Ka Rere Te Manu

A Guide to Becoming a Registered Landscape Architect

Tuia Pito Ora New Zealand Institute of Landscape Architects (NZILA)

Tuia Pito Ora
New Zealand Institute
of Landscape Architects

Version 1.0

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TE PŪTAKI
THE PURPOSE OF THIS GUIDE

Mā te huruhuru, ka rere te manu
Adorn the bird with feathers, so that it may fly

This whakatauki symbolises the importance of reaching our full potential, ensuring that with the right support, knowledge, skills and tools we will succeed. Like the feathers of the manu, each one represents the time and moments of learning and practice, lessons learnt, relationships established, and connections fostered. With our feathers, they enable us to soar high above the land and sea, succeeding the skies and furthering our journey across and into new horizons.

Each manu brings different characteristics and purpose, making them unique within Te Wao Nui a Tāne (The Great Domain of Tāne/Forest). Similarly, our practice promotes the importance of individuality across the various layers of landscape architecture (design, planning, education/ teaching).

Ka Rere Te Manu supports the process of 'Becoming a Registered Landscape Architect in Aotearoa New Zealand' ensuring our people are equipped with the knowledge and tools to guide their flight forwards. Through this process, it will enable our members to become capable and competent landscape architects within Aotearoa New Zealand.

Ka Rere Te Manu is translated literally as 'the bird will fly' signifying the journey one will take to reach their goal, in this case becoming a Registered Landscape Architect. It also offers both teina (candidate - person undertaking Registration) and tuakana (mentor - those who are in supportive roles) including whānau, kaimahi and the wider community to work together to achieve greatness. It encourages us to consider our shared responsibilities and duties in enduring our practice as landscape architects and to further build the capacity and capability of our community.

Waikato Regional Seascape Study within the Coastal Marine Area

Boffa Miskell

This document aims to guide applicants and mentors through the Registration Programme for the New Zealand Institute of Landscape Architects Tuia Pito Ora (NZILA). It provides a comprehensive roadmap that outlines the steps involved in attaining professional Registration in accordance with the New Zealand Institute of Landscape Architects Tuia Pito Ora Constitution, detailing expectations, supporting materials, and helpful resources.

Ka Rere Te Manu, Guide to Becoming a Registered Landscape Architect, is a living document and may be subject to periodic minor revisions. It is your responsibility to check that guidance documentation is current.

WHY SHOULD YOU BECOME REGISTERED?
Becoming a Registered Member of the New Zealand Institute of Landscape Architects Tuia Pito Ora (NZILA) signifies the attainment of a recognised level of professional competence, ethical responsibility, and practical experience appropriate for independent practice in Aotearoa New Zealand. Registration reflects not only technical capability but also a commitment to cultural awareness, environmental stewardship, and the values that underpin our profession.

NZILA is the only professional body representing landscape architects in New Zealand. Only Registered Members are entitled to use the protected title Registered Landscape Architect, and with it, the rights and responsibilities that shape the future of the profession. These include the ability to vote, hold office, and participate in governance and setting the strategic direction of the Institute.

The NZILA is a member of the International Federation of Landscape Architects (IFLA) and its standards of membership conform to the requirements of that organisation. By awarding the title Registered Landscape Architect, the Institute affirms your standing as a trusted professional—someone who has demonstrated sound judgement, cultural competence, and the ability to contribute meaningfully to the design, planning, and management of New Zealand's landscapes. The title of Registered Landscape Architect brings public confidence, enhances professional credibility, and aligns you as a landscape architect with other Chartered and Registered professions both nationally and internationally through IFLA.

Northcote Regeneration Master Plan

Isthmus

TE POUTAMA
BECOMING REGISTERED

Whaowhia te kete mātauranga
Fill the basket of knowledge

This whakataukī gives reference to the sacred journey of Tāne-te-wānanga who ascended the heavens to seek Ngā Kete o Te Wānanga (baskets of knowledge) and the two Whatukura (sacred stones of knowledge) for all mankind. Tāne being the atua of the ngāhere (forests and birds) is intricately tied with te taiao (nature) and like our profession, we are intrinsically linked to whakapapa (genealogy) and whenua (land). It is a powerful metaphor for striving towards higher understanding and wisdom.

The Registration process expresses the concept of the 'Poutama' (stairway), symbolising the journey of learning and achievement. It embodies the essence of progress and understanding, like Tāne-te-wānanga, who ascended the heavens to retrieve knowledge.

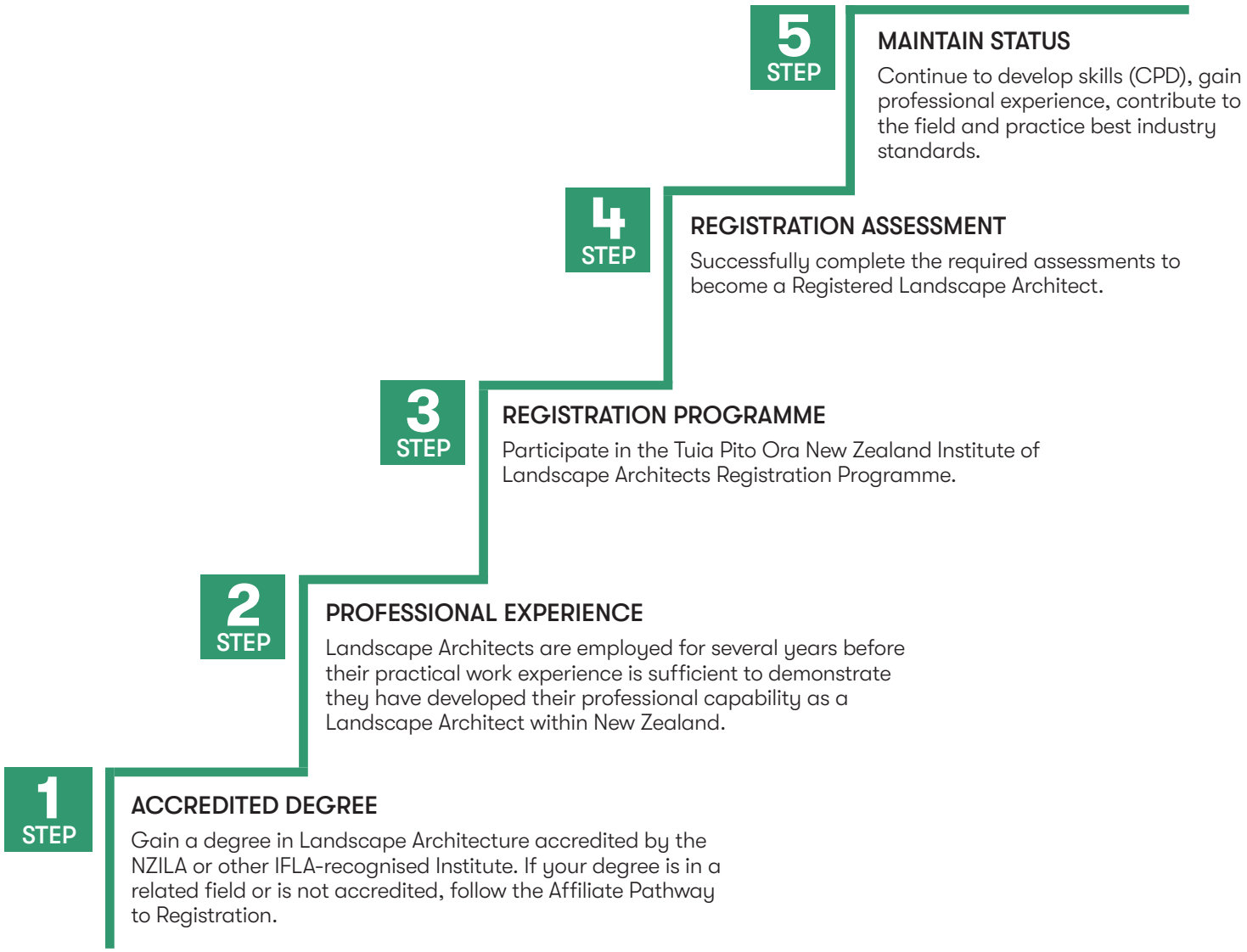
It is an ancient and traditional pattern which is often reflected within toi Māori (arts). It is a global symbol representing the pursuit of knowledge, growth and enlightenment. With each step, there is a layer of learning and development, reminding us that progress is not linear but a journey in which we take to receive, to give and to further grow.

As part of the process for Registration, there are five steps. These steps provide an understanding of how we strive to become landscape architects in Aotearoa New Zealand. It also highlights that once someone becomes a Registered Member; learning does not stop. We continue to further grow and support industry through reciprocity – ensuring the continuance of the profession continues and maintaining the mana and mauri of landscape architecture within Aotearoa New Zealand.

2024 President's Awards Registration Celebration

Becoming a Registered Landscape Architect in New Zealand is the culmination of several key steps that combine education, practical experience, and professional mentoring and assessment.

Before embarking on the Registration Programme (stage 3), you need to fulfil the NZILA requirements for Poutama stages 1 and 2 below.



TE ARA TIKA
CHOOSING THE CORRECT REGISTRATION PATHWAY FOR YOU

There are four distinct pathways to Registration, each tailored to reflect different backgrounds and experience levels. Whether you graduated only a few years ago, are an experienced practitioner, or a member of another IFLA-recognised institute, there's a route designed to support your Poutama.

Pathway 1

THE GRADUATE PATHWAY

This is the most common route to Registration for landscape architects in New Zealand, and it is likely that you will follow this pathway unless you meet the specific requirements of Pathways 2, 3 or 4.

You will have completed poutama stages 1 and 2 and meet the following.

Requirements:

- An NZILA or IFLA-accredited degree in Landscape Architecture.
- At least three years (135 weeks) of professional work experience as a landscape architect before enrolling in the Registration process (= four years experience at the time of Registration).
- You must be based in New Zealand to participate in the Registration process, and your most recent year (45 weeks) of experience must be as a graduate member of the NZILA while living and working in New Zealand.
- Have a mentor who commits to assisting you through the Registration process, this is generally somebody from your local branch or who you work closely with.

