



P.O. Box 11068, Dublin 2  
Tel. 353-1-6627409 [www.irishlandscapeinstitute.com](http://www.irishlandscapeinstitute.com)

## FORM OF APPLICATION FOR THE PROFESSIONAL PRACTICE EXAMINATION

Please read the accompanying notes carefully before completing form.

I, \* Mr/Mrs/Miss/Ms \_\_\_\_\_  
(block capitals, surname first) **being a graduate member of the Landscape Institute, hereby register for the Professional Practice Examination in 2007**

**Membership number** (if known) ( \_\_\_\_\_ )

Previous surname (if you have changed your name) \_\_\_\_\_

Address for all correspondence (see note 4) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Current employer** (if applicable) \_\_\_\_\_

\_\_\_\_\_

**Daytime telephone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of election to graduate membership** (see note 5) \_\_\_\_\_

**Title of course which qualified you for graduate membership of the Institute (with university and date of completion)**

\_\_\_\_\_ **and/or**

**Other Institute examinations passed** (with dates) \_\_\_\_\_

**Is this your first sitting of the ILI Professional Practice Examination?** Yes " " No " "

**If not, please state date(s) of previous attempts** \_\_\_\_\_

**I enclose the sum of € \_\_\_\_\_ to cover the examination fee** (note 9)

### Declaration

I declare that I will be bound by the Professional Practice Examination regulations. I understand that if I successfully complete all parts of the examination my name will automatically be submitted to Council for election as a Full Member. If elected to full membership, I declare that I shall continue to be bound by the Memorandum of Association and Code of Professional Conduct of Irish Landscape Institute, I also agree to pay the full registration fee on election and subscription at the rate for a full member when due (note 2).

Signed \_\_\_\_\_ Date \_\_\_\_\_

**over/...**

**1. Proposal**

(It is not necessary for candidates repeating the examination to obtain fresh proposers' signatures, provided that they have supplied the Institute with signatures in a previous application. Proposers should note that the candidates who are not successful at their initial attempt can make further attempts at the examination but must renew their proposers' signatures if they have not successfully completed the examination within 5 years of the first attempt.)

**We, being Corporate Members of the Landscape Institute, propose**

**\*Mr/Mrs/Miss/Ms**

**who is personally known to us, for election as a Corporate Member of the Institute on successful completion of the Professional Practice Examination.**

**Name (printed)**

**Signature**

1 \_\_\_\_\_

2 \_\_\_\_\_

**Note:** *Completed application form must be returned to The Professional Practice Committee', The Irish Landscape Institute, P.O. Box 11068, Dublin 2, by the date stated on the cover letter.*

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**Office Use Only**

Received:

Input by: ( )

Date: ( )



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## PROFESSIONAL PRACTICE EXAMINATION GUIDANCE NOTES

### 1.0 Regulations and Syllabus for the Professional Practice Examination

The Guidance Notes and Examination Syllabus for the Professional Practice Examination are supplied free when applicants are accepted as graduate members of the Landscape Institute and apply to register for the professional practice examination.

### 2.0 Professional Practice Examination

2.1 The purpose of the Professional Practice Examination is to establish a candidate's fitness to be admitted to full professional membership of the Irish Landscape Institute. The exam is a means of establishing whether a candidate has attained an appropriate level of technical and professional competence in professional practice.

2.2 Candidates are expected to demonstrate that they are capable of the practical interpretation and application of their knowledge.

### 3.0 Eligibility

3.1 Candidates should be graduate members of the Irish Landscape Institute

3.2 Candidates should have commenced the minimum qualifying work experience by the beginning of September, 2 years prior to taking the examination. Work experience is to be supervised by a professional landscape architect who is a full member of the Irish Landscape Institute.

3.3 Applicants who fail in these two principal requirements will be considered ineligible to take the examination.

### 4.0 Prior Experience

4.1 Where candidates are graduates of an ILI/EFLA accredited landscape course and wish to take the Professional Practice examination they must have at least 2 years full time experience in order to qualify to take the examination. The appropriateness of the experience will be judged by the Council of the ILI based on the Work Experience Record Book, which must be submitted by the candidate. The purpose of the record is in order to assess the extent to which the work experience qualifies the candidate to act in a professional capacity as a landscape practitioner.

4.2 Regular part time work is acceptable provided that it is equivalent in total to 2 years full time experience. Candidates who are deemed not to have had adequate prior experience will not be permitted to take the examination.

4.3 Where candidates are not graduates of an ILI/EFLA accredited landscape course and wish to take the Professional Practice examination, in addition to 4.1 above the candidate must present a portfolio of design related work for appraisal by the Institute.

### 5.0 Recording of Experience – Work Experience Record Book

5.1 During their qualifying work experience all candidates must complete the Work Experience Record Book. This document is available from the Irish Landscape Institute. Candidates are advised to start to fill in their Work Experience Record Books as soon as they start work. (See Sample provided).

5.2 Professional Practice competency will be assessed, by written paper. Where, on the basis of the written paper, a candidate's results are considered to be borderline they shall be requested to present for an oral examination of their professional practice knowledge. Where an oral examination is required the candidate shall normally be interviewed and assessed by three examiners, two ILI members and one from another organisation i.e. RIAI or LI, Northern Ireland Chapter.



