



Welcome to the BIGGA CPD Programme

Getting Started with the BIGGA CPD Programme - What is CPD?

CPD stands for Continuing Professional Development. CPD is about YOU! It enables you to update your skills and knowledge, boost your confidence, increases employability and many more things! For a full and detailed explanation, the BIGGA website is a good source of information:

<http://www.bigga.org.uk/education/continuing-professional-development/>

How to claim credits

There are three ways to claim credits, the first is to scan a QR code or click on a weblink supplied by the course tutor, this takes you straight to a screen to enter your membership number, all the details and number of credits will be pre-populated and then just click 'Submit'. The other two ways involve logging in to 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. Click on 'Claim Credits' and either enter your CPD pre-approved credit code or claim your credits manually, either way, click 'Submit Claim' once you have entered everything:

Claim Credits

A screenshot of the 'Claim Credits' form. At the top, there is a box with the text: 'If you have been provided with a BIGGA Credit Code, you can enter it here: [input field] Use Code'. A red arrow points to this box with the text 'enter pre-approved credit code here'. Below this, the form has several fields: 'Event Date: 11 May 2016', 'Credit Category: Please Select...', and 'Event Title: Please Select...'. A large text area follows with the instruction: 'Please enter details of your claim such as workshop/event name, location, hosting company: manually enter the details of your CPD claim here. Don't forget to choose the category and title!'. A red arrow points to this text area. Below the text area is a 'Number of Credits Claimed: 1' field with a spinner. At the bottom is a 'Submit Claim' button.

Full details of the categories and examples of what can be claimed for can be found on pages 6 and 7 of the CPD handbook which can be found in the Associated Documents at the bottom of the CPD web page:

<http://www.bigga.org.uk/education/continuing-professional-development/>

Do's and Don'ts



DO: Remember to claim credits! Make a note of any pre-approved codes given at the end of seminars and events, or scan the QR code provided. If you forget, drop me a line and I will send you the code

DO: Use the system to help you develop both professionally and personally

DO: remember, if you claim for a qualification (eg. First Aid, Chainsaw, NVQ) send a copy of the certificate through to cpd@bigga.co.uk so your credits can be approved

DON'T: Use the personal learning statement (PLS) category unless you are submitting a PLS or are claiming for reading this months issue of Greenkeeper International

DON'T: claim CPD credits for doing your day to day job (eg. Club meetings, appraisals etc)

Here is your first CPD credit!

Congratulations on achieving your first CPD credit for getting to know the CPD system. The pre-approved credit code is **1910B9CD2**

You can enter the code, scan the QR code or click on the link!



http://cpd.bigga.org.uk/claim_credits.php?Credit_Code=1910B9CD2

You can use this to have a go at entering a credit!

The Learning & Development Team at BIGGA HQ consists of Stuart Green, Head of Member Learning, Emily Chandler, L&D Events Administrator and myself, Deb Burnett. We are here to help with any questions, concerns or queries you may have with any L&D issue or any of the L&D opportunities available to BIGGA members. We can be contacted by telephone on 01347 833800 option 3 and by email education@bigga.co.uk

If you would like any further help with your CPD account or have any queries regarding CPD or L&D opportunities, please do not hesitate to contact me and I will be happy to help!

Kind regards

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