or deadlines for registration. You can choose to register on the Pathway as soon as you are elected as a Licentiate member, or, if you prefer, can wait until you have gained more practical experience. The Pathway to Chartership is designed, however, to help you progress in your knowledge and understanding, and the LI therefore recommends that you join as soon as possible after completing your studies and beginning work.

In order to register you will need:

- To have read this Guidebook
- Your CV ready to upload
- To pay your registration fee (this must be done online)
- The name and email of your chosen mentor

Please note that you must register in one go, including paying the registration fee. The system will not allow you to part-register. If you have previously started to register and did not complete this, please contact [pathway@landscapeinstitute.org](mailto:pathway@landscapeinstitute.org)

## The role of your mentor

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Your mentor is the qualified professional who will support your progress towards Chartership. They will provide advice and guidance, helping you to develop and explore your knowledge and understanding of the requirements of professional practice, and to learn to reflect on your work and learning.

The mentor plays a key role within your journey to Chartership, so you should consider your choice of mentor very carefully. In particular, the mentor should be someone who is willing to make a real commitment to

supporting your development, and who will provide open, constructive and honest feedback, enabling you to explore and build on your knowledge and experience.

The mentor will be expected to give you feedback on your progress, both informally, through regular contact, and formally, at quarterly review meetings. They will need to complete a mentor review following your quarterly review meeting, giving their formal assessment of your progress towards Chartership.

Your mentor is also responsible for notifying the supervisor when, in their view, you are ready to progress to the oral Chartership exam.

You must ensure that your mentor fully recognises the commitment they are undertaking in supporting you through the Pathway to Chartership. Not meeting the requirements of the Pathway to Chartership could result in delays to your progress.

More information on the role of the mentor and advice on good practice is given in the [Pathway Toolkit](#). You should ask your chosen mentor to read both the Guidebook and the Toolkit before agreeing to take on this role.

### **Finding a mentor**

It is up to you to find a mentor to help you through the Pathway to Chartership. For the majority of candidates, the most appropriate choice of mentor is your immediate line manager, or another more senior Chartered member working within the same practice. In an increasing number of cases, however, this is not possible, and you therefore need to look for an external mentor.

You could find an external mentor by:

- Considering landscape professionals you have worked with in the past
- Asking the mentor of a fellow Licentiate on the Pathway also to mentor you
- Attending Branch events, to meet more landscape professionals, who may be willing to mentor you
- Looking on the Mentoring group on Talking Landscape:  
<http://www.talkinglandscape.org/group/mentors>

If you have tried all these and are still unable to find a mentor, please contact the Professional Development Officer at the LI, and we will do our best to help you.

All mentor nominations will be subject to ratification by the LI; where information or clarification is needed, the LI will contact you or your nominated mentor as appropriate.

There is more information and advice on the mentor-candidate relationship in the Pathway Toolkit at: [http://www.landscapeinstitute.org/PDF/Contribute/P2C\\_Toolkit\\_2013.pdf](http://www.landscapeinstitute.org/PDF/Contribute/P2C_Toolkit_2013.pdf)

### **Nominating a new mentor**

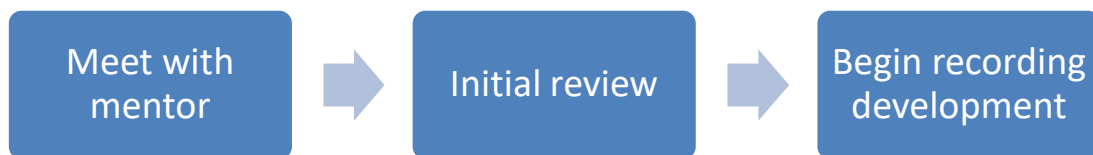
You may need to change your mentor during your time on the Pathway to Chartership. You and your 'old' mentor must ensure that all documentation is complete and up-to-date before the changeover takes place. Avoid changing mentors close to submission deadlines, as this may result in delays to receiving feedback.

If you are changing mentors you need to nominate them as you did when joining the Pathway to Chartership. You can do this from the My Details section of the Pathway online system. Failure to notify the LI of a change in

mentor may result in a delay in giving your new mentor access to your previous development records, and therefore mean missing a submission deadline.

