Australian Institute of Landscape Architects

Landscape Architecture Registration Guide & Assessment Report for Mentors & Applicants

March 2020

Acknowledgement of Country

The AILA acknowledges and respects Aboriginal and Torres Strait Islander Peoples of Australia, as the traditional custodians of our lands, waters and seas.

We recognise their ability to care for Country and their deep spiritual connection with Country.

We honour Elders past and present whose knowledge and wisdom ensure the continuation of Aboriginal and Torres Strait Islander cultures.
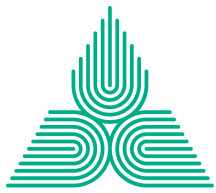
Australian Institute of
Landscape Architects

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The AILA Registration Assessment procedures and documentation
may be subject to amendments and revisions at any time.

Contents

Professional Recognition

AILA uses the nomenclature of 'Registered Landscape Architect' to bestow professional recognition on those who have been successful in the registration process and commit to AILA's Charter for Landscape Architects, including the Code of Conduct, the Australian Landscape Principles, and the annual Continuing Professional Development (CPD) reporting requirements.

Registered Landscape Architects are registered to provide landscape architectural services that lead to the planning, management, and design of landscapes. This includes landscape architects working in academia, private practice and the public sector, from design, to procurement and delivery. Applications for Registration are encouraged from landscape architects from other countries whose education meets the stated AILA standards and/or is recognised through an IFLA member organisation.

Stages of AILA Registration

AILA Registration Process

Task 1 Seek out a Mentor Discuss professional experience and whether they feel you are ready or decided on an action plan for future application	**Task 6 Mentor completes Report**
⌄	⌄
	Task 7 Applicant submits report to AILA
	⌄
Task 2 The Application Completed online during February or August registration intake. Payment of application fee and submission of application supporting documents	**Task 8 Applicant attends AILA workshop**
	⌄
	Task 9 Applicant attends Interview
⌄	⌄
Task 3 The Application & Mentor selection are reviewed by AILA	**Task 10 Final review of Mentors Report & Interview results by AILA**
⌄	⌄
Task 3 Receive approval from AILA to commence Mentor Process Payment of mentorship fee	**Task 11 AILA confirms successful completion & passing (or not)**
⌄	⌄
Task 5 Undertake one (1) year of mentoring	**Task 12 Payment of Membership fee until the end of financial year period**
⌄	⌄
	Task 13 Certification **Issuing of Registration Certificate**

Pre-assessment Criteria

Qualifications

Graduation from an AILA accredited university course or graduation from the equivalent recognised overseas university program.

Experience

The potential applicant, having graduated from an accredited program (or equivalent), must complete a minimum of two years full time supervised professional work experience post-graduation prior to making the formal application to commence the one year of mentorship. During the period following graduation, the Graduate should ideally gain a range of experience in landscape architecture. At least one year of this work experience should have been completed in Australia as AILA's assessment includes understanding and experience in Australia's employment market. (If part time employment is involved, then the minimum is two years full time equivalent.)

Timing of Applications

AILA has two application rounds in February and August each year (please watch the website for the exact date). The initial Application for Registration should be lodged online.

Any applications that arrive after the closing date will not be accepted. As outlined in the online application, supporting documents must be submitted to membership@aila.org.au before the closing date of the membership round.

When is a Landscape Architect Ready?

Two years of full time post-graduation practice is acceptable. AILA encourages landscape architects who are considering registration to discuss with their mentor their suitability to undertake the registration process. Many landscape architects, following graduation, may have limited exposure to the many areas of practice during their early years. Therefore some potential applicants may be better advised to wait another year or two beyond the two year minimum before applying for AILA Registration. It may take several years (three to five years) to gain the necessary levels of competence across enough of the identified categories to be accepted as a Registered Member.

Key Points in the Assessment Process for the Applicant

- Identify an AILA Registered Landscape Architect with a minimum of 2 years Registration to act as a mentor and negotiate with them about the role and scope of support required to achieve the competencies and agree on a program of meetings before commencing the program.

- To be recognized as an AILA Registered Landscape Architect, you are expected to possess the required level of competence.

- The assessment will take into account your performance in real practice situations based on evidence from the experienced gains over the years as a practicing Landscape Architect.

- A single set of criteria have been set as the basis for assessing your competency across the areas identified as vital to practicing as a professional Landscape Architect.

- A professional attitude is an essential competency that is assessed.

- You are to demonstrate and awareness of the legal and contractual context of practice which may be further assessed at interview.

