



BIGGA
Continuing
Professional
Development

cpd

CPD Handbook





C Continuing ♦ Commitment ♦ Confidence ♦ Competence ♦ Character

P Professional ♦ Personal ♦ Potential ♦ Performance

D Development ♦ Determination ♦ Drive ♦ Dedication ♦ Desire



A member who undertakes CPD commits to:

- *Maintaining professional knowledge and competence*
- *Keeping and maintaining their CPD records up to date*
- *Comply with any requests to provide evidence of CPD*
- *Undertaking CPD in good faith and will not knowingly abuse the trust of the system*



Continuing Professional Development

BIGGA is dedicated to the continuing professional development of its members, providing a range of education and training opportunities that support professional development.

The United Kingdom leads the way in education and training provision for greenkeepers. BIGGA has been influential in developing training that is job specific, so improving the status of the profession, leading to enhanced pay and greater recognition for its members.

CPD is a benchmark for:

- Professionalism
- The systematic maintenance, improvement and broadening of knowledge and skills
- The development of personal qualities necessary for the execution of professional and technical duties throughout a member's working life

Well-qualified, confident and accomplished greenkeepers are committed to updating their understanding of and expertise in their vocational area. CPD is the key to effective practice.

A commitment to CPD is a frame of mind rather than a process. The BIGGA CPD Programme is a way of formalising this frame of mind and being recognised for your commitment. By committing to CPD it identifies you as a competent and motivated professional.

Benefits of Continuing Professional Development

For the individual:

- Opportunities for career advancement
- Personal development
- Proficiency
- Confidence
- Engagement with the wider industry
- Networking
- Recognition
- Quality standard
- Adapt outdated skills
- In touch with changes in legislation

For the Employer:

- Professional staff
- Proficiency
- Efficiency
- Confidence in staff ability
- Updated and informed staff
- Motivated team

- Valued team

Eligibility for the BIGGA CPD Programme

All Full, Associate and International members are eligible for the CPD programme. The programme is not available to Affiliate and Student Members.

The Structure of the CPD Programme

1. The BIGGA CPD Programme is a rolling three-year programme.
 - a. A member has a maximum of three years to gain a minimum 60 credits to achieve Approved status.
 - b. If the minimum of 60 credits is achieved within the three years, the the member will begin a new three-year cycle.
2. Credit levels:
 - a. If a member gains between 1-59 credits, within a three-year cycle, they will be a **CPD Active Member of BIGGA**.
 - b. If a member achieves 60 credits or more they will become a **CPD Approved Member of BIGGA**. (For further details see the Lower and Upper Limits section)
3. Member Status:
 - a. **CPD Active** – A member who undertakes CPD but does not achieve 60 credits within their three-cycle will be known as CPD Active. They do not lose their status or any of the CPD they have gained. A status will only change once 60 credits have been achieved.
 - b. **CPD Approved** – A member who undertakes CPD and has achieved the minimum of 60 credits or more, within their three-year cycle. To maintain an Approved status, a member must continue to achieve the minimum of 60 credits, within a three-year cycle. If, for any reason, a member cannot gain enough credits to maintain their Approved status, they will become CPD Active, until such time as they gain 60 credits, within a three-year cycle.
 - c. Upon achieving CPD Approved status the member will be recognised with a CPD Approved Certificate, with the date it was achieved, recognition in Greenkeeper International, on the website and in the Member's Handbook. The certificate will be available to download upon gaining CPD Approved status.
 - d. If a member does not claim any credits within the 3 year period, their status becomes inactive.
4. Each member's CPD credits will be recorded in a Lifetime Transcript. This is a list of all the CPD they have carried out since beginning on the CPD programme.
5. Milestones will be recognised and awarded for achieving 180 credits and at increments of 180 credits thereafter. The certificate will be available to download upon gaining the Milestone and the member will be officially recognised for their achievement at BTME.

6. CPD Records shall be subject to an annual audit by BIGGA L&D staff. A random 10% of all CPD members shall have their records audited to ensure fair and accurate compliance with their commitment to the BIGGA CPD Programme.

Member Status (Active/Approved)

A BIGGA member is Active if credits have been claimed and validated. Once 60 or more credits have been claimed, within three years, the member status changes to CPD Approved and the CPD Approved Certificate becomes available.

An Approved Certificate is valid for three years. If you do not achieve 60 credits within those three years, your status reverts to Active as long as you have continued to claim CPD credits.

Accessing your online CPD account

All Full, Associate and International members are automatically enrolled onto the CPD programme. A member's CPD account becomes Active as soon as they claim their first credit.