## First meetings and initial review

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### The first meeting

Once you are registered, and you and your mentor have been given access to the Pathway online system, you need to arrange an initial meeting with your mentor.

The purpose of this first meeting is to set the scene for your progress through the Chartership syllabus and to capture any previous experience and/or knowledge and understanding you gained prior to joining the Pathway to Chartership. This is then recorded by your mentor in the initial review.

At the first meeting, you and your mentor should:

- Discuss the way you will work together while you are registered on the Pathway to Chartership
- Review and assess your existing level of knowledge and understanding in relation to the syllabus and the overall requirements for Chartership
- Develop an overall strategy which sets out how you intend to develop your learning

As part of the meeting, your mentor should test your understanding in relation to particular learning objectives using questioning techniques and discussion. This is particularly important if you are joining the Pathway to Chartership with considerable existing knowledge and experience.

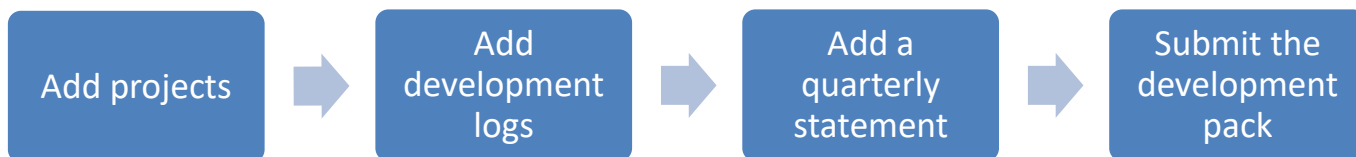
You and your mentor should use this exploration as a basis to discuss and plan how to build on your learning and development to meet the requirements of Chartership. You should consider what support you will need, and which syllabus areas to focus on within the next one or two quarters.

You may wish to identify intermediate milestones or targets to help you develop knowledge related to the learning objectives in a structured way, and to help emphasise the gradual and regular accumulation of knowledge, experience and understanding.

The initial review is the benchmark against which all your future development and readiness to proceed to the exam is reviewed. You should therefore allow sufficient time for this meeting, it is not something to be rushed.

## Recording candidate development

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## Development Pack

Every quarter, you will submit a development pack, showing the professional projects and personal development you have undertaken, and how these relate to the syllabus. You will produce your development packs in conjunction with discussions with your mentor.

The development pack is designed to help you reflect on your progress, flag up issues you would like to explore further, and to plan your next steps. You need to make sufficient entries to clearly demonstrate how you have developed and progressed over the quarter. The development pack is your only opportunity to show your supervisor how and where you are progressing, so it is important to include enough evidence of your development.

The development pack consists of three sections:

- **Development logs:** a record of your continuing development. You should briefly describe particular events or activities, and how these have contributed to your understanding of a particular part or parts of the Pathway syllabus
- **Projects:** a record of the projects you have been working on
- **Quarterly statement:** your reflection on the experience you have gained over the last three months, including what you have learned, and your priorities for the coming quarter

## Quarters and submission deadlines

The LI recognises that you are taking on the Pathway to Chartership in addition to your regular work. You are therefore only expected to submit four development packs in the year, and will receive formal feedback from your mentor and supervisor after you have submitted your development packs. You must have submitted your packs no later than midnight on the last day of each quarter. Mentor deadlines are one week after your development packs have been submitted, with supervisors providing feedback the following month.

	Candidate development pack due	Mentor review due	Supervisor feedback due
<b>Quarter 1</b>	31 March	7 April	1 May
<b>Quarter 2</b>	30 June	7 July	1 August
<b>Quarter 3</b>	30 September	7 October	1 November
<b>Quarter 4</b>	31 December	7 January	1 February

## Early submissions

If you have agreed it with each other, you and/or your mentor may submit your development pack or mentor review up to three weeks before the end of the quarter. You may find this useful if either of you anticipate being away towards the end of the quarter, or if you know there are office deadlines coming up.

## Late submissions

If you miss your development pack deadline, and have not previously arranged an extension, you will not be able to submit anything for that quarter. Your mentor will still be able to submit their mentor review, which your supervisor will be able to comment on. You will then be able to continue logging your development as usual in the next quarter.

