



# **Accredited Membership**

## **of the Garden Design Society of New Zealand**

### **Application Package**

#### **Index:**

1. Introduction
2. Application procedure
3. Membership categories
4. Applicant requirements (garden designer)
5. Applicant requirements (academic)
6. Preparation of portfolio
7. Application form
8. Checklist
9. Timetable

#### **Appendices**

- Guidance Notes to Applicants
- Questioning of Applicants

## **1. Introduction**

Accredited membership of GDSNZ recognises the professionalism of your qualifications and practice. It will provide you with the benefits of belonging to a professional organization.

This package is designed to inform you of the procedure and requirements for accreditation. It is recommended you read Guidance Notes for Applicants at the end of this package (Appendix 1).

Your application will be assessed by an Accreditation Board. The Board is made up of 3 members. One member is a practitioner in landscape design, with accreditation from the Society, one member is an academic in landscape design, with accreditation from the Society, and one member is from a different discipline.

## **2. Application procedure**

### **2.1 Application form**

You are required to complete an application form. An application form is attached to this package. You will be given a closing date for applications for the next accreditation round. Send your completed application form with the application fee of \$150.00 to the Society Secretary.

### **2.2 Preparatory workshops**

Workshops will be held to inform you of the accreditation process, and the type and standard of documentation. These will be held at the close of applications.

### **2.3 Documentation**

You will need to prepare and forward documentation to support your application. Once your application has been received you will be informed of the due date for providing documents: qualifications, evidence, drawings, photos, etc. See Sections 4 and 5 for documentation requirements.

### **2.4 Interview**

You are required to attend an interview with the Accreditation Board. You will be notified of the date, time and place for this interview.

### **2.5 Results**

You will be informed of the results of your application when the Board has forwarded these to the secretary. If you are successful you will become an accredited member of the Society and be entitled to use the letters *ProfAccredGDSNZ*.

If you are not awarded accreditation the Board may offer you an opportunity to resubmit. Depending on any caveat given previously by the Board on the application, a resubmission may necessitate that the application be revised and developed. This will not require another application or incur further application fee.

### **2.6 Obligations**

To maintain your accreditation you are required to engage in continuing professional development (CPD). Guidelines for CPD are available from the Board. There is also a requirement to follow the Code of Ethics (to be formulated).

## **3. Membership categories**

There are 2 membership categories to apply under:

1. as a practising garden designer or
2. as an academic or researcher in the field of garden design

Requirements for practising garden designer applications are outlined in Section 4 and those for academics are outlined in Section 5.

## **4. Applicant requirements - garden designer**

**4.0** A combination of relevant qualifications and work history is required. This may vary between applicants.

A benchmark of a 2 year tertiary qualification and 3 year equal fulltime work experience is considered the standard requirement. Different ratios of qualification and experience may also meet the requirements, with a minimum of 2 years work experience (see 4.2 below).

These variations will be at the discretion of the Accreditation Board.

### **4.1 Qualifications**

A copy of relevant qualifications must be supplied to the Board. Relevant qualifications need to include garden design theory and studio practice.

### **4.2 Work history**

A record of relevant projects, drawings, project supervision, completed work dates, etc is required outlining work over a minimum of 2 years. Nine years work experience is required in the case of those without relevant tertiary qualification or approved design supervision.

These requirements are at the discretion of the Accreditation Board.

### **4.3 Scope of work**

4 projects shall be presented for examination with the following requirements:

- the applicant shall be responsible for the design of at least 3 of the projects
- may include designs which are unbuilt
- must include at least 2 which are built

- must include at least 1 which demonstrates a complete job from client enquiry to sign off
- may include competition entries
- must include at least 2 which have been commissioned by a client
- must include at least 2 which include planting plans
- each design must be accompanied by a design statement or short design report

#### **4.4 Documentation**

A comprehensive selection of documentation of projects must be presented to the Board.

##### **4.4.1** All 4 projects will require the following documentation:

- client briefs
- site assessments
- statements of intent
- designs: plans, elevations, perspectives, and/or models or other forms of representation

##### **4.4.2** The following documentation must be provided within the scope of the projects submitted:

- photographs: of sites and built work
- documentation: construction drawings; specifications; resource consent and/or building consent applications
- journal: job implementation; supervision or project management; site visits/ meetings; variations

The Board may exercise discretion over any variation of material to be presented.

