

THE AUSTRALIAN INSTITUTE OF LANDSCAPE ARCHITECTS

REGISTERED MEMBERSHIP

Information and Application Form

Senior Entry

Assessment for Equivalent Qualification

Applications may be received at any time but the response time may vary depending on the current workload within the National Council and/or the National Office.

Please note: Electronic submissions are encouraged – either in PDF by email (provided not too large) or burnt to CD and mailed.

Do not fax application.

Variations:

AILA reserves the right to vary the process of senior entry for Registered membership.

For more information:

Visit the web site or contact the National Office through the contacts below

Australian Institute of Landscape Architects, GPO BOX 1646, Canberra ACT 2601

Phone 02 6248 9970 Fax 02 6249 7337 ACN 008 531 851

email admin@aila.org.au

www.aila.org.au

Senior Entry

Assessment for Equivalent Qualification.

A person practicing in the field of Landscape Architecture who does not possess the qualification from an accredited landscape architecture tertiary course, may submit to have their mix of qualifications and experience judged to be the equivalent to having a recognised qualification in landscape architecture.

Each case is treated separately depending on the seniority of the applicant, and their mix of experience and level of expertise.

Applicants are urged to contact the Executive Director first to talk through the processes required.

Applicants under these special senior entry requirements are usually required to fill out the attached forms plus supply extra evidence as requested.

As a general rule, the applicant must have at least one allied university qualification and at least five to ten years (or more) recognised work as a landscape architect. It must be emphasised that having the years of experience alone is not the only qualifying criteria. The applicant must have the years of experience recognised by the sponsors plus be able to produce documentation and other evidence of their level of expertise and experience.

This documentation must also be signed off by the sponsors.

The next stage of this process is for the submission to be assessed for equivalence.

The application will then be assessed by the National President and/or Chair of the Membership Committee of National Council.

In most cases the panel may refer the applicant's documentation to one of the AILA accredited courses in another State to obtain an opinion on the equivalency of the applicant to students who complete the accredited course.

The Panel will most likely also contact the sponsors.

Based on the results of the assessment one of the following Recommendations are to be made:

- Meets required standard,
- Does not meet the required standard and/ or
- Should be encouraged to re-submit with further evidence.

Where an applicant is deemed to have met the required standard, the National Council may establish a Panel of at least two senior AILA members to interview the applicant to confirm the assessment of equivalence and to assess the applicant against the other related entry requirements. This Panel may be the same panel as mentioned above.

Senior Entry
Assessment for Equivalent Qualification
Procedures For Application And Evaluation

- Step 1 Applicants submit the required documentation as follows:
- (i) Completed application form signed by two Registered Members of the Institute who have agreed to sponsor the Applicant.
 - (ii) Evidence of their qualification.
 - (iii) Curriculum Vitae
 - (iv) Details of Practical Experience: Provision of documentation necessary to match the skills criteria in order to demonstrate equivalence.
 - (v) Evidence of Australian residence if appropriate.
 - (vi) Application Fee.
 - (vii) The application and application fee to be sent to the National Office.
- Step 2 The applications are checked by the National Office to ensure all appropriate information has been provided.
- Step 3 The Panel (Nat President and/or Chair of Membership Committee) is formed to assess the application for Equivalence. If necessary the Panel may seek the assistance of an academic. In most cases this academic should not be from the same state and have no prior connection to the applicant.
- Step 4 The Panel communicate, through the National Office, the results of their assessment and if necessary arrange to interview the applicant.
- Step 5 The Panel interviews the applicant and confirms (or otherwise) the preliminary assessment for being recognised as having equivalence to a landscape architecture qualification.
- Step 6 Successful applicants may be asked to attend the interview for Registered Membership.
- Step 7 Registered Entry Interview: An interview panel evaluates the qualifications and practical experience of each applicant based on their submissions and the interview. The Panel decides whether each applicant has the qualifications and experience for Registered membership and may request further information from applicants if necessary. The results of the Registered Entry procedures are consolidated and applicants are advised of their results by the National Office.
- Step 8 Successful applicants are admitted as Registered Members *after* payment of *Registered fees* for the year.
- Step 9 AILA Registered Certificates are issued.

SPONSORS their roles and responsibilities

Please ensure that the sponsors see this page

The AILA National Council requires all sponsors to be aware of and accept the responsibilities of their role.

A sponsor is a Registered member (Registered or Fellow) who formally endorses and is prepared to support the applicant.

