

Landscape Architects Accreditation Handbook

Second Edition

For the profession of Landscape Architecture

Singapore



Second Edition. www.la-accreditation.org.sg
Landscape Architects Accreditation Handbook is published by the
Singapore Institute of Landscape Architects (SILA).
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Preface

Initiated and launched by Singapore Institute of Landscape Architects (SILA) in 2015, with the support of DesignSingapore Council, the Singapore Landscape Architects Accreditation programme awards due professional recognition to competent landscape architects, maintain core competencies amongst our practitioners who work across the spectrum of the work and ensures due diligence with regards to maintaining relevance and constant upgrading of knowledge and skills.

The programme provides the assurance for service buyers to know that they are engaging competent professionals and can be assured of the highest standards and quality of work. Key landscape architectural service buyers, both government agencies as well as private developers, are specifying accreditation as a key requirement of landscape architects in its tenders, highlighting the importance of the accreditation programme, showing entrustment in the contribution of landscape architects and signifies a milestone in the recognition of the profession.

With Singapore pressing ahead towards the vision of being a City in Nature, accredited landscape architects will play key roles in placemaking, biophilic urban design and conservation of the nation's nature capital. As Singapore's landscape architects have their training and prior practice from different regions around the world apart from Singapore, it is imperative that our accreditation programme ensures and set a common baseline of contextualized knowledge and skills, such as knowledge about the indigenous tropical flora and fauna, materiality, professional and project management practices and government policies.

Beyond the baseline of knowledge and skills, the accreditation framework with its Continuous Professional Development (CPD) programme, ensures that we constantly stay relevant by upgrading and updating ourselves amidst changes in the industry such as those brought about by public policy changes and technological advances.

The information presented in this handbook will help serve as a guide to those aspiring to be accredited, as well as a resource and aide-memoire for those of us already having the privilege to serve in our professional career as accredited Landscape Architects. This handbook will also highlight the different aspects of maintaining one's accredited status through CPD, which goes beyond just attending seminars and talks. A valuable aspect of CPD is being involved in the work of SILA.

SILA has supported and promoted the Singapore Landscape Architects Accreditation framework and is the critical link between landscape architecture practice, governmental policy-makers and academia. Being a very small community of professionals in Singapore, SILA invites landscape architects practicing in Singapore to participate beyond attaining accreditation stature - to join the institute and its committees' work, to plug into the network and extended community of the profession, and contribute in charting the next lap for the landscape architecture profession in Singapore.

Ronnie Tan
President of SILA

Acknowledgements

With the first phase of the Landscape Architects Accreditation Programme established, we have Fumiko to thank. For the past five years, Fumiko tirelessly led the accreditation sub-committee to work on instant accreditation in 2015, kick-start accreditation exams, cpd coordination, annual renewals and all needed to make the programme possible. The current accreditation sub-committee members, namely Jason, Jiann Bin, Melissa, Nicholas; expert panel, namely Henry and Peter; for your continuous time and energy, working on accreditation matters unconditionally; we extend our immense gratitude.

We are thankful to those who join forces with us in efforts, voices and actions in recognition, respect and reconciliation of the work done by Accredited Landscape Architects:

- Recognition by government agencies and service buyers who specify Accredited Landscape Architects in project bids.
- Respect by our fellow professional practitioners, architects, engineers, landscape contractors, landscape product specialists, quantity surveyors and main contractors for continuing to harmonize landscape architecture in the built environment and the like.
- Reconciliation of work done by Accredited Landscape Architects that sometimes seem effortless or go unnoticed because we artfully create thresholds between the

natural and the built environments.

- For those who pay tribute to design processes and professionalism of Accredited Landscape Architects for the beautiful, purposeful and meaningful landscape spaces in their lives, a big thank you.

Throughout our years of progress, we must always remember the contributions of: SILA members' handbook that spelt out the concept of landscape architects licencing scheme in 1998 initiating aspirations of landscape architects in Singapore. Past SILA President, Damian who mooted the accreditation scheme in 2012. Jason, Melissa and Suya for administrative work; Leonard and Wi Ming for developing CPD programme; Henry, Helen and Peter as Expert Panel; Lehana, Syuhada, Rebecca and Yazid for the first edition of handbook and website; Accreditation Advisory Committee for valuable and impactful advice; Design Singapore Council who supported SILA in launching accreditation for landscape architects; and all the Accredited Landscape Architects who continue to believe that accreditation will increase recognition and maintain competency standards of the profession.

Emily Lim
Chair of Accreditation Subcommittee



Landscape Architects Accreditation Programme Objectives

In order to set the benchmark for our profession in Singapore, the Singapore Landscape Architects Accreditation Programme¹ has been set up to distinguish competent landscape architects, who ensure best practices when designing spaces by taking into consideration the health, safety and welfare of the public, as well as the conservation of flora and fauna in the environment.

The Singapore Landscape Architects Accreditation Programme provides practical evaluation criteria and accredits individual landscape architects with the appropriate skills and knowledge. It defines the responsibilities of a landscape architect and assures skill progression through Continuous Professional Development (CPD) and learning.

