

PRE-REGISTERED MEMBERSHIP APPLICATION PACK

Thank you for your interest in applying for GLDA Pre-Registered Membership.

GLDA's Pre-Registered Membership programme is based on established standards of excellence in garden/ landscape design, and is intended to assist interested applicants to get onto the first rung of the ladder towards applying for Full Membership status. Pre-Registered Membership is an affirmation of your knowledge and skills as a competent designer with growing credentials.

The benefits of Pre-Registered Membership include:
(see additional benefits on page 8)

Business Promotion

- Use of "Pre-Reg Member of the GLDA" after your name to promote your achievement.
- Media opportunities for PR (i.e. interviews, feature articles, etc)

GLDA Benefits

Discounted rates

- Annual Design Seminar
- Continuing Professional Development (CPD) workshops
- Free one to one mentoring support from an experienced Full Member
- Ability to serve on GLDA marketing and PR initiatives
- Your achievement promoted in GLDA Magazine Compass

A successful applicant will be encouraged to remain a Pre-Registered Member for a maximum of three years. This will allow them time to attend various structured CPD and portfolio preparation workshops organized by the GLDA, in advance of their assessment for Full Membership.

This Application Pack includes the following items:

- Pre-Registered Membership Application Form and fee payment methods.
- Benefits of Pre-Registered Membership & Terms and Conditions page.

The low cost of becoming Pre-Registered can be recovered in less than one year by taking advantage of the many discounts and promotional opportunities open to you. So don't delay, begin the process today!

Visit www.glda.ie and click under the tab heading 'Membership' on the homepage to download an email Application Pack.

For application queries please contact Annette McCoy, GLDA Administrator on tel: (01) 294 0092, or e-mail to info@glda.ie

We look forward to welcoming you as a new Pre-Registered Member of the GLDA!

Yours sincerely,

Gary Foran MGLDA
Chairman

GLDA Eligibility and Requirements for Pre-Registered Membership

Pre-Registered Membership is an open category that will allow the GLDA to assist designers to further develop their garden design careers, through Continuing Professional Development (CPD) workshops and a mentoring programme tailored specifically towards the requirements of portfolio assessment and gaining Full Membership, and over a clearly defined timescale.

Your annual Pre-Registered Membership which costs just €95 will run from November 1st each year. However, applications will be accepted throughout the year, and fees will be calculated on a pro-rata basis. For example, the fee for a successful membership application made in April will be 50% less than the full year cost, i.e. €47.50 for 6 months membership.

Eligibility

- Established garden/ landscape designers in good standing who are currently a Friend of the GLDA.
- Recently qualified students of garden/ landscape design. Course material covered should include residential landscape design, landscape drawing, plant materials and landscape construction and maintenance with an emphasis on the design process.
- Anyone with a background in design, art, or other creative discipline who may be considering a new career in garden and landscape design.
- Your status will be Friend until your application for Pre-Registered Membership has been approved by the *GLDA Membership Assessment Panel (MAP).

Notes:

*The Membership Assessment Panel will comprise up to four GLDA Full Members of five or more years standing.

You will be informed by letter whether your Membership has been approved. If unsuccessful in the first instance, further guidance and advice will be made available to you through an ongoing mentoring process.

If you are an established practicing garden/ landscape designer for a minimum of three years, you may qualify to apply for Full Membership if your portfolio is of an acceptable standard.

Student and Friend Members seeking Full Membership will be required to gain a minimum of three years relevant work experience, and will only be eligible to apply for Pre-Registered Membership as a first step.

Members may remain Pre-Registered for up to a maximum of 3 years, in which time they will be expected to have applied for Full Membership. If unsuccessful after this time has elapsed, they will automatically revert back to Friend status. In exceptional circumstances, an extension to this time period may be granted to an individual subject to approval by the MAP.

If you have any queries please call the office to seek clarification.

Submission Requirements to include the following items:

- A non-refundable application fee of €95 (see fee payment options on page 7)
- Educational documentation. Include copies of any relevant degree or other qualifications gained, along with copies of supporting documents/certificates, showing course information and duration.
- One garden/landscape design plan. If newly qualified this could be a final design project. The plan may be for a residential or commercial project, and will need to show general layout and circulation patterns, the use of hard landscape materials and structured planting, including trees, shrubs, perennials and ground cover.

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Your annual Pre-Registered Membership, which costs just €95, will run from November 1st each year. However, applications will be accepted throughout the year, and fees will be calculated on a pro-rata basis. For example, the fee for a successful membership application made in April will be 50% less than the full year cost, i.e. €47.50 for 6 months membership.

Application Form for Pre-Registered Membership of the Garden & Landscape Designers Association

(For submissions by post, please print out and keep a copy of page no's 4, 5 & 6 of this form for your records, and include the original copies in your application; see page 2 for list of all required documentation) The GLDA will keep all information supplied strictly confidential.

Please use BLOCK CAPITALS

Title: Mr. Mrs. Ms.

