THE HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS Annex A1

PRACTICE TRAINING RECORD **(EXCEL FILE)**

Name of Candidate: XXXX (membership no. XXXX) Sheet No: 1

Employer's Name and Address: _____

TIME RECORD

Year	Month																								
2018																									

ACTIVITY	**(insert hours where appropriate below)**																								**Total**
1. Professional responsibilities, liabilities, and ethics																									
Professional roles and responsibilities, ethics and values																									0
Professional duties and liabilities																									0
Professional registration																									0
2. Legal system and development control																									
The legal system																									0
The planning system																									0
Environmental control and conservation																									0
3. Professional practice management																									
Administrative and management aspects of professional practice and appointment																									0
Professional relationships																									0
Practice management																									0
4. Construction contracts, and pre-tender & tendering procedures																									
Contracts and contract law																									0
Pre-contract and tendering procedures																									0
5. Contract administration																									
Contract administration																									0
6. Others																									
																									0
																									0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

DECLARATION BY CANDIDATE:

I certify that this is a true record of my professional practice experience obtained for the Professional Practice Examination.

Candidate's Signature: _____

Date: _____

Supervisor's Membership Stamp

Supervisor's Signature: _____

Supervisor's Name: _____

Date of Election: _____