



The Hong Kong Institute of Landscape Architects  
*Guidance Notes for Continuing Professional Development (CPD)*

# **Guidance Notes for Continuing Professional Development (CPD)**

May 2025



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## 1. Introduction

Continuing Professional Development (CPD) is an ongoing necessity in the ever-changing world. Practising landscape architects should take opportunities to update and expand their knowledge and expertise, and develop personal qualities that help fulfil their professional duties. Starting from 1st April 2003, CPD is a mandatory requirement of all HKILA Fellow and Professional Members. The objectives of CPD are:

Article 4.12.1 and 4.12.2 of HKILA Bye-Laws states that the CPD Committee of the Hong Kong Institute of Landscape Architects shall review and update the CPD policy, to implement the CPD policy and to monitor members for fulfilling the CPD requirement. This document, therefore, aims to provide a clear guidance for members to meet the CPD requirement, and to explain the administrative framework for effective implementation of the CPD policy.

All queries regarding CPD should be directed to HKILA Secretariat at [secretariat@hkila.com](mailto:secretariat@hkila.com).

## 2. CPD Requirements

### 2.1 Definition

CPD is the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the landscape architect's working life.

Members are encouraged to participate in a combination of CPD activities with various natures and topics, and to implement and maintain a Personal CPD plan that provides a balanced development of professional knowledge and skills.

### 2.2 Topic areas

The CPD policy is designed to ensure attention to all facets of professional development in a recurrent and balanced way. Major topic areas for balanced professional development include:

- 2.2.1 Practice, contract and environmental law, administration and management
- 2.2.2 Technology, materials, techniques and documentation
- 2.2.3 Planning and design theory
- 2.2.4 Natural sciences and environmental management
- 2.2.5 Cultural/heritage landscape and social issues
- 2.2.6 Community participation and general communication processes and skills
- 2.2.7 Institute works

### 2.3 CPD requirements for members

- 2.3.1 CPD is a mandatory requirement of all HKILA Fellow and Professional Members. CPD is not mandatory for Associate Members but are strongly urged to participate in full CPD activities as this will substantially contribute to their progression to Professional Membership.
- 2.3.2 All Fellow and Professional Members are required to complete a minimum of **12** CPD points during each institute calendar year<sup>1</sup>.
- 2.3.3 Members shall be required to operate and complete a Personal CPD Plan (refer to "Annex 1") during each Institute calendar year. The completed Personal CPD Plan will be submitted to HKILA for review upon membership renewal.

### 2.4 Format and level of CPD activities

**Table 2.4** provides a list of acceptable formats of CPD activities and associated skill level for reference. The list serves as examples and is not exhaustive. The CPD activities should be carefully chosen to match the requirements under the following **Sections 3 - 6**.

Format of CPD Activities	Level	Examples
1. Completion of academic education as a course leading to a qualification or having a defined curriculum leading to an examinable/assessable product.	Level 1 (2.0 points per contact hour)	<ul style="list-style-type: none"> <li>- Full/part-time academic study</li> <li>- Distance learning</li> <li>- Certificate programs</li> </ul>
2. Formally supervised research leading to refereed publication and contributing to the profession's body of knowledge		/
3. Formal events by the Institute or professional organizations (attending or presenting) <sup>2</sup>	Level 2 (1.0 point per contact hour)	<ul style="list-style-type: none"> <li>- Seminars, lectures, training courses, conferences</li> <li>- Workshops and briefing sessions</li> <li>- Talks on career development and introducing the profession</li> </ul>
4. Community, institutional and social services	Level 3 (0.5 point per contact hour)	<ul style="list-style-type: none"> <li>- Institute works</li> <li>- Member of government councils, boards, advisory committees, etc.</li> <li>- Professional representation on panels and working committees (including Institute committees and task forces)</li> <li>- Public consultations</li> <li>- Voluntary community services</li> </ul>
5. Informal events, information gathering and exchange		<ul style="list-style-type: none"> <li>- Attendance at studio / thesis reviews</li> <li>- Study tours, outreach and exchange trips</li> </ul>
6. Self-arranged activity (subject to a maximum of <b>2 points</b> per year)	Level 3	<ul style="list-style-type: none"> <li>- Self study of books, journals and research publications</li> <li>- Online videos of lectures and presentations</li> <li>- Visiting exhibitions</li> </ul>

**Table 2.4**

### 3. CPD Events Organized / Supported by HKILA

- 3.1 The events that qualify for CPD points are those organized in the following ways, whether held locally or outside Hong Kong:
- 3.1.1 By HKILA
  - 3.1.2 By the Young Landscape Architect's Group (YLAG)
  - 3.1.3 By HKILA and/or YLAG jointly with other organizations
  - 3.1.4 By other organizations with HKILA as a supporting organization
  - 3.1.5 By other organizations with the endorsement of HKILA through email and HKILA's website
- 3.2 A **minimum of 8.0 CPD points** per institute calendar year must be CPD events falling into the abovementioned 3.1.1 – 3.1.5, of which a **minimum of 2.0 CPD points** must fall into 3.1.1 – 3.1.3.