To access your CPD account, log into Member's Area of the BIGGA website, click on the **Continuing Professional Development** button and then click the **Visit CPD Website** button.

Credits – What are they and how do they work?

CPD credits are available for a wide range of professional development activities.

In the appendix you will find a guide to CPD credits for each of the categories. Credit claims are not limited to this list. If an event is missing from the list you feel should be included, please contact BIGGA and let us know.

Credits can only be claimed for CPD events that have taken place on or after 1st July 2013.

For guidance, one educational hour = one credit.

Lower and upper limits

All credit categories are given an upper limit that restricts the number of credits that can be used towards your CPD Approved status, for that category.

The current credit categories and their limits are shown in the table overleaf (page 6).

Type	Lower Limit	Upper Limit
Education	30	60
Professional	0	10
Personal Learning Statement	0	15
Networking	0	10

When claiming Education credits you need to be aware that a minimum of 30 Education Credits must be gained before you can receive CPD Approved status.

E.g. If you claim 10 Professional, 10 Networking and 15 Personal Learning credits but have only claimed 29 Education credits, you will not gain CPD Approved status, even though you have over 60 credits, until you have gained another Education credit.

Categories of Credit types

Credits types have been divided into four categories to provide a greater range of CPD activities:

- Education
- Professional
- Personal Learning
- Networking

Education credits (min 30 credits)

Education credits are awarded for participation in structured learning activities such as seminars or workshops, academic/professional qualifications, educational activities organised by BIGGA or legislative updates, such as first aid courses.

Examples of what can be claimed for:

- Education events
- Presenting workshops and seminars
- Sports turf qualifications
- Management qualifications
- Short courses
- Certificates of competence, such as PA1/2/6 and First Aid courses
- Online quizzes

Formal qualifications can be claimed through the website, however, a copy of the certificate must be sent BIGGA before validation can take place. It may be sent electronically or via the post.

Professional credits (max 10 credits)

Professional credits are awarded for participating in activities that support the management and organisation of BIGGA, develop the professional skills and knowledge of other professionals or for being involved in activities that apply knowledge and expertise in the wider community.

Examples of what can be claimed for:

- Greenkeeping Support Teams, organised by BIGGA
- Attendance at AGM's
- Member of Section/Region/National Committees
- BIGGA feedback questionnaires
- Master Greenkeeper Service

Personal Learning credits (max 15 credits)

Those activities that aren't eligible for credits or do not fit the educational requirements of the CPD programme may be claimed through a Personal Learning Statement. Within this, you must identify what you have learnt, how it has changed you or your work and how you will use this knowledge to improve and develop in the future.

Examples of what may be claimed for:

- Coaching or mentoring within the industry
- Coaching or mentoring outside the industry
- An event or experience that provides valuable knowledge or understanding that can be used to benefit your personal and professional development

When claiming Personal Learning credits a Personal Learning Statement form must be completed. The form is available to download from the CPD Resources page of the website. It can be completed electronically or manually and returned to BIGGA. These credits will only be validated upon receipt of the Personal Learning Statement.

Networking credits (max 10 credits)

Networking credits are awarded for participation in opportunities to advance your knowledge by meeting with your peers, mentors or industry partners.

Examples of what can be claimed for:

- Attendance at other exhibitions
- Attendance at BTME
- Course Walks
- Section Golf Events
- Other networking opportunity

Using the Online CPD Recording System

To access your CPD account, log into Member's Area of the BIGGA website, click on the **Continuing Professional Development** button and then click the **Visit CPD Website** button. Further details of how to use the CPD recording system can be found in the appendix.

Credit Validation

When credits are claimed they have to be validated by BIGGA staff before they become Active. The other alternative is to enter a CPD code. This code is available and issued to companies, training partners or BIGGA events that request CPD credits. The code is pre-validated so when a member enters the code on the Claim Credit page, the details are automatically entered. **If you attend an event and receive a code this is for you to use and should not be passed on to those who have not attended.** All events will send a delegate list to BIGGA to ensure the system is not abused.

When you claim a credit, the claim can still be edited once it has been submitted for validation. Once a claim has been validated it cannot be edited. Therefore, please ensure you enter the correct details for a claim such as date and description. **The description box is for describing the event and should be limited to information you want to appear on your Lifetime Transcript.**

Credits can only be claimed for CPD events that have taken place on or after 1st July 2013. Any claims prior to this date will not be validated.

