Landscape Institute
Inspiring great places

Chartership Syllabus

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Introduction

The Pathway is organised into six ‘elements’, each focusing on a different aspect of practice and professional knowledge. Four of these elements are ‘core’ elements and two are ‘underpinning’ elements.

The **four core elements** are about key aspects of professional practice. They are:

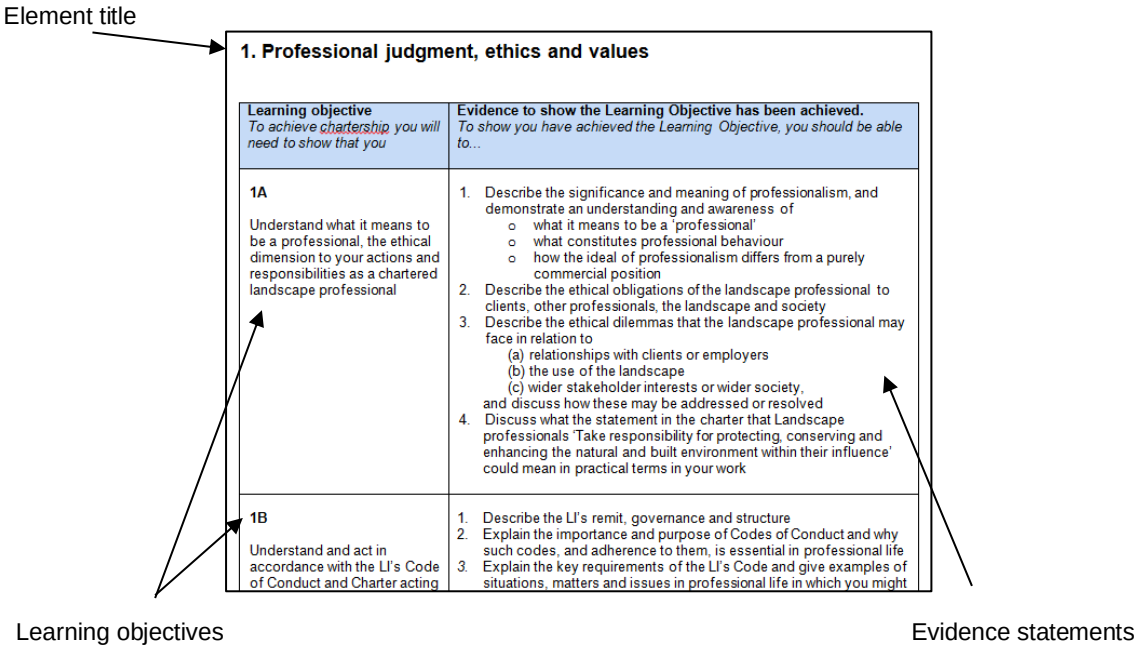
- Professional judgment, ethics and values
- Organisation and management
- Assessment
- Implementation

The **two ‘underpinning’ elements** focus on the way in which a Candidate approaches their professional practice. They are:

- Options and strategies
- Continuing professional development

Each of the elements contains a set of ‘learning objectives’ focusing on a different aspect of practice and professional knowledge.

For each learning objective, there are a series of statements describing the evidence a Candidate will need to be able to demonstrate to show that the learning objective has been met.



In the Pathway, your progress - the knowledge and understanding you have attained so far in different parts of the Pathway – are described in terms of levels.

A description of the levels is given below.

0	*Little or no knowledge or understanding of the areas encompassed by the learning objective.*
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.*
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 approval on the steps you are taking from a more experienced practitioner or senior member of staff.*
3	*You have a thorough knowledge of the areas encompassed by the learning objective 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 is only likely to be achieved very rarely on the Pathway, by candidates with very extensive experience, and deep understanding and expertise – for example those who have already had a substantial career in the profession and are now functioning at a very senior level. Achieving level 4 is therefore not a requirement for the Pathway and the majority of Candidates will never achieve level 4 in any syllabus area.