The Accredited Landscape Architects Registry can be found [here](#).

¹ Formerly named as “Landscape Architects Accreditation Programme”, the name was amended during the third advisory committee meeting on 8th Dec 2017



Accreditation Office

General

The Landscape Architects Accreditation Programme aims to raise the bar for the design industry through accreditation. SILA has developed the Landscape Architect Accreditation framework in conjunction with DesignSingapore Council's objectives and set up the Accreditation Programme for Landscape Architects.

The Accreditation Office, which is a part of SILA was set up in March 2015 to undertake the Accreditation Programme independently. The office is thus a member of the International Federation of Landscape Architects (IFLA) and supports the IFLA Asia Pacific Region Landscape Charter 2015.

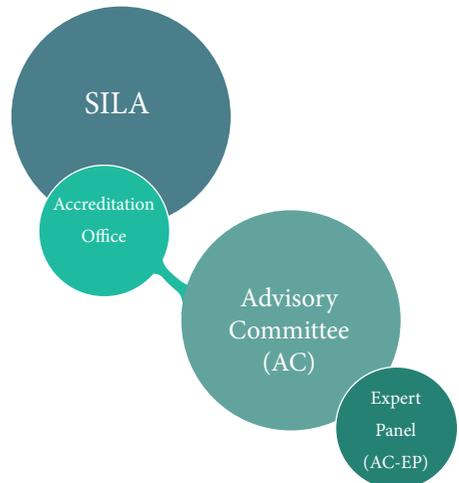
The office is responsible for holding an updated list of accredited landscape architects and administering matters related to accreditation application, examination and certification. Both SILA and non-SILA members are to be treated equally to maintain the characteristics of the programme that are open to public. The accreditation training courses are conceptualised and will be conducted by SILA in conjunction with accreditation objectives.

Accreditation Office Structure

Part of SILA, the Accreditation Office comprises the Accreditation Project Manager(s) and the Accreditation Subcommittee (ASC) of SILA.

An independent Advisory Committee (AC) advises on the strategic development of the Landscape Architecture Accreditation Programme and promote good landscape architectural practices and professionalism. It is made up of representatives from government authorities, interdisciplinary professional organisations and established professionals from SILA.

The Expert Panel in the Advisory Committee (AC-EP) is made of established professional landscape architects nominated by the ASC Chair and approved by SILA members during AGM. They advise on the examination and evaluation of Accredited Landscape Architects. ASC will develop examinations and course related material based on the Expert Panel's advice.



Accreditation Office

- Keep and maintain a listing of accredited landscape architects;
- Maintains oversight of the accreditation scheme;
- Review feedbacks related to the accreditation scheme
- Appoint arbitrators in the event of disputes; and
- Study the effectiveness of the accreditation program by conducting surveys

Accreditation Subcommittee

- Certify CPD programmes;
- Develop Accreditation examination and evaluation criteria with support of Advisory Committee Expert Panel; and
- Advise on administration of the accreditation office.

Advisory Committee (AC)

- Advise the Accreditation Office on matters such as:
 - Strategic development of the Accreditation Programme;
 - Framework of the Accreditation Programme; and
 - Framework of the Continuous Professional Development programme.

Expert Panel (AC-EP)

- Advise on standards of professional conduct and ethics;
- Evaluate the competency of accreditation candidates; by examining the exam application documents, written examination and interviews;
- Advise on Accreditation examination and evaluation of;
- Accreditation candidate; and
- Conduct interviews as part of Accreditation examination.



Accreditation Criteria

General

Accredited Landscape Architect (Accr. LA) status will be given to the person who has the ability to deliver landscape architectural services based on professional judgement, ethics and values set by the Accreditation Office.

Eligible applicants are individuals who have an appropriate academic background recognised by the Accreditation Office and the necessary professional practice experience including work experience in Singapore. Applicants will have to pass the Accreditation examination comprising written and oral interview components, in order to be awarded Accreditation status.

Permission to take the examination will be issued to any individual who complied with the following criteria:

- Academic background;
- Working experience as a Landscape Architect, including time practising in Singapore; and
- 2 years Mentorship with a Singapore Accredited Landscape Architect

Criteria

Academic Background and Working Experience

Depending on one's academic background, different working experience will be required. This is to acknowledge the different pathways to become a Landscape Architect.

Academic Criteria	Working Experience
Landscape Architecture Degree (BLA or MLA) from universities recognised by IFLA/SILA. Minimum 3 years for BLA.	Minimum of 2 years, which includes a minimum of 1 year practice in Singapore
Building and Planning related university degree Min 3 years for university degree. Includes degrees in Architecture, Urban Planning, Environmental Design	Minimum of 10 years, which includes a minimum of 1 year practice in Singapore
Landscape Architecture related Diploma	Minimum of 15 years, which includes a minimum of 5 years practice in Singapore

Fig 1: Examination application criteria

Criteria Mentorship

The mentor is a qualified professional who will support the candidate's progress towards Accreditation. They will provide advice and guidance, and help to develop and explore one's knowledge and understanding of the requirements of professional practice

The mentor plays a key role within the candidate's journey to Accreditation, and should be someone who is willing to make a real commitment to supporting the candidate's development, and provide open, constructive and honest feedback, to enable the candidate to explore and build on their knowledge and experience.

