

DRAFT FOR INFORMATION

June 2009

Irish Landscape Institute Continuing Professional Development (CPD) Programme

Information Guidelines

1.1 Introduction

Continuing professional development has been described as “*the maintenance and enhancement of the knowledge, expertise and competence of professionals throughout their careers according to a plan formulated with regard to the need of the professional, the employer, the profession and society*” (Madden & Mitchell 1993, p12).

It has always been implicitly understood that it is the responsibility of the professional to maintain his or her professional skills. In an environment where the Institute is trying to obtain registration of title, a formal CPD policy is required by the ILI.

1.2 What is CPD?

Continuing Professional Development is the term used to describe “*systematic maintenance, improvement and broadening of knowledge or skill so as to develop personal qualities necessary for the execution of professional and technical duties throughout the practitioner’s working life*”.

CPD is now required to be undertaken by and reported on by all members of the Institute.

All members are encouraged to implement and maintain their own personal CPD programme, designed as a programme of self-education to broaden skills and knowledge relating to the practice of landscape architecture.

CPD is only compulsory for members. Applicants are encouraged to undertake and record CPD as part of their entry assessment. CPD is not compulsory for retired members.

1.3 Why do we need CPD?

The aim of CPD is to have landscape architects who are up-to-date technically, well-rounded professionally and capable of handling responsibility and taking initiative.

To maintain competence and standards (“*In accordance with the procedures specific to each Member State, continuing education and training shall ensure that persons who have completed their studies are able to keep abreast of professional developments to the extent necessary to maintain safe and effective practice*”). [Article 22, European Directive 2005/EC on the Recognition of Professional Qualifications]

To protect the interests of the public and the client

To increase the job satisfaction of the individual, and to promote career advancement

To increase the effectiveness of the practice

Rising costs of professional indemnity insurance

To improve competitiveness in world markets

Increase in use of formal quality assurance systems

Rising litigation and insurance claims

To use a CPD scheme to improve credibility and status in relation to registration of title

To promote the performance and reputation of the profession

2.0 ILI Policy

This policy comes into force on [insert date] and applies to:

all members of the ILI, except those who have retired.

for those on maternity, paternal, carer or long-term sick leave, not involved in landscape architecture or construction, semi-retired or unemployed it will be sufficient to meet the requirement through *Unstructured CPD* or suitable online learning.

Recommended for graduate members, and a registered member employing a graduate is required to facilitate this to ensure a minimum of 21 hours of CPD annually, 10.5 of which is to be structured. The CPD for graduates should relate to the topics of the ILI Professional Practice exams

A member of the ILI shall take all reasonable steps to maintain an appropriate level of professional skills.

Where a member of the ILI is responsible for the employment of other members, he/she shall encourage them to meet their CPD obligations and shall develop and maintain a CPD policy within the employing organisation.

The Institute will make recommendations as to how members may fulfil their CPD obligations.

The Institute will provide framework and services to support members in meeting their CPD obligations.

The ILI has selected the learning cycle approach of “Self Assessment – Planning – Learning – Reflection – Self-Assessment” for its CPD policy. Any CPD activity, whether Structured or Unstructured, should be deliberate, with a focused and planned educational end in view.

3.0 ILI CPD Requirements for Members

The ILI requires the following minimum level of CPD involvement from members.

3.1 Member’s Personal CPD Program Implementation

Each member must document his/her own program, according to topics of personal/professional relevance

The member’s personal CPD Program should be designed to ensure balanced attention to all professional topics over the long term

Each member should complete an ILI CPD Plan annually and record all activities carried out as evidence of CPD Program participation

3.2 Member’s CPD Involvement

A member should undertake a minimum of [insert agreed hours, minimum 30, maximum 40]– essentially minimum a working week’s worth of CPD per member, best practice 8-10 days worth CPD, which needs to be targeted and carried out in accordance with the member’s CPD plan. Approximately 100 points need to be achieved per annum. The CPD Program is based on a five year cycle and total points over five years must exceed 500.]

The minimum number of points to be considered active in the MOPS/CPD Program is 35 points in a year, with no more than two years in a five year cycle at 35 points/year.

CPD activity, divided in half as follows:

[x] hours Structured CPD – learning activity with stated learning outcomes which is formally assessed or has significant interaction between presenter and learner

[x] hours Unstructured CPD – all other forms of CPD

a minimum of 2 hours CPD each year must relate to Safety and Health legislation and practice

The year runs from [August to July, to be agreed]. [X, insert agreed hours as points] points of CPD should be accumulated per year. Points to be weighted by member to assign a value which indicates what gain was had by the member from the CPD undertaken.