If your mentor submits their mentor review late, without arranging an extension, the review will be counted as the following quarter's review. This will mean the supervisor will be unable to see it, and will make submitting the following quarter very difficult. If your mentor believes they have submitted their review in the wrong

quarter as they missed the deadlines, please contact the Professional Development Officer to fix this. The LI is unable to guarantee that any late submissions will be reviewed by the supervisor.

### **Deadline extensions for candidates and mentors**

The LI may, in exceptional circumstances, be able to grant deadline extensions where there are serious extenuating circumstances e. g. bereavement or a serious illness. If you are affected by one of these situations you should contact the LI as soon as possible, either on 020 7685 2654 or by emailing [pathway@landscapeinstitute.org](mailto:pathway@landscapeinstitute.org). The earlier you are able to alert the LI to a potential extension the more likely your request will be granted. Retrospective extensions are not allowed, and the maximum extension offered will be one week.

### **Submitting and saving**

You can choose to save your development pack before submitting it, to allow you to review and add to it during the quarter. If you have previously saved your work, or if you input all your information at once, you must choose to submit your development pack. Unless you have clicked submit the system will not recognise your development pack as complete. You will receive an email confirming your submission. If you do not receive this, please double check whether you have actually submitted your development pack. Once you have made a submission, documents for the quarter will be permanently logged in the system and cannot be edited.

### **Taking a break and dormancy**

You can opt to take a break from making submissions on the Pathway to Chartership at any time. To make your account dormant please contact the Professional Development Officer at [pathway@landscapeinstitute.org](mailto:pathway@landscapeinstitute.org), and ensure your mentor is aware of the situation. When you are ready to reactivate your account, contact the Professional Development Officer to arrange this. While your account is dormant you will be unable to add to a development pack, your mentor will not submit any reviews and your supervisor will not provide any feedback.

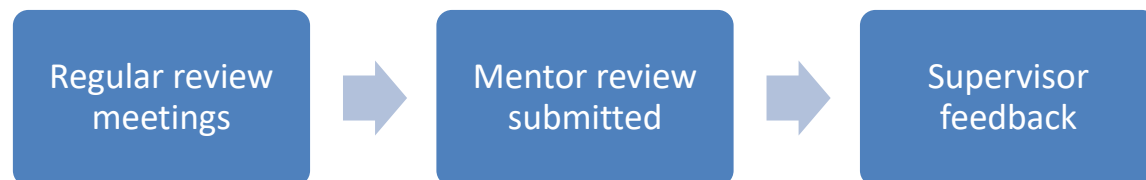
While your account is dormant you do not need to pay your annual retention fee. However, these fees will continue to accrue, and when you are ready to reactivate your account you will need to pay off any outstanding fees. This may mean paying more than one year's annual retention fee.

### **Failure to submit for an extended period**

If you have not contacted the LI to make your account dormant, and have not submitted a development pack for more than two consecutive quarters, you may be locked out of the online system. Your annual retention fees will still accrue while you are locked out, and will need to be paid before your account can be reactivated. Please contact the Professional Development Officer on [pathway@landscapeinstitute.org](mailto:pathway@landscapeinstitute.org) to arrange reinstatement.

## **Reviewing progress**

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You are expected to meet regularly with your mentor, so that you have the opportunity to talk through particular areas of the syllabus, or about issues you have encountered. You or your mentor can request a meeting, but it is your responsibility to arrange the meetings and ensure that they occur. The Pathway to

Chartership is a self-guided system, and you are expected to own your development – it is in your interests to become Chartered.

### **Informal meetings**

The LI recommend you meet with your mentor at least monthly for informal meetings. You and your mentor will develop your own patterns of meetings and know how you work together, but it is essential that you set aside regular and dedicated time for these meetings.

The purpose of meeting regularly is to:

- Discuss your developing experience and any topics you would like to explore, or issues you have encountered
- Help your mentor to develop a rounded picture of you and your professional development
- Allow your mentor to provide feedback on your progress
- Identify next steps, including opportunities to further your development

Your development pack will usually provide a focal point for discussion, and you need to discuss and agree how you will best work together, and how often you will update your development pack.