The candidate has to register his/ her mentor and start recording the logbook minimum 24 months before the examination application. This is done through submitting a mentor registration form with exam candidate and mentor's details to the Accreditation Office via email. A confirmation email will be sent to both the candidate and the mentor by the accreditation office.

The mentorship period is a minimum of two years, and requires mentors reviews to give mentees feedback on progress, both informally, through regular contact, and formally, at quarterly review meetings.

Who can be a Mentor?

A Mentor can be any Singapore Accredited Landscape Architect who is interested in making a personal contribution to the professional lives of others. Potential mentors excludes members of current Accreditation Advisory Committee Expert Panel members, and Accreditation Sub-Committee Exam Development Division members. The most appropriate choice of the mentor is a senior member who works within the same organization. However, a Mentor from other organization is acceptable as long as he/she can understand the candidate's work well and maintain meaningful contact without jeopardising their organization and/ or client's interests.

In the event that the mentor cannot continue his/her role, the candidate has to nominate a new mentor and submit a new registration form to the accreditation office.

Roles and Responsibility of a Mentor

- Give feedback to the candidate on their progress through regular contacts by conducting both formal (A Commencement meeting and Quarterly review meetings) and informal meetings.
- Review the candidate's logbook.
- Complete and submit Quarterly Mentor Assessment Reports that record the development of the candidate.
- Inform the accreditation office when Candidates are ready for the examination from his/ her point of view.

Criteria

Mentorship | Meetings

The First Meeting

- After the successful mentor registration, the candidate has to arrange for a first meeting with the mentor.
- During the meeting, the mentor will review and assess the Candidate's existing level of knowledge and understanding by going through the exam syllabus.
- The mentor may record the candidate's level of knowledge, and fill up the 1st assessment report.
- The assessment report in PDF will be uploaded to the Accreditation FTP site by the mentor. The report should be shared with the candidate.

Quarterly Review Meetings

- The candidate will have to arrange formal meetings towards the end of each quarter.
- The meeting is for the mentor to assess the candidate's progress gain through work and continuous professional development.
- During the meeting, the mentor and the candidate will review and discuss the candidate's logbook. Discuss the knowledge gain from the experience and reflect on it.
- Through the discussion, the mentor should check what the candidate has learned, and how the candidate can apply the gained knowledge and understanding to actual work scenarios.

- Following the meeting, the mentor is to prepare a Quarterly Mentor Assessment Report and should assess the stage that the candidate has reached in each topic of the syllabus.
- The Assessment Report will be uploaded to the accreditation office FTP site by the mentor by the deadline. The report will be viewed and understood by the candidate.

The assessment reports are intended to be confidential between exam candidate, the examiners and Accreditation office.

Criteria

Mentorship | Logbook

All accreditation exam candidates are requested to submit a logbook which shall include details of project and a description of the practical experience. The log book should adequately cover the range of scope from master planning, concept design, design development, tender documentation, tender & contract Administration to the construction administration stage.

The logbook should be filled up by the candidate and will be used as a basis for discussions with the mentor. After review and approval from the mentor, the logbook (in PDF format) is to be submitted to the Accreditation Office via upload onto the FTP site by the candidate by the deadline.

The logbook should record a minimum 24 month practical experience.

The logbook is intended to be confidential between exam candidate, the examiners and Accreditation office.



Examinations

General

The Singapore Landscape Architects Accreditation Examination is designed to elevate the profession of Landscape Architecture to a new and higher level than at any other time since the profession started its role in the design community in the early 1980s. The projects now being undertaken are far more complex than in the early days, and the role of Landscape Architects has become deeply infused into the whole design process of the city, its buildings and infrastructure.

Landscape Architects must now upgrade their professional role and capabilities to raise the standards of:-

- Professional practice and obligations of professional behaviour,
- Knowledge of policies and regulations,
- Working knowledge and understanding of legal frameworks and contract law,
- Technical capability in construction and horticulture,
- Working abilities in environmental matters, both statutory and practical,
- Understanding and appreciation of how the business of the Landscape Architecture discipline is organised and managed. (Government and Private Sector)

Notwithstanding the above, part of professional knowledge is also the ability to discern against accepting undue responsibilities that require expertise outside the standard field of expertise of Landscape Architects. The exam system cannot expect candidates with a moderate level of experience to have an understanding of all the above at the level of a practitioner with 10-15 years' experience. The syllabus is designed, however, to cover subjects which are essential to the Landscape Architect moving up in the profession. In this sense, for the candidate to become a "well-rounded" professional, the range of subjects needed to perform at the optimum level, is that set out in the syllabus.

Reaching a suitable level for the exam will take time, and requires a specified period of study, and the need to work with experienced Mentors.