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.*

Core elements

1. Professional judgment, ethics and values

Learning Objective *To achieve chartership you will need to show that you*	**Evidence to show the Learning Objective has been achieved.** *To show you have achieved the Learning Objective, you should be able to...*
1A Understand what it means to be a professional, the ethical dimension to your actions and responsibilities as a chartered landscape professional	1. Describe the significance and meaning of professionalism, and demonstrate an understanding and awareness of • what it means to be a 'professional' • what constitutes professional behaviour • how the ideal of professionalism differs from a purely commercial position 2. Describe the ethical obligations of the landscape professional to clients, other professionals, the landscape and society 3. Describe the ethical dilemmas that the landscape professional may face in relation to • relationships with clients or employers • the use of the landscape • wider stakeholder interests or wider society and discuss how these may be addressed or resolved 4. Discuss what the statement in the charter that Landscape professionals 'Take responsibility for protecting, conserving and enhancing the natural and built environment within their influence' could mean in practical terms in your work
1B Understand and act in accordance with the LI's Code of Practice and Charter acting responsibly and professionally in all your dealings	1. Describe the LI's remit, governance and structure 2. Explain the importance and purpose of Codes of Practice and why such codes, and adherence to them, are essential in professional life Code of Practice 3. Explain the key requirements of the LI's Code and give examples of situations, matters and issues in professional life in which you might need to refer to the Code, or are covered by the Code 4. Explain the action chartered members should take if they believe there has been a breach of the Code
1C Understand the wider contexts in which landscape decisions are made	1. Explain the function and content of the European Landscape Convention 2. Describe the responsibilities of the chartered member in relation to the ecological, cultural, historic and spiritual contexts of the landscape 3. Describe and give examples of how the above factors have been taken into account in projects with which you have been involved or know about

1D Recognise the expertise of, and adhere to good practice in working with, professionals from other disciplines	1. Describe the roles, areas of expertise and formal designations of other professionals encountered in your area of practice 2. Describe the information and data you may need to share with other professionals in project work
1E Understand the importance of developing and maintaining your competence as a professional	1. Explain the importance of maintaining and developing your competence as a chartered professional 2. Describe the LI's CPD requirements and how they apply in practice

2. Organisation and management

Learning Objective *To achieve chartership you will need to show that you*	**Evidence to show the Learning Objective has been achieved.** *To show you have achieved the Learning Objective, you should be able to...*
2A Understand the legal requirements and obligations which impact on practices and organisations	1. Describe the legal form of your department, practice or agency, and explain how alternative formats might affect governance and the engagement of personnel 2. Explain the main principles of employment law including the rights and responsibilities of employers and employees 3. Explain the reasons for the requirement that professionals hold professional indemnity insurance, what it covers and the information likely to be required by an insurer 4. Explain what issues can arise in the protection of intellectual property rights and what steps can be taken to protect the work of an individual or a practice 5. Explain the issues organisations need to consider in respect of data protection, freedom of information, and client confidentiality, and describe the implications for practice management and record keeping
2B Understand the landscape professional's legal liabilities and duties	1. Explain and discuss the landscape professional's liabilities and the duties of care which can arise in relation to contract law, statute law, tort and negligence and the implications for the work of landscape professionals
2C Understand and observe all Health & Safety requirements and guidelines	1. Describe the responsibilities of individuals and organizations under health and safety law, including responsibilities to third parties, and explain how these responsibilities are reflected in yours and your practice or organisation's work and actions 2. Describe the roles and responsibilities of the various parties under the regulations and guidelines relevant to your area of practice 3. Describe how organisations go about identifying and monitoring health and safety risks to ensure their compliance with health and safety standards and requirements
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	1. Explain the scope and purpose of your department, practice or agency and the expertise and services that it provides 2. Describe how your practice or department and its services are promoted or represented to potential clients, and explain what approaches have been successful and less successful 3. Describe the routes by which organisations may acquire work, and identify the risks and opportunities which may be associated with these methods of acquiring work and developing their business.