### 4. CPD Events Organized by Other Organizations

- 4.1 Any event organized by any organization **not** falling into the abovementioned categories 3.1.1 – 3.1.5, whether held locally or outside Hong Kong, may count towards CPD points if they contribute **relevant** added learning to HKILA members.
- 4.2 To qualify for CPD points, the events should generally satisfy at least 1 of the following requirements:
- They enhance the member's professional or technical knowledge.
  - They update the member's knowledge of wider issues affecting the landscape architecture profession.
  - They enhance and broaden the member's business, managerial, legal or other skills relevant to their execution of professional duties.
  - They represent the member professionally to other professions or organizations.

### 5. Self-arranged CPD activities

- 5.1 All self-arranged CPD activities would be subject to a **maximum of 2.0 points** per institute year.
- 5.2 Each self-arranged CPD activity must be attached with a written report of no less than 100 words, which should contain a brief description of the activity and a personal reflection.

## 6. Calculation of CPD Points

- 6.1 The total number of CPD points gained for each activity / event would be the number of contact hours multiplied by the number of CPD points per contact hour depending on the “level” of activity (refer to above **Table 2.4**).
- 6.2 Any individual event will only count for a maximum of **8.0** points, unless specifically endorsed by the Institute.
- 6.3 To qualify for CPD, an event must last for a minimum of half an hour.
- 6.4 CPD hours should be rounded up to the nearest half hour.
- 6.5 The hours counted should be net of travelling time to the event and should exclude breaks of longer than half an hour, unless another CPD activity takes place during the break.
- 6.6 Members are also encouraged to undertake and report as many CPD activities as possible. However, CPD points gained in an institute calendar year should not be carried forward to the following year.

## 7. Attendance Record

- 7.1 Attendance at events that fall into categories 3.1.1 – 3.1.3 will be recorded in the Institute’s internal system.
- 7.2 Attendance records at events **not** falling into categories 3.1.1 – 3.1.3 should be kept by the member and submitted together with the personal CPD plan upon membership renewal. They can be in the form of receipts, tickets, certificates or other forms of documentation showing evidence of attendance.

## 8. Compliance Checking

- 8.1 The CPD Committee shall ensure all members’ personal CPD records have been submitted upon each membership renewal.
- 8.2 Upon each membership renewal, the CPD Committee would carry out random spot checks on the submitted personal CPD records on approx. 10% of the membership.
- 8.3 Members who have not met the minimum requirement of 12 CPD points or have errors in the calculation of CPD points will be asked by the Secretariat to resubmit their personal CPD plan within 1 month from the notification date (or a reasonable timeframe as decided by the CPD Committee).
- 8.4 Members with CPD activities found to have insufficient information will be asked by the Secretariat to substantiate and provide necessary supporting documents within 1 month from the notification date (or a reasonable timeframe as decided by the CPD Committee).



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- 8.5 In the event of any outstanding CPD record sheet or failure to submit a compliant CPD record sheet after request, the Fellow or Professional Membership to HKILA of the concerned member would be withdrawn, and the member would be registered as an Associate Member until such time as an acceptable Personal CPD Plan is submitted.
- 8.6 The CPD Committee would pass the information of non-compliant cases to the Registration Committee for record and notification to the individual member.
- 8.7 In the event of dispute, the decision of the Institute shall be final.

Note:

<sup>1</sup>The institute calendar year begins on 1<sup>st</sup> April of each year and ends on 31<sup>st</sup> March of the following year.

Encl. **“Annex 1 – Personal CPD Record Sheet”**



## **Annex 1 –**

### Personal CPD Record Sheet (Template)



**THE HONG KONG INSTITUTE OF LANDSCAPE ARCHITECTS  
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)  
PERSONAL RECORD SHEET  
(1 April 2024 – 31 March 2025)**

Min. 12 CPD Points required.  
Please refer to “**Guidance Notes for Continuing Professional Development (CPD)**” for detailed requirements.

DATE OF ACTIVITY	NAME OF ACTIVITY	HOST OF ACTIVITY	TYPE OF ACTIVITY (1-8)*	LEVEL (1-3)#	CONTACT HOURS	POINTS PER CONTACT HOUR‡	RUNNING TOTAL POINTS	NOTES
					(A)	(B)	(A) X (B)	
								<p><b>* Type of activity:</b> 1 – Practice, contract, law, etc. 2 – Technology and materials. 3 – Planning and design theory. 4 – Natural sciences &amp; environ<sup>l</sup>l mgt. 5 – Cultural landscape &amp; social issues. 6 – Community participation, etc. 7 – Institute works (please specify post/task) 8 – Others (please specify)</p> <p><b># Level of activity:</b> Please refer to <b>Table 2.4</b> of “Guidance Notes for Continuing Professional Development (CPD)”.</p> <p><b>‡ CPD Points:</b> CPD points awarded per activity level: Level 1 – 2.0 points per contact hour Level 2 – 1.0 point per contact hour Level 3 – 0.5 point per contact hour</p> <p>Please refer to <b>Table 2.4</b> of “Guidance Notes for Continuing Professional Development (CPD)”.</p>

(TO BE SUBMITTED TO HKILA UPON MEMBERSHIP RENEWAL)

SHEET \_\_\_\_ OF \_\_\_\_

I DECLARE THAT ALL INFORMATION PROVIDED IN THIS PERSONAL RECORD SHEET IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

NAME \_\_\_\_\_ MEMBERSHIP NO. \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_