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**PROFESSIONAL PRACTICE EXAMINATION  
NOTES ON REGISTRATION  
(Please keep these notes for reference)**

1. The closing date for registration for the examination is **5th February 2008**. The Institute will acknowledge receipt of all Registration Forms received. Please note that the institute cannot take responsibility for forms, which are delayed or lost in the post. Therefore, if an acknowledgement has not been received it is the responsibility of candidates to check that the forms have been received by the Institute prior to the closing date.
  2. The written examination will consist of two papers and the overall pass mark is set at 60%. A minimum mark of 50% must be attained in each of the papers. Where candidates are considered borderline, i.e. attaining an overall mark of between 50 and 59%, they may be requested to attend an interview, where their suitability for acceptance to full membership will be considered. If candidates successfully pass all parts of the examination you are automatically entitled to apply for election to full professional membership (MILI) of the Institute at the first Council meeting after the examination results are issued. However, candidates will not become liable for the full membership fee until the beginning of the next subscription year.
  3. By registering for the examination, candidates are automatically deemed to abide by the examination regulations. These are contained in the Guidance Notes, a copy of which you should have received with your Application Form. Candidates should read these carefully prior to completing the form.
  4. Please remember that all correspondence relating to the examination, including the results, will be sent to address on the registration form. This should be considered when deciding whether to use your work or home address. If you change your address you should notify the Institute immediately, in writing, stating that you are a candidate for the Professional Practice Examination.
  5. According to examination regulations you must be a graduate member of The Irish Landscape Institute prior to registering for the examination.
  6. Where the candidate is a graduate of an EFLA accredited course, assessment of a candidate's suitability to sit the examination shall be based on consideration of a candidate's Work Experience Record Book. This 'work experience book' must cover a minimum period of two years experience and the record book must be submitted at two stages to allow for consideration of experience, see note 10 below. If in doubt about whether you meet the requirements, please contact the Institute to check.
  7. Where the candidate is not a graduate of an EFLA accredited course, assessment of a candidate's suitability to sit the examination, will also involve an appraisal of a candidate's portfolio of design related works. Appraisal of a candidate's portfolio will take place in the summer (or time agree) prior to the examination. Further assessment shall be based on consideration of a candidate's Work Experience Record Book as stated in 6 above.
  8. The examination will be held in Dublin in the spring of the examination year. Confirmation of the actual dates and venue will be announced, by post, as far in advance as possible.
- Contd. Over ...**

9. The examination fees for the Professional Practice examination are as follows: -

**Written Paper: EUR€75.00**

**Oral Examination: EUR€25.00**

A candidate will only be requested to present for an oral examination where the result of written paper is considered borderline, i.e. attaining between 50 and 59%. Should the candidate fail or not present for the oral examination, the candidate must re-sit the written paper.

Candidates should initially pay the written paper fee only (i.e. EUR€75.00 – cheques made payable to The Irish Landscape Institute). Candidates who must undertake an oral examination will receive a request for an additional fee prior to the examination. Repeat examination candidates are not required to pay for the written examination, if re-taken at the next opportunity. This does not apply for a second re-take situation.

10. Candidates will receive confirmation of registration acceptance together with further information about preparing for the examination. In the meantime, please note that the first submission of the Work Experience Record Book is due by the **5th February 2008** along with your application form. The second submission should be made by the **5th March 2008**. **Please note that the original and one copy must be submitted on each occasion.**





# Irish Landscape Institute Work Experience Record Book

Name: Mary Kelly Sheet No: 2

Membership No: \_\_\_\_\_ Candidate No: \_\_\_\_\_  
 (If Known) (This will be issued when you register for the examination)

Employer's Name & Address: ABC Landscape Architects  
Green Avenue, Dublin 2

**TIME RECORD**

Year	Month	4				5				6					
20 03	Week Beginning	1	8	19	22	29	6	13	20	27	3	10	17	24	

**ACTIVITY**

**1. Professional Engagement**

															Totals	
Client Liaison	2					2					2					6
Liaison with other Professionals	1		3			4			1		6	2				17
Landscape Consultant Appointment, Fees		2						3								5
Office Organisation & Procedures	2	√	√	√		1	√	4	√	√	1	√	√	√		8
Promotion					6											6

**2. Planning and Legislation**

Environmental Assessment									12	22	25					59
Statutory Planning Procedures		5								10						15
Public Enquiries								√	√							√
Grant Applications																0
Tree Protection, Felling Procedures																0

**3. Professional Procedures**

Outline Proposals	15					5	20									40
Detailed Proposals		28	7													35
Cost Estimates/Cost Plans	5						7	6								18

**4. Preliminary Services**

Site Surveys	3					14										17
Tree Surveys								7	10							17
Condition & Soil Assessments																0

**5. Contract Documentation**

Working Drawings			28	12	14					2	22	20				98
Specifications				15								8				23
Schedules/Quantities					20								10			30
Pre-contract Procedures													4			4
Contract: Types, Forms, & Conditions			√			√					√				√	√
Subcontracts																0

**6. Contract Procedures**

Tender Action						12										12
Control of Works			√				√				√				√	√
Site Meetings & Inspections								3		8		5	7			23
Instructions & Variations									2	1			3			6
Valuations & Certificates																0
Disputes & Claims																0
Maintenance & Defects Liability Periods																0
Final or Annual Accounts																0

**7. Other (Specify-see guidance notes)**

Nursery Visit - non project	6															6
Planning Inst. - Seminar											7					7
Prof. Practice Lecture				3												3
<b>Week Totals</b>	34	35	38	36	35	37	37	35	35	38	36	35	23			460

Note: Insert hours worked per week (or ticks for lesser periods as appropriate).

I certify that this is a true record of my professional practice experience obtained prior to taking the Professional Practice Examination.

Signature: Mary Kelly Date: 1st January 2003