During the meeting, you should aim to connect your theoretical knowledge to applied practice. Your mentor should encourage you to consider the application of topics you have been researching to professional practice. Similarly, if you have acquired some new practical experience, your mentor should discuss the underlying principles associated with it.

Mentors should ensure that their feedback to candidates is:

- **Positive** in identifying achievements
- **Specific** in relating to particular actions or targets
- **Constructive** in identifying ways to improve knowledge and understanding

### **Quarterly review meetings**

The quarterly review is a more formal meeting between you and your mentor to review your progress at the end of each quarter.

You will need to plan ahead to make sure that the quarterly review meeting is held in good time to enable both your [submission deadlines](#) to be met.

You will need to review and discuss your development pack, checking that it accurately reflects your development during the quarter. You need to agree in advance whether you will submit your development pack ahead of the quarterly review meeting, or whether you will discuss a draft in the meeting, and formally submit your development pack after the review meeting has taken place.

During the quarterly review meeting your mentor will seek to establish what you have learned, the depth of your knowledge and understanding, and how successfully you can apply this to real-life professional scenarios.

Your mentor may concentrate on the areas that you previously agreed to study during the quarter, checking and consolidating previous knowledge as appropriate. Following this meeting, your mentor should be in a

position to complete their mentor review, indicating what stage you have reached for each part of the syllabus. If there is a change in the stage, the mentor must describe how this change in knowledge has been achieved.

### Feedback from the supervisor

The role of the supervisor is to provide feedback to both you and your mentor throughout your time on the Pathway to Chartership.

Provided that your submissions are made on time, your supervisor will provide feedback to both you and your mentor, focussing on areas where you are progressing and highlighting areas on which you should focus. Where necessary, the supervisor may also identify emerging concerns. You should make time to discuss the supervisor's feedback with your mentor at your informal and quarterly review meetings.

## Towards the oral examination

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### Assessing readiness: the exam notification

In order to proceed to the oral exam, you will need to demonstrate:

- A minimum of stage 2 knowledge and understanding across the majority of the syllabus
- Stage 1 knowledge and understanding in a small number of areas you do not work with directly
- Stage 3 knowledge and understanding in areas relating to your specific areas of expertise
- No areas at stage 0

When you and your mentor believe you are ready for the oral Chartership exam, your mentor should make an exam notification in their mentor review. Once your mentor has indicated that you are exam ready, they will have to answer several additional questions to help the supervisor make an assessment.

Your mentor should not be tempted to submit an exam notification before they are satisfied that you genuinely meet the requirements of Chartership as described above. All notifications are subject to approval by the supervisor.

### Notification timing

An exam notification can be submitted at the end of any quarter. There are normally two exam sessions each year, in May and November.

If you hope to take the exam in the May session, the notification needs to be made no later than quarter 4 (7 January).

If you hope to take the exam in the November session, the notification needs to be made no later than quarter 2 (7 July).

A summary of these key dates and deadlines is given in the [Appendix](#).

### Supervisor review of exam notification

Once your mentor has submitted the exam notification, your supervisor will review of all the development packs and mentor reviews you have submitted, and will decide whether to approve or decline the notification.

In reviewing your readiness to take the exam, the supervisor will take into account a range of factors, including:

- The quality, content and timeliness of your quarterly submissions
- The emerging profile of your development and understanding
- The context of your experience

The supervisor will base their decision solely on the information provided within the Pathway system. It is therefore important for both you and your mentor to dedicate sufficient time to writing a complete quarterly submission at each stage within the process and for you to ensure that your CV remains up-to-date.

If the supervisor believes that you have not demonstrated the correct levels of knowledge to be ready for Chartership they will decline the notification, and provide advice on which particular areas need further development.

When the supervisor agrees that you are ready to take the exam, the exam registration link will appear on your dashboard on the Pathway online system.

## Registering for the oral exam

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### Registration and deadlines

Once you have had your exam notification approved you can register for an exam session. You do not have to register immediately, however if you are aiming for a specific exam session it is best to register as soon as you can, as exam places are allocated on a first come, first served basis . Your exam registration remains provisional until you have paid the exam registration fee.

