

Australian Institute of Landscape Architects

Registered Landscape Architect Senior Entry Pathway Guidelines

February 2023



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.



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Landscape Architects

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February 2023

The AILA Registered Landscape Architect Senior Entry Pathway Guidelines and documentation may be subject to amendments and revisions at any time.

Australian Institute of Landscape Architects

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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 Proposer and Seconder**

Applicant seeks support from two Registered Landscape Architects to act as their proposer and seconder, discuss their professional experience and request letters of support.



Task 2 **The Application**

Complete the Registered Landscape Architect [Senior Entry application](#) form and email to membership@aila.org.au along with your supporting documents:

- Copy of degree or academic transcript (standard entry pathway only)
- CV or portfolio (including project types and involvement)
- Photo identification
- Letters of Support



Task 3 **Application is processed**

Application fee established



Task 4 **Application reviewed by our AILA Membership Committee**

Applications are sent to the Committee in the first week of every month and we aim to send the outcome to the applicant by the end of the month.



Task 5 **AILA sends an email of acceptance, queries or refusal to applicant.**



Task 6 **Applicant attends AILA Interview Workshop (if application is accepted)**

Workshops are coordinated by the local Chapter and generally held in March and September each year.



Task 7 **Applicant attends Interview**



Task 8 **Final review of interview panel report by AILA staff.**



Task 9 **AILA confirms Registration outcome**



Task 10 **Payment of pro rata Membership fee until the end of financial year**

Registration is not confirmed until membership fees are paid.



Task 11 **Certification Issuing of Registration Certificate**

Registration certificate can be downloaded from your Member Profile.

Pre-assessment Criteria

There are two Senior Entry Registered Landscape Architect Pathways.

1. Standard Senior Entry (with an Accredited Degree)

Typical applicants hold a recognised (ie AILA accredited) landscape architecture degree (or international equivalent), have not previously been an AILA Registered Member and have at least eight years' full time equivalent experience. The applicant must have the years of experience recognised by the sponsors and be able to produce ample documentary evidence of their level of expertise and experience.

2. Equivalence (with equivalent qualifications /experience)

The opportunity to apply for AILA Registration exists for those professionals with recognised practice in Landscape Architecture who do not possess a qualification from an AILA accredited tertiary course. The applicant in most cases would be required to have an equivalent level of university qualification. Each application is treated separately depending on the seniority of the applicant, and their mix of qualification, experience and level of expertise. Applicants are further expected to have at least eight years' full time equivalent experience working as a Landscape Architect. The applicant must have experience recognised by the sponsors and be able to produce ample documentary evidence to support their level of expertise and experience. Such applications will be assessed as to whether the mix of qualifications and experience is equivalent to having an AILA recognised qualification.

Body of Evidence

Senior applicants are required to submit a CV with enough details to provide evidence of practice in Landscape Architecture.

Applicants seeking equivalence must provide the detailed CV but also provide ample evidence of their project work as a landscape architect. The onus remains with the applicant to ensure that the body of evidence is sufficient to provide a clear overview of the applicant's levels of expertise and experience in Landscape Architecture. This evidence should provide clarity on the role of the applicant in each project.

Letters of Support

The application must be accompanied with letters of support from Registered Landscape Architects. For standard senior applications and those with full membership of an overseas institute, this should be two support letters. In the case of the Equivalence Entry, there should be at least three, with a minimum of two being from Registered Landscape Architects.

Assessment

Each application is treated on a case by case basis depending on the mix of qualifications, seniority of the applicant, experience, level of expertise, as well the level of sponsorship and support from AILA Registered Members.

For applicants seeking AILA recognition of equivalence, the assessors will be looking for evidence that the applicant is viewed by other Registered Members as having professional practice that is equivalent to that of a Registered Landscape Architect.

The assessment process also requires applicants to demonstrate knowledge of the AILA as a Professional Body and an understanding of the responsibilities of AILA Registered Members.

The following 12 Assessment competencies and skill sets on page 6-17 are required to be recognised as an AILA Registered Landscape Architect across all discipline areas.

Registration Assessment Competencies

The following Assessments provide the competencies and skill sets required to be recognised as an AILA Registered Landscape Architect across all discipline areas.

1 The AILA

Assessment 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

2 Professional Roles & Responsibilities

Assessment Competencies

- 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 answer 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

3 The Profession

Assessment Competencies

- 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

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

5 Administration

Assessment Competencies

- 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

6 Design Process

Assessment Competencies

- 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;

7 Concept Design

Assessment Competencies

- 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.

8 Master Plan

Assessment Competencies

- 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.

9 Technical Skills

Assessment Competencies

- 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

10 Collaboration

Assessment Competencies

- 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

11 Tendering Techniques

Assessment Competencies

- 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

12 Contract Administration

Assessment Tables - Competencies

- 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.

13 Writing Skills

Assessment Competencies

- 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

The Oral Assessment – Workshop Attendance & Interview

To progress to the Interview stage of the Registration Process, the applicant must have been assessed and approved to attend the Interview Workshop.

Workshop Attendance

Before an applicant attends their 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 as a Registered Landscape Architect (should they be successful at interview).

Special arrangements may be considered for candidates in remote/regional locations such as utilising webinar platforms to run the interview.

Oral Interview 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 review of professional experience using the applicants' CV/portfolio and supporting documents.
2. 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.
 - 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.
3. 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 interview assessment panel, the applicant's sponsors and the applicant.

Applicants are not allowed to contact and question interview 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 AILA Membership Team (who may reverse the recommendation).

Where appropriate, feedback will be provided through the Membership Team. Panel members do not provide feedback directly to the applicant but may be asked by the membership team to supply further detail.

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 Membership Team.
2. Payment of the first year's annual fees (pro rata).
3. The issuing of the Registration 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 website 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/secondor 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.

