

Syllabus

4th edition, August 2011

(Replaces 3rd edition, October 2009)

Section	Detailed study area	Application of knowledge
A1	PROFESSIONAL CONDUCT	
	Understand and explain the professional and ethical responsibilities of a Landscape Architect, the scope of the profession, and the context of practice.	
A1A	Professional ethics	The nature of professionalism
		<ul style="list-style-type: none"> • The professional compared with the commercial position
A1B	Code of Conduct	Scope and purpose
		<ul style="list-style-type: none"> • Integrity within relationships
		<ul style="list-style-type: none"> • Conflicts of interest/how they arise and methods of resolution • Honesty and clarity of communication and action • Misrepresentation of competence/personal/professional and of staff • Recognition of limitations, and working within them
		<ul style="list-style-type: none"> • Responsibility to the profession
		<ul style="list-style-type: none"> • Fair competition • Advertising and promotion • CPD, training and mentoring
		<ul style="list-style-type: none"> • Responsibility to the client
		<ul style="list-style-type: none"> • Financial accountability and liability • Management of the client brief and relationship • Effective practice management and standards • Dealing with complaints
A1C	The Charter	Role and Remit of the Landscape Institute
A1D	Continuing Professional Development	Obligations to client and the Landscape Institute
		<ul style="list-style-type: none"> • Concept of lifelong learning • Obligations to staff for training and development • Obligations as a mentor

A2 PROFESSIONAL DUTIES AND LIABILITIES			
Demonstrate an understanding of the different roles, duties, responsibilities and liabilities involved in professional practice.			
A2A	Liabilities under contract, tort, statute, extent of liability and codes	Duty of care	
		Limits of competence	
A2B	Professional Indemnity Insurance		<ul style="list-style-type: none"> • What it covers • What it encompasses
A2C	Health and Safety at Work Act	Role of the HSE	
		Construction (Design and Management) Regulations (CDM)	<ul style="list-style-type: none"> • The intention of the legislation • The parties to the regulations • Their roles and responsibilities
A3 PROFESSIONAL APPOINTMENT			
Explain and evaluate the various ways in which professional landscape architects are selected, appointed and remunerated.			
A3A	Professional engagement	Institute documentation	<ul style="list-style-type: none"> • What they comprise, when and how to use them • Appointments where services not described within standard documents
		Copyright	<ul style="list-style-type: none"> • Protection available for design work and its limitations
		Novation	<ul style="list-style-type: none"> • Why and where used • Documentation used

	Collateral Warranties		<ul style="list-style-type: none"> • What they are, who applies them, potential consequences and liabilities • CIC and RIBA Standard Documents
A3B	Fees and charges	Methods of charging	<ul style="list-style-type: none"> • Advantages and disadvantages of each, and where likely to be used • Documentation of expenses and methods of recovery • Payment periods/debt recovery and interest • Dealing with and preventing disputes
A3C	Fee tendering	Submission requirements	<ul style="list-style-type: none"> • Fee calculation • Dealing with non-standard/inappropriate briefs • Role within multi-disciplinary fee bids • Competition on quality measures • Importance of clarity and specific, quantifiable work schedules
A4	PROFESSIONAL RELATIONSHIPS		
	Explain and compare the nature and role of the different professional relationships, which exist between clients and with other practitioners.		
A4A	Client relationships	Contracts with private, public and corporate clients	<ul style="list-style-type: none"> • General methods of engagement and legal limitations for each • PFI Framework agreements, D and B, term contracts
		Concept of agency	<ul style="list-style-type: none"> • Agreeing client authority to act
A4B	Inter-professional relationships	Multi-disciplinary teams	<ul style="list-style-type: none"> • Methods of working/terms of engagement • Implications of sub-consultancy • Need for clarity with client re relationships
A4C	Role of other professions	Understanding their skills	<ul style="list-style-type: none"> • When/where and how to use other disciplines • Finding/engaging other competent professionals