- Become familiar with the scope of competencies required as set out in this assessment form

- Prepare a professional development program to meet the required competencies

- Prepare the required material for assessment by the Mentor against the required competencies

- Your professional attitude and understanding of the AILA are again assessed in the final process, the oral assessment interview.

- You will be asked to take a portfolio of your work with you to the interview to demonstrate your experience and refer to throughout the interview.

Key Points in the Assessment Process for the Mentor

- Your assessment will take account of the applicant's performance in real practice situations based on evidence from the years they have practiced as a Landscape Architect.

- To recognise the applicant as an AILA Registered Landscape Architect, you are to ensure that they possess the required level of competence.

- Become familiar with the scope of competencies for you to use as the basis for assessing the candidate's competency across the areas identified as vital to practicing as a professional Landscape Architect. As Mentor and assessor, you are to assess against AILA's set criteria.

- Guide the applicant through the process and provide advice.

- You are to assess the applicant's professional attitude.

- Their understanding of the AILA will also be assessed in the final stage of the process, the oral assessment interview.

- As a Mentor you must be a Registered Landscape Architect who has agreed to work with the applicant over an extended period of time; assessing, guiding, recommending further study and reassessing until they have demonstrated to you that they have met the required standard.

You are to:

- Guide the applicant in the preparation of their portfolio of work which they are required to take to their interview to demonstrate their experience and refer to throughout the interview.

- Ensure they are able to demonstrate an awareness of the legal and contractual context of practice may be further assessed at interview.

- Ensure the logbook is accurately maintained and completed each month.

- Negotiate with the applicant the role and scope of support required to achieve the competencies (this may or may not include a teaching and instruction role).

- Ensure that the assessment is based on evidence produced for them (often documentation) rather than being by assertion (i.e. the candidate makes the statement that they are competent against the criteria).

- Complete the assessment tables and include comments for each skill and group.

- Advise the applicant if, in their opinion, the applicant is not ready to complete the assessment by the required submission dates; specifically, which competencies have not yet been achieved. The mentor may also advise a process and timeframe to achieve the competencies.

- Provide the applicant with recommendations for CPD beyond the application processes.

- Provide final comments on the last pages of the report including at least: an overview of the mentorship, strengths and weaknesses, comments to assist the applicant - and anything else that should to brought to the attention of the interview panel (additional comments may be attached).

The Application

Application forms are completed online (www.aila.org.au/membership) and are to be submitted by the closing date of the membership round, along with supporting documents.

The application includes the following sections:

- Details: contact details, qualifications and professional experience

- Mentor and seconder identification including name, contact details and AILA membership ID

- Supporting documents: Following submission of the online application, supporting documents will need to be emailed to membership@aila,org.au before the close of the membership round. These documents include:

    o   Identification: birth certificate, drivers licence or passport

    o   Evidence of AILA recognised accredited degree in Landscape Architecture. PLEASE NOTE: If you have gained your qualification from an international University, then it is your responsibility to prove that the degree is recognised by IFLA. Please provide a letter of endorsement from the University, or evidence to show it is recognised.

    o   CV with a focus on landscape architectural work (maximum three pages), including details of projects you have worked on, your role within these projects and year/s in which they were completed.

    o   Any other relevant documentation you wish to include in your application

- Payment: Application fee of $220 is required before the end of the membership round. Upon receipt of the supporting documents, AILA staff will advise when this fee is established in your Member Profile (Please note, this fee is non-refundable.

Note: the mentorship does not officially commence until confirmation by the National Office of the application being accepted in writing.

The Mentoring Role

The Mentor

The Mentor should be a Registered Landscape Architect, should have agreed to support the applicant through the period of mentorship and assessment and must have at least two years of experience following their own acceptance as an AILA Registered Landscape Architect. The mentor may be the applicant's employer.

The AILA National Office will assess the nomination of the Mentor and successful applications will only be confirmed when the Mentor has been accepted. Where a nominated Mentor is not accepted, the applicant will be advised and a new mentor nomination sought. The onus is on the candidate to find a suitable mentor for the Registration process.

If, due to circumstances (such as change of employment), the applicant wishes to change their nominated Mentor, the applicant needs to apply to have the new Mentor accepted via an email to the National Office requesting a change of Mentor (with the name, contact details and membership ID of the new proposed Mentor). The onus will be on the applicant to have any completed documentation passed onto the new mentor for approval. Applicants in regional or remote areas may need to be linked to their mentor by email with few face-to-face meetings.