- If you wish to sit the May exam, you must have registered and paid by 28 February
- If you wish to sit the November exam, you must have registered and paid by 31 August

Late applications will not be accepted, and you will have to wait for the next exam session.

### Exam fees and eligibility

You must pay your exam fee online when registering for the exam. The exam registration fee is currently £347. Please check the Pathway section of the website for the up-to-date fee:

<https://members.landscapeinstitute.org/pathway-to-chartership/>

Eligibility for the exam is dependent you:

- Continuing to be registered on the Pathway
- Being up-to-date with your Pathway fees
- Retaining your Licentiate membership



If you are locked out of the Pathway system for non-payment of membership fees, non-payment of the Pathway annual retention fee, or for any other reason, you will be withdrawn from the exam and will forfeit your exam fees.

### **Special arrangements**

The LI is committed to ensuring that all candidates have reasonable opportunity to perform to the best of their ability. Where candidates have special requirements, every effort will be made to ensure that reasonable and appropriate arrangements are made.

You must indicate whether you have particular requirements on the exam registration form. If you have special requirements you are responsible for providing appropriate medical certification to indicate what special arrangements you feel are appropriate. In the case of dyslexia, you must provide a copy of your psychological assessment report. This must have been conducted by an appropriately qualified professional after you reached the age of 16.

All requests and evidence for special arrangements need to be made at least six weeks before the first exam day of the relevant exam session. All applications for special arrangements will be considered on an individual basis. If you develop a new special requirement less than six weeks before the exam, please contact the Professional Development Officer as soon as possible to discuss your options.

### **Deferring the exam**

You can defer your exam and move your registration to the following exam session by contacting the Professional Development Officer. If you defer your exam more than six weeks before the date of the first exam in that session, you will not incur additional fees and your original exam payment and registration will be transferred to the next exam session. If you decide to withdraw from your registered exam session less than six weeks before the date of the first exam in that session, a deferral fee will be charged as a contribution towards the non-recoverable costs the LI will incur. As soon as you decide to defer your exam you must contact the Professional Development Officer on 020 7685 2654.

### **After exam registration**

It is mandatory for you to submit a development pack in the quarter prior to taking the exam.

- For May exams this means submitting in quarter 1
- For November exams this means submitting in quarter 3

If you do not make a submission you will be reported to the Chief Examiners and could have your exam registration deferred. Your mentor is strongly encouraged to submit a final mentor review for you in these quarters. However, this is not mandatory, and if your mentor is unable to submit their review this will not disadvantage you in your exam.

## About the oral exam

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### **The exam format**

The oral exam will be around 40-45 minutes in duration and will be conducted by two professional Chartered members of the LI, with varied experience and backgrounds. If you have an identifiable specialism, we will try to match you with an examiner from a similar background, although if this is not possible it will not impact on your exam.

The examiners will have access to everything that has been submitted on your Pathway account, including your development packs, CV, mentor reviews and supervisor feedback. The exam will be an open-ended discussion and will be conducted in the style of an interview or appraisal. The examiners are looking to discover your understanding of underlying principles, typically by reference to projects you have been involved in. In addition, they will be testing your knowledge across the breadth of the syllabus. You should be prepared to be asked about any syllabus topics.

The exam is your opportunity to demonstrate what you have learnt and describe and reflect on the knowledge and understanding you have developed.

Examiners ask questions based on your career path and the information you have submitted during your time on the Pathway to Chartership as well as testing your knowledge of areas of which you have not had direct experience.

There is likely to be some open-ended discussion about challenges and highlights where you are encouraged to be honest. The exam may also touch on the next steps in your future professional development.

The exam is intended to be an interesting and stimulating experience for both you and the examiners, and is an opportunity for you to show your enthusiasm for landscape architecture and the profession.

The Chartership exam is just one of many important interviews that you will face throughout your professional life, and you should prepare for it thoroughly.

Professional interviews are often pressurised situations and the examiners understand that you may be inexperienced in such interviews or may feel nervous. The examiners will always endeavour to put you at your ease, and are not trying to trick you.

