

## Sample Pathway to Chartership development pack

This is a full sample development pack, containing 3 projects, 3 development logs, and a quarterly statement. The mentor review has all been provided.

This sample has been created by experienced examiners, supervisors and mentors, and is intended to illustrate the types of entries you should make. All your logs should be personal and reflective, so there is no right way and Supervisor, is intended to be for illustration ONLY and is not intended to represent the 'right' way to complete any of these parts of the Pathway system.

## Sample projects

<b>Project name</b>	Wootle Academy School
<b>Start date</b>	10/03/2016
<b>End date</b>	10/03/2016
<b>Client name</b>	Schools'R'Us
<b>Brief description of project</b>	A new infant and primary school in Diss with part of the school on a hillside.
<b>Brief description of tasks undertaken</b>	<ul style="list-style-type: none"> <li>Starting at the Stage D proposal I have undertaken some technical and detailed drawings for the project.</li> <li>Undertaken design team meeting with the school and client to determine access strategy and landscape proposals within the project.</li> <li>Design retaining wall information details and also part of the play areas.</li> <li>Undertaking site sections and cut and fill exercises as well as technical reference to BB98, BB99 and BB100 as well as Part M of building regs and BS8300 Access to Building British Standard.</li> </ul>

<b>Project name</b>	Armstrong Hospital Courtyard
<b>Start date</b>	02/02/2016
<b>End date</b>	10/02/2016
<b>Client name</b>	P'Architects Ltd
<b>Brief description of project</b>	Provide landscape design for tender to Armstrong hospital for upgrade of roof gardens and courtyards
<b>Brief description of tasks undertaken</b>	<ul style="list-style-type: none"> <li>Provide a new courtyard on a roof area within the hospital to be used 24/7 by visitors and staff within the hospital</li> </ul>

<b>Project name</b>	Pedro Walls
<b>Start date</b>	14/02/2013
<b>End date</b>	23/12/2013
<b>Client name</b>	Pearly Gates Housing Trust
<b>Brief description of project</b>	Environmental improvements to housing trust frontages.
<b>Brief description of tasks undertaken</b>	<ul style="list-style-type: none"> <li>Meeting with client to discuss requirements</li> <li>Producing design details</li> <li>Visuals for public consultation meetings</li> <li>Attending public meetings to discuss the proposed works</li> <li>Produce tender documentation and detailed design drawings</li> <li>Undertake detailed on site survey of site.</li> </ul>

## Sample development logs

Title	Wootle Academy School: handrails
Start date	10/03/2016
End date	10/03/2016
Activity type	Work Based Learning
Details	<p>Contractor questioned handrails in regards to DDA regulations</p> <p><b>Action by me:</b> Undertook research of Part M 2012 and BS8300. Design considerations under part M states "1.34 People who have physical difficulty in negotiating changes of level need the help of a handrail that can be gripped easily, is comfortable to touch and, preferably, provides good forearm support."</p> <p>The handrail specification was for a 50mm Circular with a powder coat to contrast the steps and paving introduced in the scheme.</p> <p><b>Reflection:</b> Manufacturers often say things are DDA compliant but it is useful to know what that actually means in terms of the spec. This could prove useful with the hospital project when considering any level changes.</p>
Syllabus	1D, 2C, 3A
Projects	Wootle Academy School

Title	<b>Pedro Walls: problems</b>
Start date	21/04/2016
End date	20/04/2016
Activity type	Work Based Learning
Details	<p>Pearly Gates housing trust had raised issues with us regarding design work we had undertaken with them as a result of the foundations to the designed walls had not been built to spec or detailed design drawings</p> <p><b>Action by me:</b>A fee was agreed on a time charge basis between Contractor and PGHT. I attended a meeting where it was agreed that in the client's interest trial holes were to be dug at a few of the properties around the site. The walls were found to be sat on footing less than designed and detailed by architect. The foundations were found to be of a lesser standard and not to specification. An independent structural engineer was appointed to offer a remedial solution to the problem.</p> <p><b>Reflection:</b>This could have caused major problems in the future. It has prompted me to revisit what I have learnt about contractors, methods of quality control, delays and disputes.</p>
Syllabus	2E, 3B, 4D
Projects	Pedro Walls

