

Continuing Professional Development Policy

Introduction

Under its 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 and, like any assets, they need to be maintained and developed. This requires members to be committed to, and actively engaged in, their professional development.

1. What is CPD?

Continuing Professional Development (CPD) is the ongoing process of professional learning and development of skills undertaken by a professional throughout their career. CPD may be undertaken in a number of ways and is not restricted to attendance at classroom sessions.

CPD may be undertaken in the following ways where the below relate to topics relevant to your professional development: *(Please note the activities are set out in alphabetical order, there is no hierarchy and no one activity is given priority over another)*

- Any formal or published written work (articles/proposals/project plans/tenders)
- Attendance at seminars, conferences, briefings – these may be free or paid for and may be online, streamed or attended in person.
- LI activities of a technical or professional nature
- Peer to peer discussions – this can take the form of 1-1s with peers discussing topics of relevance.
- Peer to peer mentoring – this may take the form of mentoring you provide to someone else or mentoring they provide for you.
- Private study of relevant journals, newsletters, articles, briefing papers, practice notes – you should be able to summarise your learning from these for your CPD record.
- Research you have conducted on relevant topics
- Study – courses leading to a qualification, short academic courses, open or distance learning, individual study, attending lectures. Delivering lectures and tutorials
- Work based development – background reading, research or preparation required to tackle a new area of work, visiting landscape projects, supporting colleagues or mentoring students. IT skills development

The number of hours of CPD should reflect the number of hours of learning each activity has provided and you are encouraged to use your professional sense of judgement to determine this in each case.

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

It is recommended that a mix of different types of CPD are undertaken to provide a wider learning experience. Please note that activity only qualifies as CPD if you have personally learnt from it.

2. What are the LI CPD requirements?

25 hours of CPD must be undertaken each year by all Corporate members of the LI. At least 5 of the annual 25 hours must relate to climate, sustainability and resilience. Undertaking CPD is a requirement of the LI Code and is mandatory for all Corporate members. Corporate members are:

- Fellows
- Chartered members
- Academic members
- Academic Fellows
- Licentiate members

NB: Students, Affiliates, Honorary Fellows and Retired members are not required to undertake CPD.

The 25 hours should be broken down into at least 10 hours of “formal” CPD and 15 hours of “informal” CPD.

Formal CPD

Involves participating in organised activities, e.g. courses, seminars, workshops, conferences and panel/group meetings, with appropriate content for landscape professionals and usually where attendance can be evidenced. Formal CPD can be undertaken face to face, online or via other electronic delivery.

Some examples of formal CPD activities include:

- Being an examiner/assessor or being involved in relevant professional education.
- Completing or participating in a structured activity either as a delegate, speaker, panel member or other participant.
- Lecturing, teaching and addressing meetings on relevant subject matter.
- Participation in conferences, seminars, courses, training activity or workshops
- Sharing professional knowledge in a formal setting.
- Writing relevant books, articles and papers.

Informal CPD

Informal CPD involves activities undertaken by the individual, like experiential/workplace learning, reading and research. Some examples of informal CPD activities:

- Coaching, mentoring, peer review, work shadowing/secondments, meetings or project work.
- Experiential/workplace learning, reading and research
- Private study/research of relevant journals, articles and briefing notes
- Reading other relevant professional body magazines.
- Reading the LI journal or other LI Publications, Technical or Professional guidance.
- Relevant webinars

3. The CPD Year

The LI CPD year runs from 01 July to 30 June. Every year the LI selects at random a sample of CPD records from the previous year for monitoring and review. This helps us to ensure that members are fulfilling their obligations as outlined in the LI Code of Conduct. (see details and timetable at item 4)

Please note - Licentiate members who are actively engaging with the Pathway to Chartership are already subject to continual assessment and as such are not selected for CPD monitoring.

4. Keeping a record of CPD

You must use the LI [CPD Recording Form](#) to record your CPD. In 2020 the LI will be introducing an online system for recording CPD and once the online recording system is in place will transition to online recording only.

Your CPD record should include:

- The activities that you have undertaken and brief summary of how they have helped improve your professional competence and/or effectiveness
- The date of each activity
- The type of activity undertaken e.g. private study, classroom session, coaching session, attendance at the LI conference
- The number of CPD hours gained for each activity (you should calculate this yourself)

The [CPD Recording Form](#) can be used in your professional development planning for subsequent years. If you need further guidance on how to complete the form please go to the [CPD pages online](#)

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 are required to submit records of CPD undertaken relating to the previous 12 months. These records must be in the form of the LI recording form referenced at section 4 above.

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 consider whether:

- The minimum requirements have been met: 25 hours over the 12 month period in total (including 5 related to climate, sustainability and resilience), with at least 10 hours being formal and;
- the records submitted are comprehensive, contain activities relevant to the individual's practice, are legible and cover the relevant period and;
- the member has recorded a range of CPD activities, and a balance of CPD topics and;
- the member has actively:
 - identified their professional development needs and;
 - taken appropriate steps to keep their practice, knowledge, skills and understanding up to date and;
 - has reflected on their experiences and activities.

Where a member has submitted records which fully satisfy the LI CPD requirements that member shall not be called for CPD monitoring again within the next 5 years

Where a member has submitted records which do not satisfy the LI CPD requirements, the panel will usually provide feedback aimed at supporting the member back into compliance with the requirement. This feedback will usually be in writing. Such members may be recalled for monitoring the following year.

Any member who (without reasonable excuse) fails to engage with the LI in relation to CPD monitoring will be subject to the [LI Disciplinary Process](#) for breach of the Code.

Monitoring Timetable	
Month	Activity
March	Sample selected
April	Candidates notified
June	CPD record return deadline. End of CPD year
July	Start of CPD year
July / August	Returned CPD records reviewed
September	Monitoring review closed

Waivers or deferrals

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.

The CPD Waiver Policy and the Waiver Application form are available [online](#)