The experience and knowledge level which describes a candidate's level is set out here:

- Experience Level 1 – Entry Level. Little theoretical or no knowledge of any one of the range of subjects, meaning you would not be able to carry out work demanded by that subject without further training.
- Experience Level 2 – Junior Level. Having a basic knowledge and minimal experience of subjects, but only with a moderate level of expertise in a particular subject, and thus may not be able to act independently.
- Experience Level 3 – Mid Level. Good working-knowledge and well-rounded experience of subjects, with an ability to work independently, but may still need some guidance from senior staff.
- Experience Level 4 – Senior Level. Thorough knowledge of and experience in the subject, with an anticipation and appreciation of the results of your actions and decisions. You can therefore act independently and take responsibility, with minimal advice from others.

The ideal required for passing this exam is for individuals to have no subjects at Level 1, minimal subjects at level 2, most subjects at level 3, with some subjects reaching level 4.



Examinations

Professional Portfolio

The purpose of the portfolio is to showcase the candidate's experience gained through professional training and is used to his/her experience with their approach to critical thinking. The candidates are expected to demonstrate their problems solving skills through the material in the portfolio.

The portfolio has to be submitted to accreditation office at the time of exam application. The portfolio is a document that is intended to be confidential between exam candidate, the examiners and Accreditation office.

Suggested material for the portfolio (A3 size PDF)

- Master planning and Concept design presentation material
- Design Development presentation material
- Samples of working drawing (softscape and hardscape)
- Pictures of site under construction
- Pictures of completed project(s)

Notes:

- 1) The submission material must be entirely your own work
- 2) No more than 10 pages/ max. 5mb per page
- 3) Project name, location, category, site area, and date of presentation/ site visit to be recorded with a brief description. For presentation materials, the involvement (on an individual basis) of the candidate should be described

Examinations

Written

The candidate will be tested on his/her core competence in aspects of professional landscape architectural practice covered in the syllabus and awareness of any current issues on practice and the profession.

Written Paper Examination Marks (total 100 marks)

- Part A Multiple Choice Questions (30 marks)
- Part B Short Answer Questions (45 marks)
- Part C Essay (25 marks)



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Examinations

Syllabus

Syllabus for Landscape Architects Accreditation Examination

January 2021 (Rev. B)

Written Examination	
PART - A: PROFESSIONAL STANDARD & CONTEXT	
<p>This part of the exam is to test the Accreditation candidate's understanding of and his/her abilities and obligations in organization management and administration both in the workplace and on projects.</p> <p>The candidate will be tested on the knowledge/ understanding/ application of the following in the context of good landscape architectural practice. The key is to demonstrate that you have covered the stated subjects in your learning, practical experience and mentored studies.</p>	
1.0	Professional judgement, ethics and values
1.1	REASONS FOR ACCREDITATION Explain the value of becoming an accredited Landscape Architect.
1.2	JUDGEMENT AND ETHICAL CONDUCT Understand the importance of acting in a responsible and professional manner in all ways, as defined in SILA's Code of Conduct.
1.3	OVERALL PROFESSIONAL LANDSCAPE CONTEXT Understand the wider context of landscape in policies or institutions.
2.0	Professional Practice Management
2.1	LEGAL FRAMEWORKS Understand how all types of organisation, including those related to landscape, have to operate under a legal framework.
2.2	LEGAL CONCEPTS AND FIRM'S RESPONSIBILITIES Understand Landscape Architect's legal position in all types of work.

Written Examination	
2.3	PROFESSIONAL WORKING RELATIONSHIPS Understand ways to identify client requirements and expectations, and how to establish professional working relationships with Client representatives.
2.4	UNDERSTANDING FIRM'S SCOPE Understand the Scope of Services that may be offered by Landscape Architects for different types of project.
2.5	MARKETING AND PROMOTION Understand the ways in which companies and organisations promote themselves.
2.6	PROFESSIONAL APPOINTMENT AND FEES Understand the different ways in which landscape organisations can be appointed, and the various ways fees may be quoted and paid for.
2.7	QUALITY SYSTEMS Understanding quality systems and good management practice.
2.8	THE PROJECT TEAM STRUCTURE To be cognisant of the status, expertise and knowledge of other professionals and experts who will be involved with your projects.
PART - B: LANDSCAPE PROJECT MANAGEMENT An Accredited Landscape Architect is expected to have a high level of responsibility in his or her work and professional practice, and will be expected to give the most appropriate advice and solutions to their clients and other involved professionals to result in the best possible and optimum final product upon completion of the work. The sections below cover the broad scope in which most Landscape Architects will operate and have necessary expertise, knowledge and experience.	
3.0	Planning & Statutory Control
3.1	PLANNING SYSTEM Understand the structure of the Singapore planning system
3.2	STATUTORY SYSTEMS Know and understand the content and purpose of the Singapore codes, regulations and accreditation standards that affect Landscape Architects.
3.3	UNDERSTANDING USER REQUIREMENTS Understand how to identify user, resident or stakeholder preferences and how to modulate expectations and to prioritize requirements.

