

AIH

Continuing Professional

Development (CPD)

Programme

And

Registered Horticulturist (RH)

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PART A

AIH Continuing Professional Development Programme

The Australian Institute of Horticulture Inc (AIH) represents all horticulturists across all disciplines and sectors of the profession.

The AIH Continuing Professional Development Programme will bring focus to the profession as one of the 21st century's greatest careers.

To facilitate this development AIH is assembling an active and dynamic programme that will provide horticulturists with opportunities to advance their skills and professional standing amongst their peers and the community.

The Australian Institute of Horticulture (AIH) presents the policy and guidelines for its Professional Development programme

There are two major areas in which AIH will offer professional development:

- 1 Continuing Professional Development (CPD) Programme**
- 2 Registered Horticulturist (RH)**

Aims of the Continuing Professional Development Programme

Continuing Professional Development is a Key Ambition of the AIH Strategic Plan:

- AIH has a dynamic and highly valued Professional Development Programme that is shaped and customised for the profession.
- AIH will provide opportunities for professional development, managed centrally or in conjunction with AIH Regions, for the benefit of all members and other professionals.
- AIH will provide the best possible opportunities for horticulturists' continuing professional development, through national and regional workshops, presented by qualified professional facilitators for the plant, water and soil sciences under the AIH Programme.
- AIH will arrange these activities and events for local one-off presentation in any location, as a national road show seminar series or through e-learning.
- AIH may work in partnership with AIH Strategic Partners to present other areas of interest to members and industry professionals.
- AIH will issue Certificates of Attendance, Statements of Content and other appropriate records and evidence of the CPD activity.
- AIH will provide optimum recognition as a 'Registered Horticulturist' and deliver a series of compulsory workshops, be required to gain or maintain registration.
- AIH CPD workshops will provide valuable networking opportunities for members

Principles of CPD and the Registered Horticulturist

- AIH has established a framework of guidelines and priorities to meet identifiable needs of AIH members and to upgrade the professional status of horticulture.
- The horticultural qualification or industry experience, that provides the basis for AIH membership, is the beginning of life-long professional education and development.
- All AIH members are encouraged to adopt and document an annual program of CPD as a career-long commitment to maintain and develop professional skills.
- CPD is mandatory for Registered Horticulturists to maintain their registration
- AIH will maintain a member's 'Continuing Professional Development Account' as ongoing commitment to supporting its members.
- Registered Horticulturists are at all times to apply the principles of the programme and uphold the AIH Member's Code of Ethics.

SEE PART B FOR MORE INFORMATION ON REGISTERED HORTICULTURIST PROGRAMME

CPD – HOW TO ACCUMULATE AND MANAGE CPD POINTS

ALL AIH MEMBERS, INDUSTRY PRACTITIONERS AND THE PUBLIC WILL BE WELCOME TO ATTEND ANY AIH CPD ACTIVITY. AIH MEMBERS, INCLUDING THE AIH REGISTERED HORTICULTURISTS, WILL BENEFIT FROM RECORDED AIH CPD ACTIVITIES.

CPD RECORDS AND MANAGEMENT

Members should keep records of their CPD activities – for tracking and audit by AIH.

For all AIH CPD events, records of participation will be maintained by AIH and members activity recorded in their personal 'AIH Continuing Professional Development Account'.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CATEGORIES

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

- A. Continuing Educational Units of plant, soil, water sciences.
- B. Technical Practice - sector specific skills;
- C. Administrative & Business Practice - Management, New Technology, Marketing;
- D. Social Responsibilities - Environment, Planning, Health & Safety.

CPD ACTIVITIES AND HOW TO GET POINTS

These are considered an indicative range of possible professional development activities that may form part of the member's Continuing Professional Development Account.

Note: Those who are Registered Horticulturists must attend at least 3 AIH endorsed workshops in every 2 - year period. The remaining CPD points may be gained from any of the other activities.