Name:

Home Address:

Tel. No. Fax No.:

Mobile No. Email:

Company Name:

Work Address:

Tel. No. : Fax No.

Mobile No. : Email:

Website:

Correspondence Address: Home Address Work Address

Self Employed: Employed:

Start Date: Start Date:

No. of Employees

No. of Years Practicing Garden Design

Not Started Yet Part Time Full Time

Are you a Student/ Friend Member of the GLDA? Student Friend

Type of Practice Design Only Design & Build

Private Commercial

Other:

Other Affiliations: ALCI ILI SGD Other:

Area of Specialisation:

Geographical Area Covered:

Educational Background

Secondary School: Year Graduated:

Further Education

Year	College	Course Title	Qualification

Details of Relevant Awards, Achievements & Experience

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How do you see your career aspirations & plans developing over the next five years?

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How do you think the GLDA can best assist you in your career plans?

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Please use the space below for other information you feel may be relevant

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Applicant's Statement

I hereby apply for Pre-Registered Membership of GLDA (Garden & Landscape Designers Association). I confirm the accuracy of all information in this application and that the application materials, including design plans (hand drawn/CAD) have been prepared by me in full.

If my application is successful, I will abide by the Association's Bylaws, its Standards of Practice, support its objectives, pay established fees, and work toward upholding and enhancing the recognised quality and reputation of the Garden & Landscape Design profession in Ireland. I agree to my details being retained on file by the GLDA for administration purposes and for future correspondence with myself.

Signed: **Date:**

Please note, submitted applications will be held for 5 years if accepted or not, and may be used for educational or promotional purposes.

Please indicate (✓ tick) your preferred payment method:

Cheque:

Euro account cheque for €95 made out to Garden and Landscape Designers Association. Post to GLDA, P.O. Box 10954, Dublin 18, Ireland

Bank transfer:

GLDA bank details: Allied Irish Bank (AIB) Moorhampton Road, Donnybrook, Dublin 4.

Acc No: 10355064

Sort Code: 93-10-39

IBAN: IE46 AIBK 9310 3910 3550 64

BIC: AIBKIE 2D

Note: please indicate your identity (initials or surname) in transaction for GLDA administrative purposes.

PayPal:

Membership fees may be paid using PayPal via our website <www.glda.ie> Please follow the instructions under the tab heading 'Membership' on the homepage.

Important Notes:

Application documentation should be scanned and submitted in PDF or JPEG format (e-mail or CD), including the required garden/ landscape design plan.

The CD is non-returnable. Please print out and keep a copy of the application for your records. To download an email version of this Application Pack, please visit www.glda.ie (click 'Membership' tab).

You have the option to submit a hard copy of all your application documents, which must be in a standard three-ring binder or plastic folder. In this case, please include two plan copies folded to A4 in a plastic sleeve (reduce plan size if necessary).

Post to GLDA, P.O. Box 10954, Dublin 18, Ireland.

PRE-REGISTERED MEMBERSHIP BENEFITS

Ongoing career development support by the GLDA through:

Continuing Professional Development

- Educational needs checklist and CPD advice on website.
- Portfolio development workshops
- Structured in-house and one to one mentoring programs (Skype calls may be used in some situations)
- Workshops & courses (also open to anyone)

GLDA Brand Association

- Use of the title 'Pre-Reg Member of the GLDA' to promote your achievement (see Terms & Conditions page)
- GLDA brand and PR strategy to raise awareness of the Association.

Networking Opportunities

- Access to experienced Full Members at GLDA organized events, garden visits and workshops.
- Inclusion on GLDA emailing list
- Various promoted social media platforms (Facebook, Linked-In etc)

GLDA Literature & Magazine

- Quarterly Compass magazine
- GLDA 150 Suppliers Directory

Events

- Annual seminar (preferential rate)
- Non-GLDA events, e.g. SGD (UK), ALCI (Ire)/ others (preferential rate)
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Opportunities

- Involvement in GLDA promotion at national garden festivals, public/ trade events & seminars.
- Involvement in PR and marketing initiatives.
- Contributing written articles for Compass/ website blog.
- Discounted or free entry to any events and trade shows supported by the Association

PRE-REGISTERED MEMBERSHIP TERMS & CONDITIONS

1. The category of Pre-Registered Member is open only to those who aspire towards GLDA Full Membership status within Ireland (incl Northern Ireland).
2. Pre-Registered Membership will be granted for a maximum of up to three years. To maintain membership during this period, Pre-Registered Members must continue to develop their skills by attending GLDA Continuing Professional Development (CPD) workshops and mentoring sessions. The GLDA requires Pre-Registered designers to submit proof of the completion of 30 hours of approved CPD training and mentoring.
3. Any abuse of the title 'Pre-Registered Member', i.e. inferring 'Full Membership' status for commercial use or gain, will be strictly monitored by Council and the GLDA Membership Assessment Panel (MAP).
4. It is regarded as essential that the material submitted be solely the work of the applicant. Applicants employed by a garden/ landscape design company or related business may be asked for a confirmation letter from their employer.