Section	Detailed study area	Application of knowledge
A5	PRACTICE MANAGEMENT	
	Evaluate and explain the different forms of practice and the statutory frameworks, obligations and procedures in which the profession operates.	
A5A	Forms of private practice	Sole practitioner/partnership/company
		<ul style="list-style-type: none"> Reasons for choice: financial/legal/size/flexibility
		Other forms of association
		<ul style="list-style-type: none"> Nature of association determining choice: consortia/co-operatives/trusts, and the rules of their formation/governance/liability
A5B	Public practice including Non Governmental Organisations (NGOs)	Roles of Natural England, English Heritage and Groundwork Trusts or appropriate devolved body
A5C	Employer duties	Statutory obligations
		<ul style="list-style-type: none"> Health and safety Insurances Inland Revenue
A5D	Employer employee relationships	Statutory obligations
		<ul style="list-style-type: none"> Contracts of employment Employment rights
A5E	Quality systems	Office organisation and procedures
		<ul style="list-style-type: none"> ISO 9001 and how it's applied How quality management systems work The advantages of good system management Working for/with organisations that operate QA systems Procurement/product certification
A5F	Practice promotion	Advertising, publicity and PR

B1	THE LEGAL SYSTEM		
	Understand and explain the broad principles of UK law as they apply to the practice of landscape architecture.		
B1A	Principles of UK law	Acts of Parliament, Private Bills statutes, common law, EC law	
B1B	Principles of law relating to land and property	Trespass and nuisance	<ul style="list-style-type: none"> The principles of strict liability as demonstrated by the case of 'Rylands and Fletcher'
		Easements, way leaves and covenants	
		Rights of Way	<ul style="list-style-type: none"> Methods of extinguishment, creation and diversion as set out in Highways Act 1980 and Town and Country Planning Act 1990
B1C	Negligence		<ul style="list-style-type: none"> Statute of limitation, right to sue in negligence and under contract
B1D	Health and safety	Designer obligations	<ul style="list-style-type: none"> To the public and the contractor Use of Risk Assessments
B2	THE PLANNING SYSTEM		
	Describe and articulate the basic principles, contexts and procedures of the UK planning system as they relate to the practice of landscape architecture.		
B2A	Structure of the planning system	The concept of development control	<ul style="list-style-type: none"> The various Town and country Planning Acts
		Development plans	<ul style="list-style-type: none"> UDP/LDF/Structure plans/local plans - scope/timescale/process/approval Minerals waste and transport plans Forward planning v development control

B2B	Planning policy	National guidance	<ul style="list-style-type: none"> • PPG's/PPS's/MPG's/NPG's/RPG's and planning circulars
		Regional/local guidance	<ul style="list-style-type: none"> • UDP/RSS/LDF/Structure plans/local plans - use in development control • Supplementary planning documents
B2C	Planning procedures	Development control	<ul style="list-style-type: none"> • The nature of development • Use class orders • The need for consent and permitted development • Special development areas - their use and role • Conservation Areas/Listed buildings/registered parklands • Archaeology/Scheduled Ancient Monuments/Scheduled battlefields • World Heritage Sites
		Outline and detailed applications	<ul style="list-style-type: none"> • Their differences/procedures/limitations/timescales • To whom applied/the process/consultees/recommendations/committees • The appeal process and calling in • Reserve matters/planning conditions/section 106 agreements • Planning Inquiries - process/timescale/decision/appeal • Enforcement • Building Regulations - the relevant sections of Part H, Part K and Part M
B2D	Transport and utilities	Procedures for highways/utilities	<ul style="list-style-type: none"> • Responsibilities of the Highways Agency and Utility Companies • Section 278 agreements

B3 ENVIRONMENTAL POLICIES		
Understand and explain the legislative procedures associated with environmental assessment, trees and woodlands and landscape designations, and the grant aid/funding processes associated with trees and woodlands.		
B3A	Environmental assessment (cont'd on the next page)	Environmental statements <ul style="list-style-type: none"> • Frameworks legislation/schedules • Screening and scoping • Content and relevance to landscape architecture • Approved techniques • Inter-relationship with other disciplines • Methods of assessing impacts, problems and limitations • Mitigation techniques • Monitoring - necessity and effectiveness
	Environmental assessment (cont'd)	Environmental agencies
B3B	Trees and woodlands	Forestry Commission <ul style="list-style-type: none"> • Its remit and authority • Range of grants available • National Forest and Community Forests
		Tree Preservation Orders <ul style="list-style-type: none"> • Their impact on planning procedures/applications/permissions • Trees in conservation areas • Works to trees/fines
		Owner/manager obligations <ul style="list-style-type: none"> • Health and safety • Trees in relation to construction
B3C	Designations	Countryside area designations <ul style="list-style-type: none"> • National Parks/AONB • Green Belt/Areas of great landscape value • ESA