### **Exam results**

Your exam result will be released on the Pathway system within three weeks of the final exam of the session taking place. The exact date will be given to you when the exam timetable is sent out.

Once the results are available, you and your mentor will receive an email telling you that you are able to log on to the Pathway system and view your result. Results are then later confirmed by post.

### **Passing the exam**

If you are successful and pass your oral exam then you will be immediately elected as a Chartered Member of the Landscape Institute (CMLI). The names of successful candidates and their mentors will be published, and you will receive a membership certificate attesting to your new status as a Chartered landscape professional.

### **Failing the exam**

If you fail your oral exam you will receive brief comments on your reasons for failure and, if appropriate, indications of the areas in which the examiners feel that you would benefit from further development.

It is very important that you and your mentor carefully review this examiner feedback and plan your next steps. You can register to retake the exam at any time, once you have another exam notification from your mentor and approval by your supervisor. There is no limit on the number of times a candidate can take the exam.

## Appeals

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The Pathway works on the basis of continual assessment; you should be receiving regular and on-going feedback from your mentor and both you and your mentor will receive feedback each quarter from your supervisor.

There should therefore be no surprises at any point in the Pathway to Chartership, particularly when submitting and approving exam notifications.

### **Mentor decisions**

If you are unhappy with your mentor's assessment of your readiness to go forward to the exam, you are expected to work together to reach a resolution. You should arrange a time to meet your mentor to discuss your concerns. If you are unable to reach a satisfactory resolution, you should seek guidance from your supervisor. In the unlikely event that a problem still cannot be resolved, please contact the Professional Development Officer to discuss further options.

### **Supervisor decisions**

If your mentor is unhappy with the supervisor's decision about your readiness to proceed to the exam, it is open to them to write to the Chair of the Education & Membership Committee, c/o the LI, requesting that a senior supervisor review their case.

A review must be requested without delay to allow reasonable time for documentation to be reviewed and for any salient points to be investigated, and in any event no later than ten days after the [supervisor's feedback deadline](#). Your mentor must fully describe the circumstances of their request for review. The appeal is based solely on the supervisor's feedback to the information provided in the original submission, and therefore no new information concerning your development during the relevant quarter can be submitted as part of the appeal.

In carrying out the review, the senior supervisor will take into account a number of factors, including:

- Specific issues raised
- Quality, content and timeliness of the documentation you and your mentor have submitted and the emerging profile of your development and understanding
- Context of your experience
- Supervisor's comments on each submission

The senior supervisor will respond to the appeal within 28 days of receipt. The decision of the senior supervisor is final.

### **Exam appeals**

You cannot appeal simply because you disagree with the examiners' decision not to award you chartered membership. Appeals should only be made if you believe the way in which your chartership exam was conducted was at fault – for example if you have administrative or procedural concerns.

If you are unhappy with the way your Chartership exam was conducted, you are able to write to the Chief Examiners, c/o the LI, to request that they review your case. If you wish to appeal you must do so without delay to allow time for documentation to be reviewed, and any salient points to be investigated. You must lodge your appeal within 20 days of receiving your result. You must describe your objections to the exam process and outcome within your appeal letter. The Chief Examiners will respond within 28 days of receipt of your appeal.

If your appeal is turned down, the Chief Examiner will write to you explaining their decision.

If your appeal is upheld, your original exam and result will be voided. You will be invited to take the exam again at the next session. The decision of the Chief Examiners is final

# Appendix

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## Definitions used

A number of terms have been used throughout this guidebook

- **You** refers to a Licentiate member of the LI who has who has registered on the Pathway to Chartership with the aim of achieving Chartered membership of the LI.
- **A Chartered Member of the LI** means those who, under the LI's Royal Charter, are entitled to describe themselves as a Chartered landscape professional: Chartered Members of the LI (CMLI), Fellows (FLI), Presidents and Past Presidents (PLI or PPLI).
- A **mentor** is a qualified landscape professional nominated by the candidate to provide them with guidance, support and feedback as they progress through the Pathway.
- A **supervisor** is an independent Chartered member appointed by the LI to monitor the candidate's progress and provide support and feedback to the mentor.
- **Examiners** are professional members of the LI who conduct the oral examinations.
- The **Professional Development Officer** is a member of LI Staff, responsible for the day-to-day administration of the Pathway to Chartership

## Fees

All fees are non-refundable and must be paid online through the Pathway system. Receipts are instantly available on the Pathway dashboard. The LI is unable to invoice you or your employer for fees and payment cannot be made by cheque, bank transfer, or any method other than through the online interface.

