

Experienced Route to Technician (E2T)



Guidance for candidates

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1 Eligibility

1.1 Eligibility

To be eligible for the Experienced Route to Technician you must:

- a) *Have at least 8 years' relevant experience or:*
- b) *Hold a relevant Level 3 or higher built and/or natural environment qualification and have at least 4 years' relevant experience.*

Relevant experience must be demonstrated against the competencies required for Technician membership in the Landscape Institute's Competency Framework.

A relevant qualification is one that includes some of the core landscape competencies in the Competency Framework and at least one additional landscape competency.

2 Competencies

The Landscape Institute's Competency Framework underpins all routes to membership and reflects the common skills that the landscape profession as a whole need to deliver their professional advice to others. The competencies are written in a way so they can be applied to different fields of landscape practice and geographical locations. It is important that you interpret them within the context of your own field of practice or specialism, and location.

2.1 Types of competency

The Competency Framework is organised into three types of competency, each focusing on a different aspect of practice and professional knowledge

Professional Competencies

These are the skills, behaviours and areas of knowledge that are considered essential amongst professionals across all sectors. These closely reflect skills many other professions require of their members.

Core Landscape Competencies

These are the skills, behaviours and areas of knowledge that are unique to the landscape profession.

Additional Landscape Competences

These are the specific skills, behaviours and areas of knowledge required for certain fields of practice across the entire landscape profession. As a Technician member you will only be expected to have experience in one or two of these.

Of course, in real-life, areas of knowledge and expertise overlap. Landscape technicians should be able to view their practice holistically, and you will be expected to be able to make connections between different topics and areas of expertise. Your ability to make these connections is tested by the Technician assessors.

2.2 Competency levels

All the competencies are defined in four levels:

D. Understanding

The individual understands the application of this competency in practice.

C. Able

The individual has experience of applying this competency in practice.

B. Accomplished

The individual consistently applies this competency in practice and can confidently make decisions and recommendations in this area.

A. Expert

The individual has expert knowledge of this competency and extensive experience applying it in practice. They are recognised as an authority in this area by others within and/or outside their organisation. This is not required for any competencies for applications for Technician membership.

The competency definitions and level definitions can be found in our [Competency Framework](#).

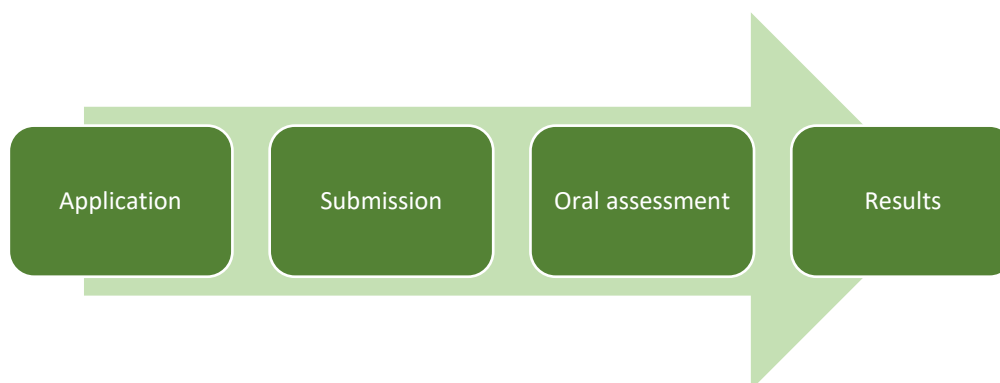
In order to successfully pass the assessment to become a Technician member you will need to demonstrate that you have achieved the minimum number and level of competencies required for Technician membership.

2.3 Choosing your Additional Landscape Competency (ies)

You should give careful thought to your choice of Additional Landscape Competency (ies) and to the levels that you choose for your Core Landscape Competencies. Your choices should reflect your work experience and job role.

If you are working in a landscape assistant type role then it is likely that you will choose two Additional Landscape Competencies whereas if you are working in a specialist role (for example digital practice) it is likely you will choose one Additional Landscape Competency in order to demonstrate your specialist skill. However, the final choice is for you to make.

