

Chartered Membership

Application form and supporting guidance for
applicants who are fully qualified professionals in
another country/EU member state

Applicant name:

CHARTERED MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Full name: _____ Title (Mr, Mrs, Ms, Dr/Prof): _____

Date of birth: _____

Current home address: _____

City: _____

County/Country: _____

Postcode: _____

Mobile phone number: _____

Contact email: _____

LANDSCAPE AREAS OF PRACTICE

Which of the following LI areas of practice best describes your interests and knowledge?

- | | | | | | |
|--------------------------|--------------------|--------------------------|----------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Landscape planning | <input type="checkbox"/> | Landscape management | <input type="checkbox"/> | Landscape design |
| <input type="checkbox"/> | Urban design | <input type="checkbox"/> | Landscape science | <input type="checkbox"/> | Other (please state): |

ACADEMIC QUALIFICATION INFORMATION

University, college or other institution: _____

Full name of course: _____

Full title of qualification/level of attainment (e.g. BA, BSc, DipLA): _____

Date awarded: _____

OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS

University, college or other institution: _____

Full name of course: _____

Full title of qualification/level of attainment: _____

Date awarded: _____

Please attach copies of certificates AND details of modules studied
You must include CERTIFIED TRANSLATIONS for any documents which are not in English



CURRENT EMPLOYMENT INFORMATION

Current employer (including department): _____

Job title: _____

Start date: _____

Main areas of responsibility relating to the landscape profession: _____

PREVIOUS EMPLOYMENT INFORMATION

Employer: _____

Job title: _____

Dates of employment: _____

CHARTERED MEMBERSHIP APPLICATION

Main areas of responsibility:

PREVIOUS EMPLOYMENT INFORMATION

Employer:

Job title:

Dates of employment:

Please enclose a copy of your current CV.



YOUR FULLY QUALIFIED PROFESSIONAL STATUS IN ANOTHER COUNTRY

In which country have you been formally recognised as a fully qualified/chartered professional?

What is your fully qualified title of designation in that country?

Please provide the name and address of the organization that awarded you fully qualified professional/chartered status.

Please give the date when your fully qualified professional/chartered status was achieved.

Please provide the following evidence required with this application:



- A brief description of the education, training and experience you were required to undertake in order to be recognised as a fully qualified/chartered professional. This should include an explanation of the registration process or professional exam that provided you with the fully qualified professional status.
- Evidence of your fully qualified professional/chartered status, with CERTIFIED TRANSLATIONS for any documents which are not in English.
- If fully qualified status was given more than a year ago, please include a letter of confirmation from the relevant body dated, within the last three months, confirming that you continue to hold professional status and are in good standing with that body, with CERTIFIED TRANSLATIONS for any documents which are not in English.

CHARTERED MEMBERSHIP APPLICATION

YOUR TRANSITION TO THE UK

Please provide a short statement, no more than 500 words, describing how you have developed your knowledge of UK Law, professional practice and contexts.

Please enclose a copy of the identify page of your passport ID card, showing your full name, date of birth, your photograph and nationality.



STATEMENTS OF EXPERTISE

This part of the application will help the LI in the assessment of your professional knowledge and experience. You are asked to complete a **statement of expertise** for each of the four elements of practice listed below. You should use the projects and work experience presented in your CV to demonstrate your knowledge and understanding of each element.

Further explanation is given in the application guidance at the end of this form. The word limit for each statement of expertise is 400 words. **Please read the supporting guidance before completing this part of the form.**

Element 1: Professional judgment, ethics and values

Chartered Members of the Landscape Institute work in complex situations where they have to resolve different interests to achieve the best outcome for their clients and for the built and natural environment. This involves applying a high standard of judgement and ethical principles to their work, and upholding the standards and values of the profession.

Please use examples from your CV to demonstrate your knowledge and understanding of this element. Theoretical examples to demonstrate **how** you would apply this understanding are also acceptable.

Your estimated level of knowledge and understanding:

Element 2: Organisation and management

This element concerns the management of professional practice and the application of appropriate standards to their activities. Depending on a chartered member's responsibilities and working context, it can apply to personal practice or to leading a team, department or practice.

Please use examples from your CV to demonstrate your knowledge and understanding of this element. Theoretical examples to demonstrate **how** you would apply this understanding are also acceptable.