Title	<b>Personal study</b>
Start date	09/05/2016
End date	10/05/2016
Activity type	Personal Learning
Details	<p>Review of CDM 2007 Regulations</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>• Only key projects need to have CDM co-ordinator.</li> <li>• Information on how to write a risk assessment</li> </ul>
Syllabus	1E, 2B, 2C

## Sample quarterly statement

<p><b>1. What do you think you have learned from your professional experience over the last three months?</b></p>	<p>During the last three months I have been involved in a lot of onsite work with 2 large projects and also contract administration. I have gained experience in dealing with onsite works, and communication with other professions and also undertaken approval for planning and tree work for one of the projects. I have gained knowledge of schedule of works and how QS will look at a project as singular items. I have gained experience also in understanding project planning and how time scales and contractor management plays a key point when undertaking a role of the LA and contract administrator. I also have gained knowledge in applying for planning applications using the planning portal web site.</p>
<p><b>2. How far did you achieve your aims from the previous quarter?</b></p>	<p>My aims for this quarter were to undertake more hands on experience than desktop study of the works, which I have done and along with some reading up on the new planning laws, new type of contract information JCLI /NEC3 and the new LVIA photomontage guidance have managed to achieve most of what I needed to do to increase my level.</p>
<p><b>3. How would you evaluate your performance?</b></p>	<p>My performance I feel is ok and in line with my aim to sit my exam in November</p>
<p><b>4. What do you aim to achieve over the next three months? What goals have you set?</b></p>	<p>My aim is to undertake more contract works, and try to get involved with a possible tender contract for a project we have in Herne Bay. I would also like to get involved as we have a project finishing in May where we can undertake practical completion and will hope to get better understanding of delays and disputes section of the syllabus</p>
<p><b>5. What additional knowledge do you need to develop, or what further experience/training do you require, and how do you intend to address this?</b></p>	<p>I think this next three months, I need to get involved more in planning and law details and also get a better understanding on fees. I will address the fee matter by involving my mentor and asking if I can price a previous job we have done and then compare the two sets.</p> <p>As far as planning goes I will be aiming to undertake more reading and interaction with future planning applications if possible.</p> <p>I also have more on site work to undertake so more hands on and reading into control and contract administration.</p>
<p><b>6. Please describe how you have responded to the Supervisor's comments from last quarter.</b></p>	<p>I have understood the comments back from the supervisor and have taken on board his view of the exam in November. This is still my aim and I am hoping to have shown a good improvement this quarter and on my way to my goals. I will await review of this quarter before making my decision on the November exam.</p> <p>I also have taken on board the view about reading and continuing to meet with the others on the pc2 pathway and discuss our learning.</p>
<p><b>7. Any other comments?</b></p>	<p>n/a</p>

## Sample mentor review

<b>1 Professional judgement and ethics</b>		<b>Score last quarter</b>					<b>Score this quarter</b>				
<b>Learning objective</b>		0	1	2	3	4	0	1	2	3	4
<b>1A</b> Understand what it means to be a professional, the ethical dimension to your actions and responsibilities as a chartered landscape professional				•					•		
<b>1B</b> Understand and act in accordance with the LI's Code of Conduct and Charter, acting responsibly and professionally in all your dealings				•					•		
<b>1C</b> Understand the wider contexts in which landscape decisions are made					•					•	
<b>1D</b> Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines				•						•	
<b>1E</b> Understand the importance of developing and maintaining your competence as a professional					•					•	
Please describe how your candidate has developed this stage of knowledge and understanding		Horace has gained further experience of working with other professionals this quarter and I have been very pleased with his professionalism.									
<b>2 Organisation and management</b>											
<b>Learning objective</b>		Level 0	Level 1	Level 2	Level 3	Level 4					
<b>2A</b> Understand the legal requirements and obligations which impact on practices and organisations			•								
<b>2B</b> Understand the landscape professional's legal liabilities and duties			•								
<b>2C</b> Understand and observe all health & safety requirements and guidelines			•								
<b>2D</b> Understand how to represent and promote services offered as a department, practice or agency, and the different routes and approaches by which organisations may obtain work		•									
<b>2E</b> Understand and describe the various ways in which organisations are selected, appointed and remunerated to undertake work		•									
<b>2F</b> Adhere to good management practice			•								
Please describe how your candidate has developed this stage of knowledge and understanding		Most of Ladash's knowledge comes from research, combined with his exposure to different systems and forms of practice within his previous employers. We will arrange further sessions on framework agreements, PFI, Design and Build etc in the coming quarter. Ladash and I have agreed to do a session on the appointment arrangements for various projects in the office, particularly focussing on those that Ladah has worked on.									
<b>3 Assessment and analysis</b>											
<b>Learning objective</b>		Level 0	Level 1	Level 2	Level 3	Level 4					
<b>3A</b> Are aware of and understand the legislation, requirements, procedures and policies which may affect your work		•									
<b>3B</b> Understand how to identify client requirements and take steps to establish a professional working relationship		•									
<b>3C</b> Understand how to identify user/stakeholder requirements and expectations			•								
<b>3D</b> Understand and are able to utilise the various techniques involved in assessing the significance and context of the landscape/site			•								
<b>3E</b> Understand how to record and report the findings of assessments appropriately				•							

