

A GUIDE TO ILAM

CPD

Continuing Professional Development Programme

1 MARCH 2016 Version



[CPD Continuing Professional Development]

[INTRODUCTION]

The main purpose of this booklet is to set out the guidelines for the implementation and requirements of ILAM CPD for Landscape Architects. This booklet will also provide guidelines on how Landscape Architects can participate, record and monitor their CPD activities to meet ILAM CPD requirements.

[DATE OF IMPLEMENTATION]

With effect from 1st January 2014, it is mandatory for all Landscape Architects to participate and maintain records of their participation in CPD. The trial period is 3 years with full implementation by January 2017.

All renewals of registration with the Institute, for the year 2014 onwards, must include evidence that they have undertaken activities to accumulate the required minimum CPD credit points.

[CPD REQUIREMENTS]

Landscape Architects who are subjected to CPD

The following categories of Landscape Architect are subjected to CPD:-

- **Registered Landscape Architect and Graduate Landscape Architect.**
- Registered Landscape Architect whose **registration has been cancelled and desires reinstatement of registration.**
- Registered Landscape Architect whose **registration has been suspended and desires reinstatement of registration.**
- Registered Landscape Architect who has **failed to renew registration and desires reinstatement of registration.**

CPD Requirements for Reinstatement of Registration

- Landscape Architect whose registration is cancelled, suspended or failed to renew his/her registration for a period of more than one (1) year is required to comply with the ILAM CPD requirements for the year prior to the reinstatement.
- Landscape Architect whose registration has been cancelled or suspended or has failed to renew his/her registration for a period of less than one (1) year, the number of CPD credit points required shall be proportionate to the period their registration has been cancelled or suspended or lapsed in the preceding year.

CPD Event and Accreditation

Any party other than ILAM, who wishes to organise or participate in any ILAM CPD events with the intention of obtaining 'CPD credit points' must apply in writing to ILAM for accreditation **at least two (2) months** before the proposed date of the event. ILAM will decide on the number of credit points and the decision made by ILAM on this matter is final.

The qualifying events are as listed in this brochure and should focus on topics related to the core skills and knowledge of the Landscape Architecture profession including topics that enhance knowledge development.

Landscape Architect exempted from CPD

The following categories of Landscape Architect are exempted from CPD:-

1. **Being above the age of 60** years old
2. **Past President** of ILAM
3. **Senior Government Officers** or **Elected Representatives to the State Legislative Assembly or Parliament** of Malaysia
4. **Fellow members** of ILAM

Note: Application for exemption must be made to ILAM before 31st December of the year preceding the year for renewal of registration.

[ADMINISTRATION OF CPD COMPLIANCE]

Unless exempted by ILAM, an application for renewal of registration shall comply with the following requirements.

Maintenance of CPD record

From time to time, ILAM may request the Landscape Architect to provide evidence of their participation in CPD events. Landscape Architects shall maintain all relevant documents and certificates of attendance as proof of their participation.

Submission of CPD record

A Landscape Architect must submit the CPD record, together with his/her application for renewal of registration with ILAM. Applicants must complete and submit on the ILAM membership database portal, www.ilamdatabase.com, together with all supporting documents for ILAM's verification and approval.

Non-Compliance of CPD Requirements

An application for a renewal of registration will not be approved if the applicant does not comply with the CPD requirements, unless ILAM has approved such non-compliance.

Excess Credit Point

Only Registered Landscape Architects who have recorded excess CPD credit points may carry forward such excess credit points to the subsequent year.

Landscape Architects who intend to carry forward their excess credit points must submit to ILAM their current and previous year's CPD records for verification.

False Declaration

ILAM shall revoke the registration of any Landscape Architect if the approval for renewal of registration was obtained by means of false declaration regarding CPD requirements.

[CORRESPONDENCE]

All correspondence relating to ILAM CPD shall be addressed to:-

Institute of Landscape Architecture Malaysia (ILAM)

1-10-3, Presint ALAMi, Pusat Perniagaan Worldwide 2,
No.2, Persiaran Akuatik, Seksyen 13,
40100 Shah Alam, Selangor.

Tel: +(60)11-1181 8919 | (603) 5523-4638 | (6013) 2020827

Fax: +(60)3-5519 0827

E-mail: ilamalaysia1981@gmail.com

[EXPLANATORY NOTES ON CPD CREDIT POINT TABLE]

Landscape Architects are encouraged to participate in CPD events organised by ILAM and accumulate the required credit points per year to be eligible to submit an application for renewal of registration in the preceding year.

In carrying out CPD events, from time to time, ILAM may accredit professional bodies where Landscape Architects may obtain CPD credit points by serving as committee and/or sub-committee members, or attend seminars, conferences, workshops, CPD talks, short courses or technical visits organised by approved professional partners.