Candidates following this pathway must complete Part A and Part B of the Registration process.

Pathway 2

THE AFFILIATE PATHWAY

This pathway is for those who have been working as a landscape architect and have graduated with a Design, Urban Design or Planning related Bachelor's degree qualification.

You will have completed poutama stages 1 (degree in a related field) and 2 and meet the following.

Requirements:

- A bachelor's degree qualification in Design, Urban Design or Planning.
- At least ten years (450 weeks) of landscape architectural practice before enrolling in the Registration process.
- At least four years (180 weeks) experience in an Aotearoa New Zealand based team and/or organisation that has included at least one Registered Landscape Architect for the duration of this experience.
- You must be based in New Zealand to participate in the Registration process, and your most recent year (45 weeks) of experience must be as an affiliate member of the NZILA while living and working in New Zealand.
- Have a mentor who commits to assisting you through the Registration process, this is generally somebody from your local branch or who you work closely with.

Candidates following this pathway must complete Part A and Part B of the Registration process.

NOTE: If you are rejoining within 5 years of your lapsed Registered Membership you are able to rejoin the institute (without enrolling in the Registration Programme) and will automatically become a Registered Landscape Architect. You must however submit your CPD retrospectively for points earned in the past 12 months.

Pathway 3

THE ESTABLISHED MEMBER PATHWAY

This pathway is for those who have significant experience as a landscape architect.

You will have completed poutama stages 1 and 2 and meet the following.

Requirements:

- An NZILA or IFLA-accredited degree in Landscape Architecture.
- At least ten years (450 weeks) of professional work experience as a landscape architect before enrolling in the Registration process.
- At least two years (90 weeks) must have been completed in New Zealand.
- You must be based in New Zealand to participate in the Registration process, and your most recent year (45 weeks) of experience must be as a graduate member of the NZILA while living and working in New Zealand.
- Be sponsored by two Registered Members who certify personal knowledge of you and your work, and attest to your suitability for Registration.

Candidates following this pathway do not require a mentor, and only need to complete Part B of the Registration process.

Pathway 4

THE RECIPROCITY PATHWAY

The NZILA recognises those who are full professional members (Registered/Chartered) of an IFLA-recognised overseas Landscape Architecture association or institute.

If you are a professional member of one of these organisations, your route to NZILA Registration in New Zealand will follow this pathway.

You will have completed poutama stages 1 and 2 and meet the following.

Requirements:

- An NZILA or IFLA-accredited degree in Landscape Architecture.
- An equivalent grade of membership of an IFLA-recognised association, institute or body concerned with Landscape Architecture.
- You must be based in New Zealand to participate in the Registration process, and your most recent year (45 weeks) of experience must be as a graduate member of the NZILA while living and working in New Zealand.
- Be sponsored by two Registered Members who certify personal knowledge of you and your work, and attest to your suitability for Registration.

Candidates following this pathway do not require a mentor, and only need to complete Part B of the Registration process.

TE KAUPAPA
THE PROGRAMME

The Registration Programme is a rigorous professional Pathway designed to guide you and affirm your knowledge and skills as a Registered Member. The process ensures that candidates not only possess the practical experience necessary but also have a broad and deep understanding of the competencies expected of the profession.

Registration is achieved by completing the appropriate assessment components, depending on the pathway that is most suitable for your background and experience: Part A and Part B, each of which culminates in an assessment to determine competency and suitability for Registration.

You are welcome to submit information and request your assessment/interview in English or Te Reo Māori.

If you are applying for Registration via the Graduate or Affiliate Pathways, you must complete Part A.

PART A - PRACTICAL EXPERIENCE AND CAPABILITIES

Part A focuses on your individual practical experience and capabilities. This component requires candidates to demonstrate detailed involvement and critical thinking across two professional practice areas. You'll meet regularly with your mentor and compile a workbook showcasing your project work, supported by documentation that evidences your role and contributions. Your workbook is then formally submitted for endorsement which may be supplemented by a Structured Confirmation Conversation (if required). The successful completion of Part A confirms that you possess the experience expected of a Registered Landscape Architect and enables you to move forward into Part B.

All candidates must complete Part B.

PART B - CORE COMPETENCIES

In contrast, Part B covers the core competencies required of all practising landscape architects in New Zealand, regardless of your specific areas of work or background. These include ethical practice, client relationships, communication, environmental stewardship, cultural awareness—particularly Te Ao Māori—and a sound understanding of legislation and planning frameworks.

The Part B interview assesses how well candidates can demonstrate these foundational skills, not only through their project work but also in their broader professional behaviour and judgment. The successful completion of part B confirms that you are well-rounded, reflective, and ready to take on the responsibilities of a fully Registered Landscape Architect in Aotearoa.

TE WHAKAURUNGA
ENROLMENT

Enrolment in the Registration Programme is relatively straightforward and may be made at any time of the year. However, it is worth keeping in mind the deadlines for joining the following year's NZILA Registration Programme.

KEY DATES

The deadline for enrolment depends on your Registration Pathway.

Pathway:	Graduate or Affiliate (Pathway 1 or 2)
Deadline:	1 August

Pathway:	Established or Reciprocity (Pathway 3 or 4)
Deadline:	30 May

ELIGIBILITY

Before enrolling in the Registration Programme, you will need to confirm:

- That you have completed and met the requirements of Poutama step 1 (accredited degree) and step 2 (professional experience).
- Which Registration Pathway you are applying for.
- One mentor (for those following Pathway 1 or 2) or two sponsors (for those following Pathway 3 or 4).
- You are currently living in New Zealand - enrolment from outside NZ is not accepted.

For 2027 Registration applications onwards, please email **admin@nzila.co.nz** to express your interest.

Once reviewed and eligibility confirmed by the NZILA you and your mentor will be contacted with further information and information about the following years programme.

TE EKE
KEY MILESTONES AND TIMEFRAMES

PATHWAYS 1 & 2 (GRADUATE & AFFILIATE)

DEADLINE		MILESTONE
1 August	-	Enrolment deadline
August - December	-	Participate in mentoring
December - April	-	Part A - Practical Experience & Capabilities
May	-	Part A Assessment
May - June	-	Successful candidates progress to Part B
June - October	-	Part B - Core Competencies
November	-	Part B Assessment
December	-	Confirmation of Registration for successful candidates

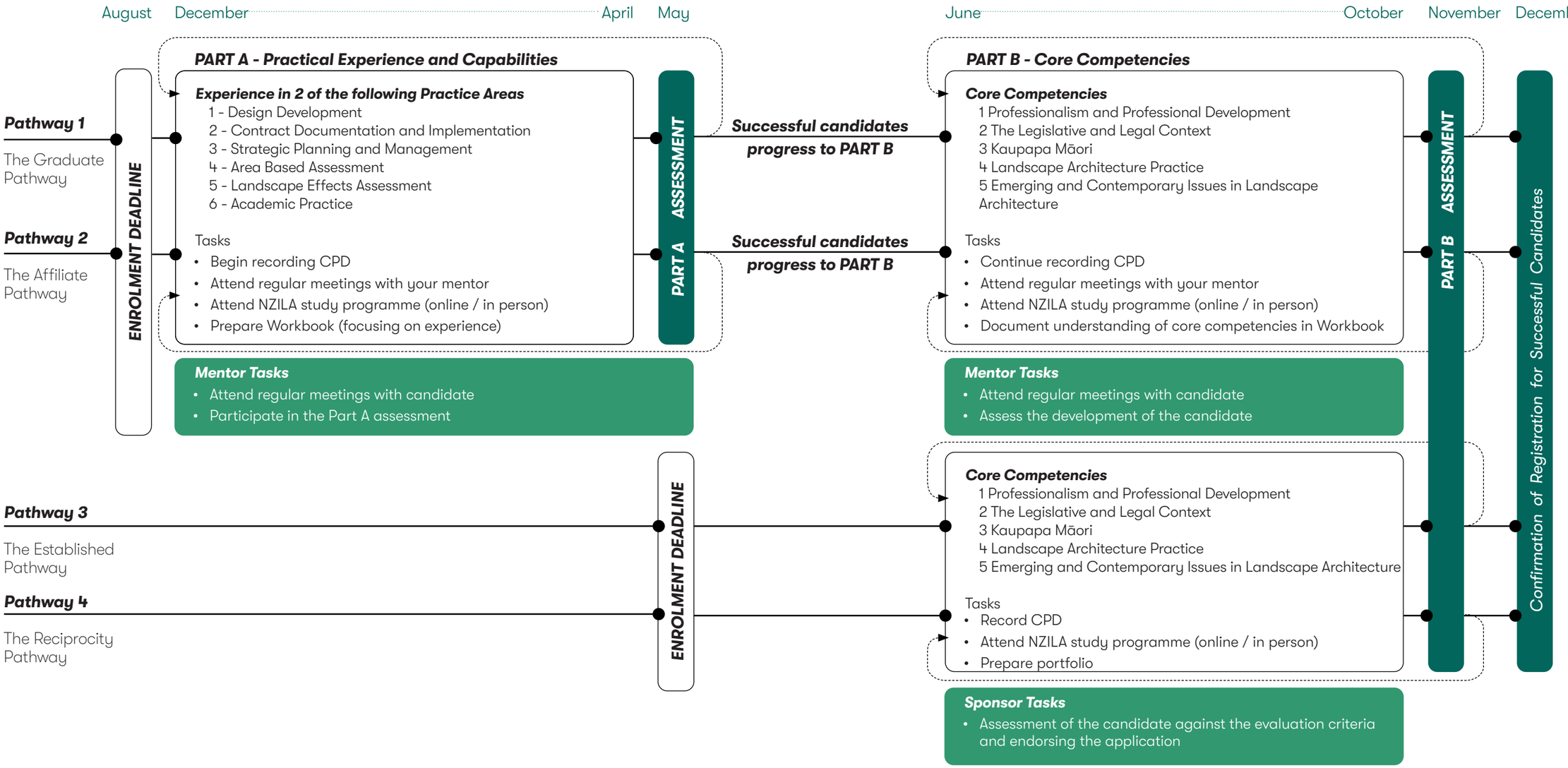
PATHWAYS 3 & 4 (ESTABLISHED & RECIPROCITY)

DEADLINE		MILESTONE
30 May	-	Enrolment deadline
June - October	-	Part B - Core Competencies
November	-	Part B Assessment
December	-	Confirmation of Registration for successful candidates

Warrior Mountains' Playground – Te Papa Tākaro o Ngā Maunga Toa

Bespoke Landscape Architects

TE EKE
KEY MILESTONES AND TIMEFRAMES



TUAKANA TEINA
THE MENTORING PROCESS

If you are applying for Registration via the Graduate or Affiliate Pathways, you are required to have a mentor.

