**SILA - Landscape Architects Accreditation**

**CPD Points Application Form for Internship Supervisor and Mentor**

For Polytechnic.

 For University

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| **Information of Supervisor and / or Mentor**  |
| Salutation: | Name: |
| Accreditation Number: |
| Organization: | Position: |
| Contact number: | Email address: |
| Mailing address: |
| **Information of Supervisor’s and / or Mentor’s Duties** |
| Name of Polytechnic / University: | Date and Duration of Internship: |
| Name of Intern: | Name of Liaison Officer from Polytechnic / University: |
| **Duties of the Supervisor and / or Mentor to guide and / coach Intern:*** Discuss learning plan with Intern in the landscape architecture profession.
* Inform organizational chart, organization policies, code of conduct, job scope, roles and responsibilities etc.
* Guide and share experiences with Intern towards further education and / or career prospects in the landscape architecture profession.
* Provide feedback for improvement on Intern’s performance.
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| I hereby affirm the above Supervisor and / or Mentor (an Accredited Landscape Architect) has fulfilled most if not all the duties as stated above for the intern from my polytechnic / university.Name: Name of Polytechnic / University: |
| Email Address: | Signature: |
| Date:  |

This form must be emailed by the signatory to: secretariat@sila.org.sg for the said Accredited Landscape Architect to obtain allocated CPD Points.

4 Jun 2020