2E Understand and describe the various ways in which organisations are selected, appointed and remunerated to undertake work.	1. Explain • how fee proposals are prepared in different types of public and private organisation • different methods of charging and calculation and the relative advantages and disadvantages of different methods • the actions which need to be taken where amendments are required. 2. Explain • which forms of agreement/contract can be used to employ a landscape professional and the implications of entering into a particular form of agreement • your liabilities and the liabilities of you practice/department as they arise from the form of agreement/contract selected 3. Explain how expenditure of time, finance and resources are managed in the context of your organisation's work and why clear specific quantifiable work schedules are important
2F Adhere to good management practice	1. Identify and explain what quality management systems are employed in organisations, how quality assurance systems work and how they support good practice 2. Explain how expenditure of time, finance and resources are managed within your organisation's work, how this may differ from other organisations, and the advantages and disadvantages of various approaches

3. Assessment and analysis

Learning Objective *To achieve chartership you will need to show that you*	**Evidence to show the Learning Objective has been achieved.** *To show you have achieved the Learning Objective, you should be able to...*
3A Are aware of and understand the legislation, requirements, procedures and policies which may affect your work	1 Describe the requirements of legislation, policies and procedures relevant to the landscape and your particular area of practice. This may include • legislation, structure and principles of the planning system • planning processes and development control including types of applications, timescales, appeals, roles of officers, consultees, planning committees etc. • environment impact assessment regulation and it role in the planning system • Legislative processes, relevant bodies, grant/aid funding processes and statutory and non statutory designations associated with landscape, trees and woodlands, ecology, heritage and wildlife • procedures and responsibilities of the highways agencies and utility companies, and the agreements and standards relevant to transport and utilities • the legislative framework governing mineral extraction and pollution as they apply to the practice of landscape architecture
3B Understand how to identify client requirements and take steps to establish a professional working relationship	1. Explain how to identify client requirements and expectations and explain how this might be different when working as an employee of different types of public or private organisation 2. Identify the types of information which might need to be conveyed to a client at the beginning of a project, and in subsequent stages 3. Explain how you might deal with unrealistic or inappropriate client expectations 4. Explain how to maintain a good relationship with a client throughout the life of a project 5. Describe opportunities that may exist to secure funds for a project, for example through grant applications, and the main processes involved
3C Understand how to identify user/stakeholder requirements and expectations	1. Explain how to identify and engage all necessary stakeholders of a project and establish their requirements and expectations 2. Explain how you might deal with unrealistic or inappropriate stakeholder expectations 3. Explain how to maintain a good relationship with stakeholders and avoid conflicts 4. Describe the ways in which the public can be informed and engaged in projects

3D Understand and are able to utilise the various techniques involved in assessing the significance and context of the landscape / site	1. Describe the methods and techniques used to assess the significance, context, character and defining qualities of the landscape / site, and any other factors which influence the perceptions of landscape character and place, as appropriate to your area of practice 2. Explain how these methods and techniques are employed and the ways in which a landscape / site is assessed in terms of its capacity for accommodating change, or its capacity to meet other requirements of the project brief
3E Understand how to record and report the findings of assessments appropriately	1. Describe and discuss appropriate methods of: • documenting your research and/or the findings of your assessment, as appropriate to your area of expertise • communicating findings and proposals to clients and stakeholders and as part of the planning process

