



Irish Landscape Institute  
Continuing Professional Development (CPD) Programme  
July 2011

## 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 moving 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 ensure landscape architects 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 June 2009 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
- In addition, 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 may make further 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' involving Planning, Learning and Reflection 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

- In planning a CPD Programme, a Member of the ILI shall take all reasonable steps to maintain an appropriate level of professional skills.
- 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
- The CPD Programme year runs from January to January.
- Forms are appended to the end of this document may be changed and updated from time to time and these will be uploaded to the ILI website. These forms have been prepared by the ILI Education/CPD Committee and content has been agreed upon at Council level and passed by Members
- Members will be consulted on and informed of any changes in implementation via the e-bulletin and notices to Members.



### 3.2 CPD Requirements for Members

- A member should undertake a minimum of 40 hours of CPD. The CPD should include a minimum of 20 hours of structured CPD with the balance being made up of unstructured. See sections 3.2.1 and 3.2.2 below for definitions of structured and unstructured CPD. This equates to essentially a minimum of a working week's worth of CPD per member with best practice involving 8-10 days worth CPD, which needs to be targeted and carried out in accordance with the member's CPD plan. A Member must complete *a minimum of 2 hours of CPD on health and safety legislation* within the Structured CPD hours each year.
- It is recommended that an *additional 3 days (24 hours) of Unstructured CPD* be undertaken by each Member as best practice.
- Members who are unemployed or on leave from employment (maternity, paternal, carer or long-term sick leave), not involved in Landscape Architecture or construction, shall undertake *a minimum of 3 days (24 hours) of Unstructured CPD* in lieu of the normal requirements. Following re-commencement of employment, the normal requirement for Members shall be applied on a quarterly basis pro-rata.
- A Graduate shall undertake *a minimum of 3 days (21 hours) of CPD annually*, 1.5 days of which is to be structured. A registered Member employing a Graduate is required to facilitate this to ensure the advancement of a candidate for full membership.

#### 3.2.1 Structured CPD qualifying events:

- All 'CPD-designated' ILI events
- Mentoring
- Relevant online seminars approved by the ILI
- ILI/UCD Professional Practice Lecture series
- Relevant CPD events accredited by Urban Forum member institutes (Engineers Ireland, Royal Institute of Architects, Irish Planning Institute, Society of Chartered Surveyors) and other professional organisations recognised by the Irish Landscape Institute
- 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
- CPD events accredited by European Federation of Landscape Architects (EFLA) or IFLA institutes

#### 3.2.2 Unstructured CPD qualifying events may include:

- 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 in a related discipline
- 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 or similar events accredited by Urban Forum member institutes (as above) and other professional organisations recognised by the Irish Landscape Institute
- 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.

### 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.
- CPD completed as part of another professional institution can count towards ILI requirements providing it fall under the ILI Core Curriculum as set out below in section 3.4.

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

### 3.4 ILI Core Curriculum

The Institute has determined the following key areas of learning for Landscape Architects. Members may seek advice from the Council regarding whether or not a CPD event is eligible.

- *Safety and health* – all Members are required to undertake at least 2 hours per year CPD specifically in relation to safety and health
- *Landscape design and planning* – planning and design; sustainable design; accessibility; urban design
- *Practice context* - codes of conduct; best practice; cultural context; context of the brief; practice law; contract law; environmental law; contract administration
- *Landscape sciences* – landscape ecology, horticulture, environmental sciences, environmental management and process; site engineering
- *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
- *Social Issues* – Cultural/heritage landscapes, recreation, play, communal aspects
- *Community participation* – General communicating processes and skills; facilitation skills
- *Personal skills development* – Members' own training needs, allowing for specialisation



#### **4.0 Further development and 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 person 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 Monitoring**

- CPD Record Form to be submitted by each member along with individual/practice fees to ensure quality is maintained across the profession Random sample 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.
- It is intended that this system will evolve into an online facility which will monitor CPD compliance automatically.

#### **6.0 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 address the deficiency.
- 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 membership list.

