



# Australian Institute of Horticulture Inc.

## Registered Horticulturist

### Log Book

This logbook has been developed to assist Registered Horticulturists in monitoring their compliance with their continuing professional development (CPD) requirements and in creating a CPD portfolio. This **logbook may be printed and submitted** if requested as part of an audit or compliance process. The information below should be read in conjunction with the standards and guidelines published by the Australian Institute of Horticulture available [www.aih.org.au/publications](http://www.aih.org.au/publications)

### Completing this form

- Please read and **complete** to the best of your ability.
- Type directly into the table.
- OR Print out and use a **black** or **blue** pen only.

<b>RH Accreditation number - RH0...</b>	<b>Membership Number</b> (if known)	
<b>Full Name</b>	<b>Residential Address</b>	
<b>Date of Birth</b>	<b>Business Address</b> (if different)	
<b>Contact Phone/Mobile</b>	<b>City or Suburb</b>	
<b>Email</b>	<b>State</b>	<b>Postcode</b>
<b>Company/Business Name</b> (if Applicable)	<b>Country</b>	
<b>Declaration:</b> I confirm that all the information I have provided in this form and supporting documents is true and correct to the best of my knowledge and that I carry current <b>Professional Indemnity Insurance</b> .		
Signature		Date

### What are the Specific Requirements to Maintain Registration?

The Institute's requirements in relation to CPD are set out in its RH accreditation policy and its guidelines for CPD, published at [www.aih.org.au/publications](http://www.aih.org.au/publications)

The Institute expects Registered Horticulturists to be familiar with and meet the CPD requirements as set out in those documents.

Under the policy, as an Registered Horticulturists you must:

- Gain a total of 24 CPD points over a two year period to maintain your registration.
- Maintain your Professional Indemnity insurance.
- Attend three AIH Workshops or seminars or other approved industry events in the first two year period following registration.
- Attend, subscribe or take part in other related AIH approved activities.
- Carry-over any points above the 24 CPD points in any one 2 year reporting period to the following period.
- Maintain this Logbook of your CPD activities.
- Make available this Logbook that it may be audited by AIH at any time with 30 days notice.
- Pay an annual RH accreditation fee each membership renewal date.

### 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?
- What opportunities or motivation for further education or learning could the activity create for you?

### 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 contribute to your CPD plan.

**Formal learning activities** are activities that contribute to the maintenance and development of competencies and practices.

**Formal learning** activities may refer to:

- 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 refer to:

- 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

**Types of Evidence** (including but not limited to):

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



**Australian Institute of Horticulture Inc.**  
**Log book Record – Registered Horticulturist Programme**

Record of Points for CPD Activities and How to Accumulate Points (Not all categories need to be completed)

Item	Description of Activity	Point Value	Notes	Score	Details
1.	AIH – CPD workshops and programmed events as per AIH calendar	3 points for ½ day workshop; 6 points for full day workshop	Additional 1 point per hour if presenter		
2.	AIH-endorsed conferences, seminars, workshops	0.5 points per hour of active attendance.	Max 6 points per event		
3.	Webinars	1.5 points	Additional 1 point if presenter		
4.	Attendance at Regional meetings	1 point			
5.	Walk and Talk events	1.5 points			
6.	Other industry relevant conferences, seminars, workshops. AIH representation on industry committees	0.5 points per hour for approved events	Maximum 3 points per event		
7.	Representation at approved industry events – signed off by regional convener	0.5 points per hour of active involvement	Maximum six points per event		
8.	Field trips, open days, product launches	0.5 points per hour	Maximum of 3 points per 24 month period		
9.	Special consultancies and projects that extend professional knowledge	3 points per activity.	Maximum of 6 points per 24 month period		
10.	Courses leading to formal qualifications or competencies	12 points for full qualification Cert IV and above	One qualification within any 24 month period of registration		
11.	Achievement of individual competencies through recognised approved training provider or other formally assessed learning outcomes from other institutions	2 points per competency.	Maximum of 6 points within any 24 month period of registration		
12.	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		
13.	Conference paper with report to AIH Journal	4 points			
14.	Contribution of accepted articles to an approved journal	0.5 points	Maximum of 6 points within any 24 month period of registration		
15.	Proof of subscription to appropriate journals, magazines	0.5 points per relevant subscription	Maximum of 3 points within any 24 month period of registration		
16.	National Council Meeting	0.5 point per meeting			
17.	Service as Regional Convener	3 points per year of service			
18.	Specific mentoring	1 point p.a. per mentoree			
19.	AIH Conference	4 points			
20.	AIH Dinner / Conference Tour	1.5 points each			

**\*Please add addendum if required**