	Ecological/wildlife		<ul style="list-style-type: none"> • SSSI/Ramsar/SAC/cSAC - their designation/purpose/restrictions • Nature reserves • Hedgerow Regulations • Protection of species - which and why • Licensing/working with protected species
B3D	Statutory & non-statutory registers	Register of Parks and Gardens	<ul style="list-style-type: none"> • Their purpose/scope/limitations
	Listed buildings		
	Sites and Monuments Record		
	Scheduled Ancient Monuments		<ul style="list-style-type: none"> • Impact of designation • Licensing/working within protected areas •
	Landscape conservation	Conservation Agencies	<ul style="list-style-type: none"> • Conservation Statutory Bodies - their role and responsibilities • Consultations • Administration of grant aid
B3E	Grant Aid/Funding	Funding Organisations	<ul style="list-style-type: none"> • Lottery/Natural England/MIRO etc (or appropriate devolved body) • The agencies and their individual remit
	Applications/payments		<ul style="list-style-type: none"> • Applications and stages procedures • Payment applications/documentation/monitoring
B4	ENVIRONMENTAL CONTROL		
	Demonstrate an understanding of the legislative framework governing mineral extraction and pollution control as they apply to the practice of landscape architecture.		
B4A	Minerals, extraction & landfill	Minerals Act	<ul style="list-style-type: none"> • Impact on landscape and management plans

		Aggregates Levy	<ul style="list-style-type: none"> • Its purpose and application • The parties/who pays/to whom/the beneficiaries
		Landfill tax	<ul style="list-style-type: none"> • The purpose and application of Landfill Tax • The parties/who pays/to whom/the beneficiaries
B4B	Pollution control & environmental management	Legislation and controls	<ul style="list-style-type: none"> • Environment Protection Act and Part 11A • Contaminated land • Responsibility for remediation • Role of the EA
		Water regulation	<ul style="list-style-type: none"> • Nitrate vulnerable/sensitive areas • EA best practice survey techniques
		Waste regulation	<ul style="list-style-type: none"> • Waste transfer notes
		Pesticide controls	<ul style="list-style-type: none"> • Implication of COPR and COSHH regulations • Competence for use of pesticides
		BREEAM	<ul style="list-style-type: none"> • Procedures and importance of code assessment criteria
B5	CONTRACT LAW		
	Describe and articulate the principles, purpose, limitations and liabilities associated with the operation of contract law in the UK		
B5A	Essentials of a valid contract	Components of contract	<ul style="list-style-type: none"> • Purpose of contracts
		Latent Damage Act	<ul style="list-style-type: none"> • Termination/performance or non-performance
B5B	Limitations of action and latent damage	Collateral warranties	<ul style="list-style-type: none"> • Extent of liability • Use and limitations/obligations relating to PII • Intentions of the Act and its effects

C1 CONTRACTS			
Compare and evaluate the nature, structure and operation of the different forms of construction contract in the context of landscape architectural practice.			
C1A	Major construction contracts	PFI/2 stage tendering	<ul style="list-style-type: none"> Awareness of process and use, and implications for LA's
	Different types of contract	Design and Build contracts	<ul style="list-style-type: none"> Awareness of roles and responsibilities of parties, benefits Framework Agreements
C1B	Landscape contracts	Different types of contract	<ul style="list-style-type: none"> When, where and why each is used, and payment method Landscape maintenance contracts - essential differences
	Standard forms of agreement (in particular the JCLI)	JCLI/JCT/ICE etc	<ul style="list-style-type: none"> Why standard forms are used Purpose for which each is used and why Role and obligations of the various parties
C1C	Sub-contracting & sub-contracts	Sub-contract documents	<ul style="list-style-type: none"> Differences to the main contract Nomination and naming - differences and problems
		Novation	<ul style="list-style-type: none"> Use and application
C1D	Contract documents	Function of the 4 elements	<ul style="list-style-type: none"> Hierarchy of use Advantages/use of Bills of Quantities Reasons to vary standard conditions Reasons to include damages and level at which set Use of extended aftercare and implications within a construction contract
		Standard specifications	<ul style="list-style-type: none"> Use and value of using Co-ordinated Product Info (CPI)