Your mentor plays a pivotal role in guiding and supporting you throughout the Registration journey, helping you navigate the process, develop the necessary professional capabilities, and prepare for the formal assessments. Their insight and experience are key to ensuring you're on track and building the competencies expected of a Registered Landscape Architect.

FINDING A MENTOR

Before beginning the Registration process, it's essential to identify a Registered Landscape Architect to act as your mentor. Ideally, this will be someone you work alongside regularly or who is familiar with your work experience and has a comprehensive understanding of your capabilities. Someone who can provide consistent support and professional insight. If your workplace doesn't include a Registered Landscape Architect, you'll need to seek one within your broader professional network or through your local NZILA branch.

If you're unable to find a suitable mentor through these channels, NZILA can assist you. The Institute is committed to supporting all applicants through the Registration process. It can help connect you with Registered Members in your region or discipline who are willing to take on the mentoring role. Reaching out early to your local branch or the national office can smooth the way for a successful match.

Should your situation change, such as relocating to another region, it remains your responsibility to ensure continuity by securing a new mentor if required. Being proactive and communicative with NZILA and your network will make this transition easier and keep your Registration progress on track.

THE MENTORING ROLE

A critical part of the NZILA Registration journey is the support provided by your mentor. However, this is an applicant-led process — you are responsible for initiating, coordinating, and managing all aspects of the mentoring relationship.

You are expected to take ownership by scheduling meetings, programming regular mentor check-ins, and preparing all required material for review. Your mentor's role is to guide your development, offer professional insights, and conduct a formal assessment of your progress against the competency framework.

These structured, recurring meetings enable you to track achievements, discuss challenges, and reflect on growth in relation to the Registration requirements and evaluation criteria.

MENTOR REQUIREMENTS

- Your mentor must be a Registered Landscape Architect with a minimum of 3 years post-Registration experience.
- The minimum commitment of time to provide support and guidance is 45 weeks. This aligns with the annual NZILA Registration Programme timeline.
- Attendance at Practical Experience and Capabilities Workshops is mandatory for mentors and candidates. If capacity allows, contribution to assessment programme seminars is also encouraged.
- Your mentor must meet with you regularly within a formal, documented framework to review development and progress.
- This should occur at least once a month, minimum, when enrolled in the Registration Programme.
- As part of the Part A assessment, your mentor will also provide a formal endorsement of your capability, competence and readiness for Registered Membership against the practice area evaluation criteria.

PROCESS GUIDANCE NOTES

Initial Applicant Assessment and Enrolment (1 August):

- Before enrolment, your mentor is required to review the NZILA Registration Guide and make an initial assessment of whether your professional and practical experience in two practice areas is sufficient to start the Registered Membership process under the assumption that you will gain the required level of experience by the Part A assessment.
- The mentor will endorse your enrolment, based on the understanding that you possess the necessary experience to enter the Registration Programme.
- Any issues of perceived conflict of interest or commercial sensitivity precluding your ability to articulate work experience should be discussed and settled before enrolment.

Part A - Practical Experience and Capabilities

PROFESSIONAL PRACTICE AREA REVIEW
It is recommended you meet with your mentor as soon as possible after your enrolment has been confirmed and regularly thereafter to:

- Formally review the Registration requirements and Practice Area evaluation criteria against your experience to establish the level of competency.
- Confirm your **two** Practice Areas based on the above.
- Form and commence execution of your CPD Plan and Activity Log.
- Start to populate the Project Matrix to identify competencies and/or identify gaps in experience that require further development.
- Select projects and develop your workbook to articulate knowledge and work experience.

Note: As the candidate, it is your responsibility to record all meetings, actions, and progress.

The aim of Part A is for you to provide the necessary information for your mentor to formally establish a comprehensive understanding of your experience, capability and feasibility of meeting Registration requirements. This determination will influence the frequency of engagement with yourself to achieve the required level of competency.

If your mentor determines that you may not meet the required competencies within the Part A programme timeline, it is their professional responsibility to:

- Advise you immediately that further time is required, and discuss the reasons for this decision.
- Once the need for more time has been mutually agreed upon, notify the NZILA accordingly.
- Offer guidance on how the identified gaps may be addressed.

The NZILA is available to answer questions regarding evaluation requirements and the process, if required. However, it is the mentor and candidate's responsibility to ensure and agree that the candidate is ready to proceed to the Part A - Assessment.

PART A – ASSESSMENT
It is mandatory for you to submit your completed workbook for review, and attend a Structured Confirmation Conversation (if required).

Refer to page 26 for an outline of the workbook requirements.

Part B - Core Competencies

CORE COMPETENCY REVIEW

Building on core competency literacy and application in Professional Practice Areas:

- Discuss your personal development and core competencies with your mentor in relation to the evaluation criteria.
- Formally review your progression against the Core Competencies evaluation criteria to identify gaps in experience that require further development.
- Review and update your CPD plan as needed, with the goal of addressing knowledge gaps.
- Supplement your Project selections within your workbook to clearly articulate knowledge and understanding of core competencies. **Note: You don't need to restate large amounts of information. Instead, focus on clearly demonstrating your understanding of the core competencies, including how they relate to the projects you've chosen.**

Again, assessment of the above will influence the required frequency of engagement with your mentor to achieve the required level of competency.

If your mentor determines that you may not meet the required competencies within the Part B programme timeline, it is their professional responsibility to:

- Advise you immediately that further time is required, and discuss the reasons for this decision.
- Once the need for more time has been mutually agreed upon, notify the NZILA accordingly.
- Offer guidance on how identified gaps may be addressed.

PART B – ASSESSMENT INTERVIEW

It is mandatory for you to attend the assessment interview; however, your mentor will not participate in the Part B assessment.

Before the interview, you are required to submit your updated workbook for review.

Refer to page 27 for an outline of the Core Competencies Addendum to Workbook.

TE ARA TAUTOKO
SPONSORSHIP

If you are applying for Registration via the Established or Reciprocity Pathways 3 or 4, you are required to be sponsored by two Registered Landscape Architects.

While a mentor supports a Graduate or Affiliate candidate's development through regular guidance, feedback, and formal sign-offs, under the Established or Reciprocity Pathways, your sponsor's role is to formally endorse your readiness for Registration. This includes attesting to your professional competence, character, and the depth of your experience applying landscape architecture within the Aotearoa New Zealand context—their endorsement is a critical part of your Registration journey.

FINDING A SPONSOR

Identifying a suitable sponsor is an essential early step in the Registration process. Ideally, your sponsor will be a Registered Landscape Architect who is familiar with your professional work and can confidently attest to your readiness for Registration. If you are employed in a practice with a Registered Member, initiating a conversation with them about sponsorship is a natural first step.

However, if you do not work directly with a Registered Member, there are still options available for you to connect with potential sponsors. Getting involved with NZILA is highly encouraged—this might include attending local branch meetings, CPD (Continuing Professional Development) events, or national conferences. These settings provide opportunities to meet Registered Members, expand your professional network, and identify someone familiar enough with your work and approach to serve as a sponsor.

Reaching out to your local NZILA branch or the national office can also help facilitate introductions and guidance. Remember, sponsorship requires personal knowledge of your work and character, so it's vital to be proactive, visible, and engaged in the professional community to build those relationships.

THE SPONSOR'S ROLE

Being a sponsor involves more than signing off on an application. It requires a thoughtful and informed assessment, along with an understanding of the evaluation criteria and the level of competency expected of graduates and affiliates, against which experienced candidates are also expected to measure their performance.

Furthermore, sponsors must evaluate your experience, judgment, and methods of practice, specifically in relation to the New Zealand socio-economic, environmental, cultural, and legislative context.

By endorsing the application, sponsors confirm they have sufficient knowledge of the applicant's work and character to recommend them for Registered Membership. They should be willing and able to guide, support, and advise the applicant as they progress through the process.

SPONSOR REQUIREMENTS

- Sponsors shall be Registered Landscape Architects with a minimum of 3 years post-Registration experience.
- Must have sufficient experience and knowledge to confidently attest to your professional understanding and competence within the Aotearoa New Zealand context.
- Must provide a formal endorsement of your capability, competence and readiness for Registered Membership against the Practice Area and Core Competencies evaluation criteria.

PROCESS GUIDANCE NOTES

Initial Applicant Assessment and Enrolment

Before enrolment, your sponsor is required to review the NZILA Registration Guide and make an initial assessment on whether your professional and practical experience is sufficient to start the Registered Membership process.

- The sponsors will endorse your enrolment, based on the understanding that you possess the necessary experience to enter the Registration Programme.
- Any issues of perceived conflict of interest or commercial sensitivity precluding your ability to articulate work experience should be discussed and settled before enrolment.

Te Whakaoratanga o Te Puhinui: Te Rautaki
The Puhinui Regeneration Strategy

Resilio

TE WHĀIA
NZILA STUDY PROGRAMME

The NZILA Study Programme is a national initiative that provides an avenue for Registered Landscape Architects to offer guidance, advice, and feedback.