3 Route to Technician



3.1 Stage 1 - Application

You will need to apply for assessment and for Technician membership by way of an application form which will include a self-assessment against the required competencies and a 500 word statement of competence. [Application form](#)

The statement of competence should be structured as follows:

- *General overview of experience*
- *Professional competence (with a general focus to the Professional Competencies)*
- *Landscape competence (with a general focus to the Core Landscape Competencies)*
- *Specialist competence (with a focus to the chosen Additional Landscape Competencies)*

3.2 Stage 2 - Submissions

If your application is successful, you will be required to provide the following written submissions approximately 3 months after your application:

- Cover sheet and confirmed verification of your submissions*
- A record of Continuing Professional Development (CPD)*
- A written report of a project you have been involved with*
- A summary of knowledge and experience*
- Your CV*

The submissions should be compiled into one document for submission. This can be either a Word document or a PDF. If you prefer, the CV can be a separate document. You will receive a link to an online portal to which you should upload your submission by the deadline.

3.2.1 Cover sheet and confirmed verification of your submissions by a member of the Landscape Institute

Using the template provided you should provide a cover sheet including your name and contact information and you must ensure that the template is signed by a person (corroborator) who is either a Technician or Chartered Member of the Landscape Institute or is otherwise professionally qualified in the UK (for example, a member of RICS, RIBA, RTPI, CIEEM, ICE, etc.), and should be a line manager or colleague within your place of employment. If there is no-one in your place of employment who meets this requirement you may use an external corroborator. Your corroborator is asked to confirm that, to the best of their knowledge, your application is an accurate representation of your professional standing and experience. If you do not have access to a professional person who can act as a corroborator, please contact the TMLI team tml@landscapeinstitute.org.

3.2.2 CPD record

Requirement: Demonstration of 25 hours CPD activity; 10 hours formal and 15 hours informal

Working back from your final submission date you will need to provide a record of the CPD you have undertaken over the preceding 12 months.

At least 5 hours of your CPD must include topics related to climate, sustainability, resilience, and environmental and biodiversity net gain.

The Landscape Institute is not prescriptive about the types of activity that count as CPD. However, nothing should be reported as CPD unless you have personally learnt from it. When considering whether an activity counts as CPD, you should initially refer to your CPD goals to see whether it will or did, help you to achieve your development objectives.

Examples of different types and methods of continuing professional development activity include the following.

Formal

- *Attendance at seminars, conferences, webinars or briefings, free or paid for, online, streamed or in person.*
- *Study, whether on courses leading to a qualification, short academic courses, open or distance learning, individual study or attending lectures.*

Informal

- *Delivering lectures and tutorials.*
- *LI activities of a technical or professional nature.*
- *Peer-to-peer discussions (this can include 1-1s with peers discussing topics of relevance).*
- *Peer-to-peer mentoring (either mentoring someone else or being mentored yourself).*
- *Private study of relevant journals, newsletters, articles, briefing papers and practice notes.*
- *Research you have conducted on relevant topics.*
- *Work-based development, including background reading, research or preparation to tackle a new area of work, visiting landscape projects, supporting colleagues or mentoring students.*

[Template available here](#)

Your record should include:

- *Records of activities that have helped improve competence and/or effectiveness*
- *Explanations of the benefits derived from each activity undertaken*
- *The dates on which each activity was undertaken*
- *The type of activity*
- *The number of CPD hours attributable to each activity, and whether the hours are formal, informal and/or climate-related*
- *Your CPD objectives for the next 12 months*

3.2.3 Written report of a project you have been involved with

You will need to choose a project that you have been involved with in your work. A project can be any work activity or task and can also be part of larger project. The involvement you intend to focus on in your report must have been within the 24 months prior to your written submission being made although the overall project could have started before this. As a minimum, the project must include work that relates to your chosen Additional Landscape Competency(ies) and to the following competencies:

Professional Competencies

- Communication, negotiation, influencing and engagement
- Digital practice
- Health and safety
- Team working and collaboration

Core Landscape Competencies

- Creative problem solving
- Planning, legal, policy and regulatory compliance

You should have had a close involvement with your chosen project and it must involve an element of research or information gathering and allow you to demonstrate key outcomes. You should also feel that you have learnt lessons from the experience so that you can reflect on your learning.