- AIH CPD workshop programme events
- AIH-endorsed/approved conferences, seminars, workshops
- Supervised Research, Publications
- Special consultancies & projects which extend professional knowledge
- Field trips, open days, product launches
- Subscriptions to appropriate journals and magazines, printed or electronic

| The categories may be pursued through a range of CPD Activities: | |
|--|---|
| AIH - CPD workshops programme events | 1 pt/hr for attendance; minimum of 3 AIH workshops in first two years following registration. 2 pts /hr if the presenter |
| AIH-endorsed conferences, seminars, workshop etc | 1 pt/hr for attendance; maximum of 12 points per two year period 2 pts/hr if the presenter |
| Courses leading to formal qualifications or competencies | 24 points - may be claimed in the two-year period of claim for CPD |
| Achievement of competency levels that require courses of study and/or training achieved through AIH recognised training such as TAFE, Private Colleges, University and other institutions as approved by AIH | 2 CPD points per competency - to a maximum of 24 points in two year period |
| Supervised Research, Publications | 2 pts/hr to a maximum of 12 points in any 2 year period |
| Other relevant conferences, seminars, workshops etc | 0.5 pt/hr for attendance, maximum of 12 points per two year period 1 pt/hr if the presenter |
| Field trips, open days, product launches | 0.5 pt/hr; maximum of 12 points per two year period |
| Special consultancies & projects that extend professional knowledge | 1 pt/hr maximum of 24 points per two year period |
| Proof of Subscriptions to appropriate journals, magazines, | 0.5 pt/ subscription to a maximum of 6 points per 2 year period |

PART B AIH REGISTERED HORTICULTURIST (RH)

PRINCIPLES OF THE AIH REGISTERED HORTICULTURIST

In addition to the principles of the CPD programme:

- All AIH members are encouraged to adopt and document an annual program of CPD as a career-long commitment to maintain and develop professional skills.
- CPD is mandatory for Registered Horticulturists to maintain their registration
- Insurance covering professional Indemnity is mandatory to maintain registration – (refer to AIH rh@aih.org.au for employee status for PI)
- Employers, clients, allied professions and trades, and the wider community, are encouraged to recognise that a Registered Horticulturist status is an assurance of up-to-date knowledge and skills, maintained through an audited CPD programme.

Registered Horticulturist (RH)

- AIH is the only organisation that can, and will, offer the Registered Horticulturist programme.
- The Registered Horticulturist programme is open to all eligible Members of AIH who meet the set criteria for entry and upkeep of the registration.
- The RH recognises horticulturists who demonstrate and maintain high levels of competence , professional practice and application of the Institute's Code of Ethics.
- Entry requirements to be a Registered Horticulturist are based on appropriate qualifications and/or years of experience and other points as defined by the AIH board.
- Once awarded - Registered Horticulturists must participate in the AIH CPD program to maintain continuity of their registration.

BENEFITS OF BECOMING A REGISTERED HORTICULTURIST

- Joining an exclusive group of fellow professionals ranked at the top of the profession as acknowledged by its peers.
- Registration will open many new opportunities in employment and business.
- Attracting preferred status in professional roles with private and government sectors.
- Ongoing personal development as a Registered Horticulturist will provide the most up to date information as a powerful tool in the industry.
- Ongoing support and assistance from the very extensive AIH network and the AIH Continuing Professional Development Programme
- Sharing in the exchange of information for professional horticulturists established between AIH and other related organisations in Australia and overseas.
- Attract reduced professional insurance fees and other future programmes through AIH.
- AIH will promote the registered horticulturist to the wider industry to maintain its high value and opportunity to its 'Registered Horticulturists'.

CRITERIA FOR RECOGNITION AS A REGISTERED HORTICULTURIST (RH)

A - ALL CURRENT MEMBERS – Members with five or more years as of July 1st 2011

Step 1 Registering

- Must be a full member of AIH for five or more years OR an associate member for 8 years.
- Provide copy of current Professional Indemnity Insurance policy.
- Pay RH registration fee of \$105.00 including \$35.00 application fee
- Provide Passport size head shot photo for ID card
- Becomes a Registered Horticulturist

B – ALL Current members with less than 5 years or Associate members with less than 8 years

- Self-Employed - Provide copy of current Professional Indemnity Insurance policy. Employers please contact Registrar on rh@aih.org.au
- Pay RH registration fee of \$130.00 including \$35 application fee
- Provide Passport size head shot photo for ID card
- Becomes a Registered Horticulturist