## **5. Applicant requirements - academic or researcher in the field of garden design**

### **5.1 Qualifications**

A copy of relevant qualifications must be supplied to the Accreditation Board. A relevant undergraduate degree is the minimum required academic or researcher applicant qualification. Any other relevant qualifications should be listed as the board may exercise discretion regarding in these requirements.

### **5.2 Work history**

A history of relevant positions and portfolios is required. 5 years of teaching experience or research in a specialist field is required, or a combination of a post-graduate qualification and experience may be taken into account.

### **5.3 Specialisation / Research**

Applicant must outline areas of specialisation in teaching or research,  
or  
Applicant must define areas of research and extent and type of publications or other output.

#### **5.4 Portfolio**

A comprehensive selection of documentation must be supplied to the Board. This selection is to demonstrate the candidates standing, experience and skills in their specialist area eg. teaching, research. It may include:

- programme development, course development, learning objectives, course outline and course notes
- letters of support from peers and institution
- student testimonials or evaluations
- performance review reports from institution
- educational and institutional activity
- publications and research outputs
- membership of and contribution to professional organisations
- professional activity, such as advocacy, public speaking, mentoring, or consultancy
- awards, fellowships or prizes
- examples of effective communication eg. academic publications, reports, conference presentations.
- evidence of continuing professional development

## **6. Preparation of portfolio and documents**

Given the requirements for a broad scope of work and historical nature of some records and documentation it is necessary to maintain records over time from a number of jobs.

It is recommended that applicants prepare evidence and portfolio of work well in advance. It usually takes significant amount of time to collate the necessary work.

Please note that the intention of the portfolio (and of the interview process) is to provide evidence of and clearly demonstrate:

- a. projects engage in and reveal a clear design intent, particularly in the context of gardens;
- b. design process and/or design development;
- c. documentation to support application for resource consents, building consents, quotations for build and supply, and building and planting;
- d. professional and/or business practice.

### **6.1 Preparatory workshops**

Preparatory workshops will be held at the close of application dates and before the documentation is due.

### **6.2 Format and provision of documents**

Presentation of the documents should follow the formats and procedure below:

Drawings to be in A3 format.

All other documentation to be in A4 format.

To be compiled by project.

To be collated according to the list in 4.4 above.

To be packaged and delivered to:

Ian Henderson  
Accreditation Board secretary  
15 Maxwell Ave  
Grey Lynn  
Auckland1021

Any details or variations to the requirements will be determined and notified by the Accreditation Board.

Further advice as to the requirements for the portfolio may be sought through the Board Secretary.



## Application Form for Accreditation:

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### ***Tick the category which you are applying for:***

- Garden designer
- Academic

**Application fee**            \$150.00

Please send your completed application form and a cheque for your fee (*payable to **Garden Design Society of New Zealand***) to:

GDSNZ  
PO Box 71018  
Rosebank  
Auckland 1348

Or online to: GDSNZ  
Bank account: 12-3020-1447268-00

Any queries may be made to the Accreditation Officer, Glenys Yoeman,  
[grarg@xtra.co.nz](mailto:grarg@xtra.co.nz)

## Accreditation Application Checklist



The following must be included in your folio:

- Qualifications
- Journal of work history
- Documentation for 4 projects

A selection of the following will be included in your folio:

- Client briefs
- Site assessments
- Statements of intent
- Concepts: drawings etc
- Photographs of sites (before)
- Photographs of built work (after)
- Constructions drawings
- Specifications
- Resource/ building consent applications
- Journal of job implementation

The above need to be presented in the following format:

- Drawings on A3
- Documentation on A4
- Collated according to project
- Delivered to secretary

Any queries may be addressed through the Accreditation Board secretary, Ian Henderson, at [ianhendersonak77@gmail.com](mailto:ianhendersonak77@gmail.com)

or:

Ian Henderson  
15 Maxwell Ave  
Grey Lynn  
Auckland 1021

Ph: 09 3606368; mob: 0211273094



## Accreditation Application Checklist (Academic)

The following must be included in your folio:

- Qualifications
- Journal of work history/ areas of responsibility/ portfolios
- Outline of areas of teaching/ areas of research
- List of publications and/or conference papers
- Membership of professional organisations

A selection of the following documentation will be included in your folio:

