

# L&D News

The latest from the Learning and Development department at BIGGA

## NEW CPD EXPLAINED

As part of the new CPD programme, BIGGA has launched an online CPD recording system for members to allow them to claim for credits, monitor their progress and print out their own certificates.

### So how do I register?

This has been one of the fundamental changes to the CPD programme. Before, you would have to fill out an application form to join the scheme whereas with the new programme ALL members are automatically registered as soon as they join. To begin claiming credits all you need to do to access your CPD account is log into Member's Area of the BIGGA website, click on the Continuing Professional Development button and then click the Visit CPD Website button.



When you arrive at the site you will be greeted with the CPD News page (above), where we will be placing news items and top tips to help you with your CPD.



No.	Date	Title	Description	Credits Valid	Active
6090	6 Nov 2013	Education Seminars	Northern Regional Conference	4	Y
6097	4 Nov 2013	Education First Aid - 5 day	Dryeary	20	Y
6092	4 Nov 2013	Education Seminars	Turf Science, Gols and Grasses - Loch Lomond Golf Club	6	Y
6093	31 Oct 2013	Networking Golf Days	Section golf day at Aldwark Manor Golf Club	1	Y
6091	31 Oct 2013	Professional Support Team Work	Open Support	11	Y
6094	10 Sep 2013	Education Seminars	Northern Region Seminar hosted by Symbio at Aldwark GC	1	Y

### How do I claim credits?

There are three ways to claim CPD credits. The first is to click on the Claim Credits button and go to the claims page (bottom left), manually enter the details in the boxes and submit them to BIGGA for validation. So, if you claim for a qualification, such as a first aid or spraying course, you will still need to send a copy of the certificate to us. It can be emailed to [cpd@bigga.co.uk](mailto:cpd@bigga.co.uk) or sent in through the post.

The next option is to enter a CPD code. We have changed the way trainers, companies and sections can claim credits for events. Instead of sending out registers for members to sign they are now issued with a CPD code.

This code is pre-validated. Logging into the website to having the CPD appear on your record will take six clicks.

For example, at the Regional Conferences a CPD code was issued at the end of the day and attendees could write the code down or take a photo of it. All the Continue to Learn events have a CPD code plus there will be one for attending BTME too.

The final way to claim credits is by completing CPD quizzes or

questionnaires for BIGGA. We will download the data and upload the claims on your behalf.

### How do I view my credits?

All your credit claims are stored on the View My Credits page (main image above).

On this page you will see a list of your active credits and by clicking on the Show All button you will be able to view all the CPD you done and this is known as your Lifetime Transcript.

This has been a brief introduction to the online CPD system.

For further details of how to use it there is a Frequently Asked Questions section, a CPD Handbook and How to Guide in the CPD section of the Member's Area.

If you have any questions or want to get involved in CPD and don't know where to start you can email [cpd@bigga.co.uk](mailto:cpd@bigga.co.uk) or call 01347 833800 option 3.

Next month we will look at the CPD categories of Education, Networking, Professional and Personal Learning credits and discuss their role in the new programme.



**Gold Key Individual Members:**  
Steven Tierney MG, Chris Lomas MG, Andrew Campbell MG CGCS Ian MacMillan MG, Ian Morrison Andrew Turnbull, W J Rogers Sam Langrick, Espen Bergmann, Nick Gray

**Silver Key Individual Members:**  
Steve Dixon, Richard McGlynn Douglas Duguid, Jaey Goodchild, Graham Wiley, Michael Beaton, Paul Jenkins, David Barker

The funding provided by Gold and Silver Key Sponsors is used to produce training and career aids, DVDs, CD Roms, field guides and provide refunds for training fees and subsidised learning and development courses. The funding also helps support seminars, workshops, courses, the lending library, careers advice, posters and manuals.

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