Initial Assessment by the Mentor

When approached to be a Mentor, the Registered Landscape Architect should make a preliminary assessment, based on the information in this guide, as to whether the applicant is likely to be suitable to commence the mentorship and associated assessment before agreeing to take on the role.

The Mentoring Processes

It is recommended that the mentor and the applicant meet as soon as possible once the National Office has confirmed the acceptance to formally begin the mentoring and assessment processes.

The following steps should be undertaken:

1. Identify the applicant's present levels of knowledge and understanding against the assessment criteria.

2. Applicant and Mentor to agree on a program of learning whereby the applicant will undertake study to ensure they meet the competencies. Note the order of the competencies is a guide only. The planning of the assessment of the applicant's competency is to be agreed with the by the mentor and applicant.

3. Develop a timetable of meetings and timelines to allow for mentoring, consultations (face to face and remotely if required) and staged assessments by the mentor of the applicant against the competency criteria.

The mentoring process should consist of regular meetings whereby the mentor and applicant meet and re-assess the competencies being obtained. All meetings should be documented using the meeting log which forms part of the Assessment Tables.

The minimum contact recommended is a meeting every two months, but it is strongly recommended that these meetings be more frequent, especially if the applicant has less years of or less varied experience.

Please note it is the final assessment report that indicates to the AILA National Office that those competencies have been completed. The report must include a minimum of one paragraph statement per competency, to be reviewed and signed by the mentor.

The Mentor's Role and Responsibilities

The Mentor should expect to provide advice and guidance to the candidate throughout the mentorship and the Oral Assessment (Interview).

The mentor needs to understand the commitment required; namely to provide support to the applicant through a series of consultations and assessments as well as to provide constructive and honest advice to the candidate throughout the registration process.

The mentor is to make a declaration that they have committed to/understood the following:

- To assist the applicant during both the mentorship and interview stages of the assessment.

- To meet regularly with the applicant and use their professional judgment to advise the applicant on their progress.

- To provide guidance, answer queries, provide feedback and link the applicant with others who may be able to assist with training or information.

- To be aware that they may be contacted by the National Office about any aspect of the assessment or progress of the applicant both for general progress updates and to seek confidential advice.

- To provide the applicant with a set of priority areas for continuing professional development (CPD) beyond this registration process.

- Note: It is important to note that the Mentor is not a trainer, rather they are an advisor and a person to provide guidance as to what further training is necessary, and finally to provide the assessments against the various criteria and complete the report. Any training conducted by the Mentor is at their discretion.

- Be prepared to sign off on the applicant's Mentorship Assessment. (By doing this the Mentor is stating that they consider the applicant has all the necessary expertise, experiences and competencies to progress to the Registration Interview, whereby they will be orally assessed for acceptance as a Registered Landscape Architect)

    and/or

- Based on the outcomes of monthly meetings, be prepared to advise the applicant that she/he is not yet ready to proceed to interview.

Applicants that are advised by their Mentor following or during their mentorship period that they will not be ready to progress to interview at the completion of 12 months mentorship have two options.

Option 1. Mentors may advise the applicant to extend their mentorship period for an extra year (to complete any final assessment items which require attention). Deferral fees may apply - please refer to the AILA Membership Policy.

Option 2. Discontinue their application and reapply at a later time. These decisions are made on a case by case basis and the National Office is to be notified of any such variations by the applicant or mentor as soon as possible following the decision.

Completing the Mentorship Documentation and Report

Each table has an area for the mentor to add particular comments and then to supply a final assessment on that table whether or not the applicant is competent against all the competency areas on that page. It could be that a particular area may be marked in the negative – but overall the Mentor may make the judgment to still assess the applicant as 'competent' for this particular set. The mentor will have to make this judgment on in the context of the area of practice as well as the overall assessment for this page.

Once all pages/tables have been completed, the final 2 pages summaries the competencies achieved, and it is here that a mentor will indicate an overall satisfactory/not yet satisfactory result and whether they feel the applicant is ready to progress to interview.

Final Comments

The mentor should supply some final comments for the applicant, including guidance for future development. Please ensure that these notes (especially final comments) are readable as the interview panel depend on these as a guide to the success or otherwise of the particular mentorship.

At the completion of the mentorship, the mentor and applicant should ensure that the assessment documentation is completed and signed off. The full Assessment Report (including logbook) should be sent to the AILA National Office. The applicant should also keep a copy of the completed documentation as it may help guide the applicant in the future when looking to what continuing professional development (CPD) would benefit the applicant.

