

Landscape Accreditation Scheme

for businesses



Who can become Accredited



Suppliers to the landscape industry, including suppliers of turf, plants and landscape materials can become a **Landscape Accredited Supplier**

Who can become Accredited







Businesses involved in landscape structural and maintenance work can become a **Landscape Accredited Contractor**

What is Landscape Accreditation?

Landscape Accreditation shows clients that your business:

- 🌱 is committed to industry best practice
- 🌱 has the skills and knowledge to provide the best possible products and service
- 🌱 Will be identified as a company of quality and professionalism
- 🌱 Accreditation provides a benchmark to landscape businesses and clients.

Why – the benefits

-  Improve customer confidence
-  enhance the status and recognition of your business
-  demonstrate to clients that your business has the recognised technical and business skills to undertake the work required to the high standard necessary to give you a market advantage over your competitors
-  Improved customer relations and business reputation will help secure repeat business



Why – the benefits

Accreditation shows clients that your business:

- ✓ offers a high quality product
- ✓ has staff with the experience and knowledge to perform the required work to high standards
- ✓ provides consistently high quality product and service
- ✓ strives to maintain a high level of professionalism
- ✓ has a demonstrated commitment to efficient and environmentally conscious water, environmental, and soil management s
- ✓ adheres to all relevant legislation and industry best practice
- ✓ has sound business practices and strives to continually improve them


Why – the benefits

In addition you will receive:





-  Complimentary use of the Landscape Accreditation Logo to use on your promotional material, stationary, website and signage
-  Your accreditation status displayed wherever your membership details are advertised by Landscape Queensland Industries Inc.

Nitty Gritty

How long for

 2 years

Investment

-  For the initial two year accreditation via the Fast-Track or Validation Pathways, the fees are \$300.00 plus GST
-  For applications made under the pre-approval process, the initial application fees are \$150.00 plus GST
-  A two year renewal of your accreditation is half the cost – currently \$150.00 plus GST
-  Fees do change over time. The application form outlines the current fees.






How – the process

Need to show:

- Business has systems in place that make it the industry leader that it is, such as
 - ✓ Workplace Health and Safety
 - ✓ Business management
 - ✓ environmentally sound work practices, including waste disposal, water and soil management
 - ✓ staff with the skills and knowledge to perform the high level of work expected of a top level business.

Information to supply

The kind of documentation required includes:

-  copies of Queensland Business Services Authority licences
-  insurance certificates
-  contents pages of business plans
-  contents pages of WHS/OHS documentation
-  Environmental management

Information validation

Validation of documents/application:
either the

- 🌐 Landscape Accreditation Scheme Administrator sights originals of the documentation

OR

- 🌐 you can submit copies of documents notarised by a Justice of the Peace, or verified by a Solicitor, General Practitioner or Accountant
- 🌐 For large documents (such as Business Plans, Quality Management systems etc) only copies of the title and contents pages, and overview if appropriate, need to be submitted
- 🌐 We don't need to see the details

Validation Pathway

- 🌱 Questionnaire covering two sections – one on business skills and knowledge and one covering technical aspects of your business
- 🌱 Get a score at end of each section
- 🌱 If over cut off in both sections, qualify for accreditation
- 🌱 If not, identify areas need to concentrate on to be a better business

Extract of Some Questions

SECTION 1: MANAGEMENT SKILLS

1	2	3	4	5
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1.1 Business Operations

1.1.1 Business Operations: Management

Are annual financial plans prepared, actioned and monitored in your company?	N	S	U	M	A
Do you document the organisational staff structure, such as job title connected to each staff member?	No	-	-	-	Yes/NR

1.1.2 Business Operations: Systems

How many of the following checklists and controls are documented and in use in your organisation? <ul style="list-style-type: none"> tender and contract review purchasing control quality inspection of on-site products condition of measuring equipment internal records control 	0	1	2	3	4-5
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1.1.3 Business Operations: Performance

Has your business grown in the last year?	-	-	No	-	Yes
Do you respond to enquiries from clients and potential new clients promptly?	N	S	U	M	A

Fast Track Pathways

Fast Track Pathway 1

- If your business has Quality Management System in place, can proceed via Fast Track Pathway 1.
- Acceptable Quality Management systems include the International Standard Organisation (ISO) ISO9000 family of generic quality management standards.
- Only need to complete Section 2: Technical Knowledge questionnaire.

Fast Track Pathway 2

- If you have a Quality Management System and also have a Pre-Qualification Certificate (PQC) from the Queensland Department of Works, you have demonstrated both business and technical skills and knowledge.

Pre-Approval for Suppliers

- Suppliers who have achieved accreditation status via from another organisation may be entitled to pre-approval for Landscape Accreditation

Pathways Available for each type of Accreditation

Contractors

- ✓ Fast Track Pathways
- ✓ Accreditation Validation Pathway

Suppliers

- ✓ Fast Track Pathways
- ✓ Accreditation Validation Pathway,
- ✓ Pre-approval - If accredited through another recognised authority ex NIASA - nursery

How to Apply

- complete the application form – there is a separate one for contractors and suppliers
- Agree to the Landscape Accreditation Scheme Terms and Conditions
- provide the information requested
- pay the application fee
- submit your application to Landscape Queensland Industries Inc.
- Your application will be assessed by Landscape Queensland Industries Inc.

The Easiest Way to Apply

Have the Landscape Accreditation Scheme Administrator (AKA The LQII Industry Development Officer) run through the application with you.


Advantages:

- ✓ Your questions are answered on the spot
- ✓ If you ask nicely the IDO will even fill the form in for you as you proceed through the application
- ✓ Original documents can be validated then and there so there is no need to get a JP etc to sign the copy as a true copy
- ✓ Enjoy a friendly chat
- ✓ Over and done with quickly
- ✓ Saves on postage!!

Some common themes

- 🌱 All information contained in applications are strictly confidential.
- 🌱 Members of the board **WILL NOT** have access to your confidential information at all.
- 🌱 Accreditation and Certification are renewed every 2 years.
- 🌱 Applications are processed similarly:

How Applications are Processed

-  application is received and checked to ensure the forms are correctly completed and all appropriate documentation has been provided. If not complete, applicant contacted.
-  When the application is complete, the scheme administrator will assess your application.
-  When the administrator is satisfied the applicant fulfils the requirements, a recommendation goes to the Landscape Queensland Industries Inc. board.
-  the Landscape Queensland Industries Inc. board will approve the application.

NEED HELP?

If you need help completing this application, please visit our website

www.landscapequeensland.com.au

or contact Landscape Queensland Industries Inc. on 07 3286 1746.

Or the Industry Development Officer on 0408564 858.