



Australian Institute of  
Landscape Architects

## **SENIOR ENTRY REGISTRATION APPLICATION**

### **Registered Landscape Architect**

Senior applications can be made at any time.

#### **Senior entry application options:**

There are three categories of senior applications – all using this same form.

#### **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' experience. The applicant must have the years of experience recognised by the sponsors plus 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' experience. The applicant must have the years of experience recognised by the sponsors plus be able to produce ample documentary evidence of 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.

#### **3. Full Member of an Overseas Institute**

AILA encourages landscape architects who are 'full professional members' of their overseas institute to apply to be professionally recognised by the AILA. The relevant overseas institute should be a member of the International Federation of Landscape Architects (IFLA). *The term 'full professional member' is used here as each country uses different terms to describe their fully recognised professional members; eg chartered etc.*

If you fit one of the above categories, then the senior entry application may be appropriate. If in doubt about whether you fit these criteria please contact AILA via [membership@aila.org.au](mailto:membership@aila.org.au) to discuss your mix of experience and qualification.

The first stage of the process is to fill in and submit this form so that a formal assessment can be made. We may contact you to clarify any matters and/or seek more information from you or others.

To start the process, please fill in this form and return to AILA with the other relevant paperwork as indicated in this form below. Emailing as ONE PDF is the preferred form of submission.

Australian Institute of Landscape Architects

Email: [membership@aila.org.au](mailto:membership@aila.org.au)

GPO BOX 1646 Canberra ACT 2601

## 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.

## 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 at least two being from Registered Landscape Architects.

## Interview

Once the application and the submitted evidence has been assessed to be satisfactory, an assessment interview will be required. The interview will be conducted by a panel of AILA Registered members. The interview may cover the following:

Knowledge of AILA as a Professional Body – including:

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

Responsibilities as an AILA Registered Member – including:

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

The AILA Membership handbook is the primary source of information for many of the above criteria.

Other key references include the AILA Constitution, AILA Governance Manual, Australian Landscape Charter and AILA National Policies. They can all be found [here](#).

Registered Landscape Architects are also a good source of information regarding the AILA and those who provide letters of support to senior applicants are strongly encouraged to take a mentorship role during the application and interview process. This assessment interview is a structured conversation between the applicant and panel to ensure the applicant has the opportunity to clearly speak to their required professional qualifications, experience and knowledge of the AILA and to articulate what and how the applicant hopes to contribute to the AILA.

The points above are used by the interview panel to structure the session and are a good guide to fundamental issues that the applicant will be required to discuss.

# SENIOR ENTRY REGISTRATION APPLICATION



## APPLICANT DETAILS

Title: \_\_\_\_\_

Given name: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Business phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Present or previous AILA membership status - Please tick appropriate category

- Current Membership  Former Student Member (no membership now)
- Former Graduate Member (no membership now)  None (not previously joined)

### Present Occupation

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

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

Period: Years: \_\_\_\_\_ Months: \_\_\_\_\_

### Accredited academic qualifications in Landscape Architecture

University/professional body \_\_\_\_\_

Name of accredited program \_\_\_\_\_

Date of graduation \_\_\_\_\_

Please outline any other academic or professional qualifications:

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.....

### Professional Experience

Please indicate your number of years/months of professional full time work experience as a Landscape Architect following the completion of the accredited degree in Landscape Architecture.

In Australia	_____	Years	_____	Months	
Elsewhere	_____	Years	_____	Months	Country: _____

**ENDORSEMENTS: Statements to be signed**

**Note to Proposer and Seconder**

*Sponsors should assess the applicant's eligibility and be prepared to provide support to the applicant during the evaluation procedure. Sponsors may be contacted for further information or to comment on the application.*

**Proposer's Declaration**

I support this application on the basis that I endorse the statements made by the applicant as part of this application and that I can verify that the applicant is

- Qualified and professionally experienced in accordance with AILA requirements;
- Has a record of sound professional practice;
- Fully aware that, as an applicant for AILA Registration, he/she is to be bound by the AILA Constitution, Code of Conduct and related governance structures.

I accept that the AILA National Board reserves the right to not accept this application.

Name ..... Signature .....

Contact Phone ..... AILA Number .....

**Seconder's Declaration**

As an AILA Registered Landscape Architect, I am conversant with all the requirements for AILA Registration and consider the applicant ready and eligible to apply for Registered Membership of AILA.

I endorse this application on the basis that the applicant has signed the agreement to be bound by the AILA Constitution and related structures as indicated on the previous page.

I accept that the AILA National Board reserves the right to not accept this application.

Name ..... Signature .....

Contact Phone ..... AILA Number .....

## STATEMENT

Please tick the following boxes and sign below as agreeing to the following statements:

- All of the information supplied can be verified with evidence if requested.
- I have been undertaking Continuing Professional Development (CPD) for the last two years and am prepared to provide evidence of this if requested.
- My professional practice has been in accordance with [AILA's Professional Code of Conduct](#).
- I am currently not engaged in nor have been involved in a dispute relating to my professional practice.
- I agree to be bound by the [Company Constitution](#); to observe AILA's Governance procedures; to observe a high and honourable standard of professional conduct; to not conduct myself in a manner which is likely to bring the Institute into disrepute or to lessen the confidence of the public in the Institute or in the profession; to observe the AILA Code of Professional Conduct; and agree to be bound by decisions of the AILA National Board in relation to professional conduct.
- I accept that the AILA National Board reserves the right to refuse this application.

If any of the above cannot be ticked – please attach additional information.

## CHECKLIST

Please indicate that you have enclosed these documents with the application:

- Evidence of qualifications (certificate or academic transcript)
- A detailed Curriculum Vitae (CV) including projects worked on and your involvement therein
- For Equivalence Applications:** Detailed Record of Experience as Landscape Architect
- Birth Certificate or Copy of Passport
- Letters of Support
- Signed declaration from two AILA Registered supporters of the application

**Signature:**

**Date:**

**Name:**

## FEES FOR APPLICATION AND REGISTERED MEMBERSHIP

Initial application fee of \$220.00 inc. GST followed by a pro rata RLA Membership fee upon successful completion of the interview.

Payments can be made on by cheque or credit card and AILA will be in contact once these fees have been established under your account.

Registered member fees are charged annually at the end of the financial year and are tax deductible.

**NB:** *The application fee payment covers the application fee and membership benefits (equivalent to AILA Graduate Membership) from time of application until passing of interview and becoming a Registered member.*

*This application fee is non-refundable. A deferral fee of \$220.00 inc. GST will apply if the applicant defers their application and intention to sit interview over to the following year.*

**Return this completed application form and supporting documentation to:**

Australian Institute of Landscape Architects

Email: [membership@aila.org.au](mailto:membership@aila.org.au)

GPO BOX 1646 Canberra ACT 2601

Telephone: 02 6248 9970