



Frequently asked questions (FAQs)

Membership payments

Q: Will I receive a tax invoice directly from AILA for my Membership fees?

A: No. We will send you out an email about the renewal period and when it is open for payment. Then you can go online and pay directly via your online profile, you can give us a call to process over the phone or request an invoice. A tax invoice/receipt will be generated through this process – again accessed via your online profile. If you forget your login or password – please give us a call 02 6248 9970 or email admin@aila.org.au

Q: I need a copy of a tax invoice for membership fees that I paid over a year ago or even longer – is it possible to get a copy?

A: Yes. Please email us at finance@aila.org.au and we can send this to you directly.

Q: My work has agreed to pay my membership fee – is this possible?

A: Yes, please email us at finance@aila.org.au to request an invoice to be generated and sent to your organisation. Make sure that all details of your organisation are within your email and note whether you will need a purchase order number inserted after the initial invoice is put together.

Note: any circumstance where your work is paying for event attendance, festival attendance. Awards attendance and membership fees – AILA can do up a combined Tax invoice – please email us. You can still get your CPD points. (please email finance@aila.org.au)

Membership eligibility

Q: Does working for myself count as practical experience?

A: Yes, it does. However, if you are applying for registration and your experience is mainly made up of sole trader experience you may not be suitable for registration depending on advice given by our Membership Committee or you may need mentoring before you are deemed suitable.

Q: If I have 7 years practical experience and a non-AILA accredited degree, what are my options for gaining registration?

A: If your degree is not listed on our website as an AILA accredited degree, then you will need to apply via Senior Entry, which requires you have 8 or more years' practical experience. Once you reach 8 years you can apply, until then you may consider another membership option, such as our 'MEMBER' category.



Q: My degree (Bachelor or Master equivalent) was obtained from an overseas university, am I still eligible for AILA registration?

A: AILA recognises (International Federation of Landscape Architecture) IFLA recognized degrees as accredited. Therefore, if your institution and degree is listed on the IFLA website then we consider you eligible.

Q: How do I know when my mentor report is due?

A: Your mentor report will be due the following year in the middle of the same month you applied for registration. E.g. If you applied in February registration round, your mentor report will be due the following February in the middle of the month. Your initial acceptance email should communicate the exact date to you and you will also receive reminders 4 weeks and 1 week out from the due date via email.

Q: I've changed employers half way through my mentorship, can I change my mentor?

A: Yes, we're happy for you to change mentors at any time during your mentorship process providing that you notify us of the change, so we can make note on our end. Your mentor needs to remain an eligible AILA member.

Q: Can I defer my interview during the mentorship process?

A: Yes, you can defer at any time if you know you won't be able to sit an interview in the same month the following year that you applied. If you do not defer before the due date for your mentor report, you will be charged a deferral fee of \$220.00.

Q: My senior application requires me to provide two letters of support and have a proposer and a seconder sign off on my application. Can my letters of support be from my proposer and seconder?

A: Yes, your proposer and seconder can write your letters of support. Therefore, you only need a total of two AILA members to support your application.

Q: If I am a member of an overseas institute such as LI or ASLA, can I automatically become an AILA member?

A: We currently do not offer any reciprocal memberships with other institutions. In order to ensure we maintain our standards of registration and Australian knowledge, we require you do at least sit an interview with AILA before you can become registered.



Q: What if I do not know any other AILA members who are willing to support my application or be my mentor?

A: We can help you find a mentor or members willing to support your application provided you are willing to attend local Chapter events and be introduced to and network with members who may be willing to do so.

Q: Do I have to be a registered landscape architect for my employees to become registered?

A: No, the Director of a company does not have to be a registered member for employees to become registered in the future. Except of course, you cannot be a mentor to anyone undergoing the registration process, in which case they would either need someone else within the practice who is registered to mentor them or find someone else outside of your practice.

Membership benefits

Q: My practice name is not appearing in the search fields on the AILA website – how do I get this information to appear?

A: You will need to set up a practice profile, which can then be linked to your individual profile and any other individual that works within that practice. To set up a practice profile... Practice profiles are completely self-managed by members and the onus is on members to log in and update any details that appear on the practice profile.

Q: Does AILA recommend a service of Public liability insurance?

A: Jardine Lloyd Thompson (JLT) insurance Jardine Lloyd Thompson (JLT) has continually demonstrated success in designing leading insurance and risk solutions to serve a variety of industries. JLT has worked in partnership with AILA for more than a decade. Their experience means they understand the challenges faced by the landscape architecture industry and allows them to deliver a quality insurance offering to our members at a competitive price. You can find more info on the AILA website at

http://www.aila.org.au/iMIS_Prod/AILAWeb/About_AILA/Partners/Insurance/AILAWeb/Insurance.aspx?hkey=ff6e79e0-e93e-4185-872c-42ea60f11858

Q: Who should I contact if I have more questions?

A: membership@aila.org.au or call 02 6248 9970