**Chartership examiners**

#### Responsibilities

* Review submissions made by the candidate, mentor and supervisor prior to the exam, and prepare suitable questions for each candidate.
* Use a variety of questioning styles to assess candidates against the criteria specified in the Chartership syllabus.
* Work with other examiners to ensure each candidate experiences a fair and consistent assessment of their knowledge and understanding.
* Act as a monitor, observing the performance of other examiners and feeding back both to individuals and to the Chief Examiners.
* Work proactively to ensure their own knowledge of the Pathway remains up to date and fit for purpose.
* Maintain confidentiality of user submissions in accordance with guidelines provided by the LI.
* Respond to LI communications in a timely manner.
* Contribute to the ongoing development of the Pathway through constructive feedback and input as requested.
* Support the overall aims and objectives of the Landscape Institute.
* Attend at least one Examiner CPD event annually.

#### Requisite experience, qualifications and attributes

* Chartered status (CMLI or FLI) for at least 5 years.
* Involvement with the Pathway to Chartership as a mentor or supervisor.
* Expertise in one or more areas of the Pathway syllabus (general knowledge of the syllabus is essential and is listed in the previous section).
* Excellent oral communication skills.

**Essential key skills**

* Flexible attitude and enthusiasm to work as a team player.
* Willingness to act as an ambassador for the Pathway and safeguard the Institute’s reputation and values.
* Legible handwriting.
* Personal qualities:
  + Impartiality, fairness and confidentiality
  + Tact and diplomacy
  + Respect for others
  + Willingness to learn new skills and receive feedback
  + Willingness to speak one’s mind and deal with conflict constructively

# About the Pathway to Chartership

In December 2006 the LI introduced the Pathway to Chartership, the system which delivers the highly skilled landscape professionals of the future. The Pathway to Chartership encourages individuals to take ownership of their learning and plan, review and reflect on their development with the aid of a mentor. The emphasis is on flexibility, work based learning and laying a foundation for lifelong learning. Since its launch the Pathway to Chartership has helped more than 600 members become Chartered. There are currently almost 600 candidates working towards the Chartership exam, supported by over 500 mentors and 46 supervisors. Each year approximately 100 candidates are examined in either May or November at venues in London and Manchester.

The Chartership exam is the final assessment stage of the Pathway to Chartership. Examiners ask questions based on the candidate’s development packs, mentor’s reviews and supervisor’s feedback. There are no set questions, and the examiners therefore need to be responsible, knowledgeable and professional people.

Examinations are held in May and November each year in both London and Manchester.

**Training and retention**

Examiners will be expected to keep up to date on current developments within the Chartership syllabus and the Pathway to Chartership online system and are required to take part in one training event per year. Reasonable travel and overnight expenses are paid when attendance at such events is required.

**Time commitment**

Examiners are asked to volunteer for a minimum of one day per year however many examiners volunteer for one or more days per session (i.e. one day in May and one in November). Prior to the exam days, examiners will need to spend some time preparing suitable questions for their candidates, based on the candidate, mentor and supervisor submissions. This takes approximately 2 hours per candidate, with each examiner examining a maximum of 5 candidates in a day.

In addition all examiners are asked to attend a training session per year.

**Employment status and payment**

All appointments as examiner are made on a volunteer basis. Expenses will be reimbursed in line with the current expenses policy.

**Conflicts of interest**

Once an examiner has indicated their availability they are sent a list of all candidates for that exam session before the timetable is drawn up. All examiners are requested to notify the staff team of any candidates they cannot examine due to a conflict of interest. If, once the timetables are released and examiners gain access to the candidate’s submissions, they realise a conflict of interest does exist they should notify the staff team immediately. Should the examiner be unaware of a conflict of interest until they meet the candidate in the exam room, they should then make the Chief Examiner aware of this before discussing whether to continue.

Where an examiner is unsure whether a conflict of interest may have arisen they should contact the staff team in the first instance.

**Confidentiality**

The nature of the examiner’s work means that they will be given access to candidate’s records which will in part document their day to day work. Candidates will be aware that the information they submit will be seen by others. However, examiners also need to be aware that the information they see as part of their role may sometimes contain privileged or business sensitive information.

All information submitted by candidates, mentors and supervisors in the Pathway to Chartership system is submitted in confidence and solely for the purposes of the Pathway to Chartership. Examiners must not disclose any information to a third party, or use if for any other purpose, commercial or professional, other than in their capacity as a Chartership examiner.

As corporate members of the Landscape Institute, examiners will have undertaken to abide by the LI’s Code of Conduct. **Chartership examiner application form**

Please complete this form and send it **with your CV** to [pathway@landscapeinstitute.org](mailto:pathway@landscapeinstitute.org)

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** | | | |
|  | | | | | |
| 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** | | | |
|  | | | | | |
| **Signed:** | | | | | **Date:** |