- Programme development/course development
- Course outlines and/or course notes and/or assignment briefs
- Letters of support from peers and institution
- Evidence of educational and institutional activity
- Research outputs
- Selection of abstracts of publications and/or conference papers
- Evidence of other professional activity, such as advocacy, public speaking, mentoring, or consultancy

Any queries may be addressed through the secretary, Ian Henderson at [ianhendersonak77@gmail.com](mailto:ianhendersonak77@gmail.com)

## Accreditation 2018

### Timetable

The planned dates for this accreditation round are as follows:

<b>14 March 2019</b>	Information meeting/application packs 7.30pm 18B Aberfoyle St Epsom
<b>12 April 2019</b>	Application fee (\$150) due
<b>24 April 2019</b>	First mentoring workshop 7.30pm 40 Fisher-Point Drive Freeman's Bay
<b>July/Aug 2019</b>	Mentoring workshops arranged as required
<b>13 Sept 2019</b>	Submission of portfolio due
<b>19 Oct 2019</b>	Board interviews
<b>9 Nov 2019</b>	Notification of successful candidates

GDSNZ Bank acc: 12-3020-1447268-00

Locality for mentor meetings TBA

Extra mentor meetings can be arranged at applicant's request.

Applicants will be notified of time and place for Board interviews.

Further info contact Ian Henderson 021 1273094

## **APPENDIX 1**

### **Guidance Notes for Applicants for Professional Accreditation to GDSNZ**

The Accreditation Board's overarching focus when considering an applicant for accreditation is to get a real sense of the how the applicant operates as a design professional specialising in exterior spaces.

The folio submission and interview process allow the applicant to convey to the board how they bring together the many knowledge strands within garden making, including:

- an understanding of design
- horticulture
- hard materials
- professional practice (incl. regulatory environment)

in delivering a high level of service to their clients.

Garden projects within the folio should ideally be selected to display a range of work, not necessarily as examples of current design or aesthetic trends but more importantly displaying creative problem-solving and design evolution within a set of constraints offered up by the site and / or client in question.

Drawings are generally the primary tool used by designers to communicate their ideas to their clients and associated professionals but other material (models / photos etc.) may also be used to convey these ideas. Articulation in words in support of drawings etc., is also necessary and needed for the interview with the Board.

A robust design process needs to be conveyed: where outcomes are shaped in response to certain design parameters, allowing an appreciation of the designer's role.

The design process may reference many factors outside of the act of physically shaping objects or spaces, deciding the size, shape colour or texture of a surface, space or plant. The reasons why these decisions are made are of as much, if not more interest in terms of measuring design. Applicants ought to be able to discuss inspiration, design influences, generators, context, alternative designs, etc.

Applicants are advised to prepare for their interview by considering how they might respond to questions, such as outlined in the following page Questioning of Applicants, and relating them to their portfolio projects.

## **APPENDIX 2**

### **Questioning of Applicants for Professional Accreditation to GDSNZ**

The questioning of applicants should reflect the core objectives of the society, i.e. to promote excellence in the teaching, study and practice of garden design.

Questioning by the accreditation panel will address the portfolios of work submitted and endeavour to gain an understanding of the applicants' depth of knowledge in the field of garden design, how they operate and where they position their business within the market place, and matters related to "design" generally.

While questions will ultimately be tailored to the individual applicant, the following areas have been identified as they may likely be applicable to a typical applicant.

#### **Garden Design.**

- Design process, design development, design testing.
- Critiquing of own & other work.
- Design or creative inputs, influences or design generators.
- Specific areas of interest within garden design.
- General interests.
- Currency/staying relevant? Continuing Professional Development (CPD).
- Significant issues that impact on this field of work?
- What is "good garden design"? What could garden designers be doing differently?
- Horticultural knowledge, appropriate use of plants.
- Design appropriateness and/or feasibility for construction.

#### **Documentation.**

Candidates may be asked to explain aspects of their portfolio to ascertain their ability to describe their design ideas fully in detailed design drawings, specifications and consent applications.

#### **Professional Practice.**

Candidates may be asked to describe the process they might follow on a typical job, from the initial client contact through the design stages to installation of design work and job completion. Areas here that could attract questioning could include but may not be limited to:

- Client and contractor communication
- Project management
- Territorial Authority regulations
- Dispute resolution
- Business specialisation in the marketplace

#### **The Garden Design Society**

Candidates may be questioned on their reasons for seeking professional accreditation to the society and about their expectations once becoming accredited. Expectations of the society on the accredited member may also be discussed.