Written Examination	
3.4	<p>SITE & PROJECT ANALYSIS Understand ways that sites can be analysed to assess the assets, opportunities and constraints presented by the original condition of the site.</p>
4.0	<p>Technical Competency</p>
4.1	<p>TECHNICAL CAPABILITIES Understanding the materials and systems required for good detailing needed to support the design and documentation process.</p>
5.0	<p>Landscape Construction Management</p>
5.1	<p>THE CONSTRUCTION PROCESS AND ITS DOCUMENTATION. Understanding the design and documentation process, how documents are produced, and the various deliverables from the various parties.</p>
5.2	<p>PREPARATION FOR THE TENDER BID Understanding and become familiar with the tender bidding process, contract procedures and documentation types.</p>
5.3	<p>CONTRACT ADMINISTRATION AND VARIATION ORDERS Understanding the role of the Landscape Architect in the overall monitoring and administration of the project.</p>
5.4	<p>PROJECT TEMPORARY COMPLETION AND FINAL CONTRACT COMPLETION Understand the different ways that projects may be certified as complete, and how the completion process is organised.</p>

Written Examination	
PART - C: URBAN ENVIRONMENTAL AND ECOLOGICAL ISSUES	
Ecological and cultural considerations are part of environmental design. The candidates will be tested their understanding of sustainable practices and application of this knowledge to enhance the green city and expand the vision of a naturalised environment in Singapore	
6.0	Skyrise Greenery and Urban Landscape
6.1	SKYRISE GREENERY Understanding the necessity of skyrise greenery in the high-rise/ high-density urban landscape of Singapore.
6.2	BIO-DIVERSITY Understanding local ecosystems and the purpose of expanding bio-di- versity potential in the dense urban landscape.
Part D: CONTINUOUS PROFESSIONAL DEVELOPMENT	
7.0	Continuing Professional Development
7.1	PROFESSIONAL DEVELOPMENT Understand the goals of Continuous Professional Development (CPD).
7.2	UPDATING KNOWLEDGE Ensure your practice, knowledge, skills and techniques are up to date.
7.3	PROFESSIONAL COMMITMENT Understanding that Landscape Professionals should show a commitment to development of their own profession.

Examinations

Oral Interview

The purpose of the oral interview exam is to determine the level of experience and understanding of the candidate as a professional Landscape Architect. Besides oral questions, quality of professional portfolio, a logbook and mentorship process will be used to assess the candidate's understanding and ability.

The candidate will be tested on his/her core competence in aspects of professional landscape architectural practice covered in the syllabus and awareness of any current issues on practice and the profession. This will include some or any of the subjects set out in the syllabus, and may include technical questions as well as questions on administration, legal issues, regulatory and policy and environmental matters, and professional practice.

Things to note:

- Oral Interview Exam can only be taken after the candidate has passed the written exam*.
- Logbook, Candidate's progress report and Mentor's assessment report have to be submitted quarterly.
- Length of the interview is approx. 30 min.
- There will be minimum two (2) examiners present.
- The candidate will be requested to brief the examiners on how the mentor has advised and assisted in the candidate's training, and what she/ he has gained through the mentorship process.
- The Candidate may be requested to explain and elaborate on the contents of the portfolio and logbook during the interview.

* Candidates who hold other professional Landscape architect licence/ certificate recognized by SILA may proceed to the oral Interview Exam stage without written exam, log book and mentorship process, subject to approval of Accreditation office and Expert panel in Advisory committee

Application General

Accreditation status demonstrates a high level of professionalism, and therefore the process to achieve accreditation requires candidates to pass all the milestones included within the application process. The three critical milestones are:

- Submitting a complete set of the quarterly logbooks which have been assessed and approved by the Accreditation Office
- Passing the written examination
- Passing the oral examination

If at any time during the accreditation process the candidate has reason to believe they were incorrectly prevented from reaching the next milestone, they have the right to submit an appeal to the LAAO for consideration.