A Sponsor has responsibilities both to the person being sponsored and to the Institute.

The Sponsor must be fully aware of the detailed qualifications required, confident of the applicant's qualifications and abilities for the position, and willing to give the applicant all necessary support and assistance.

Sponsorship does not start and finish with the signing of the application or nomination.

Sponsors for Registered Entry applicants are effectively confirming to the AILA that the applicant meets all the necessary requirements, including that they have judged the applicant to now hold at least the equivalent to an AILA accredited university qualification in landscape architecture.

They must therefore be fully conversant with these requirements and the applicant's credentials before agreeing to sponsor an applicant.

Sponsors are required to certify the recording of professional experience and that it meets the minimum requirements before the application is submitted.

Sponsors are required to make a current copy of the Membership Handbook available to the applicant.

The Interview panel will contact the sponsors for further information on the applicant.

THE RECORDING OF PROFESSIONAL EXPERIENCE

Introduction

An applicant for Senior Entry Registered membership is required to have completed at least five to ten of practical experience as a landscape architect. Practical experience must be gained in various categories of landscape architecture or closely allied work.

Two landscape architects are required to certify the practical experience undertaken and the level of experience gained.

Categories of Experience

Work undertaken for practical experience should preferably reflect various aspects of the broad nature of the landscape architecture profession.

Applicants should be aware that they are not restricted to any particular sphere of practice or type of work or levels of responsibility; rather, they are encouraged to have had a broad range of practical experience to foster a depth and breadth of knowledge of landscape architecture practice.

Consequently work may cover such areas as client and industry contact, report writing development and presentation, feasibility studies, landscape consultancy which may or may not result in implementation, landscape design on all scales, landscape planning, project and contract administration.

The following categories are those regarded as offering the range of experience relevant for Registered Membership:

- | | | |
|---|------------------------------|---|
| 1 | Inception and Assimilation | definition of the scope of the problem, collection of base information, study of feasibility, statements of user requirements, preparation of briefs, problem definition, programming project time. |
| 2 | Inquiry | ordering and analysis of data, exploration of relationships, identification of constraints, abstraction of concepts, construction of suitable design analogues. |
| 3 | Development | refinement of possible solutions, detailed planning and design or writing, evaluation and selection of appropriate solutions, checks for consistency. |
| 4 | Communication | preparation of appropriate documentation and production information. |
| 5 | Implementation and Appraisal | execution of the proposals, translation of the concept to physical form, contract administration, evaluation. |

Assessment for Equivalent Qualification

Documentary Evidence Of Experience

Candidates are to submit a detailed curriculum vitae.

Candidates are also required to demonstrate positions held and work projects undertaken, noting for each area of work or project the work categories and levels of experience.

Examples of work are must be submitted.

Skill areas to be covered in the documentation should include:
Professional duty of care, equity law, contract law, statute law.
Technology, materials, construction.
Plant knowledge.
Landform grading techniques.
Environmental management, surface and sub-surface water management.
Client agreements, professional communications.
Brief development, site appraisal, opportunities and constraints reporting.
Graphic communication.
Design.
Tender/contract documentation- drawings, specifications, estimates, etc.
Construction contract types, tender procedures, contract administration.

FEES

The total fee is: \$440.00

Comprising Assessment and Interview for Equivalence: \$275 (\$250 plus GST)

Registered Entry Assessment/Interview Fee: \$165.00 (\$150 plus GST)
refundable if first stage deemed unsuccessful.

Please note, Fees are refundable before the first panel meeting – \$50.00 will be withheld.

Fees (or any portion of) are not refunded if the applicant is not successful at final interview.

Registered Entry Examination

Once the applicant has been assessed as having the equivalent to the AILA accredited university qualification, an assessment interview may be conducted by a panel representing the Australian Institute of Landscape Architects.

The purpose of the assessment is to ensure that persons admitted for entry to the Institute can demonstrate:

Knowledge of AILA as a Professional Body – including:

- The legal status of the Institute under Corporations Law including the memorandum of Association.
- The structure of the Institute.
- The Institute's key objectives.

Responsibilities as an AILA Registered Member – including:

- Professional responsibilities to the community, the Institute and other AILA members.
- The Code of Professional Conduct.
- A commitment to a personal CPD (Continuing Professional Development) program.
- An anticipated contribution to the profession and membership.