Active Credits

Active credits can be used to contribute towards CPD Approved status. Once credits have been claimed and validated they become Active. A credit is only active if it satisfies the following:

- The credits have been validated by BIGGA staff.
- The credits must be less than 3 years old.
- The credits must not have previously been used towards a CPD Approved status.

Validated credits contribute towards your CPD Approved status, providing they have not already been used in a previous CPD cycle.

Useable Credits

Useable credits are credits that have been validated and are being used towards achieving CPD Approved status. A credit that exceeds its category upper limit is active, but does not count towards the current CPD Approved status.

E.g. If you claim 12 Networking credits in your current CPD cycle, only 10 of them will be used towards your CPD Approved status. The 2 remaining credits will be carried forward into the next cycle.

If you have gained the credits one year prior to receiving your CPD Approved status, they will remain valid for a further two years. If you do not reach the minimum of 60 credits within the two-year period then those credits will become dormant. They will still be listed on your Lifetime Transcript.

Dormant Credits

Once a credit is over three years old or has been validated and used towards CPD Approved status, that credit becomes Dormant and becomes inactive.

Transfer of Credits

If more than 60 credits were obtained in a three-year cycle and certification has been awarded, the excess above the 60 credits will carry forward and will not be lost. Some events allow the member to claim more than 1 credit, so credits could be split.

E.g. If a member has gained 58 credits and then attends an event which claims 5 valid credits, that event would then contribute 2 credits towards the 60 required for achieving CPD Approved status and the remaining 3 credits will remain as Active credits and will count in the next CPD cycle.

Appendix

CPD ACTIVITY	Credits
1 Hour education	1

Education Credits

Seminars (1 credit per hour)	1
Workshops - 1 Day (1 credit per hour)	1
Workshop - 2 Day (1 credit per hour)	1
Presenting at section, region, national events (per hour)	2
L2 WBD/SVQ - per qual	45
L3 WBD/SVQ - per qual	50
L4 NVQ - per qual	55
Foundation Degree (per module)	5
Full Foundation Degree (if not claimed as individual modules)	80
BSc (per module)	5
Full BSc (if not claimed as individual modules)	110
Masters Degree	115
Magazine CPD Quiz	1
Machinery demos/Product demos	1
City & Guilds NPTC Level 2 Award in Accessing a Tree Using a Rope and Harness and City & Guilds NPTC Level 3 Award in Aerial Tree Rescue Operations (previously called CS38)	25
City & Guilds NPTC Level 2 Award in Chainsaw Maintenance and Cross Cutting (previously called CS30)	15
City & Guilds NPTC Level 2 Award in Felling and Processing Trees up to 380mm (previously called CS31)	20
City & Guilds NPTC Level 2 Award in the Safe Use of a Powered Pole Pruner (previously called CS48)	15
City & Guilds NPTC Level 3 Award in Aerial Cutting of Trees with a Chainsaw Using Free-Fall Techniques	20
City & Guilds NPTC Level 3 Award in Felling and Processing Trees Over 380mm (previously called CS32)	20
Abrasive Wheels Course	5
NPTC Certificates of Competence (5 credits per day)	5
Lantra Award (5 credits per day)	5
Safe Use of Aluminium Phosphide	10
PA 1	5
PA2a	5
PA6a	5
First Aid - 1 day	5
First Aid - 5 day	20
Health & Safety updates (1 credit per hour)	1
Fire Awareness Training (1 credit per hour)	1

Manual Handling Training (1 credit per hour)	1
IOSH Working Safely	5
IOSH Managing Safely	20
WBD/SNVQ Assessment work (1 credit per hour)	1
Submitting a book/magazine review	1

Professional Credits

Support Team Work, run by BIGGA (1 credit per day)	1
Attendance at AGM's	1
Member of Section/Region/National Committees (1 credit per meeting)	1
BIGGA feedback questionnaires	1
Master Greenkeeper Stage 2 Visit	6
Master Greenkeeper Service (1 credit per hour)	1

Personal Learning Credits

A Personal Learning Statement (PLS) will be awarded 3 credits

Examples of PLS claims:

Coaching or mentoring within the industry	3
Coaching or mentoring outside the industry	3
Reading magazine/articles	3
Writing magazine articles	3
Volunteer Work - Not greenkeeping related	3
Learning a different language	3
An event or experience that provides valuable knowledge or understanding that can be used to benefit their personal and professional development	3

Networking Credits

Attendance at other exhibitions	1
Attendance at BTME	2
Course Walks (per event)	1
Section Golf Events (per event)	1
Other networking opportunity	1