4. Implementation

Learning Objective *To achieve chartership you will need to show that you*	**Evidence to show the Learning Objective has been achieved.** *To show you have achieved the Learning Objective, you should be able to...*
4A Understand and can describe how detailed project plans and budgets are developed with clients	1. Identify and explain the purpose of the technical documents which may be needed in order to realise a project 2. Describe the appropriate insurance arrangements which need to be put into place for projects in your area of practice and the considerations which need to be taken into account 3. Describe the stages involved in preparing an appropriate project plan which is fit for purpose and ensuring that the client gives informed consent to it before the project starts 4. Explain the process by which a budget for project is developed and agreed and the factors which need to be taken into account 5. Explain the key considerations which need to be taken into account in specifying appropriate materials or other requirements for projects 6. Identify and explain the purpose of standard documents including specifications or plans of work
4B Understand how tendering processes for contractors are managed on behalf of the client	1. Explain and discuss the advantages and disadvantages of working with sub-contractors, directly or otherwise, and describe and give examples of good working practice in engagement 2. Explain the factors which need to be taken into account in selecting and conducting an appropriate form of tendering to procure any contracted works 3. Explain how you would go about identifying and evaluating contractors to invite for tender 4. Describe the key principles and steps in administering a fair tender process, including impartial evaluation of received tenders
4C Understand and describe how to agree contractual arrangements for work with contractors	1. Explain the factors which need to be taken into account in selecting an appropriate form of contract, and the circumstances under which you might need to draft a non-standard form of contract and the circumstances under which you may need to seek legal advice 2. Identify the obligations and responsibilities of each party and how these are recorded and agreed, including, if relevant, the responsibilities of each party under the CDM Regulations and Health and Safety legislation 3. Explain the roles and responsibilities of a contract administrator 4. Explain the role of a Landscape Architect under a Design and Build contract 5. Explain the documents and legal obligations involved in letting a contract

4D Understand and describe how to monitor and control projects	1. Describe the methods of quality control which can be used to ensure that projects are delivered on time, to specification and to budget 2. Explain the implications and requirements in information sharing for projects 3. Explain the ways in which quality frameworks and project management tools can be used in monitoring or control of projects 4. Describe and discuss issues that might arise on site and explain how they can be resolved and reviewed; describe the use of certificates to control projects on site 5. Describe how to deal with delays, disputes, and the contractor's failure to perform contractual obligations 6. Explain the difference between mediation and arbitration
4E Understand and describe how to manage project completion and handover	1. Describe the processes involved in handing over a project at practical completion, including the necessary documentation and the contractual implications 2. Explain the importance and implications of the defect/maintenance period and the process of final completion

Underpinning elements

5 Options and strategies

Learning Objective *To achieve chartership you will need to show that you*	**Evidence to show the Learning Objective has been achieved.** *To show you have achieved the Learning Objective, you should be able to...*
5A Are able to identify options, opportunities and constraints pertinent to landscape work in your area of practice	1. Describe the way in which proposals and advice or strategies have been developed in relation to landscape work / landscape projects you have been involved in or know about 2. Explain how opportunities and constraints were identified and taken into account and proposals were developed to meet the client brief 3. Explain how proposals were costed and communicated to the client 4. Describe and reflect on the success or otherwise of the project, and the lessons learned for yourself, colleagues and your practice or organisation

6 Continuing professional development

Learning Objective *To achieve chartership you will need to show that you*	**Evidence to show the Learning Objective has been achieved.** *To show you have achieved the Learning Objective, you should be able to...*
6A Keep yourself informed of changes affecting the profession and broader developments relevant to your work	1. Explain where to seek authoritative information on the changes affecting the profession and your area of practice 2. Explain - and describe the implications of - current changes affecting your area of work 3. Describe the broader developments which are having an impact on the work of the profession, or likely to have an impact in the foreseeable future 4. Describe how you are maintaining your knowledge of products, materials and techniques which conserve resources and create sustainable landscapes
6B Ensure your practice, knowledge, skills and techniques are up to date	1. Describe the developments in your area of practice and in the wider profession which have an impact on your work or the context of your practice as a landscape professional 2. Identify resources, activities and opportunities for development and updating relevant to your area of work, the wider profession and your future plans 3. Set objectives for your development and produce a realistic plan for achieving these objectives
6C Reflect on and learn from your practice	1. Explain what it means to be a reflective practitioner and that you yourself have a reflective approach to your practice 2. Describe how you have reflected on and learned from a project or work activity that you have been involved in 3. Describe the challenges you have faced in your practice or area of work, and show how you have approached and learned from them 4. Identify your personal strengths and abilities, and areas in which you need to develop
6D Understand and demonstrate commitment to contributing to the development of the profession	1. Explain why landscape professionals are expected to support the development of others and why this is an important responsibility in the profession 2. Describe the ways in which individuals and practices can approach meeting this obligation in practical terms