			<ul style="list-style-type: none"> • NBS
	Housing Grants, Construction & Regeneration Act		<ul style="list-style-type: none"> • Intention of the legislation • Scope and limitations, and use of 'the Scheme' • Payment provisions • Principles of adjudication
C2	PRE-CONTRACT AND TENDERING PROCEDURES		
	Explain and articulate the principles, methods and procedures of tendering and the selection, appointment and remuneration of contractors.		
C2A	Selecting contractors	Methods of selection	<ul style="list-style-type: none"> • Approved contractors lists/standing lists and their application • Long and short listing - why and how • Financial, technical and quality references, and how to assess
C2B	Tendering methods and codes	Documentation for tendering	<ul style="list-style-type: none"> • Confidentiality in tendering • Amendments during the tender period/notices to tenderers • Timescales for receipt and requests for tender extension • Receipt and opening formalities
		JCT Practice Note 6 (2002)	<ul style="list-style-type: none"> • Principles of the two options • Practicalities of making adjustments
		Tender reports	<ul style="list-style-type: none"> • Scope and content • Factors in making a recommendation/post tender interviews • Dissemination of results
C2C	Letting the contract	Signing the contract, letters of intent, bonds	<ul style="list-style-type: none"> • Where and when letters of intent used • Preparation of documents • Signing: who by/when/order of signing • Performance bonds: when and why used, and their value

C3 CONTRACT ADMINISTRATION

Explain and articulate the duties, responsibilities and procedures, which govern the administration, delivery and control of landscape architectural contracts.

C3A	Duties & responsibilities of all parties	Formal procedures	<ul style="list-style-type: none">Attendees, scope and proceduresInsurances, security & safety
C3B	Control and Quality of the works	JCLI supplementary memoranda	
	Clerk of Works	Role	<ul style="list-style-type: none">Appointment, use and value ofLimitations to scope
	Inspections/site meetings	Control of the works	<ul style="list-style-type: none">Timing and best use ofRecording/minutingObligations to inspect
	Quality of work	Establishing standards	<ul style="list-style-type: none">Methods of achievementDefectsPotential conflicts under D&B contracts
C3C	Instructions, Variations, Valuations & Certification	Use and methods of calculations	<ul style="list-style-type: none">Their differences and useSite instructionsMethods of valuingImplication of client changesUse of Prime cost and Provisional sumsUse of contingency
		Valuations and certificates	<ul style="list-style-type: none">Applications for payment vs valuationsFrequency and timescale for production and paymentValuing materials off site or unfixedPurpose and use of retention, and when releasedDuties when valuations prepared by QS

C3D	Delays and disputes	Claims procedures	<ul style="list-style-type: none"> • Requests for extension of time/valid reasons • Contractual and financial implications of EOT • How to assess claims and reasons for rejection • Valuing claims
		Liquidated & ascertained damages	<ul style="list-style-type: none"> • Basis of decision to apply
		Determination	<ul style="list-style-type: none"> • Dealing with non-performance • Bankruptcy and insolvency
C3E	Practical completion, Rectification and Maintenance Period, Final Accounts and Completion	Formal procedures	<ul style="list-style-type: none"> • Inspection and documentation • Legal status - implications for insurance and health and safety
		Maintenance & Rectification Period	<ul style="list-style-type: none"> • Contractual/financial differences between them • Dealing with varying rectification period timescales within a single contract • Implications of 'client maintenance' on plants rectification period
		Completion	<ul style="list-style-type: none"> • Agreement of the final account • Procedures and formal documentation • Legal significance
C3F	Maintenance contract procedures and annual accounts.	Administration	<ul style="list-style-type: none"> • Payment procedures and valuations • Dealing with defaults

Study Guidance Notes for the Pathway to Chartership (P2C)
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Summary of changes

The following are changes between this and the third edition.

All	Added learning outcomes to all syllabus areas.
C3	Areas combined and simplified so moved from A-J to A-F. See next page for detail.

Mapping C3(Old) to C3(New).

C3A	C3A
C3B	C3B
C3C	
C3D	C3C
C3E	
C3F	C3D
C3G	C3E
C3H	
C3I	
C3J	C3F

This table is only intended to assist with your next mentor review. It is not intended to imply that all content from, for example, C3G-I on the old system, has been relabelled as C3E on the new system. Please refer to the syllabus for further detail on what each syllabus area contains.