Deferring the Mentorship Assessment

At any time during the mentorship, if the Mentor determines that it is unlikely the applicant will meet the required competencies within the agreed timeframe, then it is the duty of the mentor to advise the applicant immediately and discuss the reasons for this decision.

Once this determination has been reached, the mentor and applicant should notify the National Office of the deferment and that the applicant will not be submitting a Mentor's Report at this time. In such cases, the applicant can choose to extend the application period to the next year's application (thus adding about 12 months to their application,) or discontinue their application and reapply again in the future. Deferral fees may apply - please refer to AILA Membership Policy.

Please note new documentation may need to be used for extended mentorship assessment, as the documentation is reviewed each February or August. The applicant will be advised of this shortly before the start of the next application round.

Applications can only be deferred once. Should an applicant be assessed as not having satisfactorily completed the mentorship after 24 months, the applicant must reapply in the following application round.

Fees for Deferring the Mentorship and the Assessment

Deferring the assessment will incur a fee. The amount is stated within the Membership Policy. The mentor is to advise the applicant that they should contact the National Office once they are aware that they intend on deferring. The applicant will then be issued with an invoice for the deferment fee.

Audit of Mentorship

The mentor should keep their own log or notes on the assessments as the AILA Assessment Panel may audit mentorships by contacting the mentor at any time prior to registration being achieved. AILA's Assessment Panel may wish to clarify any part of the assessment. Please ensure that the assessment documentation is readily available.

The Oral Assessment – Workshop Attendance & Interview

To progress to the Interview stage of the Registration Process, the candidate should submit by the due date the completed Mentorship Assessment Report signed by the Mentor.

Workshop Attendance

Before an applicant attends an assessment interview, they are required to attend an AILA run Interview Workshop which will discuss issues or questions that may be raised at interview. This workshop helps prepare applicants for their interview and allows them to ask any final questions they may have about the Institute, the interview or their responsibilities (should they be successful at interview). Special arrangements may be considered for candidates in remote/regional locations.

Assessment Criteria

An oral interview is usually conducted in the Applicant's Chapter by a state-based panel of senior Registered Landscape Architects.

The Panel assesses the applicant against some or all of the following:

1. A brief audit of the report from the Mentorship Assessment Report

2. A review of professional experience using the applicants' portfolio

3. Knowledge of AILA as a Professional Body – including:

   • The legal status of the Institute under Corporations Law including the Company Constitution

   • The structure of the Institute

   • The Institute's Strategic Plan

   • The Institute's key objectives, including key policy and position statements.

4. 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.

5. Responsibilities as an AILA Registered Member – including:

   • Current issues of professional practice

   • Relationships between the building design professions and the importance of collaborations between professions

   • Current environmental and community issues –and their relevance to Landscape Architecture

   • Current and emerging social, environmental and professional issues.

Interview Recommendations

The Interview Panel makes a recommendation to the AILA National Office on whether they believe the applicant has demonstrated they have achieved recognition as an AILA Registered Landscape Architect.

Final Review

The AILA National Office reviews all recommendations, carries out a final check that applications have met all the criteria, and all processes have been completed.

The National Office may request further information to complete the process. This request may include requests or discussions with the sponsors, the applicant or may include other Landscape Architects or relevant professionals.

The AILA Board reserves the right to review any aspect of the process, including the recommendations of an interview or assessment panel.

If such decisions are to be enacted, the National Office will consult with the Assessment Panel, the applicant's sponsors, the mentors and the applicant.

Applicants are not allowed to question Panel members directly about their success or otherwise.

Likewise, Panel members are not to inform the applicant of their recommendations – as these are subject to the final review by the National Office (who may reverse the recommendation).

Where appropriate, feedback will be provided through the National Office. Panel members do not provide feedback directly to the applicant but may be asked by the National Office to supply further details to inform the National Office responses.

Successful Applications and Recognition

The final steps in the process are as follows -

1. Notification of successful interview and offer of Registration by the AILA National Office.

2. Payment of the first year's annual fees (pro rata).

3. The issuing of the Certificate and receipt (receipt can be downloaded online within your Member Profile).

4. Full members of the institute that are in good standing are encouraged to use the AILA appellation. Please see our Member Benefits Guide for more information.

5. Listing on the AILA web site register of Registered Landscape Architects.

Please note: The applicant is only recognised as a member of the Institute once all of the above steps have been completed.