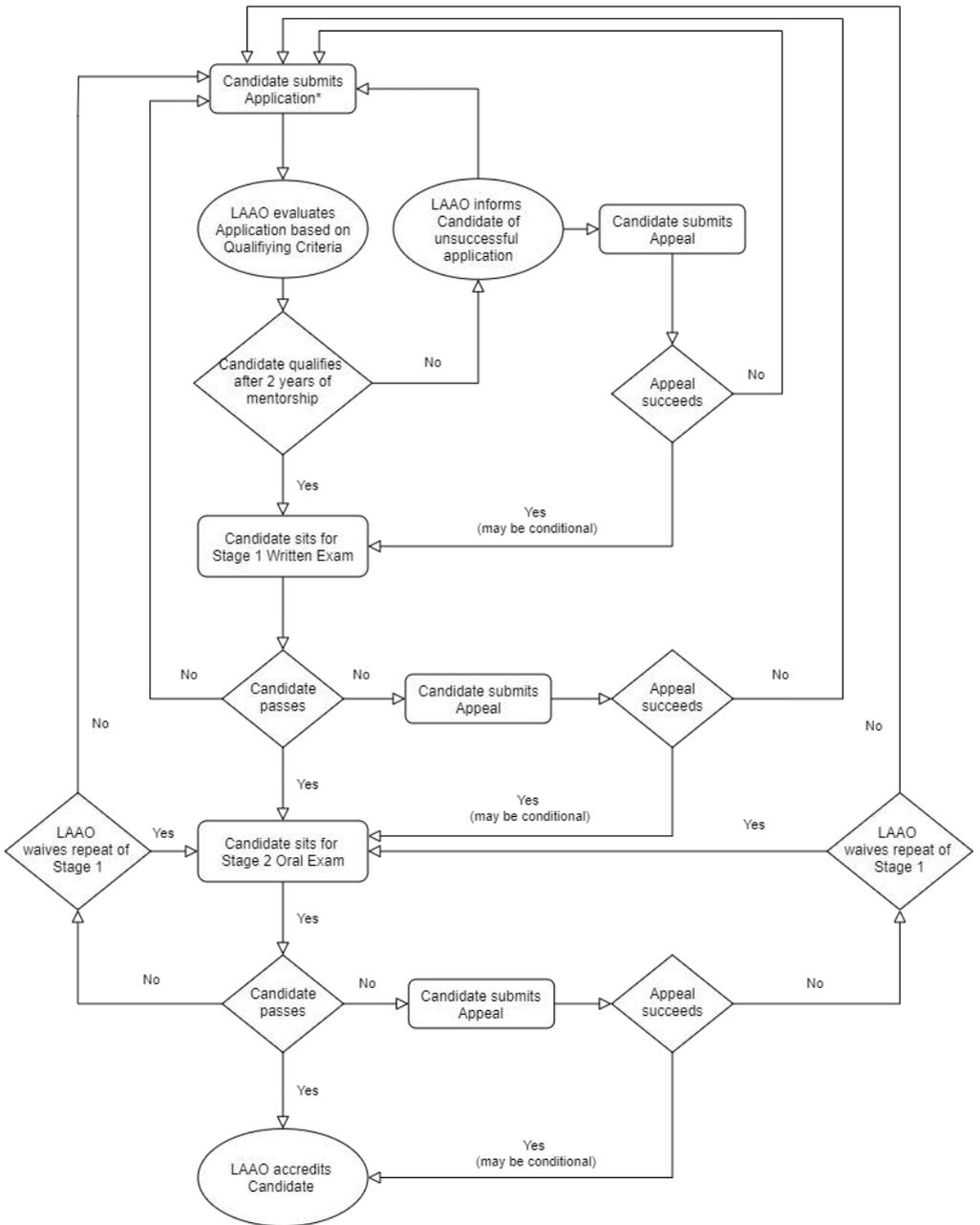


Fig 2: Application Process

Application Calendar

Key calendar dates are as follows. Do note that this may be subject to change.

Period	Working Experience
Anytime	Mentor Registration
Every Quarterly	Submission of Logbook
June/July	Exam Application
August / September	Examination Stage 1 - Written
October / November	Examination Stage 2 - Oral
November / December	Award of Accreditation Status (Presentation of Certificate to be during SILA AGM)

Fig 3: Application Examination calendar

Application Registration Documents

The following documents have to be e-mailed to the landscape accreditation office (SILA secretariat office). Documents can be found [here](#).

For Mentor Registration:

- a. The Mentor Registration Form filled and endorsed by Mentor and Mentee (Exam Candidate). The Mentor's Singapore Landscape Architects Accreditation must be valid for the current year of application.
- b. Copy of applicant's education certificate
- c. Detailed list of working experience as a landscape architect

For Exam Application:

- a. The exam application form can be submitted online from the accreditation website. Applicants must be in their 2nd year of mentorship period or later.

The examination permission will be emailed to successful applicants and is valid for 2 years, taking into consideration any circumstances that prevent the applicant to take the exam in the same year.

Renewal General

Landscape Architect Accreditation is valid for 1 year and requires an annual renewal fee paid by 31st January as well as sufficient CPD points recorded from the previous year.

If the annual fee and CPD record are not submitted by the renewal deadline, the accreditation status will be revoked. In order to regain accreditation status, the individual will have to take the accreditation exam and fulfill the associated requirements. Appeals can be made to the Accreditation Office, in the event of any objection to the Accreditation Office's decision regarding suspension/ revoking of the accreditation status.

Retaining Accreditation status is also subject to the compliance of the SILA professional code. Accreditation Landscape Architects who breach the code could be subject to their accreditation status being revoked.