[CPD Credit Hours Table]

No	CPD Events	Descriptions	Credit Hour Per Event (max points)	
			ILAM Events	Others
1	EDUCATION EVENTS <ul style="list-style-type: none"> Conventions Conferences Seminars Workshops Talks Courses Exhibitions Technical Visits/Study Tours 	<ol style="list-style-type: none"> Presentation at Seminar, Workshop, Education, Training Program, Technical Visit or Study Tour etc. <ul style="list-style-type: none"> National level International level Attendance and participation at Seminar, Workshop, Education, Training Programme, Technical Visit or Study Tour etc. <ul style="list-style-type: none"> National level <ul style="list-style-type: none"> ½ day event (4 hours) 1 full day event (8 hours) International level <ul style="list-style-type: none"> ½ day event (4 hours) 1 full day event (8 hours) 	<p>3 (3) 6 (6)</p> <p>2 (2) 4 (12)</p> <p>4 (4) 8 (24)</p>	<p>1 (1) 2 (2)</p> <p>0.5 (0.5) 1 (3)</p> <p>1 (1) 2 (6)</p>
2	SOCIAL EVENTS	<ol style="list-style-type: none"> Attendance at ILAM Social Event (ILAM AGM, EGM, ILAM Dinner, Raya Gathering, Tea Party etc). Receive awards granted in recognition of professional achievement or contribution to the landscape architecture profession. <ul style="list-style-type: none"> National level International level 	<p>2 (2)</p> <p>2 (2) 4 (4)</p>	<p>Nil</p> <p>Nil Nil</p>
3	ORGANISATION OF ACTIVITIES <ul style="list-style-type: none"> Presentation of papers and talks Technical Visits/Study Tours 	<ol style="list-style-type: none"> Committee member organising Seminars, Workshops, Education, Training Programme, Technical Visits or Study Tours, ILAM social events, etc. <ul style="list-style-type: none"> National level International level 	<p>6 (6) 12 (12)</p>	<p>Nil Nil</p>
4	PUBLICATIONS OF BOOKS AND/OR ARTICLES	<ol style="list-style-type: none"> Publish books relating to the profession. Publish book chapters and journal articles. Published materials for: <ul style="list-style-type: none"> ILAM Publication (Bulletin, Yearbook etc) Local press and magazine including online publication 	<p>8 (8)</p> <p>4 (4)</p> <p>4 (4) 2 (2)</p>	<p>Nil</p> <p>Nil</p> <p>Nil Nil</p>
5	SERVICE TO THE PROFESSION	<ol style="list-style-type: none"> Lectures and evaluation of Landscape Architect University Students' performance (final assessment/final critiques). <ul style="list-style-type: none"> National level International level Facilitator, moderator for seminar, workshop, education, and training program (organised or jointly organised by ILAM). <ul style="list-style-type: none"> National level International level Spokes-person for media (representing ILAM) Jury on landscape related competitions. <ul style="list-style-type: none"> National level International level 	<p>3 (3) 6 (6)</p> <p>3 (3) 6 (6)</p> <p>2 (2)</p> <p>6 (6) 8 (8)</p>	<p>Nil Nil</p> <p>Nil Nil</p> <p>Nil</p> <p>Nil Nil</p>

[CPD Credit Hours Table]

No	CPD Events	Descriptions	Credit Hour Per Event (max points)	
			ILAM Events	Others
6	ILAM COMMITTEE	1. ILAM Council Members who have attended and participated in regular meetings with a minimum of 60% attendance. (1 point per attendance).	1 (10)	Nil
		2. ILAM Chapter Members who have attended and participated in chapter meetings. (1 point per attendance).	1 (10)	Nil
		3. ILAM members become working committee members serving and assisting ILAM. (1 point per attendance).	1 (10)	Nil
		4. Represent ILAM in any official meeting.	1 (1)	Nil
7	RESEARCH AND POST GRADUATE STUDIES	1. Full time study for a minimum of twelve (12) months duration or more on subject related to Landscape Architecture. The researcher to organise a talk and presentation to the members about their studies.*	10 (10)	Nil
		2. Part-time Study/ Correspondence / Distance Learning Course for duration of not less than two (2) years leading to a Post-Graduate Degree related to Landscape Architecture. The researcher to organise a talk and presentation to the members about their studies.*	5 (5)	Nil
		3. Other studies as approved by ILAM.	**	Nil
8	OTHERS	1. Others as approved by ILAM.	**	**

NOTE:

- * One (1) copy of Thesis/Research, Seminar Paper or Report shall be presented to ILAM for records.
- ** Credit hours to be determined by ILAM.
- At least 60% of the total yearly activities have to be ILAM programmes, 40% is from other activities recognised by ILAM.



1-10-3, Presint ALAMI,
Pusat Perniagaan Worldwide 2,
Persiaran Akuatik, Seksyen 13,
40100, Shah Alam,
Selangor, Malaysia.

FOR ONLINE CPD POINT SUBMISSION AND CHECKING
www.ilamdatabase.com

CALL ILAM FOR ASSISTANCE
+(60)11-1181 8919 / (60)13-2020 827

E-MAIL
ilamalaysia1981@gmail.com