

# Landscape Institute Continuing Professional Development (CPD) 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.'

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?

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 recorded against each CPD activity should reflect the number of hours of learning each activity has provided, and members are encouraged to use their professional sense of judgement to determine this in each case. It is recommended that a combination of various 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?

All Corporate members of the LI (Fellows, Chartered members, Academic members, Academic Fellows, and Associate members) are required to complete at least 25 hours of CPD annually. Those 25 hours must include:

- A minimum of 10 hours of formal learning, such as CPD training events (whether free or paid), webinars, workshops etc.
- A minimum of 5 hours dedicated to climate, sustainability, resilience, and environmental and biodiversity net gain

**NB:** Students, Affiliates, Honorary Fellows, Retired members, and members who are currently on the Pathway to Chartership are not formally required to undertake CPD.

### 2.1 Formal CPD

Formal CPD Involves participating in organised activities such as 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.

### 2.2 Informal CPD

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

- 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 Practice.

The CPD monitoring timetable is as follows:

Activity	Month
Random sample selected for monitoring	March

Selected candidates notified	April
Reminders sent to relevant candidates	May, June, July
Deadline for record completion	July
Records review by CPD panel	July, August
Feedback shared with candidates	September

#### 4. Keeping a record of CPD

Members must use the LI CPD Recording Form to record their CPD. The CPD record should include:

- The activities that you have undertaken and a brief reflective statement summarising 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

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 [visit the CPD pages online](#).

#### 5. 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 online LI recording form referenced 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, resilience, and environmental and biodiversity net gain, and at least 10 hours of formal learning
- The records submitted are comprehensive, contain activities relevant to the individual's practice, and cover the relevant period
- The member has recorded a range of CPD activities, and a balance of CPD topics
- The member has actively:
  - a) identified their professional development needs and;
  - b) taken appropriate steps to keep their practice, knowledge, skills and understanding up to date and;
  - c) 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 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.

#### **6. 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.

Education & Membership Committee  
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