Unsuccessful Applications

Where an applicant is deemed to have not met the criteria, the Chapter will contact the applicant and the applicant's mentor/seconder to inform them of the outcome.

The notification will come from the Chapter once the recommendations have been processed and checked. Any questions should be directed to the National Office in writing.

Timeline Example

Month	Action	February Round timeline	August Round timeline
-	Complete an AILA accredited degree or equivalent.		
1	**Two Years Prior Practice** Potential applicants for registration need to have completed at least two years post graduate full-time experience in landscape architecture.		
2	**Mentorship Application** Applicants apply to enter this first stage of the Registration Assessment (the mentoring stage) by submitting an application. Applications for the Mentorship Assessment will be accepted up until the advertised date.	February	August
3	**Application Confirmation** The National Office notifies of acceptance of application and of recognition of identified Mentor.	March	September
4	**Mentorship** Applicant and mentor establish and implement program of learning and continual assessment. The minimum time for this being 12 months.	March to February the following year	September to August the following year
5	**Mentor's Assessment Report February (in the second year)** Mentorship Assessment completed by Mentor and signed off by Mentor by the due date. This is emailed to membership@aila.org.au	February the year after application	August the year after application.
6	**Oral Assessment Preparation** Upon submission of the Mentorship Report, applicant documentation is reviewed and forwarded to the local Chapter who will schedule in the Oral Assessment (interview).	March or April the year after application	September or October the year after application
7	**Workshop** Each applicant is to attend a mandatory training workshop run by their AILA Chapter.	March or April the year after application	September or October the year after application

Month	Action	February Round timeline	August Round timeline
8	**Interview Assessment** Applicant to attend an oral assessment (of about 45 minutes to 1 hour) with a local Chapter Group Assessment Panel. This will include a selective audit of the Mentorship Report, portfolio review and other discussions as outlined in the interview guide sent to applicants following the receipt of a satisfactory mentorship report.	April or May	September or October
9	**Results** Results and offers are sent to applicants.	May or June	October or September
10	**Registration** Payment due of first years' annual fees (pro rata) and successful applicants declared AILA Registered Landscape Architects. Certificates will be issued at a local Chapter Event.	On notice of successful interview	On notice of successful interview
11	**Professional Membership:** Establish on-going programs of Continuing Professional Development – annual reporting of CPD.	On notice of successful interview	On notice of successful interview

Note: these timelines are subject to change. Always check the AILA website and confirm with the National Office for updates

AILA's Registration Assessment Report

AILA Assessment Tables Mentorship - Assessment Report

Completing the Tables

Over the period of the mentorship, the mentor should tick each right-hand cell on all 13 tables - when in doubt, mark with a cross (X).

Once each of the 13 tables are complete, the mentor then assesses whether the applicant has met this set of competencies - the mentor adds comments and guidance - and then indicates at the bottom of each page whether the competencies for this table have been sufficiently met to rate the applicant as being 'Competent' for this criteria.

The log book must be completed each month to indicate progress.

At the end of the mentorship the mentor should complete the final report and add comments as indicated. A copy of the completed 17-page report to be emailed to the National Office – signed by the mentor.

The candidate should send this completed report as a pdf by email to membership@aila.org.au.

The candidate and mentor should also keep a copy – as this may be the subject of a National Office audit.

A Summary of the Assessment Process and Tables

The following Assessment Form provides the competencies and skill sets required to be recognised as an AILA Registered Landscape Architect across the all discipline areas. Mentors must complete the assessment form at the end of the document to indicate that the applicant has completed the mentorship stage and the associated assessment tables have been completed. The whole form must be sent to the AILA National Office upon completion of the mentorship.

Outline of the Assessment Process

- Run a preliminary assessment against the schedules to identify the levels of competencies.

- Counsel the applicant if they are not ready to proceed.

- Complete assessment forms including comments on individual skills and competency groups.

- Forward the completed report section of the form and comments signed by the mentor and applicant to reach the National Office by the due date.

- Ensure the applicant and mentor have copies of the full completed and signed documentation in case the assessment is audited at a later stage.

- If necessary, a notice of deferred assessment should be sought from the National Office by the applicant following the advice of the mentor (a fee may apply).