Your estimated level of knowledge and understanding:

Element 3: Assessment and analysis

This element focuses on establishing the requirements of the project and the client brief, and assessing the condition, value and context of the existing landscape. The specific assessment methodologies that are appropriate will depend on the site and context, the focus of the individual's work, and the brief.

Please use examples from your CV to demonstrate your knowledge and understanding of this element. Theoretical examples to demonstrate **how** you would apply this understanding are also acceptable.

Your estimated level of knowledge and understanding:

**Element 4:
Implementation**

This Element concerns the development of detailed proposals or advice based on considering, reviewing and refining options that achieve the most appropriate outcomes. It builds on the assessment process described in Element 3.

Please use examples from your CV to demonstrate your knowledge and understanding of this element. Theoretical examples to demonstrate **how** you would apply this understanding are also acceptable.

Your estimated level of knowledge and understanding:

DECLARATIONS

I, the undersigned, confirm that the statements made by me on this application are a true account.

I understand that this application for Chartered status will be assessed by the LI.

I further understand that an application fee of £250 is payable with this form. Details will be provided, once your application has been submitted.

Signature:

Date:

I understand that if my application is successful then I will be awarded Chartered Membership of the Landscape Institute and shall be bound by the LI Charter, the LI By-Laws and the LI Code of Conduct.

I understand that the LI reserves the right to terminate my membership if I fail to pay my membership subscription on time. I further understand that I may terminate my membership at any time by giving written notice to the LI. If I choose to resign I will be invoiced for any outstanding membership fees relating to that part of the subscription year during which I remained a Member.

Finally, I understand that details of my name, contact details and qualifications will be recorded on the LI database. All information provided will be used for processing my annual membership and supplying me with information about the LI and the landscape profession.

I agree that my name and membership category will be published on the Members' area of the LI website, which is password protected.

Signature:

Date:

Please provide the name and signature of a corroborator who will support your application. See supporting guidance for who can be a corroborator. To confirm whether a corroborator is a member of the LI please use the LI's online Member Directory (<https://members.landscapeinstitute.org/li-members-directory/>).

1. Name and signature of your corroborator (*please state the name of the professional body the corroborator is a member of and their membership number*)
- 2.

Date:

HOW DID YOU FIND OUT ABOUT THE LANDSCAPE INSTITUTE?

<input type="checkbox"/>	Be a Landscape Architect website	<input type="checkbox"/>	Landscape Institute website
<input type="checkbox"/>	Publications (including the LI Journal)	<input type="checkbox"/>	Other media (TV, newspaper, radio, magazine, social media)
<input type="checkbox"/>	Employer	<input type="checkbox"/>	University/UCAS fair
<input type="checkbox"/>	LI event or training course	<input type="checkbox"/>	LI representative or staff member
<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Other (please state)

MEMBERSHIP SUBSCRIPTION

The LI Membership year runs from 01 June to 31 May. Direct Debit is the easiest way to pay and helps your money go further to support the work of the Landscape Institute.

You can choose to pay by 1, 4 of 12 instalments. To set up a Direct Debit, please complete and return the [Direct Debit Mandate form](#). Direct Debits are collected on, or around, the 10th of the month.



LI MONITORING

The LI is committed to ensuring that the landscape profession is accessible to all sections of the community. We monitor the profile of our membership to ensure that the LI is compliant with equality and diversity legislation and that we carry out our work in accordance with best practice.

Please help us in this work by completing the section below. Your details will be stored on the LI's secure database and will remain confidential.

How would you describe your ethnic origin:

White	<input type="checkbox"/>	British	Mixed	<input type="checkbox"/>	White and Black Caribbean
	<input type="checkbox"/>	Irish		<input type="checkbox"/>	White and Black African
	<input type="checkbox"/>	Other		<input type="checkbox"/>	White and Asian
				<input type="checkbox"/>	Other
Black	<input type="checkbox"/>	Black British	Asian	<input type="checkbox"/>	Asian British
	<input type="checkbox"/>	Black Caribbean		<input type="checkbox"/>	Asian Indian
	<input type="checkbox"/>	Black African		<input type="checkbox"/>	Asian Bangladeshi
	<input type="checkbox"/>	Other		<input type="checkbox"/>	Asian Pakistani
				<input type="checkbox"/>	Asian Other
Other	<input type="checkbox"/>	Arab			
	<input type="checkbox"/>	Other Ethnic Group		<input type="checkbox"/>	Chinese
	<input type="checkbox"/>	Prefer not to say		<input type="checkbox"/>	Other Asian Ethnic Group

Would you describe yourself as having a disability:

Yes	<input type="checkbox"/>		No	<input type="checkbox"/>	
-----	--------------------------	--	----	--------------------------	--

Please note that the LI may, from time to time, publish reports on the overall profile of the membership. These reports will present data in aggregated form and will not be made available in any way which would enable you to be individually identified.