PART A - PRACTICAL EXPERIENCE AND CAPABILITIES WORKSHOPS
For those following the Graduate or Affiliate Pathways (Pathways 1 and 2).

Workshops are run in-person and online for all candidates. The timing of the workshops is designed to provide feedback throughout the process, guiding you in workbook preparation to ensure a clear articulation of your knowledge and experience. The following outlines the current workshop schedule for the Registration Programme and general timing:

WS01 - Introduction to Programme
Info about the NZILA Registration Mentoring Programme and important dates.

- Covers duration, expectations, deadlines and deliverables.

Timing: December
Attendance: Applicants

WS02 - 10% Workbook - Biography / CV and Project Matrix:
10% Workbook is submitted to the Study Programme Coordinator the week before the workshop for collation.

- You are to present your CV and Project Matrix at the workshop.
- The purpose of this workshop is to cross-check your selected projects and experience against NZILA's Registration Practice Area requirements and evaluation criteria.

Please note that your Project Matrix will require time to refine, and it is not uncommon for selected projects to change as you progress through the Registration process.

Timing: February
Attendance: Candidates and mentors

WS03 - 60% Workbook – Completed Professional Practice Areas
60% Workbook is submitted to the Study Programme Coordinator the week before the workshop for collation.

- Candidates present a completed DRAFT for their two Practice Areas.
- The purpose of this workshop is to provide an opportunity for review and feedback before completing your Professional Practice Area section of the Workbook for the Part A Assessment.
- It is expected that feedback received in the previous workshop has been considered and/or incorporated into the workbook.

Mentors are expected to review draft workbooks and prepare questions ahead of the workshop.

Timing: April
Attendance: Candidates and mentors

PART B - CORE COMPETENCY SEMINARS
For all candidates.

This series of seminars is aimed at enhancing your understanding of the core competencies required to become a Registered Landscape Architect. These seminars will provide clarity on essential skills and knowledge while fostering an open forum for dialogue and discussion among candidates and the wider industry. You will have the opportunity to explore the core competency topics, share experiences, and gain insights.

The following outlines the likely seminars for the Registration Programme:

SE01 - Professionalism and Professional Development

SE02 - The Legislative and Legal Context

SE03 - Kaupapa Māori

SE04 - Landscape Architecture Practice

SE05 - Emerging & Contemporary Issues in Landscape Architecture

Attendance and contribution at every seminar is mandatory for all candidates on all pathways.

TE AROTAKE
ENDORSEMENT & ASSESSMENT

Part A - Practical Experience and Capabilities Endorsement
For those following the Graduate or Affiliate Pathways (Pathways 1 and 2).

PURPOSE OF PART A
Part A of the Registration process confirms that you have developed sufficient practical experience and professional capability to progress to Part B. This confirmation is provided through a structured endorsement process, rather than a formal interview.

The focus of Part A is on your demonstrated experience, reflective practice, and readiness to proceed within the programme.

SUBMISSION OF WORKBOOK TO NZILA
For Part A, you are required to issue your completed Workbook to the NZILA in accordance with the submission timelines and instructions provided.

The Workbook must be prepared in line with the requirements outlined on **page 26** of this Guide, including the prescribed structure, content, and supporting evidence. It serves as the primary record of your professional experience, capability, and alignment with the NZILA Registration criteria.

MENTOR ASSESSMENT
Your mentor provides a formal endorsement of your readiness to progress to Part B.
NZILA will provide your mentor with access to your submitted Workbook. Drawing on both the Workbook and your mentor's direct knowledge of your professional development, your mentor confirms whether you have demonstrated:

- Sufficient breadth and depth of professional experience.
- Capability across the required Professional Practice Areas.
- Appropriate professional judgement, ethics, and conduct.
- Readiness to progress within the Registration Programme and has sufficiently fulfilled the requirements of Part A.

The mentor endorsement forms a core component of the Part A determination.

NZILA STUDY COORDINATOR REVIEW
As part of the endorsement process, one of the NZILA Study Programme Coordinators will undertake a review of your Workbook to confirm that:

- The submission meets programme requirements.
- Required competencies are adequately evidenced.
- Progression expectations under the relevant pathway have been met.

This review supports consistency, transparency, and alignment across the Registration process.

INDEPENDENT PROFESSIONAL ENDORSEMENT

An independent Registered Landscape Architect, appointed by NZILA, provides an additional professional endorsement.
Their role is to:

- Independently review your Workbook.
- Confirm alignment with Registration standards and expectations.
- Support professional consistency.

This independent Registered Member may also be invited to participate in the **Part B** final assessment panel, providing continuity across the Registration process.

STRUCTURED CONFIRMATION CONVERSATION (IF REQUIRED)

Where clarification is required, NZILA may convene a structured professional conversation with you, and one or more endorsing parties.
This is not an interview. Its purpose is to:

- Clarify aspects of experience recorded in the Workbook.
- Address any identified gaps or uncertainties.
- Confirm readiness to progress to Part B.

The tone is collegial, reflective, and focused on professional development rather than examination.

Timing:	May
Participants:	Candidate, mentor, Independent Professional Endorser
Format:	Online
Resources:	Digital Workbook
Recorded:	Yes

DETERMINATION ON PROGRESSION

Following completion of the endorsement process, NZILA will make a determination on progression.

Outcomes

Progression to Part B

If endorsement confirms readiness:

- You will be formally advised by NZILA.
- Information on Part B requirements and next steps will be provided.

Further Development Required

If additional experience or development is required:

- Clear written feedback will be provided.
- Guidance will outline areas for further development.

Part B - Core Competencies Assessment
For all candidates.

WORKBOOK ADDENDUM / PORTFOLIO
Candidates following the Graduate or Affiliate Pathways (Pathways 1 and 2) are required to update and resubmit their Practice Evidence and Capabilities Workbook.

Candidates pursuing the Established Member or Reciprocity Pathways (Pathways 3 and 4) must prepare and submit a Portfolio.

In both cases, the submission must include a critical reflection that demonstrates your understanding and application of the core competencies. This reflection should articulate how these competencies inform your professional judgement, shape your approach to landscape architecture, and guide your contributions across a range of project contexts.

The Assessment Panel will review your submitted Workbook / Portfolio before your interview. At this stage, the assessors evaluate the clarity, depth, and relevance of your material—ensuring it demonstrates a robust understanding of the core competencies. This will provide a foundation for your interview.

INTERVIEW
This interview is the final stage in the Registration process and is designed to assess your understanding of the core competencies against NZILA's evaluation criteria.

The Assessors' role is to explore your ability to apply professional knowledge and judgement in the practice of landscape architecture. Appointed by the NZILA, the panel comprises a Chair and two Registered Landscape Architects.

Each interview runs for approximately one hour. The questions aim to confirm your grasp of the core competencies relevant to professional practice. While full competency across all areas is not expected, you are expected to demonstrate a well-developed understanding of your professional responsibilities as a practising landscape architect.

The interview is conducted in a semi-formal tone, encouraging thoughtful reflection and professional dialogue.

Timing:	November
Participants:	Candidate and Assessment Panel
Format:	Online
Resources:	Digital Workbook
Recorded:	Yes

Post Assessment

Certain functions within the Registration process may be delegated by the Board to the Registration Panel Chair or other appointed roles. All such delegations operate under the authority of the Board, which retains responsibility for final decisions on progression and Registration.

PART A - PRACTICAL EXPERIENCE AND CAPABILITIES ASSESSMENT

Following the review of your Workbook, the NZILA will confirm your suitability to proceed to Part B of the Registration process. You will be notified of the outcome by email within one month of submitting your workbook.

PART B - CORE COMPETENCIES ASSESSMENT

Following your interview, the Chair of the Assessment Panel will submit a formal report to the NZILA Board, outlining the panel's evaluation of your suitability for Registered Membership.

The Board will consider the panel's recommendations, and once ratified, the NZILA President will contact you directly with the outcome. This process is typically completed within one month of your interview.

SUCCESSFUL CANDIDATES

Once notified by the NZILA President, successful candidates are entitled to use the professional title Registered Landscape Architect – NZILA (Registered).

NEXT STEPS IF FURTHER WORK IS REQUIRED

If the Assessment Panel determines that further development is needed before progressing to either part B or receipt of registered status, you will receive a letter outlining the panel's decision. This will include constructive feedback on areas for improvement and clear guidance on actions to strengthen your competencies—such as targeted mentoring, Continuing Professional Development (CPD), or other tailored support.

In cases where the panel recognises a strong foundation and understanding of key concepts and core competencies, but identifies specific areas requiring further work, a resubmission opportunity may be offered within a defined timeframe. This recommendation is subject to review by the NZILA Board.

220kv Transmission Line

Lucas Associates

Review of your Assessment and Resolution

REQUEST FOR CLARIFICATION

If an candidate seeks clarification regarding an assessment outcome, they may submit a written request to NZILA within one month of receiving the outcome.

The purpose of this request should be to:

- Clarify aspects of the assessment process and understand the final outcome.
- Understand any areas identified for further development, if applicable.

In accordance with clause 3.4(f) of the Constitution, the Institute is not required to provide reasons for an outcome and information may be provided at the Institute's discretion.

REVIEW OF PROCESS

Where a candidate considers that there has been a material procedural irregularity in the assessment process, they may request a review by NZILA.

The request must:

- Be submitted in writing within two weeks of notification.
- Clearly identify the alleged procedural issue.

Upon receipt:

- The Registration Panel Chair, acting under delegated authority from the Board, will undertake a review of the process followed.
- Input may be sought from relevant parties (e.g. Assessment Panel Chair, mentor).
- Any further consideration will be undertaken in a manner determined by the Board, with input from the Registration Panel Chair as required.

This review:

- Is limited to consideration of whether the assessment process was conducted in accordance with procedures.
- Does not constitute a reassessment of professional competence.