1 The AILA

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Comprehension of, and agreement to, abide by the AILA Code of Conduct

Comprehension of, and agreement to, abide by the AILA Landscape Charter

Comprehension of an agreement to promote the AILA National Policies

A sound knowledge of the legal entity that is the Institute: Namely that the AILA operates under Corporations Law as overseen by the Australian Securities and Investment Commission (ASIC), and as such there are certain obligations

Comprehension of, and agreement to, to abide by the AILA's Company Constitution

Awareness and comprehension of AILA's Strategic Plan, and commitment to pursue and promote the AILA's key objectives and position statements

A knowledge of the organisational (national – state/territory) structure of the Institute, including being able to describe the different AILA membership categories and explain what it means to be a Registered Landscape Architect

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

1 The AILA

Competent   Not yet Competent

2 Professional Roles & Responsibilities

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

A clear and confident understanding of professional roles and relationships: Outline professional responsibilities to the environment – the community – your professional colleagues – the AILA (provide evidence of actions along these lines)
An understanding that belonging to the AILA, a professional institute, is about making a professional contribution to the key objectives of the AILA, to national debates, to the profile of the profession of landscape architecture (outline contributions past and planned)
The ability to critically analyse responsibilities to clients, self, profession, community and environment to achieve balanced strategies for dealing with complex situations, while possessing a realistic comprehension of limits of skills and knowledge and the ability and willingness to seek advice at appropriate times
Contributions to the profession - for example through involvement with the AILA and other professional affiliations, other professional associations and/or institutes
An active involvement in community organisations – a commitment to/ contributions to community groups
Clearly and confidently answered questions appropriately
Some innovative ability shown in response to questions

CPD program (Continuing Professional Development)

Outline of past CPD undertaken
Evidence of current CPD program
Relevance of CPD program to applicant's current and future practice Awareness of AILA CPD requirements for Registered Landscape Architects

Mentor's c omments

Mentor Name:

Date:

Mentor's Assessment:

2 Professional Roles & Responsibilities

Competent   Not yet Competent

3 The Profession

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Comprehension of the current issues of professional practice – be able to comment on areas of relevance such as: urban design, planning, landscape management and/or design practice – in private practice and/or the public sector
Comprehension of the relationships between the building design professions and the importance of collaborations between professions
Comprehension of the current environmental and community issues – and their relevance to Landscape Architecture
Ability to discuss current and emerging social, environmental and professional issues

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

1 The Profession

   Competent   Not yet Competent

4 Legal Aspects of Practice

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

A commitment to maintaining awareness of changes in law

Understanding of different legal requirements in private practice and public sector

An understanding of the basic legal principles and how they apply professional landscape project and practice management – such as:

- Common law – professional duty of care, court system

- Equity – common law and statutory obligations, application to workplace and to design, DDA compliance.

- Contract law – the concept of private law, validity of contracts, types of contracts, contract documents, standard forms, basic differences between employment, consultancy and construction contracts.

- Statute law – the role of acts, regulations, codes and conventions and their impact on practice.

- Real Property Law: Boundaries & neighbours, easements, land ownership.

- Intellectual property Law – Copyright – Moral Rights

- Environmental Law, Planning law, development approvals, heritage, bushfire and water management, Land & Environment Court.

- Employment Law: employee/ contractor, unions / sole trader

- Corporations Law: company / partnership/ sole trader

The ability to clearly and confidently identify and apply relevant legal requirements in a range of practice situations – public and private

A clear and confident understanding of the role and limits of the professional consultant (private practice) as an advisor to the Client or contractor or other professionals

The various insurances required for practice – e.g. the difference between professional indemnity and public liability

Provide high quality advice to the client or contractor or other professionals

Understanding of legal aspects in government context – state/territory and / or local

Awareness of limits legally – knowledge of when lawyer's advice is required

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

4 Legal Aspects of Practice

Competent   Not yet Competent

5 Administration

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Demonstrate, through examples the breadth of experience in, and depth of understanding of administrative skills
Clearly demonstrate the extent of their role in the work submitted - e.g. where work is collaborative, indicate the applicant's roles and levels of responsibilities within the project
Demonstrate the ability to select and adapt administrative techniques
Provide evidence of lateral thinking or innovative exploration of alternative techniques

Demonstrate understanding and some application of:

- Information management/control
- Records management; QA systems
- Performance analysis and reporting
- Business planning
- Residual risk assessment and reporting; insurances

Demonstrate satisfactory level of documentation:

- Clearly written
- Clearly define and document the required information well laid out and crossed referenced
- Have logical hierarchies of information use conventional terminology
- Free from conflicting information

Professional communications – reports, memos, instructions, meetings, interviews, etc
Demonstrate comprehension of private and public sector administrative, management structures and responsibilities
Provide knowledge of use of fees and charges
Demonstrate time management and work scheduling / project management
Maintain comprehensive records of advice given and approvals received
Demonstrate success in contributing to teams

Mentor's comments

[ ]

Mentor Name: [ ]

Date: [ ]

Mentor's Assessment:

5 Administration

Competent   Not yet Competent

6 Design Process

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Identification and understanding of landscape architectural conventions and processes

Understands critical issues and relevance to theory.