Your report must be 2500 words and must be written in the first person, singular. A tolerance of plus or minus 10% is allowed. As a minimum your project report must include:

- *an introduction*
- *the scope of the project and the required outcomes*
- *research and findings*
- *outcomes achieved*
- *recommendations and conclusions*
- *a table identifying the competencies included and a short statement of how these were demonstrated (not included in the word count)*

Appendices, references, diagrams etc. will not be included in this total.

The following provides guidance as to the word counts for each section but these are not mandatory:

- *introduction – 300 words*
- *the scope of the project and the required outcomes – 1000 words*
- *research and findings – 400 words*
- *outcomes achieved – 300 words*
- *recommendations and conclusions – 500 words*

The assessors will be looking for the following:

- Appropriate choice of project
- Competency coverage
- Demonstration of competencies at the appropriate level
- Written communication skills
- Research and information gathering
- Professionalism
- Reflective practitioner i.e., someone who learns from experience
- Dynamic competence i.e., the ability to integrate skills, knowledge and behaviours in undertaking a specific project or task.

3.2.4 Summary of experience

The summary of experience must provide a 200 word statement (+/- 10%) of competence for each of the competencies (Professional, Core Landscape and your chosen Additional Landscape Competency(ies)). The statement must be written in the first person, singular and must demonstrate how the minimum level of competency required for Technician membership has been achieved. You should take account of the following when writing your summary:

Level D: Understanding – The individual understands the application of this competency in practice.

With reference to learning activities you should demonstrate that you:

- *recognise the terminology and broadly understand what this activity is.*
- *understand the basic concepts and how they are applied but are not expected to put these in to practice.*
- *have a broad understanding of the importance of this activity*
- *know who could provide you with help*

You should explain how you have gained this understanding, for example:

- Qualification or other education
- CPD
- On-the-job training
- Learning through experience

Level C: Able – The individual has experience of applying this competency in practice

With reference to your work experience and using some relevant project examples you should demonstrate that you:

- *can carry out relevant activities when straightforward, usually following advice and guidance.*
- *usually need some supervision when carrying out more complex activities*
- *can identify when things are generally being done as they should.*
- *know how to spot if things are not right.*
- *know who to defer to and know your limits.*

You should demonstrate this by:

- Explaining how you have applied you learning through experience
- Giving a strong overview of your experience showing the breadth of your experience
- Referring to 1 or 2 actual projects and explaining your role, providing some client and project details (where appropriate) and describing what you did

Level B (if required): Accomplished - The individual consistently applies this competency in practice and can confidently make decisions and recommendations in this area.

With reference to your work experience and using some relevant project examples you should demonstrate that you:

- *can effectively deal with difficult or complex issues relating to this competency*
- *need little supervision and can be relied upon to work accurately.*
- *can make decisions confidently regarding this competency.*
- *know where to source detailed guidance and information regarding this competency and use this confidently.*
- *can represent your organisation's position regarding this competency area*
- *can consider a wide range of information and make recommendations based on the assessment of this*
- *can provide professional advice*

You should demonstrate this by:

- Explaining your role
- Providing a strong overview i.e., in what capacity, situations, circumstances you have provided advice
- Giving some project/activity examples and explaining the reasoned advice you gave

It is important that as well as giving an overall summary of your experience you refer to specific examples of projects or work activities.

The Summary of Experience template can be found [here](#).

An example of a completed competency summary is shown in Appendix 1 of this guidance.

3.2.5 Your CV

Your CV can be the same as the one submitted for your application or can be amended or updated to reflect any changes in work experience/qualifications. There is no page limit for the CV.

3.3 Stage 3 - Oral assessment

The oral assessment will take place approximately a month after your written submissions have been made. It will be undertaken online with a panel of two assessors. Assessors will be members of the LI (TMLI, CMLI or FLI) and will be fully trained in assessing for Technician membership. There may also be a monitor present who will be quality assuring the assessment but will take no part in the assessment itself. The assessment will include:

- a) *A presentation of the project submitted as a written report and question and answer session with the panel relating to this and;*
- b) *A competency-based Pathway to Technician oral exam (centred around your summary of experience)*

The oral assessment will be held on Zoom. When you log in you will be held in a virtual lobby and will then go into the reception room where a member of the LI team will greet you. The assessment will be held in a breakout room and you will receive a request to join the room when your assessment is to commence. The assessors will ask you to show them round your room at the start and can ask again during the assessment so that they can check there is no one helping you. You should keep your camera and microphone on throughout. Assessors will have their cameras on when you join the room. The monitor will not use a camera other than perhaps to introduce themselves.

