**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 | 0 |

**DECLARATION BY CANDIDATE:**

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

Candidate's Signature: _____

Date: _____

Supervisor's Membership Stamp

Supervisor's Signature: _____

Supervisor's Name: _____

Date of Election: _____

# Supervisor is liable to check all the documents prepared by candidates as factual and accurate.