Fee	Timing	Cost
Registration	Upon joining the Pathway	£197
Annual retention fee	On anniversary of joining the Pathway	£91
Exam registration	Once exam notification is approved	£347

If you choose not to pay your annual retention fee by the deadline, you will be locked out of the system. You will not be able to view or make additions to your development pack while locked out of the system. Access will be reinstated on payment of the outstanding fee online.

Fees correct at time of printing. Please check the LI website for the latest fees.

## The quarterly cycle

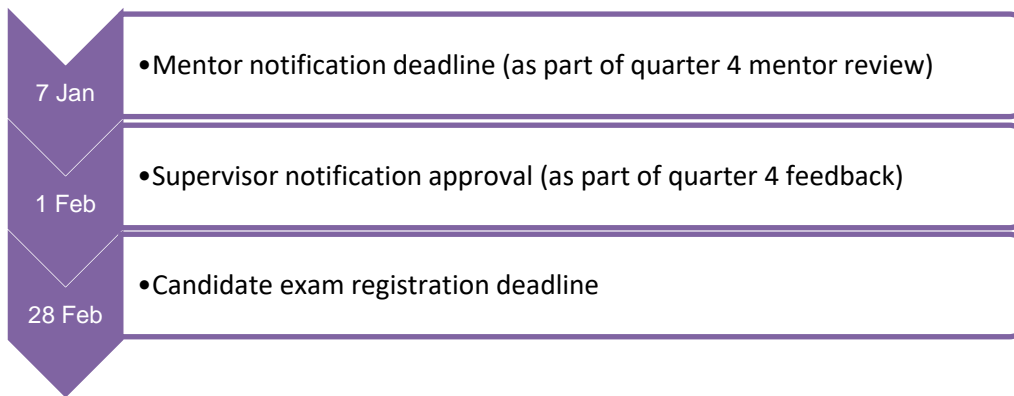
	Candidate development pack due	Mentor review due	Supervisor feedback due
<b>Quarter 1</b> – Jan to Mar	31 March	7 April	1 May
<b>Quarter 2</b> – Apr to Jun	30 June	7 July	1 August
<b>Quarter 3</b> – Jul to Sep	30 September	7 October	1 November
<b>Quarter 4</b> – Oct to Dec	31 December	7 January	1 February

## Oral exam

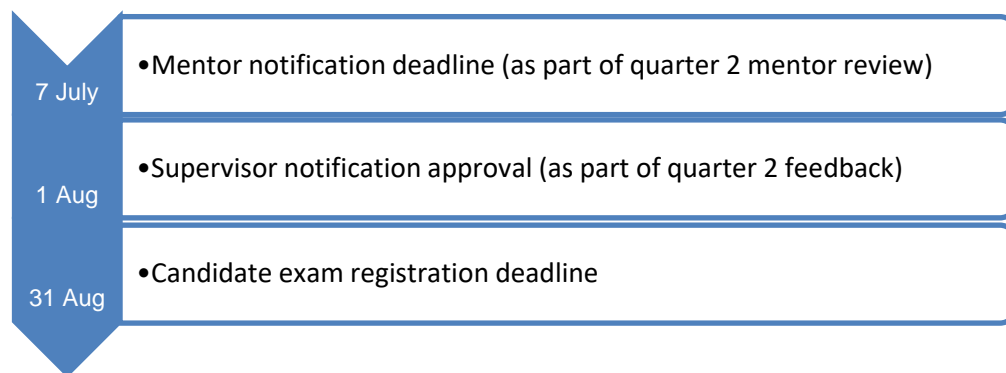
Exams are held twice a year, in May and November. Exam dates and locations are published on Talking Landscape (<http://talkinglandscape.org/>) as soon as they are known.

The final date, time and venue of the examination will be confirmed to candidates once they have registered for the exam.

## May exam



## November exam



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