



The Hong Kong Institute of Landscape Architects  
Professional Practice Examination

Supplementary Notes No. 1

Subject: External Supervision

Date of Issue / Last Update: 15 September 2011

Requirements on External Supervision

1. The supervisor should meet the candidate no less than once a month to briefly review any work undertaken by the candidate relevant to the syllabus of the Professional Practice Examination; advise on aspects in which the candidate needs to improve knowledge or standards; check that the candidate's Practical Training Record is up to date and complete and sign the Meetings Record;
2. Visit the candidate in his or her normal work environment no less than once every three months to review all aspects of the candidate's work generally and his or her work conditions in order to gain an overview of the candidate's development; and
3. No less than once every six months review the balance of the candidate's practical experience of the syllabus and advise in writing on areas of lack of experience to be rectified either by appropriate practical experience or by reading, lecture attendance or other CPD activity.

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