OUTCOME OF REVIEW

Following the review, NZILA will determine that either:

- The original outcome stands.
- A reassessment or further consideration is warranted.

Any further consideration will be undertaken in a manner determined by the Board, with input from the Registration Panel Chair as required.

The outcome of this review process is final.

TŌ PUKAPUKA
YOUR WORKBOOK

For those following the Graduate or Affiliate Pathways (Pathways 1 and 2).

The primary purpose of the Workbook is to provide a clear and systematically structured account of your professional experience, development, capabilities, and competencies—demonstrating your readiness for Registration. It should articulate both your technical proficiency and your personal values, cultural awareness, and commitment to ongoing professional growth.

To ensure consistency in evaluation against the assessment criteria, the following outline structure shall be adhered to.

All submissions must be presented in A3 landscape format, following the structure detailed below.

STRUCTURE

CV *(1 page limit)*
Provide a summary that outlines your professional information and development context including:

- Contact details.
- Qualifications.
- Professional experience summary.
- Identification of your mentor.
- Identification of professional affiliations.

Project Matrix *(1 page limit following the template)*
The matrix's purpose is to provide a concise and structured overview of your professional experience across Practice Areas and to link your project experience to associated evaluation criteria. The matrix template, should be completed to include your:

- Nominated Practice Areas and associated subcategories.
- Range and depth of experience against specific projects.
- Level of responsibility/autonomy across all selected projects.

Practice Evidence *(3 page limit per project, maximum of 15 pages total)*
You should select approximately five project case studies completed post-graduation.
These should demonstrate the professional application of your skills and knowledge across selected Practice Areas and provide evidence that would typically include the following:

- Project overview (Practice Area, client, location, scope, collaborators).
- Outline of your role and responsibilities.
- Graphic information articulating process and outcomes as applicable.
- Reflective commentary on outcomes and personal growth.

Part B - Core Competencies Addendum to Workbook *(one page limit per project example)*

A statement reflecting your understanding and application of the core competencies should be provided as an addendum to your Practice Evidence and Capabilities Workbook.

Your commentary should focus on how each project demonstrates your understanding and application of the following areas:

1. Professionalism and Professional Development
2. The Legislative and Legal Context
3. Kaupapa Māori
4. Landscape Architecture Practice
5. Emerging and Contemporary Issues in Landscape Architecture

Rather than restating the competency definitions, use your own words to show how these principles have informed your decisions, shaped your approach, and contributed to your growth as a practitioner.

Re:START

Rough and Milne Landscape Architects

TŌ KOHINGA
YOUR PORTFOLIO

For those following the Established Member or Reciprocity Pathways (Pathways 3 and 4).

Unlike the structured workbook, this portfolio is less prescriptive and does not require a project matrix. Instead, it offers a selective and reflective overview of your recent work, demonstrating how you apply the NZILA core competencies in real-world contexts.

PURPOSE AND FOCUS

The portfolio should:

- Highlight your professional capabilities, cultural awareness, and ethical judgment.
- Demonstrate your critical understanding of the core competencies through project-based reflection.

To ensure consistency in evaluation against NZILA assessment criteria, the following outline structure shall be adhered to in principle. All submissions must be presented in A3 landscape format, following the structure detailed below.

STRUCTURE

CV *(1 page limit)*
Provide a summary that outlines your professional information, including:

- Contact details.
- Qualifications.
- Professional experience summary.
- Identification of your sponsors.
- Identification of any other professional affiliations.

Project examples *(Concise and purposeful. Aim for 1 page per project, with a maximum of 5 projects)*
Each project should include:

- A brief project overview (client, location, scope, collaborators).
- A summary of your role and responsibilities.
- Visual material that communicates process and outcomes.
- A reflective statement linking the project to one or more core competencies.

Core competency reflection *(included on the above project pages)*
Your commentary should focus on how each project demonstrates your understanding and application of the following areas:

1. Professionalism and Professional Development
2. The Legislative and Legal Context
3. Kaupapa Māori
4. Landscape Architecture Practice
5. Emerging and Contemporary Issues in Landscape Architecture

Rather than restating the competency definitions, use your own words to show how these principles have informed your decisions, shaped your approach, and contributed to your growth as a practitioner.

PART A

TE PIKI WHAIHANGA WHENUA PRACTICAL EXPERIENCE & CAPABILITIES

For those following the Graduate or Affiliate Pathways (Pathways 1 and 2).

Part A of the Registration process is your opportunity to present a clear and comprehensive account of your professional experience and competencies as a landscape architect. This section forms the foundation of your application for Registered Membership with NZILA, and is designed to reflect both the breadth and depth of your practice.

At the time of assessment, you must show **comprehensive knowledge and capability in two (2) Practice Areas**.

Through Part A, you are expected to articulate your expertise across defined Practice Areas, supported by evidence of applied knowledge, sound judgement, and alignment with professional standards. This is not simply a record of past work—it is a demonstration of your capacity to contribute meaningfully to the profession and uphold its values in practice.

Each Practice Area is supported by a detailed set of evaluation criteria to guide your study and assessment. While these criteria provide a clear framework, your demonstration of experience in Part A will be developed collaboratively—through mentoring and participation in the NZILA Study Programme workshops. This process is structured to foster your professional growth and ensure your demonstrated experience meets the standards expected of a NZILA-Registered Landscape Architect.

Throughout the process, you should:

- Clearly articulate your role and responsibilities.
- Provide evidence of applied skills and decision-making, showing how you navigate complexity in practice.
- Critical reflection on outcomes, challenges, and learning, highlighting growth and adaptability.

You will select from the following Practice Areas, each representing a distinct area of professional expertise:

1	Design Development	Demonstrating your ability to translate concepts into resolved design solutions, including site planning, spatial composition, and integration of cultural and ecological values.
2	Contract Documentation and Implementation	Showcasing your experience in preparing technical documentation, managing construction processes, and ensuring design intent is delivered on site.
3	Strategic Planning and Management	Highlighting your involvement in high-level planning, policy development, and strategic frameworks that guide landscape outcomes at scale.
4	Area-Based Assessment	Providing evidence of your skills in evaluating landscape character, values, and sensitivities within defined geographic areas.
5	Landscape Effects Assessment	Demonstrating your ability to assess and communicate potential effects of development on landscape values, including visual, cultural, and ecological impacts.
6	Academic Practice	Reflecting on your contributions to landscape architecture through teaching, research, or scholarly work that advances the profession.

PRACTICE AREA - 1

Design Development

SCOPE

Practice in site-specific contextual analysis, application in design development, consultation and documentation.

Candidates will need to demonstrate competence in all elements and possess a satisfactory practical understanding of the interrelationships between them.

i. Site analysis
ii. Concept development
iii. Developed design
iv. Cost management
v. Engagement / collaboration
vi. Managing the design process

Access to Water, Tauranga Waterfront

LandLAB

EVALUATION CRITERIA

An understanding of the design process and the ability to establish appropriate contextual responses to site and design development at various scales and complexities are required.

Candidates shall be proficient and, where applicable, produce evidence of the ability to:

- ☐ Clearly demonstrate an understanding of the project brief and scope.
- ☐ Clearly demonstrate an understanding of the design process, including typical conventions and documentation requirements by phase.
- ☐ Clearly demonstrate an understanding of client and project team roles, responsibilities and liabilities.
- ☐ Confidently articulate an understanding of statutory requirements, or seek appropriate advice to assess and apply the intent of policies, objectives and/or rules of relevant authorities, standards and codes.
- ☐ Identify and articulate the need for engagement and collaboration with other consultant professions, community groups, agencies and cultural representatives to achieve quality design outcomes.
- ☐ Demonstrate experience in briefing and administration of sub-consultant contracts (or comprehensive awareness of the processes involved).
- ☐ Gather, analyse and interpret site information including (but not limited to) assessment of physical, social, cultural and environmental factors influencing design, followed by clear articulation and appreciation of site opportunities, constraints and risks as they relate to project brief and context.
- ☐ Understand critical issues and their relevance to the site context in the application of research, theory, lateral thinking, and creativity in design exploration and development.
- ☐ Coherently express ideas, design principles and/or aims of proposals, including critical evaluation of outcomes.
- ☐ Apply intellectual rigour and proficiency in the technical development of concepts, including (but not limited to) demonstrating the appropriate application of:
    - Form, function and aesthetic.
    - Levels and gradients.
    - Integration of services.
    - Appropriate material use and assembly.
- ☐ Demonstrate ideas with well-structured (referenced as appropriate), fit-for-purpose, logically presented and clearly expressed graphics and communication.
- ☐ Evaluate and effectively manage the financial performance of projects, including seeking appropriate advice where applicable, in planning, controlling, and estimating project costs as required to manage risk effectively.

PRACTICE AREA - 2

Contract Documentation and Implementation

SCOPE

Practice in site-specific technical design and the construction of design proposals through the implementation of a construction contract. Including coordination with related disciplines, preparation of contract documentation, procurement of construction services and materials, implementation of contracts, and review of construction works against scope and quality control requirements.

Candidates will need to demonstrate competence in all elements and possess a satisfactory practical understanding of the interrelationships between them.

i. Contract documentation
ii. Contractor procurement process
iii. Contractual roles and responsibilities
iv. Managing the process

He Puna Taimoana Hot Pools

Glasson Huxtable Landscape Architects

EVALUATION CRITERIA

Candidates will need to demonstrate proficiency in all categories outlined below and have a satisfactory practical understanding of interrelationships between all elements.

Proficiency in understanding process, the preparation of detailed design documentation, and a clear understanding of construction management from an administrative or observational perspective, including interrelationships, roles and responsibilities, is required.

Candidates shall be proficient and, where applicable, produce evidence of the ability to:

☐ Clearly articulate an understanding of the design and construction scope required to implement a project.

☐ Clearly articulate an understanding of the detailed design and construction process, including typical conventions and documentation requirements by phase.