CPD requirement	Annual Fee	Code Compliance
Minimum 20 CPD points, including past year	\$150 (SILA Members) \$250 (non-SILA Members)	SILA professional code compliance

Fig 4: Renewal criteria to maintain accreditation status

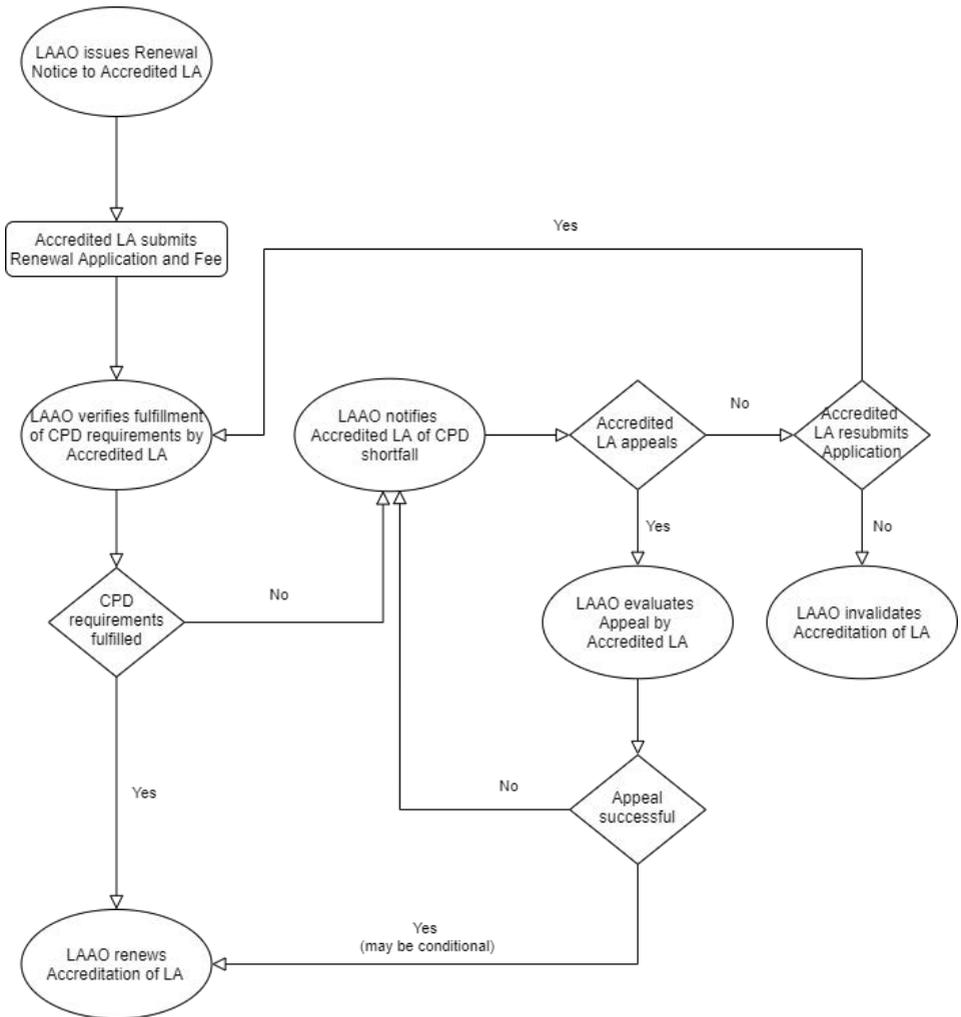


Fig 5: Application Renewal Process

CPD Event (dated 2 Jul 2020)		0.25 -0.5day	0.5 -1.0 day	cap
LEARN	Attend a highly relevant course/event certified by SILA relating to professional practice, urban ecology or landscape design and management	4-6 per day		-
	Attend a relevant course/event certified by SILA	1-4 per day		-
	Attend the SILA Annual General Meeting	6		-
	Attend a conference/ symposium organised by SILA, IFLA or institute under IFLA	4 per day		-
	Attend an organized tour of a landscape Architecture/ Architecture projects	1-2	3-4	-
EDUCATE	Speaker/ present paper at a conference/ symposium organised by SILA, IFLA or institute under IFLA	6		-
	Guest Speaker at educational institute (including conducting a tour)	2		6
	Part-time lecturing landscape Architecture related subject at University	5 per semester (min. 8 weeks)		10
	Part-time lecturing landscape Architecture related subject at Polytechnic	3 per semester (min. 8 weeks)		6
	Lecturing at course/ workshop organized by other professional institute	3	6	-
	Guest critique/examiner at university	2		-
	Guest critique/examiner at polytechnic	1		-
	Mentor of a LA undergoing the Accreditation process.	2 per report submission		12
	Supervisor / Mentor of an Intern in LA / LA-related course at polytechnic (form to be completed by polytechnic via email to Accreditation Office)	6 per internship period		-
	Supervisor / Mentor of an Intern in LA / LA-related course at university (form to be completed by university via email to Accreditation Office)	8 per internship period		-

CPD Event (dated 2 Jul 2020)		0.25 -0.5day	0.5 -1.0 day	cap
PUBLISH	Write a book related to Landscape Architecture.	12		-
	Write a Landscape architectural article in a design and construction related book, journal or magazine	6		-
	Write about landscape architectural project in a design and construction related book, journal or magazine (excl. SLAA booklet)	3		-
CONTRIBUTE	Lecturing / conducting tour at CPD course/ workshop organized by SILA	4-Mar	8	-
	Presence at relevant trade show (promote profession at SILA booth) - for non SILA council/ sub-committee member only	2 per day		6
	Jury for Landscape Design Competition for professional/ student.	3		-
	IFLA / IFLA-APR President	8		one of them
	IFLA / IFLA-APR Council Member or IFLA / IFLA-APR Chair of Committee	6		
	SILA President	8		one of them
	SILA council member	6		
	SILA sub-committee member, advisory committee member, expert panel member or LA Future committee member.	5		

Fig 6: CPD Points Guideline



Renewal Continuing Professional Development (CPD)

What is CPD?

