



REGISTERED HORTICULTURIST

GUIDELINES FOR MANAGING CPD POINTS

THE AIH CPD PROGRAM

All AIH members, industry practitioners and the public will be welcome to attend any AIH CPD activity. AIH Registered Horticulturists, will benefit from attaining AIH CPD points from these activities.

What are CPD Activities?

Learning occurs through a wide variety of formal and informal activities. To support an RH program AIH have implemented a CPD Continuing Professional Development calendar of workshops, events and activities. Other industry events will also be recognised by AIH.

It is recommended that these activities will contribute to your CPD plan.

Formal learning activities are activities that contribute to the maintenance and development of competencies and practices and may include:

- Tertiary and other accredited courses.
- Distance education competencies and online learning (should include an examination or assessment component)
- Undertaking research and presentation of work (for example papers for publication, major conference posters, and official submissions).
- Making horticultural related presentations (for example research presentations, poster presentations, lectures, seminar presentations).

Informal and incidental learning CPD activities may include:

- Attendances at conferences, forums, seminars and workshops.
- Self-study through reference materials, journals, subscriptions etc.
- Case discussion with other professionals/colleagues
- Attendance at field trips, study tours, involvement in horticultural media events
- Industry representation
- Quality assurance activities such as practice accreditation
- Informal Research
- Supervision and or mentoring of apprentices, students or new or young practitioners.
- Peer review groups



Planning Your Learning Activities for your CPD Biennial Program

CPD undertaken by Horticulturists should be consistent with the ethics and principals set out in the various policies and codes published by the Institute. In planning your schedule of activities each two-year period you should consider and record information that addresses your needs.

- What learning have you identified to meet your future professional needs?
- Will the activity meet your learning need?
- Will the activity contribute to the maintenance and development of your competencies and practices
- Will the activity provide better outcomes for your clients?
- Will the activity contribute to meeting your Social, Environmental, Economic and Cultural accountability? Refer to the AIH brochure 'Building a Movement'.
- What opportunities or motivation for further education or learning could the activity create for you?

Categories of Activities to be Recognised:

Workshops, seminars etc covering the following Continuing Professional Development (CPD) categories will be considered suitable for continuing RH accreditation.

Categories that cover skill development and contribute to horticultural knowledge and services are:

- A. Continuing Horticultural Educational Units of the sciences of plants, soil, water and plant health.
- B. Technical Practice - sector specific skills including landscape construction & design, parks, gardens, nursery, turf management, production, irrigation, drainage;
- C. Administrative & Business Practice relevant to Horticultural practices - Management, New Technology, Marketing, Risk;
- D. Social, Environmental, Economic and Cultural Responsibilities – Carbon farming/ sequestration, Environment and Natural Resource Management, Urban & Regional Green Space Planning, Community engagement and Health & Safety.
- E. Other relevant areas – as approved by AIH.



Keeping your Biennial CPD Records and Management

Members are to keep their own records of their CPD activities – for tracking and audit by AIH.

- AIH Log Book is the preferred record
- AIH Workshop attendees are also recorded in the AIH CPD Workshop records.
- AIH may request a full audit of an RH claimed CPD activities with 30 days notice.
- Proof of current Professional Indemnity Insurance or equivalent.
- Evidence of attendance and workshop overview must be provided.

Types of Evidence (including but not limited to):

- Receipts
- Overview of event
- Brochure
- Enrolment
- Statement of Attainment or Qualification Certificate
- Photographs / graphics

How to Accumulate Points

The suggested activities are considered an indicative range of possible professional development that may form part of the member's personal Continuing Professional Development account.

Registered Horticulturists must attend at least 3 AIH endorsed workshops in every 2-year period as listed in the AIH Calendar www.aih.org.au/calendar.

AIH endorsed activities may be presented by other organising bodies and are those that are listed on the AIH website calendar. Submission may be made to AIH for recognition of other events including international events.

CPD points may be gained from, but not limited to, any of the following activities.

- AIH CPD workshop programmed events
- AIH-endorsed/approved conferences, seminars, workshops
- Supervised Research and published papers
- Special consultancies & projects that extend professional knowledge
- Attendance at AIH guest speaker events
- Speaker at conferences, workshops, seminars and industry events
- Completion of full qualifications or competencies
- Field trips, open days, product launches
- Subscriptions to appropriate journals and magazines, printed or electronic



| TABLE OF POINTS: CPD Activities and How to Accumulate Points | | |
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| Description of Activity | Hours | Notes |
| AIH - CPD workshops and programmed events as per AIH calendar | 1 point / hour OR 2 points / hour if the presenter | |
| AIH-endorsed conferences, seminars, workshop, | 1 point / hour OR 2 point / hour if the presenter | |
| Other Industry relevant conferences, seminars, workshops, AIH representation on industry committees | 0.5 point / hour OR 1 point / hour if the presenter | |
| Field trips, open days, product launches | 0.5 point / hour | Maximum of 6 points per 24 month period |
| Special consultancies & projects that extend professional knowledge | 3 points per activity | Maximum of 12 points within any 24 month period |
| Courses leading to formal qualifications or competencies | 24 points for full qualification Cert IV and above | 1 qualification within any 24 month period of registration |
| Achievement of individual competencies achieved through recognised approved training provider or other formally assessed learning outcomes from other institutions | 2 points per competency | Maximum of 24 points within any 24 month period of registration |
| Supervised Research and published papers | 6 points per project 3 points per published paper | Maximum of 12 points within any 24 month period of registration |
| Proof of Subscriptions to appropriate journals, magazines, | 0.5 point | Per relevant subscription |
| Hours to be noted are to exclude meals and travel | | |