Please describe how your candidate has developed this stage of knowledge and understanding	Ladash has little formal education on this area of the syllabus, and will need to carry out extensive research and reading to get up to speed. Our in-house CPD sessions should also help with this. Ladash has been involved in a number of Environmental Assessments, and has a good working knowledge of the system. He still requires further research and reading around the topic.				
<b>4 Implementation</b>					
<b>Learning objective</b>	Level 0	Level 1	Level 2	Level 3	Level 4
<b>4A</b> Understand and can describe how detailed project plans and budgets are developed with clients		•			
<b>4B</b> Understand how tendering processes for contractors are managed on behalf of the client	•				
<b>4C</b> Understand and describe how to agree contractual arrangements for work with contractors	•				
<b>4D</b> Understand and describe how to monitor and control projects	•				
<b>4E</b> Understand and describe how to manage project completion and handover	•				
Please describe how your candidate has developed this stage of knowledge and understanding	Ladash has least direct day to day experience in this area. Over the next 16 months our office will see up to 19 projects completed from tender stage through to final accounts. This will give Ladash an excellent level of knowledge and experience of contracts. We have agreed to go through the contract agreements for the Boxer scheme Ladash is currently working on. When this goes to tender, we will sit down with the QS and review the documentation.				
<b>5 Options and strategies</b>					
Please describe how your candidate has developed their knowledge and understanding of this element	Ladash and I have discussed how best to cover this are of the syllabus, and how and where it corresponds with other areas of the syllabus. The Boxer project mentioned above will be a chance to see a project through from cradle to grave, along with a variety of other projects he will be working on for the next year.				
<b>6 Continuing professional development</b>					
Please describe how your candidate has developed their knowledge and understanding of this element	Ladash knows that reflection is a key part of this process, and of being a professional. Like a lot of younger members of staff he is determined to become chartered asap, and we therefore be ensuring that his knowledge can keep up to date with this goal. I am sure that he will remember that CPD is something that continues long after that goal is achieved.				

## 1 Professional judgment, ethics and values

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
* 1A Understand what it means to be a professional, the ethical dimension to 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 your dealings			✓			○	○	●	○	○
* 1C Understand the wider contexts in which landscape decisions are made				✓		○	○	○	●	○

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
* 1D Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines			✓			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 1E Understand the importance of developing and maintaining your competence as a professional				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	Horace has gained further experience of working with other professionals this quarter and I have been very pleased with his professionalism.									

## 2 Organisation and management

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
* 2A Understand the legal requirements and obligations which impact on practices and organisations			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 2B Understand the landscape professional's legal liabilities and duties			✓			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 2C Understand and observe all Health & Safety requirements and guidelines			✓			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 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				✓		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 2E Understand and describe the various ways in which organisations are selected, appointed and remunerated to undertake work		✓				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 2F Adhere to good management practice			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please describe how your candidate has developed this stage of knowledge and understanding	Horace has had a lot of different projects to work on recently which the majority of have touched on this learning objective. The Pedro Walls project in particular has seen him working with several interesting legal issues and he has used his real life experience in a Study Group meeting to stimulate further discussion and learning in this area.									