You should consider the following in preparing for your oral assessment:

- Dress code – professional office wear
- Uncluttered and quiet environment
- No virtual background or blurring of background
- The need to turn other wifi devices off if bandwidth can be an issue
- To keep the camera at the same level of your eyes and look into the camera as much as possible
- To ensure a light is in front of you
- Use a computer headset (headphones and microphone) if possible. This will then mean there is less likelihood you will experience disruption from external sources

3.3.1 Presentation and Q&A

You will be asked to give a 10-minute presentation based on the project report. This must cover the following:

- *A summary of the project report*
- *An explanation of how and why the techniques used were selected*
- *How the outcomes were achieved*

You should make your presentation personal and include reflection of your learning. It is your choice whether or not to use presentation slides but you can use these to show additional material such as plans, photos etc and/or to show your key points.

Following your presentation, the assessors will ask questions about your project for a further 15 minutes. The questions will seek further evidence of your competence in the competencies covered by the project and your understanding of the techniques used and of the outcomes achieved. The Q&A is an opportunity for assessors to seek further clarity and for you to demonstrate holistic competence i.e., the ability to bring together knowledge, skills and behaviours to achieve outcomes.

3.3.2 Competency-based oral exam

Immediately following your presentation and the related Q&A the panel will progress to a 45-minute competency-based oral exam. The exam will be focused to the minimum levels required of the Professional and Core Landscape competencies, specifically but not exclusively, those not covered by your project. It may also touch on areas of the Additional Landscape Competency(ies) you have chosen that were not covered by your project.

The assessors will use the definitions in the Competency Framework and will seek confirmation that you satisfy the statement 'to be competent you will need to demonstrate that you...' for the relevant levels of competency. You will also need to show that you satisfy lower levels as well as the higher minimum level. In other words, if you must demonstrate Level C as the minimum level you must also demonstrate Level D.

Questioning at each level is likely to adopt the following format:

Level D - 'What do you understand by...?', 'what do you know about...?', 'which/what is the...?'

Level C - 'How did you...?', 'Why did you...?', 'How would you...?'

Level B (if required) - 'What did you recommend...?', 'Why did you recommend...?' 'What would you advise...?'



4 Special requirements

The LI is committed to ensuring that all candidates have reasonable opportunity to perform to the best of their ability. Where candidates have special requirements, every effort will be made to ensure that reasonable and appropriate arrangements are made.

You should indicate whether you have particular requirements when you present your written submissions. If you have special requirements, you are responsible for providing appropriate medical certification to indicate what special arrangements you feel are appropriate. In the case of dyslexia, you must provide a copy of your psychological assessment report. This must have been conducted by an appropriately qualified professional after you reached the age of 16.

All applications for special arrangements will be considered on an individual basis. If you develop a new special requirement less than six weeks before the oral assessment, please contact TMLI@landscapeinstitute.org as soon as possible to discuss your options.



5 Preparing for your Technician assessment

Everyone has their own preferred revision methods, however you may find these useful when preparing:

LI support

The LI will be providing a series of training events between application and assessment. Details will be provided to you following a successful application.

Revising projects

The examiners will have access to all of your submissions. When answering a question you should try to relate it to your own experiences.

Mock presentation and oral assessment

Practice your presentation with as many people as possible and encourage them to ask you questions relating to this. Also try to arrange as many mock oral assessments as possible particularly with people who are less familiar with you and your work. This gives you a chance to practise your answering technique, and get used to talking about your experience within the various competencies with people who do not know you or your organisation.



6 Assessment outcome

The assessors will consider the written submissions and the oral assessment holistically to consider whether you have demonstrated the minimum levels of competency required to become a Technician member.

You will receive the result of your assessment within 2 weeks of your assessment.