☐ Demonstrate understanding of quality assurance processes and the importance of establishing document hierarchy, distribution channels, and control of contract documentation, including legal requirements.

☐ Clearly and confidently articulate statutory requirements or seek appropriate advice to assess and apply the intent of policies, objectives and/or rules of relevant authorities, standards and codes.

☐ Demonstrate experience in identifying and briefing consultant professionals to achieve quality, code-compliant solutions, including the administration of contracts (or a comprehensive awareness of the processes involved and associated liabilities).

☐ Prepare and/or manage the production of contract documentation that:

- Reflect a typical set of completed contract documents.
- Clearly articulates the construction scope and staging of the project.
- Is logical in sequence and hierarchy, with clear referencing.
- Avoids repetitious or conflicting information.
- Is compliant with relevant statutes.

☐ Clearly demonstrate an understanding of contractor procurement/tendering techniques, including:

- Types of contractual relationships, appointment methods, evaluation procedures and application to project context, scale and complexity.
- How to choose the proper tender process and an understanding of the implications.
- Obligations and legal responsibilities during the tendering process.

☐ Demonstrate a clear understanding of contract administration/observation procedures, including, but not limited to:

- Commonly used General Conditions of Contract.
- Specific roles such as the Principal (Client), Advisors (Consultants), Contract Administrators, their associated responsibilities and liabilities.
- An understanding of the need and use of instructions, certificates, extensions of time and variations (or if in an observation role, a comprehensive understanding of the processes and responsibilities as an advisor).
- An ability to act firmly and impartially in policing the actions of both Principal and Contractor.

☐ Evaluate and effectively manage the financial performance of projects, including seeking appropriate advice and/or working with cost management consultants where applicable, in planning, controlling, and estimating project costs as required to manage risk effectively.

PRACTICE AREA - 3

Strategic Planning and Management

SCOPE

Practice in areas of strategic planning and management, including landscape evaluation and formulation of master/ development plans, guidelines, strategies, objectives and policy for resource, asset, natural, rural or urban landscape typologies.

Candidates will need to demonstrate competence in **at least two** of the following categories and have a satisfactory understanding of the interrelationships between all elements.

i. Objective and policy development
ii. Strategic network and spatial studies
iii. Broad land use development (capacity studies, structure plans & master planning)
iv. Management guidelines, plans and strategies
v. Design guidelines

EVALUATION CRITERIA

Candidates must demonstrate competence in at least two categories and possess a satisfactory understanding of the interrelationships between all elements.

In each category selected, candidates shall be proficient and, where applicable, produce evidence of the ability to:

- ☐ Clearly articulate the purpose, vision, and intended outcomes of applicable strategic planning and management tools.
- ☐ Confidently demonstrates an understanding of strategic and statutory context, including process, relevant planning instruments, codes, and guidelines as applicable.
- ☐ Demonstrates an understanding relating to the methodology employed and the necessary tasks to complete the work, outlining clearly the reasons why.
- ☐ Seek appropriate expert or statutory advice to ensure alignment with policy intent, legal requirements, and best practice where required.
- ☐ Apply systems thinking to assess relationships between environmental systems, infrastructure, communities, and cultural values in the planning and management of landscapes and open spaces.
- ☐ Identify and evaluate applicable community, cultural, social, and environmental needs, and reflect these within contextually appropriate frameworks, actions, guidelines and outcomes that guide development or management with clarity and purpose.
- ☐ Confidently discuss, critically evaluate and rationalise research, scope, methodology, assumptions, limitations and effectiveness of proposed planning or management responses as applicable.
- ☐ Communicate design intent through logically structured, well-sequenced and clearly presented written and graphic material that aligns with the audience and purpose.
- ☐ Produce work that is inclusive and responsive, supporting sustainable and resilient outcomes across landscape typologies and governance settings as applicable.

PRACTICE AREA - 4

Area Based Assessment

SCOPE

Practice in the area of broad-scale landscape assessment within Aotearoa New Zealand's statutory context.

Candidates will need to demonstrate competence in broad-scale landscape planning. This involves understanding and practical knowledge of broad-scale landscape character, landscape values, the statutory context, as well as establishing terms of reference, developing an approach, and applying the Te Tangi a te Manu Aotearoa New Zealand Landscape Assessment Guidelines.

Specific focus will be:

i. Formulation of methodology and approach
ii. Land typing and broad-scale landscape description
iii. Landscape and natural character
iv. Landscape values
v. Evaluation of Outstanding Natural Features and Outstanding Natural Landscapes
vi. Policy development and interpretation
vii. Landscape evidence (for area-based work)

EVALUATION CRITERIA

Candidates will need to demonstrate competence in broad-scale landscape planning. This involves understanding and practical knowledge of broad-scale landscape character, landscape values, the statutory context, as well as establishing terms of reference, developing an approach, and applying the Te Tangi a te Manu Aotearoa New Zealand Landscape Assessment Guidelines.

Candidates shall be proficient and, where applicable, produce evidence of the ability to:

- ☐ Ability to understand and apply different assessment methods and approaches as they relate to area-based assessments.
- ☐ Demonstrates an understanding of land typing and an ability to describe the landscape fully.
- ☐ Identifies the importance of Landscape Character mapping and descriptions, and how it is applied.
- ☐ Understands the construct of natural character and how it is applied.
- ☐ Identifies and understands landscape values.
- ☐ Competently evaluates and understands ONFs and ONLs.
- ☐ Demonstrates an understanding of policy development and interpretation.
- ☐ Understands the need to prepare landscape evidence (both for council hearings and the Environment Court) and its associated structure. A candidate does not necessarily need to demonstrate accomplishment, but a clear understanding of the different types of evidence required and the related processes utilised.

PRACTICE AREA - 5

Landscape Effects Assessment

SCOPE

Practice in the area of Landscape Effects assessment. This includes landscape, visual and Natural Character Effects.

Candidates will need to demonstrate competence in the preparation of a Landscape Effects assessment that would typically include:

i. Formulation of methodology and approach
ii. Project scoping and refining
iii. Existing environment descriptions, including defining landscape values
iv. Defining visual catchment
v. Outlining statutory context
vi. Assessment of Landscape Effects & Natural Character Effects, including direct, indirect, transient & cumulative
vii. Remediation, enhancement, and mitigation measures
viii. Conclusions / recommendations
ix. Landscape Effects evidence

EVALUATION CRITERIA

Candidates shall be proficient and, where applicable, produce evidence of the ability to:

- ☐ Ability to understand and apply different assessment methods and approaches as they relate to Landscape Effects assessments.
- ☐ Appropriately understands project scope and the necessary matters to include.
- ☐ Clearly defines the visual catchment and different groups of people (e.g., residents).
- ☐ Demonstrates an understanding of the relevant statutory instruments to the project and their hierarchy.
- ☐ The assessment of effects is clearly set out, reasoned, and appropriately referenced, with supporting documents and illustrative material. Demonstrates alignment with Te Tangi a Te Manu.
- ☐ Provides clear logic to any remediation, enhancement and mitigation measures.
- ☐ Succinctly concludes the assessment.
- ☐ Understands the need to prepare landscape evidence (both for council hearings and the Environment Court) and its associated structure. A candidate does not necessarily need to demonstrate accomplishment, but a clear understanding of the different types of evidence required and the related processes utilised.

PRACTICE AREA - 6

Academic Practice

SCOPE
Practice in landscape education and research within an accredited programme in Landscape Architecture.

EVALUATION CRITERIA
Candidates will need to demonstrate satisfactory competence in at least two of the three elements.

i. Teaching:

- ☐ Full-time or part-time educational roles within NZILA-accredited Landscape Architecture programmes: lectures, studios, tutorials, guest lecturer talks, marking, mentorship and moderation/critique of student projects.
- ☐ Following/using the Te Tangi a Te Manu and Te Ao Māori worldview.

ii. Academic contribution:

- ☐ Participation or contribution to curriculum development and active contribution to academic projects or external communities.
- ☐ Input into wider programmes or faculty.
- ☐ External liaison with practitioners.
- ☐ Pastoral care for students.

iii. Research:

- ☐ Identifying areas of research within the industry and the profession.
- ☐ Conducting/scoping research topics for graduates and post-doctoral researchers.
- ☐ Conference presentations - domestic & international.
- ☐ Peer review of research papers.
- ☐ Journal papers, articles for asylum, x-section, etc..

PART B

TE PIKI MĀTAURANGA WHENUA
CORE COMPETENCIES

For all candidates.

Part B of the Registration process is your opportunity to demonstrate your readiness for professional practice as a NZILA-Registered Landscape Architect. Building on the foundational knowledge presented in Part A—or drawing from your established experience if applying via the Established Member or Reciprocity Pathways (Pathways 3 or 4)—this section focuses on your core competencies and your ability to use professional judgement, uphold ethical standards, and contribute meaningfully to the profession through independent practice.

At the time of assessment, you must provide clear evidence of professional maturity, critical thinking, and a well-developed understanding of the responsibilities associated with Registered Membership.

Through Part B, you are expected to present a reflective and forward-looking account of your recent work and ongoing professional development. This is not simply a continuation of Part A—it is a demonstration of your capacity to operate autonomously, engage responsibly with clients and communities, and uphold the values and standards of NZILA in real-world contexts.

You will be evaluated against a set of criteria that reflect the expectations of Registered Members. These criteria provide a framework for assessment, and your development will be supported through peer dialogue and participation in the NZILA Study Programme.

Throughout the process, you should ensure you have addressed the evaluation criteria associated with:

1. Professionalism and Professional Development
2. The Legislative and Legal Context
3. Kaupapa Māori
4. Landscape Architecture Practice
5. Emerging and Contemporary Issues in Landscape Architecture

Part B is the final step toward Registration and should reflect both your professional capability and your alignment with the values of landscape architecture in Aotearoa New Zealand.

CORE COMPETENCY - 1

Professionalism and Professional Development

SCOPE

The professional obligations of NZILA membership, and an understanding of the nature of professional conduct and integrity.