## 3 Assessment and analysis

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
* 3A Are aware of and understand the legislation, requirements, procedures and policies which may affect your work			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
* 3B Understand how to identify client requirements and take steps to establish a professional working relationship			✓			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
* 3C Understand how to identify user/stakeholder requirements and expectations			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 3D Understand and are able to utilise the various techniques involved in assessing the significance and context of the landscape / site			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 3E Understand how to record and report the findings of assessments appropriately			✓			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Please describe how your candidate has developed this stage of knowledge and understanding</b>	While he has developed his knowledge of 2A this is not sufficient for level 3 although I expect it will be with a bit more work. Where he has increased his knowledge significantly is 3B, especially through his work on Pedro Walls.									

#### 4 Implementation

Learning Objective	Score last quarter					Score this quarter				
	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
* 4A Understand and can describe how detailed project plans and budgets are developed with clients			✓			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4B Understand how tendering processes for contractors are managed on behalf of the client		✓				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4C Understand and describe how to agree contractual arrangements for work with contractors			✓			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4D Understand and describe how to monitor and control projects			✓			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* 4E Understand and describe how to manage project completion and handover			✓			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Please describe how your candidate has developed this stage of knowledge and understanding</b>	Horace and I plan to go through at least one project being worked on and for him to price the job as if it had just come in. It will be interesting to see if his proposal is near to my original one!									

#### 5 Options and strategies

Please describe how your Candidate has developed their knowledge and understanding of this element

The Armstrong Hospital garden is giving Horace the chance to guide the client on what is possible using his knowledge of recent developments in solar panels, small turbines and green walls.

#### 6 Continuing professional development

**Please describe how your Candidate has developed their knowledge and understanding of this element**

As a Practice we take CPD very seriously and plan to send Horace to the next LI CPD Day so he can find out more about recent developments. Horace has also been helping a new member of staff who has just joined the Pathway to find her feet and is enjoying helping her develop.

**Overview**

**Please describe how you and your Candidate have responded to the Supervisor's comments from the last quarter.**

Horace was aware with the comments from the last quarter that he was not really putting down on paper in his log enough to fully reflect what he had achieved during the quarter. I think that Horace has responded well and is much more aware of what he is doing and why he is doing it that way and what the consequences of doing or not doing it that way are.

**Please comment on your candidate's ability to identify and discuss options, opportunities and constraints relating to projects they are working on**

Horace is very good at this and his ability to open others eyes to opportunities in particular has been very useful in client meetings.

**In your view, how well has the candidate engaged in the learning process during this period. Please comment in particular on the extent to which they are adopting a reflective approach to their practice.**

I feel that overall Horace has proved that he is more than ready for the culmination of the P2C process in November and he has built up his work rate in terms of out of work study. He seems to be enjoying the process and has certainly risen to the challenges that I have put before him.  
Horace is not as confident in his own ability as he could be but given my knowledge of a wide variety of Landscape Architects that I have worked with and employed over the last 32 years I would say that Horace is more than ready for the step-up to Chartership

**Please explain the steps the candidate has taken to keep themselves up to date on developments affecting the profession and their area of practice and ensure their knowledge and skills are up to date.**

We have agreed to have further sessions concentrating on those areas of the syllabus where Darrell feels he is the least confident. The three Partners in the business are going to do some joint workshops where we meet with all three candidates that are doing the P2C exam in November and look at some directed learning focussed on those parts of the syllabus that are not covered in the general kind of work that our practice is most usually engaged in.

**To be eligible for the oral examination, a Candidate must have a majority of stage 2 scores across the syllabus. The Candidate may have some stage 1 scores plus some stage 3 scores but must not have any stages marked 'none'.**

At this time, does your Candidate have the necessary level of knowledge and understanding to take the exam during the next relevant session?

- No
- Yes

Do you believe your Candidate will have gained the necessary level of knowledge and understanding by the end of the quarter after this one?

- No
- Yes