3.2.1 Structured CPD qualifying events:

All ‘CPD-designated’ ILI events

Relevant online seminars approved by the ILI

Forthcoming ILI/UCD Professional Practice Lecture series

Relevant educational events run by IEI, RIAI, SCS, Urban Forum and other professional organisations

Events recommended by ILI in CPD Resources information

Relevant educational courses/programmes run by recognised educational institutions

Relevant conferences, seminars, lectures and workshops

Structured site visits and study hours

Technical demonstrations

ILI CPD Network seminars and visits

3.2.2 Unstructured CPD qualifying events:

Mentoring

Private practice (for members whose primary work is research-based)

Professional Institution Activities (e.g. attending ILI lectures, organising a technical conference or lecture series, service on ILI Council or Committees)

Special study leave including exam time (masters, degrees, diplomas, certs as agreed by ILI Education/CPD Committee/Council)

Post-graduate academic courses such as masters, degrees, diplomas as above

Structured reading as part of the Personal Development Plan

Targeted visits of a learning nature e.g. to an overseas company or installation

Technical blogs

Structured reading and research for office projects

Volunteer work for a charitable organisation

In-company training courses, lectures and seminars, run by an ILI-approved CPD Provider,

employee or invited lecturer

Knowledge management formal reviews where knowledge sharing is provided and run in-house

Attendance at conferences, workshops, seminars and lectures organised by the Institute

External training courses run by a recognised institution or training provider covering specific training subjects such as NCIR, CIRIA, the Heritage Council or other professional institutes, official and voluntary bodies, commercial organisations with similar interests

Peer review: preparing articles and book review for submission in professional and technical journals, papers for presentation at conferences, workshops and seminars.

Unstructured CPD must be supported by appropriate evidence – where none is available the activity must be completed by a 'Reflection' prepared by the participant. [The ILI Education/CPD Committee to prepare guidance document on the preparation of same].

3.3 Member's Assessment and Review

The Personal Development and CPD Plans rely on self-regulation, to be conducted by individual members

The CPD program may be used to satisfy requirements for a quality assurance scheme

ILI hopes that members' personal CPD programs will make best use of other affiliated professional schemes, so as to encourage linkages with these affiliated professions

ILI members must use ILI proforma forms to record and plan CPD. It is intended to progress this towards an online system over the coming years.

CPD completed as part of another professional institution can count towards ILI requirements providing it falls under the ILI Core Curriculum

Not more than 50% of CPD hours accumulated during one year should be on a single topic (this excludes those engaged in a formal educational programme, or working towards a qualification).

4.0 ILI Recommendations on CPD

As outlined above, it is the responsibility of each member to judge the amount and type of CPD they require to maintain their professional skills to 'the ordinary skill of an ordinary competent man exercising that particular art' and to specialise as they consider appropriate. What is appropriate for a partner in a practice may not be appropriate for a graduate; what is appropriate for a lecturer may not be appropriate for a practitioner.

The ILI intends to develop the following support structures over the coming years for members:

CPD refresher course in conjunction with UCD, which a member would attend once every five years

CPD e-bulletins and practice notes. Members are encouraged to submit information for inclusion on these.

On-going ILI CPD events, the development of events by Regional Groups is to be encouraged

ILI Online CPD system on Member's part of the website

ILI CPD Designation to help members identify CPD content

ILI CPD Providers Network – so that suppliers and manufacturers can submit specially designed trade literature to the ILI for assessment as in-house structured CPD for members – also training providers

CPD Certificates and Recording systems – including evidences of attendances to all ILI CPD events

Develop ILI Core Curriculum

Website information for members on above

List of suitable events and courses – members are welcome to submit suggestions for CPD relevant courses to the ILI Education/CPD Committee and all will be considered

Establish guidance on Mentoring as per IEI one-day programme

Work towards a CPD Accreditation programme as per IEI, which concentrates on the 30% of formal CPD which is based on mentoring or relationships of trust

5.0 System for reporting CPD

ILI Education/CPD Committee to prepare a list of activities qualifying as CPD (Core Curriculum and other activities). Members assign points based on the value of the learning activity for themselves.

Downloadable forms from the ILI website to record CPD annually and create a Personal Development Plan in order that the ILI Core Curriculum be covered over a period of years

These forms to lead eventually to a fully online system of recording CPD as per AILA, RIAI, etc.

These forms to be prepared by the ILI Education/CPD Committee and content agreed upon at Council level.

6.0 Monitoring

CPD Record Form to be submitted by each member along with individual/practice fees to ensure quality is maintained across the profession – this will help with QA schemes and registration of title

Random sample (5%) of individual members spot-checked on accuracy of CPD form to ensure quality is maintained across the profession. This will occur in the form of private correspondence between the ILI and the member.

Eventually this system will evolve into a totally online facility which will monitor CPD compliance automatically.

7.0 Sanctions

Any member failing to meet the requirements will be alerted to the deficiency before the end of the year.

The member will be given 8 weeks grace within which to make good.

If not compliant at the end of this 8 week period the member will be asked to provide an explanation.

Unless there is good reason the matter will be referred to Council. Sanctions open include censure, fines, suspension, conditions for continued registration, and removal from the ILI.

8.0 ILI Core Curriculum

Safety and health – all members are required to undertake at least 2 hours per year CPD specifically in relation to safety and health

Professional context – planning and design; sustainable design; accessibility; codes of conduct; best practice; cultural context; context of the brief; practice law; contract law; environmental law; contract administration

Practice management – business administration, employment legislation; marketing and selling; QM systems; risk management; staff management; taxation; finance and VAT; time and resource management

Managing projects – brief development; procurement and building contracts; building cost management; project management; risk management; dispute resolution; facilities management

Construction skills – technical innovations; specification writing; choosing materials; statutory requirements; cross-professional knowledge

Information technology – computers/multimedia; digital photography; Product Information Materials, technique, detailing and documentation

Environmental Issues – Natural Sciences/ecology, horticulture, environmental management and process

Social Issues – Cultural/heritage landscapes

Community participation – General communicating processes and skills

Personal skills development – members' own training needs, allowing for specialisation