



## 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*

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. 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

The screenshot shows the 'Claim Credits' form with several fields and annotations:

- Code Entry:** A box with the text "If you have been provided with a BIGGA Credit Code, you can enter it here:" and a "Use Code" button. A red arrow points to this box with the text "enter pre-approved credit code here".
- Event Date:** A dropdown menu showing "11 May 2016".
- Credit Category:** A dropdown menu showing "Please Select...".
- Event Title:** A dropdown menu showing "Please Select...".
- Manual Entry:** A large text area with the instruction "Please enter details of your claim such as workshop/event name, location, hosting company:" and "manually enter the details of your CPD claim here. Don't forget to choose the category and title!". A red arrow points to this area.
- Number of Credits Claimed:** A dropdown menu showing "1".
- Submit Claim:** A button at the bottom of the form.

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, 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](mailto: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 **959BF952**

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

The Learning & Development Team at BIGGA HQ consists of Sami Strutt, Head of Member Development, Stuart Green, Head of Member Learning and myself, Deb Burnett, Learning & Development Administrator. 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](mailto: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

Deb Burnett  
Learning & Development Administrator  
01347 833830  
[deb@bigga.co.uk](mailto:deb@bigga.co.uk)