Intellectual rigour used in design development.

Ability to select and adapt a range of techniques to respond to the project context.

Lateral thinking or innovative exploration of alternative techniques evident.

Theory supported by graphics.

Recognises the need for design to address site-specific constraints and opportunities.

Documents extent, form and character.

Draws on Reading, experiences, CPD and research.

Understanding of the project design brief and scope of works.

Application of:

- Development and management of a brief;
- Survey, assessment and appreciation of site and its social, cultural and ecological context and landscape character including background studies, fauna and flora assessments etc.
- Analysis of options;
- Landform grading design and calculations;
- Sketch plans – design development and communication;
- Cost estimating;

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

6 Design Process

Competent   Not yet Competent

7 Concept Design

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Identifies and understands theoretical constructs that may inform design.

Design proposals clearly and creatively respond to the site's context and character, the design brief and broader strategic considerations and who you are designing for.

Ability to creatively apply appropriate design development principles.

Proposals show application of design process.

Coherently expresses reasonable level of innovation.

Coherently expresses ideas.

Stated aims are clear, complete and relevant.

Wide exploration of ideas.

Critically evaluates outcomes.

Consistent communication.

Shows a growing level of sophistication in graphic ability.

Communication is well structured, clear & logical.

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

7 Concept Design

Competent   Not yet Competent

8 Master Plan

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Understand the value and role of a landscape master plan in project phases and approval processes.

Ability to creatively apply appropriate design development principles.

Applies design process to produce creative outcomes.

Coherently expresses reasonable level of innovation.

Considers the requirements of the end user, the client and allied professions.

Answers stated aim.

Explores ideas.

Critically evaluates outcomes.

Clear & flexible development of form and character.

Consistent graphic communication.

Communication is well structured, clear & logical.

Clearly expresses ideas.

Mentor's comments

Mentor Name: [   ]

Date: [   ]

Mentor's Assessment:

8 Master Plan

   Competent   Not yet Competent

9 Technical Skills

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Ability to select and adapt a range of techniques to respond to the project context.

Increasing understanding and application of implementation and staging methods where appropriate to the project.

Uses construction technology appropriate to project context.

Estimating probable construction costs at appropriate stages

Understands scope of construction work required to implement project

Demonstrates design and project management experience including but not limited to the capacity to chair meetings and design concepts, workshop design co-ordination.

Ability to satisfactorily document extent, form and assembly of the required work.

Demonstrate and understanding of the importance of documentation packages contractually.

Documents are logical and referenced, good quality line-work, define quality & format, are clear & complete, use recognised terms and graphics.

Demonstrate an understanding of quality assurance processes, document distribution, retention and archiving.

Mentor's comments

[blank text box]

Mentor Name: [blank field]

Date: [blank field]

Mentor's Assessment:

9 Technical Skills

Competent   Not yet Competent

10 Collaboration

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Understanding the need for collaboration with other professions and groups to achieve quality design solutions.
Ability to critically apply a range of research and technical data
Preparedness to seek an innovative approach to collaborations and partnerships.
Ability to develop concept designs relevant to other professions/collaborators (engineers, artists, arborists, ecologists, horticulturists, architects etc.).
Possesses expertise to develop and manage brief involving collaborations and partnerships.
Ability to facilitate the relevant selection/tendering processes for other works to be delivered (partly or wholly) by collaborators or partner professions.
Production of related sub consultant/collaborator contracts, such as a sub-consultant or partnership contract
Satisfactory experience in administration of sub consultant contracts. (or comprehensive awareness of the processes involved).
Commissioning of works by other consultants. (or comprehensive awareness of the processes involved).
Clear communications with collaborators and partners.
Written content is logically sequenced, laid out and cross referenced and is free of repetitious or conflicting information.

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

10 Collaboration

Competent   Not yet Competent

11 Tendering Techniques

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Clear and confident understanding of:

- Implementation method appropriate to project
- Tendering procedures
- Contract administration – the superintendent role in AS4000 and AS 2124
- Construction management
- Key implications of incorrect tendering procedures
- Evaluation of outcomes

Able to implement a fair and equitable tendering process and understand legal responsibility and requirements of tendering

Ability to clearly document the tendering procedure.

