**SILA - Landscape Architects Accreditation**

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

For Polytechnic.

For University

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | | |
| 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](mailto:secretariat@sila.org.sg) for the said Accredited Landscape Architect to obtain allocated CPD Points.

4 Jun 2020