Candidates shall be proficient in all categories outlined below and have a satisfactory practical understanding of interrelationships between categories.

i. NZILA Constitution, Strategic Plan and Charter
ii. Professional roles & responsibilities
iii. Principles of ethical practice
iv. IFLA Global Ethical Principles for the Landscape Profession
v. Continuing professional development

A well-developed understanding of the professional Institute and its operations, as well as professionalism and the impact of ethics on the practice of landscape architecture, is required.

Te Whau Pathway

Jasmax

EVALUATION CRITERIA

Candidates shall be proficient and, where applicable, produce evidence of their understanding of:

- ☐ A thorough knowledge of NZILA, to include: its operating structure (e.g., governance and management team responsibilities, branches, working and advisory groups).
- ☐ NZILA relationships and strategic partnerships with Ngā Aho and Te Tau-a-Nuku.
- ☐ NZILA Strategic Plan and Landscape Charter.
- ☐ NZILA Constitution, including the Code of Conduct, and how it informs professional activities.
- ☐ The different NZILA membership categories, the Pathways to Registration and what it means to be a Registered Landscape Architect.
- ☐ Professional roles and responsibilities in relation to clients, employer, NZILA and the environment.
- ☐ An appreciation of one's limits of skills, knowledge and professional competency, and ability and willingness to seek advice at appropriate times.
- ☐ Ethical practice in relation to upholding the integrity of the landscape profession through practice as a landscape architect, and the promotion of client and wider public confidence in the landscape profession.
- ☐ Environmental ethical practice in relation to the promotion of sustainable development and the environmentally responsible use of resources.
- ☐ Global Ethical Principles for the landscape profession, as developed by IFLA, and their role in the promotion of global ethical best practice.
- ☐ The importance of CPD (Continuing Professional Development) as a tool for lifelong learning and a requirement for maintaining Registered Membership.
- ☐ The importance of making ongoing contributions to the profession to ensure its sustainability and vitality, for example, through involvement with NZILA, other professional affiliations or mentoring of landscape architects.

CORE COMPETENCY - 2

The Legislative and Legal Context

SCOPE

The extent and application of legislation and law relating to practice as a landscape architect, you are expected to have a well-developed understanding of the legislative context of the profession and how the practice of landscape architecture is guided and informed by it.

Candidates must be proficient in all categories outlined below and possess a satisfactory practical understanding of the interrelationships between categories.

i. Overview - principles of New Zealand law
ii. Te Tiriti o Waitangi
iii. Property ownership & entitlements
iv. The planning system and environmental policy
v. Contract law
vi. Law of negligence

EVALUATION CRITERIA

Candidates shall be proficient and, where applicable, produce evidence of the ability to:

- ☐ Understand Te Tiriti o Waitangi, its principles, and be aware of the historical and current context of the Treaty in Aotearoa.
- ☐ Understand the legal framework as it relates to the profession.
- ☐ Show an understanding of the planning hierarchy (National, Regional and District) and how it applies to practice.
- ☐ Understanding of different types of contracts relevant to the profession.
- ☐ Demonstrate an awareness of your responsibilities under contract law, liabilities and risk management.
- ☐ Demonstrate an awareness of the basic principles of negligence and professional liability.

CORE COMPETENCY - 3

Kaupapa Māori

PURPOSE
This competency requires applicants to demonstrate a deep, reflective understanding of kaupapa Māori, and how this informs their values and practice as a landscape architect in Aotearoa New Zealand.

The statement should move beyond theoretical knowledge to show personal positioning, lived experience, and evolving practice, grounded in Te Tiriti o Waitangi and relationships with whenua and tangata whenua.

Applicants should demonstrate understanding across the outlined categories, along with a well-developed appreciation of how they interrelate within professional practice.

i. Te Ao Māori
ii. Te Tiriti o Waitangi
iii. Our Aotearoa Practice

SCOPE
To prepare a minimum 500-word statement demonstrating your understanding of kaupapa Māori and te ao Māori.

"Being a landscape architect in Aotearoa is a responsibility towards whenua (land) and tangata (people); it is not just a profession".

Applicants shall reflect on the following values (MoU Tuia Pito Ora & Ngā Aho) and demonstrate how they are understood and enacted within practice:

Mana
Authority and standing: Recognising and supporting the authority and standing.

Manaakitanga
Hospitality and reciprocity: Extending hospitality and reciprocity to one another.

Mahi Tahi
Collaboration: Working together for the benefit of each and all.

Kaitiakitanga
Custodianship: Acting consistently and responsibly as custodians of all people, cultures and environments.

Aroha
Respect and understanding: Working within a common understanding which places value on involvement and which recognises each party's best endeavours.

Manawanui
Commitment: Working collaboratively to ensure that the relationship between the parties is kept warm on every occasion.

EVALUATION CRITERIA

Applicants will be required to reflect and answer:

- ☐ How does my identity (lived experience) inform my practice? – who am I and what do I bring to my practice here in Aotearoa, how do I respond to this unique context.
- ☐ How do I understand my role in relation to Tangata Whenua and in response to the NZILA Constitution 2.1 clause Objects and Purposes (c), (d), (g), (h).
- ☐ How do current conditions in Aotearoa New Zealand (environmental, cultural, social) influence my intent?
- ☐ What responsibilities does this moment place on the profession?
- ☐ How am I reflecting Māori values as outlined in NZILA Constitution 2.1 clause Objects and Purposes (c), (d), (g), (h) in my practice?
- ☐ Provide an example demonstrating how you actively respond to project narrative and actively engage in practicing these values.

As part of the evaluation a representative from Te Tau a Nuku will review your statement and be present for your panel interview to provide a response with regards to acknowledging kaupapa Māori and cultural integrity.

They will review your reflection statement with an open mind and heart, providing honest feedback.

The reflection will be assessed on the applicant's ability to:

- ☐ Demonstrate authentic engagement with kaupapa Māori values.
- ☐ Articulate a clear personal and professional position.
- ☐ Show integration of Te Tiriti o Waitangi and relevant NZILA Constitutional clauses in practice.
- ☐ Reflect with honesty, humility, and thoughtful depth.
- ☐ Evidence growth, responsiveness, and critical thinking.

CORE COMPETENCY - 4

Landscape Architecture Practice

SCOPE

The organisation, administration and management of practice as a landscape architect. A well-developed understanding of the practice of landscape architecture, management of client and professional relationships, and project management is required.

Candidates must be proficient in all categories outlined below and possess a satisfactory practical understanding of the interrelationships between categories.

i. Professional duties, liabilities and legal responsibilities
ii. Professional appointment
iii. Client relationships
iv. Inter-professional relationships
v. Stakeholder relationships
vi. Forms of practice and organisational management
vii. Project management
viii. Project documentation & communication
ix. Risk knowledge, acceptance and transfer and impacts on our profession

Our Lady's Home of Compassion

Studio Pacific Architecture

EVALUATION CRITERIA

Candidates shall be proficient and, where applicable, produce evidence of their understanding of:

- ☐ Crossover topics: Professionalism and professional development: Professional roles and responsibilities (NZILA policies, copyright, dispute prevention and resolution Legislative Context liability under Tort and Contract).
- ☐ The range of professional duties and responsibilities a landscape architect may fulfil (consultant, advisor, etc.), the key differences in their responsibilities, and the difference between advisory and advocacy roles.
- ☐ The key laws, regulations and codes that inform the work of a landscape architect.
- ☐ Understanding of professional competencies and limits of responsibilities.
- ☐ Business/practice management.
- ☐ Information management/control, records management and QA systems and processes.
- ☐ Employer and employee rights and responsibilities.
- ☐ Health and safety responsibilities.
- ☐ The different ways a client may obtain the services of a landscape architect and the key differences (direct appointment, invited, open).
- ☐ The professional services appointment process, including scope definition, contractual arrangements, typical assumptions and exclusions, and other considerations.
- ☐ Different fee basis agreements (fixed fee, hourly rate, fee estimate, etc) and the advantages and disadvantages of each for both landscape architect and client.
- ☐ The processes and procedures of project and delivery management.
- ☐ Good professional communication practices with client representatives in relation to scope, fees, programme, deliverables, risk management, opportunities, constraints, design intent/principles (minimum three examples).
- ☐ The types of insurance generally required and how these inform the practice of a landscape architect.

CORE COMPETENCY - 5

Emerging & Contemporary Issues in Landscape Architecture

SCOPE

Key to the professional life of a landscape architect is staying up-to-date with emerging and contemporary issues that may impact and inform how we undertake our professional duties and the advice we provide to clients, consultants, and the wider community. This core competency differs from Core Competencies 1-4 in that it does not seek candidate proficiency across all categories listed below. Instead, it requires the candidate to consider those more holistic environmental and societal issues that will exert an increasing influence on the profession of landscape architecture.

Candidates shall demonstrate an awareness of the topics outlined in each of the categories below in relation to the impact on the work they undertake in their current role, or are likely to undertake in the future.

Candidates shall also demonstrate a practical understanding of the application of some of these topics through their project experience.

i. **Environmental sustainability** - including: sustainable development, environmentally responsible use of resources, environmental ethics, climate justice, circular economy, green economy, environmental stewardship, environmental management systems and certification.

ii **Climate change** - including: designing for microclimate regulation, urban heat island mitigation, flood-resilient landscapes, wildfire-adapted planting and defensible space, sea-level rise and coastal resilience planning, greenhouse gases, carbon footprint, climate change adaptation and mitigation, global warming impacts, carbon trading and sequestration practices.

iii. **Technological innovations** - including: use of BIM and GIS integration, AI applications and emerging technological disruptions.

iv. **Social equity and wellbeing** - including: designing for quality of life and positive physical and mental health, the expression of cultural identity, environmental justice in landscape planning, therapeutic landscapes, community participation and stewardship, designing for human-nature interaction, enhancing mental health through contact with the natural environment and nature as a tool for mental resilience.