Professionalism – including:

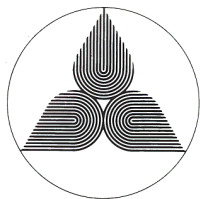
- General knowledge of the practice of landscape architecture in Australia and an awareness of the issues facing the profession.
- General knowledge and comprehension of the issues of practice: Namely being a member of an office, large and small, contractual issues, day-to-day small business requirements, other requirements such as work in teams to achieve a multi-disciplinary approach.
- Comprehension of the environmental and community issues relevant to the profession.
- Legal and ethical responsibilities of professionals
- Relation of landscape architecture to other professions

The applicant should be able to confidently discuss matters such as- the structure and operation of the Institute, current and long term issues facing the profession and the Institute, codes and standards of conduct required of you as a professional person by Federal, State and Local Authorities as well as by the Institute.

You should also be willing to discuss pertinent issues facing the profession of landscape architecture, including the environment and the community, the legal parameters relevant to the profession, your views on the profession and the issues facing it, your reasons for applying for Registered Membership and your goals as a Landscape Architect.

The interview is *a formal process*. The interview panel will assist you as far as possible to be successful in your application for Registered Membership.

Please fill in all details, copy and return completed with payment



Application form
Senior Entry Registered Membership
Granting of Equivalence

Forward to AILA National Office

Surname

Given Names

Postal Address

Suburb/TownStatePostcode

Phone Business (.....)..... Home Phone (.....).....

Fax (.....).....Mobile:

Email

Date and Place (town and Country) of Birth

.....

If not an Australian citizen, how long have you been resident in Australia?

Years _____ months _____

Arrival date in Australia _____/_____/19_____

Academic or professional qualifications In Landscape Architecture

Date completed course Graduation date.....

University/college/professional body

Date completed course Graduation date.....

University/college/professional body

Enclose evidence of qualifications

Other academic or professional qualifications

Present Occupation: Position and employer

Membership of other Professional Institutes

**Professional Experience
(This is not an alternative to the record of experience that is required).**

In Australia

pregraduation _____ years _____ months

post graduation _____ years _____ months

Elsewhere

post graduation _____ years _____ months

pregraduation _____ years _____ months

Please attach other relevant documentation that may assist your application

Your application must be proposed and seconded by Registered Members of AILA

Notes to Proposer and Seconder

Please familiarise yourself with the guidelines for Sponsorship of Members prior to signing this form.

Sponsors shall diligently assess the applicant's eligibility and be prepared to provide support to the applicant during the evaluation procedure.

Sponsors may be contacted for further information or to comment on the application.

Proposer's Declaration

As a financial Registered member of AILA, I am conversant with all the documentation related to this application and consider the applicant eligible for Registered membership of AILA.

Name: Membership #

Seconder's Declaration

As a financial Registered member of AILA, I am conversant with all the documentation related to this application and consider the applicant eligible for Registered membership of AILA.

Name: Membership #

Please tick the boxes below to indicate that you have enclosed the following documents with the application.

- Copy of Birth Certificate or Passport details
- Evidence of qualifications
- Curriculum vitae or resume
- Evidence of Australian residence if appropriate
- Application fee
- Record of Experience/ documentation to demonstrate equivalence

Complete the following statement.

When elected I agree to be bound by the Memorandum and Articles of Association of the Australian Institute of Landscape Architects.

Signature _____ Date ____/____/____

**AUSTRALIAN INSTITUTE OF LANDSCAPE ARCHITECTS
REGISTERED MEMBERSHIP - SENIOR EQUIVALENCE
TAX INVOICE**

GPO BOX 1646, CANBERRA ACT 2601
Phone (02) 6248 9970 Fax 02 6249 7337
Email: admin@aila.org.au
ACN: 008 531 851
ABN: 84 008 531 851

DATE

Full fee	\$400
GST	\$40
Total	\$440

PAYMENT

Payment made for NAME

METHOD OF PAYMENT:

Enclosed is my Cheque / Money Order for : \$.....

I wish to pay by Credit Card as follows: () Mastercard () Bankcard () VISA

Card Number:

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Expiry Date / AMOUNT \$ Today's Date

Name on Card Signature:

Please forward your completed application form and application fee

**Australian Institute of Landscape Architects
GPO BOX 1646
Canberra ACT 2601
Phone 02 6248 9970**

email admin@aila.org.au www.aila.org.au

Please keep contact details up to date, particularly your email, as many notices are now sent by email.