Appendix: Pathway Topics

A Note for Candidates

The learning objectives in the main part of this document describe what you will need to demonstrate on the Pathway.

The list of topics in this appendix to the learning objectives is supplied as additional guidance to assist you in your learning. While the areas below are by no means exhaustive, the list is a broad summary of the areas in which you will need at least a general knowledge and understanding, including an understanding of key principles, to meet the learning objectives. You should have a more in-depth knowledge in the areas which are more closely related to your specific area of practice or activity.

Professional judgement, ethics and values including

- Landscape Institute's Code of Conduct
- Continuing Professional Development
- The Landscape Institute's Charter, by-laws and regulations
- European laws and policy relating to the landscape e.g. the European Landscape Convention

Professional duties and liabilities including

- Liabilities under contract, tort, and statute
- Negligence
- Professional indemnity insurance
- Health and safety legislation and regulations
- CDM

The legal system including

- The structure of UK law (including devolved nations as appropriate)
- EU law
- Land and property law
- Trespass and nuisance
- Easements, wayleaves and covenants
- Rights of Way

Professional appointment including

- Copyright
- Changes to contracts
- Novation
- Fees and charges
- Fee tendering
- Standard and non-standard briefs
- Methods of calculation and charging
- Expenses
- Payment periods, interest and recovery of fees
- Work schedules
- Disputes

Professional relationships including

- Contracts with public, private and corporate clients
- Collateral Warranties
- Framework Agreements, Term Contracts

- Design and Build contracts
- The concept of agency
- Multi-disciplinary teams
- Sub-consultancy
- The role of other relevant professions
- Building Information Modelling and data sharing requirements
- The role of a landscape architect in a public authority

Practice management including

- Forms of practice
- Public practice
- Employers duties and contracts of employment
- Employees duties
- Quality management systems
- Data protection and intellectual property
- Advertising and practice promotion

The planning system including

- Structure of the planning system in each UK nation
- Development control and development plans
- Planning policy - national, regional and local guidance
- Environment Impact Assessment Regulations
- Planning procedures, restrictions, consents and enforcement and appeals
- Statutory authorities
- Use Class Orders
- Permitted development
- Transport and highways

Environmental and heritage policy including

- Landscape character assessment and Landscape and Visual Impact Assessment (LVIA)
- Environmental and conservation agencies
- Funding
- Trees and woodlands
- Tree preservation orders
- Trees in relation to construction
- Landscape designations
- Heritage and Conservation designations
- Ecological designations
- Protected species and habitats
- Statutory and non-statutory registers

Environmental control including

- Minerals, extraction and landfill
- Contaminated land
- Aggregates Levy
- Landfill tax
- Pollution control
- Water and flood regulations
- Waste regulations
- Pesticide controls
- Utilities regulations
- Sustainability rating systems

Contracts and contract law including

- Essentials of a valid contract
- Forms of contract
- Subcontracts
- Contract documents
- Law related to latent damages
- Standard specifications

Pre-contract and tendering procedures including

- Selecting contractors
- Tendering methods
- Tendering documentation
- Tender reports
- Letting the contract
- Performance bonds

Contract administration including

- Duties of all parties under contracts
- Control of the works
- Inspections and site meetings
- Clerk of works
- Insurance
- Instructions, variations, valuations and certification
- Delays and disputes
- Bankruptcy and insolvency
- Liquidated and ascertained damages
- Practical completion
- Defects/ rectification and maintenance period
- Final accounts