



<u>Section 1</u> Professional responsibilities, liabilities, and ethics	<u>Section 2</u> Legal system and development control	<u>Section 3</u> Professional practice management	<u>Section 4</u> Construction contracts, and pre-tender & tendering procedures	<u>Section 5</u> Contract administration
<p>Professional roles and responsibilities , ethics and values including:</p> <ul style="list-style-type: none"> ➤ Professional Roles & relationships ➤ The Hong Kong Institute of Landscape Architects Incorporation Ordinance ➤ HKILA’s Constitution and Bye-Laws ➤ HKILA’s Code of Professional Conduct ➤ Continuing Professional Development Policy ➤ Professional Ethics <p>Professional duties and liabilities including:</p> <ul style="list-style-type: none"> ➤ Liabilities under contract, tort, and statute ➤ Negligence 	<p>The legal system including:</p> <ul style="list-style-type: none"> ➤ HK legislation and law relevant to landscape <p>The planning system including:</p> <ul style="list-style-type: none"> ➤ The structure of the HK planning system ➤ Development control and development plans ➤ Planning procedures, restrictions, consents and enforcement and appeals ➤ Statutory authorities <p>Environmental control and conservation including:</p> <ul style="list-style-type: none"> ➤ Environmental Impact Assessment (EIA) ➤ Landscape and Visual Impact Assessment (LVIA) 	<p>Administrative and management aspects of professional practice and appointment including:</p> <ul style="list-style-type: none"> ➤ Copyright ➤ Changes to contracts ➤ Novation ➤ Fees and charges ➤ Fee tendering ➤ Standard and non-standard briefs ➤ Methods of calculation and charging ➤ Expenses ➤ Payment periods, interest and recovery of fees ➤ Work schedules ➤ Disputes <p>Professional relationships including</p> <ul style="list-style-type: none"> ➤ Contracts with public, private 	<p>Contracts and contract law including:</p> <ul style="list-style-type: none"> ➤ Meaning and essentials of a valid contract ➤ Forms of agreement and conditions of contract ➤ Types of contract ➤ Subcontracts ➤ Contract documents ➤ Law related to latent damages ➤ Standard specifications <p>Pre-contract and tendering procedures including:</p> <ul style="list-style-type: none"> ➤ Selecting contractors ➤ Tendering methods ➤ Tendering documentation 	<p>Contract administration including:</p> <ul style="list-style-type: none"> ➤ Duties of all parties under contracts ➤ Control of the works ➤ Inspections and site meetings ➤ Site inspectorate staff ➤ Insurance ➤ Instructions, variations, valuations and certification ➤ Delays and disputes ➤ Bankruptcy and insolvency ➤ Liquidated and ascertained damages ➤ Practical completion ➤ Defects/ rectification and maintenance

Hong Kong Institute of Landscape Architects Professional Practice Examination Syllabus (Aug 2014)

<ul style="list-style-type: none"> ➤ Professional indemnity insurance ➤ Intellectual Property law <p>Professional registration including:</p> <ul style="list-style-type: none"> ➤ Landscape Architects Registration Ordinance (LARO) ➤ Role and responsibilities of a Registered Landscape Architect (RLA) 	<ul style="list-style-type: none"> ➤ Environmental and conservation agencies ➤ Tree preservation and removal application ➤ Landscape, heritage, conservation and ecological designations ➤ Protected species and habitats ➤ Pollution control 	<ul style="list-style-type: none"> and corporate clients ➤ Collateral Warranties ➤ Design and Build contracts ➤ Multi-disciplinary teams ➤ Sub-consultancy ➤ The role of other relevant professions ➤ Building Information Modelling and data sharing requirements ➤ The role of a landscape architect in a public authority <p>Practice management including:</p> <ul style="list-style-type: none"> ➤ Forms of practice ➤ Public practice ➤ Employers duties and contracts of employment ➤ Employees duties ➤ Quality management systems ➤ Data protection and intellectual property ➤ Advertising and practice promotion ➤ Occupational, Health and safety legislation and regulations 	<ul style="list-style-type: none"> ➤ Tender assessment and reports ➤ Letting the contract ➤ Performance bonds 	<ul style="list-style-type: none"> period ➤ Final accounts
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