

The Landscape Institute's CPD Policy

Under the Royal Charter, the LI is required to '*establish, uphold and advance the standards of education, qualification, competence and conduct of those who practice Landscape Architecture as a profession*¹'.

The competence of members is of fundamental importance to the strength and reputation of the landscape profession. Members' knowledge, skills and expertise are their key assets - like any assets, they need to be maintained and developed. This requires members to be committed to, and actively engaged in, their professional development.

Continuing Professional Development (CPD) is an ongoing process of learning through planning and reflection. The Construction Industry Council defines continuing professional development as '*the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the execution of professional and technical duties throughout your working life*²'.

All corporate members of the LI are required to maintain their professional development. Standard 7 of the [Code of Conduct](#) sets out members' obligations with their own professional development, as well as supporting the development of other less experienced members.

Minimum requirements

All corporate members of the LI are required to undertake a minimum of 25 hours CPD a year.

There is no set syllabus. Members are required to take responsibility for identifying their development needs, and for planning their learning and development to ensure that their development needs are met.

In doing so, they will need to identify and take account of:

- their own personal and career development requirements the needs of their employer, in particular to help achieve business aims and objectives
- requirements and developments affecting their own areas of practice
- wider developments in the profession

As members of a chartered profession members are expected to take a reflective approach to their practice by reviewing their activities and experiences, reflecting on what has been learned, and how to apply that learning in their practice.

¹ LI Royal Charter, Page 3 Para 5.(1) (<https://members.landscapeinstitute.org/wp-content/uploads/2016/11/Charter-2016.pdf>)

² CPD best practice guide for employers Page 4, para 1 (<https://members.landscapeinstitute.org/wp-content/uploads/2017/01/CIC-bestpractice-guidance-for-employers.pdf>)

Activities counting towards CPD

A wide range of activities and experiences can contribute to members' professional development. CPD can include formal activities such as seminars and courses. It can also include other kinds of experience and activity, such as volunteering, researching good or best industry practice, dealing with a new problem or issue, or mentoring a junior member of staff. Whatever the activity it is important to reflect on what has been learned, and how to apply that learning. Further guidance is provided on the LI [website](#).

Monitoring

In pursuance of its responsibility under the Royal Charter, the LI annually selects a random sample of its corporate members to monitor in respect of CPD.

Members selected for monitoring will be required to submit records of CPD undertaken relating to the previous 12 months.

Format of submissions

Members selected for CPD monitoring must complete the LI's CPD form (available [online](#)). When completing the CPD form members can use records and evidence kept by their employer. This might include appraisals and internal training.

Panel review

Records submitted by members as part of CPD monitoring will be reviewed by a panel of chartered members appointed by the LI's Education & Membership Committee. The panel will wish to satisfy itself that members have:

- submitted comprehensive, relevant and legible records covering the stipulated period. Activities must be recorded in date order, and presented in a clear and logical format
- engaged in a range of CPD activities, and a balance of CPD topics
- actively engaged in the CPD process in accordance with the spirit and requirements of the LI's CPD policy. This includes :
 - identifying development needs
 - taking appropriate steps to keep their practice, knowledge, skills and understanding up to date
 - Reflecting on their experiences and activities

Feedback from the monitoring process

The panel will provide feedback to members who have submitted their CPD records. This may be in the form of a letter or email informing members that records are satisfactory, or more detailed feedback with recommendations. In some instances where the CPD record is considered below an acceptable standard the panel may require a member to make a further submission of their records in the following year.

Deferral

In exceptional circumstances, members may apply to the panel for a deferral. Members requesting a deferral will be included in the next monitoring exercise. Members may only defer on one occasion.

Non compliance

Members failing to provide records of their CPD within a reasonable time period may be considered to be in breach of the Code of Conduct, and be subject to further investigation under the [LI's disciplinary procedures](#).

Members who have re-joined the LI

In addition to the random sample of members indicated above, the LI may also include in its monitoring members who have re-joined the membership after a gap of more than 12 months. In this case the LI will be looking to satisfy itself that individuals have maintained their competence, and have continued to actively engage in CPD since rejoining the membership.

Landscape Institute Education & Membership Committee
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