Written content/communications are:

- Well laid out and cross referenced
- Has logical hierarchies of information
- Clear and complete in its definition of all requirements
- Uses widely recognised terms
- Is free of repetitious or conflicting information

Understand the role of 'Superintendent' in the administration of a construction contract

Understand the role of 'Superintendent' in the administration of a construction contract and Construction Industry Security of Payment Act 2002

Understand the importance (and legal requirement) of document control and traceability/filing of all correspondence

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

11 Tendering Techniques

    Competent   Not yet Competent

12   Contract Administration

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Clear and satisfactory understanding of A wide range of contract types

- The full range of commonly used General Conditions of Contract
- Contract administration – the superintendent role in AS4000 and AS2124
- Contract administration –minor works contracts
- The specific role (consultant advisor or independent contract administrator) required to carry out various tasks
- Construction management
- Relationships between all parties specific to the contract

Actions based on thorough rigorous process.

Ability to comprehensively and clearly document instructions, certificates, extensions of time and variations.

Documents are logical & referenced, have quality line-work, define quality & format, are clear & complete.
Use recognised terms and graphics.

Acts firmly and impartially in policing the actions of both Principal and Contractor.

Mentor's comments

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Mentor Name:

Date:

Mentor's Assessment:

12 Contract Administration

　　Competent　　　　Not yet Competent

13   Writing Skills

Assessment Tables - Competencies

Applicant to demonstrate the following competences - where applicable produce evidence:

Compliance with the design intent could be clearly measured from the report or policy without need for supplementary explanation.

Demonstrates satisfactory (and increasing) ability to comprehensively and clearly document extent, form and assembly of the required work.

Report content:

- Is logically sequenced, laid out and cross referenced
- Is drafted specifically for project
- Has logical hierarchies of information
- Is succinct
- Is clear and complete in its definition of all work units and materials required to complete the project and/ or comply with the recommendation
- Uses widely recognised terms and graphic representation
- Is free of repetitious or conflicting information

Mentor's comments

Mentor Name:

Date:

Mentor's Assessment:

13 Writing Skills

Competent   Not yet Competent

Mentorship Logbook

#	Meeting Date incl. venue	Registration Competency	Brief overview of topics covered
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Mentorship Assessment Report

This assessment documentation is completed and signed off by the Mentor.

The 17-page report, all 13 tables and comments as well as the final comments on these last pages, form the Mentorship Assessment Report. This report should be sent to the AILA National Office.

However, the Applicant should keep a completed copy as it may be called for as part of the Interview assessment or if the assessment is subject to an audit.

#			
1	The AILA	Competent	Not yet Competent
2	Professional Roles and Responsibilities	Competent	Not yet Competent
3	The Profession	Competent	Not yet Competent
4	Legal Aspects	Competent	Not yet Competent
5	Administration	Competent	Not yet Competent
6	Design Process	Competent	Not yet Competent
7	Sketch Plan	Competent	Not yet Competent
8	Master Plan	Competent	Not yet Competent
9	Technical Skills	Competent	Not yet Competent
10	Collaboration	Competent	Not yet Competent
11	Tendering Techniques	Competent	Not yet Competent
12	Contract Administration Skills	Competent	Not yet Competent
13	Writing Skills	Competent	Not yet Competent

CPD Program being undertaken and relevant to practice	Yes	No

Final Assessment	Pass	Not Ready Yet

Recommended Continuing Professional Development (please list suggestions):

Mentorship Assessment Report

Final comments by Mentor:

The mentor is requested to provide an overview of the mentorship, strengths and weaknesses, comments to assist the applicant - and anything you wish to bring to the attention of the interview panel. Attach additional comments, two pages maximum.

Final Assessment: Satisfactory (To Progress To Interview):   Yes   No

Not Satisfactory Yet - Requires More Time: Yes   No

Estimate Time Required: 1 Year   2+ Years

Fail - Unlikely To Be Ready Within One Year: Yes   No

Mentor's Name:

Signature:

Date:

Telephone:

Email:

Applicant's Name:

Signature:

Date:

If any contact details have changed – please inform the National Office.
Please forward a copy of this full report (31 Pages) - by email as PDFs to: membership@aila.org.au
The full assessment report must be kept for 12 months by the applicant for auditing purposes if required.