EVALUATION CRITERIA

Candidates shall produce evidence of their understanding of IFLA principles.

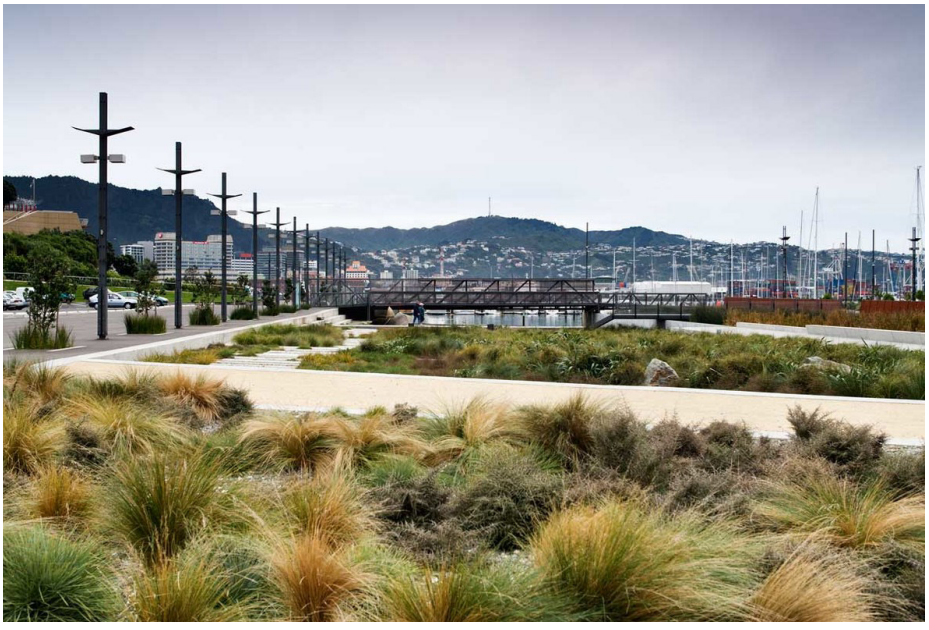
- ☐ IFLA Global Ethical Principle 1: “Landscape Architects promote conservation and enhancement of the environment and quality of life for now and future generations.”

- ☐ IFLA Global Ethical Principle 2: “Landscape Architects recognise the issue of climate and biodiversity emergency and the importance of practising in a manner consistent with the UN Sustainable Development Goals.”

These principles aim to ensure and promote global ethical practice and environmental wellbeing. Landscape architects who are members of NZILA are required to act in accordance with these principles.

- ☐ The impact of the practice of landscape architecture on the environment, and an understanding of the need to reduce carbon and greenhouse gas emissions in line with global targets, and an aim to achieve a net-zero carbon emission target wherever possible.

- ☐ The importance of embedding sustainability principles into the practice of landscape architecture at all levels, including company policy, procedures, project delivery processes, and the promotion of sustainability principles to clients and the wider public.



Waitangi Park

Wraight and Associates

TE WHAKAPUPURU
MAINTAINING REGISTRATION

Once you're Registered, it is your responsibility to maintain the integrity and professionalism of the landscape architecture profession. Adhering to our constitution, policies, and guidelines ensures that we are working together towards a common goal and fosters trust and respect among colleagues, clients, and the broader community.

Registration serves as a foundation for guiding our professional lives in navigating complex situations and upholding the values of the institute. By joining the NZILA as a Registered Landscape Architect, you not only protect the interests of your clients and the environment but also ensure the long-term viability and growth of the landscape architecture profession through your own learning and the sharing of knowledge with others.

Requirements:
Registered Members are required to accept our code of professional conduct and acknowledge their responsibilities as members.

THE CPD PROGRAMME

The Continuing Professional Development (CPD) programme offered by the New Zealand Institute of Landscape Architects Tuia Pito Ora (NZILA) is a vital part of being a Registered Landscape Architect. It is designed to maintain and enhance your skills and knowledge throughout your career. As the landscape architecture profession continually evolves in response to emerging trends, technologies, and societal needs, ongoing education and professional development become essential for maintaining high standards of practice. The CPD programme provides landscape architects with structured opportunities to engage in learning, share best practices, and stay current with industry advancements. By embracing continuous professional development, landscape architects are better equipped to understand our cultural requirements, meet the challenges of a rapidly changing environment and contribute meaningfully to the planning and design of landscapes that enhance the quality of life for all New Zealanders.

Requirements:
Participation in the CPD programme is mandatory for Registered Landscape Architects.

SUPPORTING THE PROFESSION

The New Zealand Institute of Landscape Architects Tuia Pito Ora (NZILA), relies on the voluntary support of its members to promote the profession of landscape architecture throughout Aotearoa New Zealand and to undertake many of the activities required to meet the needs of a professional organisation and its membership. As a Registered Landscape Architect, there is an expectation that you will contribute to the profession. You will have benefited from the voluntary contribution of other members during your progress through the Registration process, and you are now encouraged to 'give back' to the profession through the voluntary contribution of your time.

This may not happen immediately – some voluntary roles require a minimum number of years of work experience following Registration, or knowledge and expertise in a particular field of Landscape Architecture. Still, there are several ways to support the profession. These include putting yourself forward for membership of a local branch, a panel, or a working group, or volunteering for a promotional activity to educate school children, community groups, or other professional associations on the role of a landscape architect.

NGĀ KUPU
KEY TERMS, DEFINITIONS AND ROLES

Applicant
A person who has submitted an application for entry into the Registration Programme and whose eligibility is currently under review.

Assessors
A Registered Landscape Architect appointed by NZILA to evaluate a candidate as part of the formal assessment process, including review of submitted material and participation in the assessment interview.

Assessment Panel
A panel of Registered Landscape Architects appointed by NZILA to carry out the formal assessment of candidates, including review of submitted material and conduct of the assessment interview. The Panel provides recommendations to NZILA and does not determine the final outcome. The panel is normally composed of three assessors, with one nominated as Chair of that panel.

Candidate
A person who has been accepted into the Registration Programme and is undertaking the professional assessment pathway toward Registration.
**Following confirmation that eligibility and application requirements under Part A have been satisfactorily met, the applicant will be accepted into the Registration Programme and thereafter referred to as a candidate.*

Core Competencies
Areas of the profession where all Registered Landscape Architects must demonstrate knowledge and understanding.

Demonstrate
Means to actively and clearly show how you meet the required competencies through your real-world experience, reflective documentation, and professional conduct.

Desktop Assessment
A review of a candidate's submitted workbook or portfolio undertaken without the candidate present, to evaluate capability and support progression or interview assessment.

Full-time
One year of work experience is defined as documented evidence of 45 full-time working weeks. Full-time means a minimum of 35 hours a week. If you are working part-time, you must give evidence that an equal number of hours has been achieved.

Graduate Landscape Architect
A person who has completed the academic requirements for Registration as stage 1 of the Poutama, but is still undertaking the professional experience to become Registered.

Independent Professional Endorser
An independent Registered Landscape Architect appointed by NZILA to review a candidate's submitted material and provide professional input to support consistency in assessment.

Mentor
A Registered Landscape Architect who supports and guides a candidate through the Registration process, providing professional advice, reviewing progress, and offering input on readiness for assessment in accordance with NZILA requirements.

NZILA Study Programme
The NZILA Study Programme is a nationally coordinated framework that supports candidates through the Registration process, providing a consistent approach to guidance, learning, and preparation across Aotearoa New Zealand.

Overseas Recognised Institutes and Bodies
The NZILA recognises those overseas associations, institutes or bodies concerned with Landscape Architecture whose constitution and organisation meet the membership requirements of IFLA.

Portfolio
Following a similar structure to the Workbook, this abridged reflective document forms the backbone of the candidate's application for Registered Membership under pathways 3 and 4.

Poutama
The ascending stage in personal development on the journey to becoming a Registered Landscape Architect.

Practice Areas
Specific areas of Landscape Architecture in which applicants practice, where they need to demonstrate competence.

Professional Experience
Professional experience is defined as diverse, documented, and professionally relevant practical engagement in Landscape Architecture, undertaken to a standard deemed acceptable by the Registrar. This experience must meet the specified type and breadth of requirements associated with the relevant project area.

Professional Practice
Professional practice refers to practical experience in Landscape Architecture within a professional context.

Recognised Landscape Architecture Qualifications
Academic qualifications from universities or institutes of higher learning that are accredited by a member organisation of the International Federation of Landscape Architects (IFLA).

Registration Panel Chair
The Registration Panel Chair leads and manages the professional registration assessment process by ensuring candidates are assessed consistently and fairly against the core competency standards. They coordinate the Registration Panel, coordinate feedback to candidates and report outcomes to the Board.

Registration Panel Deputy Chair
The Registration Panel Deputy Chair supports the Registration Panel Chair in delivering the professional registration assessment process and helps ensure candidates are assessed consistently and fairly against the core competency standards. They assist with coordinating interview panels and candidate feedback, contribute to the ongoing development of the Registration process, and support reporting on Registration outcomes to the Board.

Sponsor
A sponsor states that they have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant and consider that they satisfy the requirements for Registered Membership. Required by candidates following Pathway 3 (the Established Pathway) and Pathway 4 (the Reciprocity Pathway).

Structured Confirmation Conversation
A structured discussion used to clarify aspects of a candidate's submitted material where required. While not a formal assessment or interview, it may inform the overall evaluation of the candidate.

Study Programme Chair
The Study Programme Chair oversees the delivery and consistency of the Study Programme, ensuring it aligns with national standards and supports candidates effectively through the Registration process.

Study Programme Co-ordinator
This role is responsible for coordinating delivery and supporting candidates within the Study Programme, ensuring consistency with national guidance and expectations.

Workbook
The Workbook is a structured document that forms the backbone of the candidate's application for Registered Membership under Pathways 1 and 2.