CPD is the ongoing process of professional growth and skills development throughout a practitioner's career. CPD can entail any number of formal and informal activities, both personal and professional; a balanced programme will include a mix of all these.

The best practitioners strive to maintain a professional interest in the issues that affect our work. CPD is a great opportunity for members to step back from their day-to-day job and reflect on their professional environment as a whole.

Activity only qualifies as CPD if the member undertaking it has personally learnt from it – which means it should relate to clearly defined objectives. Members set their CPD goals at the beginning of each year to focus their development.

Feedback and Enquiries

Feedback and enquiries can be sent to the Accreditation Office via email or through the feedback form found on the Accreditation web page at www.la-accreditation.org.sg, and it will be processed as indicated in the flowchart.

The Accreditation Manager will hear and determine disputes relating to professional conduct or ethics of accredited landscape architects.

The Accreditation Office cannot process complaints related to contractual issues.

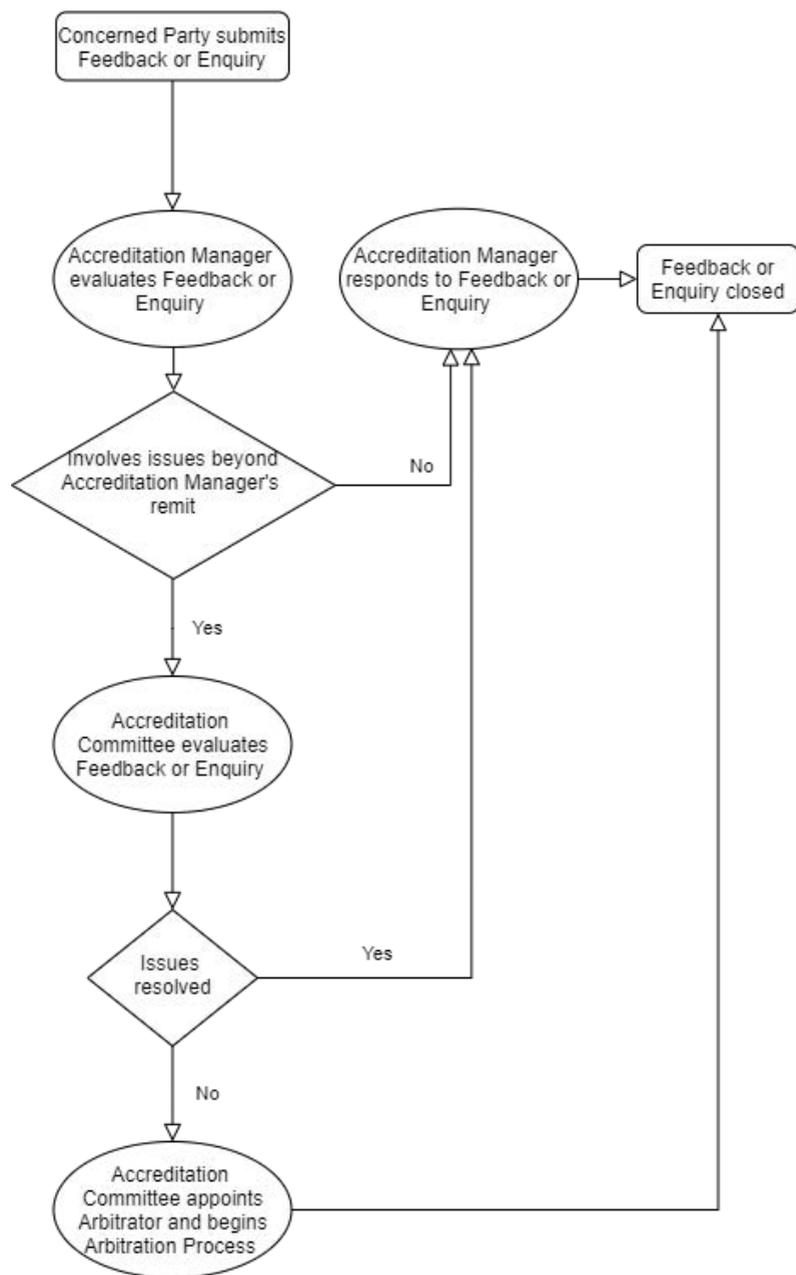


Fig 7: Feedback and Enquiries Process

Photography

- viii. Tampines Greenridges | ICN Design International Pte Ltd
- 02 Fairmont Maldives Sirru Fen Fushi | STX Landscape Architects
- 06 Jewel Changi Airport | ICN Design International Pte Ltd
- 14 Jinshuo Hotel Resort | WATG
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