



1. Policy statement

1.1 The Arboricultural Association (the Association) will ensure that members of the organisation are engaged in continuous professional development (CPD) and that the Association makes CPD available, and accepts appropriate activities delivered by other organisations as CPD.

2. Background

2.1 CPD (sometimes referred to as continuous educational units, or CEUs) is the ongoing training and development an individual undertakes during their working life. CPD can cover a multitude of training and development opportunities. This can include conferences, seminars and webinars, formal or informal training, toolbox talks and self-guided study, such as reading. It is recommended that members participate in a variety of different kinds of CPD.

2.2 The Association fully recognises the importance of CPD in arboriculture. Individuals holding qualified grades of Association membership (Technician, Professional and Fellow), holders of Society for the Environment (SocEnv) accreditations Registered Environmental Technician (REnvTech), Registered Environmental Practitioner (REnvP) or Chartered Environmentalist (CEnv), and Registered Consultants must all demonstrate that they are undertaking CPD in order to maintain their membership. The amount of CPD required varies depending on the level of membership.

3. CPD requirements

3.1 All members will be sent reminders each year to submit records of the required CPD. The amount of CPD to be submitted will vary depending on the level of membership or accreditation held by the member.

- Technician members must complete a minimum of 10 hours of CPD per year.
- Professional members must complete a minimum of 14 hours of CPD per year.
- Fellow members must complete a minimum of 17 hours of CPD per year.
- Registered Consultants must complete a minimum of 25 hours of CPD per year (in total, regardless of the membership level held).
- Holders of SocEnv accreditations REnvTech, REnvP and CEnv do not need to complete any additional hours of CPD over and above what they are required to submit in order to maintain the level of membership they hold with the Association.

4. Recording and reporting

- 4.1 It is the responsibility of individual members to undertake CPD appropriate to their grade of membership and to record CPD using the online form or another suitable system. The Association does not take responsibility for recording members' CPD or updating members' CPD records. If CPD logs are requested, members should provide this record in a clear and comprehensible format by the required deadline if not using the online recording system.
- 4.2 Members will be required to provide the date on which the CPD took place, the nature of the CPD and the number of hours being submitted and evidence of its completion. It is also considered good practice for members to include reflections on the CPD gained, such as what they learned and how it is useful in their career development.
- 4.3 The Association will assess CPD submitted against the requirement for the member's grade/certification. This process will be undertaken by Association staff including those in the Membership and Technical Teams as appropriate. Clarification about details of CPD will be sought from members as required, and members are expected to respond to such requests for clarification promptly.
- 4.4 If CPD does not meet the expected standard in terms of either quantity or quality then the Association will provide feedback and the member will be asked to resubmit within six months. Repeated failure to meet CPD requirements will be considered a breach of the Code of Conduct & Ethics and will be dealt with in accordance with the Complaints Procedure. Members experiencing difficulty in completing the required amount of CPD should contact the Association for further advice.

5. Monitoring

- 5.1 In order to ensure CPD requirements are being met, each year the Association will randomly select a proportion of members from each membership grade and review their CPD records. Annually, the Association will randomly sample:
- 5% of Technician members;
 - 10% of Professional members;
 - 20% of Fellow members;
 - 100% of CEnv, REnvP and REnvTech and 100% of Registered Consultants will have their CPD records checked each year.

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5.2 New members will not usually be sampled within their first membership year to allow them time to plan and accumulate CPD. If a member has been sampled they will not usually be sampled again within a three year period (excluding those also accredited via the Society for the Environment or Registered Consultants who will be sampled each year). If advice was provided during a previous sampling, additional reviews may be undertaken in agreement with the member.

6. Review

6.1 This Policy was adopted by the Board of Trustees in October 2022. It will be reviewed and ratified annually by the Board of Trustees.

7. Document control

Written by: John Parker, CEO.
Reviewed by: Board of Trustees.
Approved by Board of Trustees: October 2022
Next review date: October 2023