Pass

If you are successful in the assessment you will be elected as a Technician member of the Landscape Institute (TMI). You will receive a membership certificate confirming your new status as a Technician member, and be invited to attend the LI graduation ceremony. A full list of successful candidates is published on the website.

Fail

If you are unsuccessful, you will receive feedback from your assessors on the reasons for failure, and, if appropriate, they will indicate the areas you should undertake further development in. It is very important that you review this feedback carefully, and plan your next steps with your employer. You can sit another interview at any future session, but you will need to update your submissions and receive an updated verification from an LI member. There is no limit to the number of times you can sit your Technician assessment and you are treated in exactly the same way as someone taking their assessment for the first time.

7 Appeals

You cannot appeal simply because you disagree with the examiners' decision not to award you Technician membership. Appeals should only be made if you believe the way in which your assessment was conducted was at fault – for example if you have administrative or procedural concerns. If you are unhappy with the way your assessment was conducted, you are able to write to the Chief Examiners, c/o the LI, to request that they review your case.

- *If you wish to appeal you must do so without delay to allow time for documentation to be reviewed, and any salient points to be investigated.*
- *You must lodge your appeal within 20 days of receiving your result.*
- *You must describe your objections to the exam process and outcome within your appeal letter.*
- *The Chief Examiners will respond within 28 days of receipt of your appeal.*

If your appeal is turned down, the Chief Examiner will write to you explaining their decision.

If your appeal is upheld, your original exam and result will be voided. You will be invited to take the exam again at the next session.

The decision of the Chief Examiners is final.



8 Confidentiality and access to information

You must ensure you have your employer's and client's consent to disclose any sensitive details in your submission. If you cannot get this consent you will need to disguise facts so that the project cannot be identified.

All submitted documents are held in compliance with the Data Protection Act. In particular, all records submitted will be treated with strict confidentiality and will be used for the purposes of the Technician assessment and for that purpose only.



9 Progression to Chartered Membership of the LI

Whilst Technician membership is a valuable destination in its own right and valued by employers, clients and other stakeholders there is also the opportunity to use it as a platform to move on to Chartered Membership.

If you hold an LI accredited degree you may already satisfy requirements for the Pathway to Chartership and even though you become a Technician member you can still start the Pathway at any time. However, if you don't have an LI accredited degree and do not satisfy the requirements for the Pathway to Chartership there are two progression routes from TMLI:

- TMLI progression to Experienced Route to CMLI – 8 years as TMLI and a minimum of 400 hours of targeted learning focusing on the competencies for Chartered Membership or;
- TMLI to P2C - fast track entry to an LI accredited degree due to TMLI followed by the Pathway to Chartership. Please contact the LI team for further advice.

After either of the above you would then take the assessment for Chartered membership.



10 Support

FAQ

<https://www.landscapainstitute.org/support-category/technician-member-of-the-li/>

LI Connect

<https://connect.landscapainstitute.org/>

Campus

<https://campus.landscapainstitute.org/>



Appendix 1 – Example of a competency summary (for Summary of Experience)

Competency	Level of achievement (to meet minimum requirements only)	Summary of Experience – a 200 word statement (+/- 10%) of competence for each of the competencies demonstrating how the minimum level of competency required for Technician membership has been achieved.
PROFESSIONAL COMPETENCIES		
Professional judgement, ethics and values	C	<p>Through both my work and CPD activities I am aware of the role of the LI as a professional organisation constituted under a Royal Charter with the key objective to protect, conserve and enhance the natural and built environment for the benefit of the public. I understand the importance of the emphasis on the integrity, competence and professionalism of members, and I am aware of and act in accordance with the Rules in the Code of Practice within both my professional and business life. I am conscious of my limitations and do not take on more than I feel competent to do and seek the advice and guidance from others where appropriate. I am familiar with the requirements for Professional Indemnity Insurance and have studied professional negligence in my Level 3 Diploma.</p> <p>I have a forward plan for my CPD activities making use of the LI Campus and local CPD events. I am aware of ethical issues that can arise. As an example, recently, a client gave me a bottle of wine for the successful completion of a project. I recorded this in my organisation's gift register and arranged for this to be raffled at the Christmas party advising the client of these actions.</p>