C - NEW MEMBERS - after 1st July 2012

Step 1 Registering

- Become a full member of AIH – pay Joining fee and annual Membership subscription fee
- Qualifications and industry experience
 - Hold Certificate IV or higher technical or equivalent qualifications in horticulture or related area of study plus 5 years industry experience in horticulture and related sectors
- OR
 - Hold a Certificate 111, Trade or equivalent qualification in horticulture or related area of study plus 10 years industry experience in horticulture and related sectors
- For those with no formal qualifications, either 15 years industry experience **or** assessment of the applicant's experience can be valued under established review criteria.
- Provide Certified copy of highest relevant qualification
- Provide copy of current Professional Indemnity Insurance policy.
- Pay RH registration fee \$160.00
- Provide Passport size head shot photo for ID card
- Becomes a Registered Horticulturist

ALL REGISTRANTS

Step 2 Registration

- Inducted as an AIH Registered Horticulturist.
- Entered onto the AIH Registered Horticulturist National Register
- Be presented with a numbered Registered Horticulturist medallion/badge
- Be presented with an attractive Presentation Certificate and Photo ID card
- Can use the title of Registered Horticulturist and post-nominal of RH.

Step 3 After Registration - In the following 24 month period

- Accumulate a total of 24 CPD points during the 2 year period;
- CPD points must include attendance at a minimum of 3 compulsory AIH CPD workshops, as nominated by AIH, in the 2 years following registration;
- Participate, subscribe to, and attend conferences or other activities that are approved by AIH to attract points.
- You Maintain a record of your activities that will be audited throughout the two year period
- A points schedule is available.
- Pay the first renewal fee on October 1st of each year.
- Submit CPD report form to AIH every two years to maintain registration

Period of Registration

- The Registered Horticulturist will last for a period of two years.
- Biennial submission of a CPD report accounting for 24 CPD points.
- CPD report and other information may be audited at any time.
- An annual registration fee is required to maintain the registration and is payable on the AIH set common registration date.

Penalties and Removal of a Registered Horticulturist

AIH reserves the right to remove a Registered Horticulturist from the record – through non-payment of fees, not maintaining registration as set in its policies and guidelines, and non-compliance with the Principles of RH and AIH Code of Ethics, pursuant at all times to the relevant clauses in AIH Constitution and By-Laws and the ACT Incorporated Associations Act 1991 (2005).

MAINTAINING REGISTRATION

- A simple tabulated biennial CPD report is required for renewal of registration.
- Requirement to maintain registration is based upon accumulating points through approved CPD activities as approved by AIH over a two-year period. (see p7 for details of CPD activities).
- Renewal needs 24 points over a two-year period, but excess CPD points may be carried forward for 2 years only.
- CPD points are recognised in the year of claim, but reported over two years.
- CPD will be assessed on a point basis, or number of eligible hours spent in CPD activities each 2-year period. As a guide, most eligible activities will attract 1 or 2 points per hour. (see p5)
- CPD is self-assessed and declared documentary evidence should always be available for audit. AIH may audit the individual documentation with 30 days notice.

AIH CPD – SESSION WORKSHOPS

The AIH Continuing Professional Development programme workshop content may include a broad subject area dependent upon regional and location needs as identified by AIH.

The Registered Horticulturist is based upon the important concepts of horticultural sciences that include Plants, Soils, Water and Landscape Health and other areas as defined by AIH Board.

Table AIH CPD Programme is a selection of workshop sessions and overview of content and is to be considered as a guide for the development of the annual schedule for the **Registered Horticulturist**.