1. Supporting guidance

This guidance is designed to support those who are fully qualified professionals in another country, and who wish to apply for the protected titles *Chartered Member of the LI*, *Chartered Landscape Architect* and *Chartered Landscape Professional*.

In order to assess whether your existing fully qualified professional status is comparable with the standard required for Chartered Membership of the LI, you are asked to complete all the sections of this form and provide evidence where requested. The information requested includes;

- A copy of your current CV
- Confirmation from the relevant professional authority that your membership status with them is that of a fully qualified/chartered professional.
- A brief description of the education, training and work experience you were required to undertake in order to be recognised as a fully qualified/chartered professional. This should include an explanation of the process that provided you with the fully qualified professional status. If you completed a professional exam/interview then please provide details of the assessment criteria used.

2. Statement of expertise

You are asked to complete four statements of expertise to support your application. Each statement must demonstrate your understanding of four elements of practice in the UK, which are;

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

These four elements are taken from the [LI's Elements and Areas of Practice document](#) (2012) and form the basis of the assessment processes that lead to Chartered Membership of the LI.

Your statements of expertise should use the experience outlined in your CV to **demonstrate your understanding** of each element. Some theoretical examples of how you would apply your understanding is acceptable. You are also asked to estimate the **level** of your knowledge and understanding. This will help the LI understand how your current knowledge and experience relate to the standard required to gain chartered status in the UK. The word count for each of the four statements should not exceed 400 words.

2.1 Definitions of the levels of knowledge and understanding

- **Level 1:** 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.
- **Level 2:** 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.

- **Level 3:** You have a **thorough knowledge of the areas encompassed by the element of practice** 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.
- **Level 4:** 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.

2.2 Elements of practice

The table below presents additional detail for each of the four elements. You are advised to consider each element in full before completing your statements of experience.

1. Professional judgment, ethics and values	
1A	Understand what it means to be a professional; the ethical dimension of your actions and responsibilities as a Chartered landscape professional
1B	Understand and act in accordance with the LI's Code of Conduct and Charter, acting responsibly and professionally in all of your dealings
1C	Understand the wider contexts in which landscape decisions are made
1D	Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines
1E	Understand the importance of developing and maintaining your competence as a professional
2. Organisation and management	
2A	Understand the legal requirements and obligations which impact on practices and organisations
2B	Understand the landscape professional's legal liabilities and duties
2C	Understand and observe all Health & Safety requirements and guidelines
2D	Understand how to represent and promote services offered by a department, practice or agency, and the different routes and approaches by which organisations may obtain work
2E	Understand and describe the various ways in which organisations are selected, appointed and remunerated to undertake work
2F	Adhere to good management practice
3. Assessment and analysis	
3A	Are aware of and understand the legislation, requirements, procedures and policies which may affect your work
3B	Understand how to identify client requirements and take steps to establish a professional working relationship
3C	Understand how to identify user/stakeholder requirements and expectations
3D	Understand and are able to utilise the various techniques involved in assessing the significance and context of the landscape/site

3E	Understand how to record and report the findings of assessments appropriately
4. Implementation	
4A	Understand and can describe how detailed project plans and budgets are developed with clients
4B	Understand how tendering processes for contractors are managed on behalf of the client
4C	Understand and describe how to agree contractual arrangements for work with contractors
4D	Understand and describe how to monitor and control projects
4E	Understand and describe how to manage project completion and handover

Corroboration of evidence

You must ensure that your most recent work experience is signed by a person professionally qualified in the UK (for example, a member of RICS, RIBA, RTPI, CIEEM, ICE, etc.), and should be a line manager or colleague within your place of employment. They do not have to be a Chartered Member of the LI.

Your corroborator is asked to sign the form to confirm that, to the best of their knowledge, your application is an accurate representation of your professional standing and experience. If you do not have access to a professional person who can act as a corroborator, please explain why in your application.

Any additional work required to validate your application will result in the delay of your application's assessment.

Further advice

Please contact the LI membership team membership@landscapeinstitute.org.