| TABLE AIH CPD PROGRAMME – INCLUDING COMPULSORY ENROLLED REGISTERED WORKSHOPS | |
|---|---|
| WORKSHOP NAME | CONTENT |
| PLANTS | |
| Plant Identification | Current classification systems in the identification of plants Binomial standard set by the current International Code of Botanical Nomenclature and the International Code of Nomenclature for Cultivated Plants |
| Who should attend | All horticulturists wishing to review their knowledge on plant science |
| Duration /Credit Points | 4 hours / 4 points |
| Plant Structures and their Functions | Functions of plant structures: Function of minerals and water in plants Growth factors – light, water, oxygen, nutrients |
| Who should attend | All horticulturists wishing to review their knowledge on plant science |
| Duration / Credit Points | 4 hours / 4 credit points |
| Plant Selection | Rules of selection for various horticultural situations / practices |
| Who should attend | All horticulturists wishing to review their knowledge on plant science |
| Duration / Credit Points | 4 hours / 4 credit points |
| Plant Health - Diagnosing symptoms | Diagnostic symptoms: types of symptoms; hygiene & quarantine; Biotic and abiotic factors: Including nutrient deficiency and toxicities, salinity, other contaminants; Symbiotic and parasitic biotic relationships |
| Who should attend | All horticulturists wishing to review their knowledge on plant health; |
| Duration / Credit Points | 6 hours / 6 credit points |
| Plant selection in design | Developing softscape designs and selecting plants in an urban environment |
| Who should attend | All horticulturists wishing to review their knowledge on design and selection for a variety of urban landscapes |
| Duration / Credit Points | 6 hours / 6 credit points |
| SOILS | |
| Characteristics of Soils - for Horticultural Application | Back to basics - Soil Types - Identify soil types Physical properties of soils: Chemical properties of soils: |

TABLE AIH CPD PROGRAMME –

INCLUDING COMPULSORY *ENROLLED REGISTERED WORKSHOPS*

| WORKSHOP NAME | CONTENT |
|--|---|
| | Biological properties of soils, soil fauna and flora, wood wide web |
| Who Should Attend | All horticulturists wishing to review their knowledge on soils; |
| Duration / Credit Points | 6 hours / 6 credit points |
| Soil Environmental Management | Soil environmental management techniques, carbon sequestration, soil biomass |
| Who Should attend | All horticulturists wishing to review their knowledge on soil management; |
| Duration / Credit Points | 4 hours / 4 credit points |
| WATER - PLANT - SOIL RELATIONSHIPS | |
| Water Management | Water source Water/Soil Relationships Drainage & Aquatic systems |
| Who Should attend | All horticulturists wishing to review their knowledge on water management, drainage and aquatic systems |
| Duration / Credit Points | 4 hours / 4 credit points |
| Plant/Soil/Water Relationships | Plant/Soil/Water relationships – Plant species growth requirements and the growing environment |
| Who Should Attend | All horticulturists wishing to review their knowledge on the relationships of plant/soil/water and the horticultural sciences |
| Duration / Credit Points | 6 hours / 6 credit points |
| Other Workshop Themes | |
| Ferticare – Horticultural Application | Types of fertiliser Application methods and rates Storage and Disposal |
| Marketing an Horticultural Enterprise | Know your market Costing marketing plan |
| Climate and Weather | Weather patters Planning for seasonal impacts Managing restrictions |
| Costing and Estimating for Projects | Quantity surveying Reading the design and plans Knowing your suppliers |
| Non-fictional journalism for Horticultural Media | Writing skills for media How to research your material Setting out your written and graphical work |
| New Products, technology & innovation | As identified |

MEMBER CODE OF ETHICS

As members of The Institute we are entrusted to comply with the Codes of Ethics:

- Uphold the mission and objects of the Institute and maintain the standards of the profession;
- Conduct themselves professionally, respecting the rights of clients, their representatives and others associated with a project;
- Respect any confidence gained in the conduct of the profession;
- Not publicly condemn, criticise or devalue another member's work or reputation;
- Ensure every client is notified of applicable and proposed fees for all work carried out (and any subsequent changes agreed between the relevant parties);
- Ensure every client accepts these fees and charges before they become liable for payment;
- Ensure that work, other than inspection and consultation, is defined and fees and charges are agreed to in writing;
- Ensure that any recommended scale of fees and charges published by the Institute is used as a guide rather than a minimum fee;
- Recognise their responsibility to all fellow workers regarding professional guidance and dissemination of information;
- Maintain professional competence by keeping abreast of new information and developments;
- Recognise responsibility to the community and the environment in protecting each from exposure to undue actual or potential hazards;
- Ensure that the qualification as a member of the Institute and its grades and abbreviations are used only in conjunction with a member's name not an organisation, business or company; and
- Ensure that neither the Institute emblem nor logo are displayed in any manner, place or form contrary to provisions in the Constitution, By-Laws or decisions of the National Council.