

Arboricultural Association

Continuing Professional Development Record

**Please see reverse for
Completion details**

“CPD is the means by which members of professional associations maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.”

Name

Membership Number and Category

Signature

Date of Submission

CPD Guidance

The form overleaf aims to make it easier to document the CPD you have undertaken.

Fellows should complete 50 hours of CPD over a three-year period and Professional Members should complete 40 hours of CPD over a three-year period.

The CPD should include at least two of the following:

Home-based learning (H)

Private study, structured reading on particular themes or topics. Use of audio, video or multi-media resources and other distance-learning material

Action-based learning (A)

A systematic, structured approach to the solving of problems in the workplace

Preparation of material (M)

For course, technical meetings or publication in the technical press

Research (R)

Supervised research

Work based development (W)

Background reading, research or preparation required to tackle a new area of work

Arboricultural Association activities (P)

Of a technical or professional nature

Conferences (C)

Conferences, seminars, workshops or other technical and professional events and meetings, including in-house training

Qualification (Q)

Courses leading to a qualification

In the boxes below, write the number of hours CPD undertaken and a brief description of the CPD.

e.g.

Year and Month	Category	CPD Details	Hours
02/2004	H	Reading AAIS, Arb research note, 201, 203	2 hours
03/2004	C	Attending Seminar 'Pre-planning, site surveys'	4 hours

If asked to verify your CPD record you may need to show evidence of the CPD undertaken such as conference programmes etc. This is not meant to be an onerous task and members should realise that the Association will provide help, support and encouragement if required.

It would also be helpful if members gave some indication of the type of events they would like the AA to organise to meet their needs. This may be in terms of training events, seminars, practical demonstrations or help in information gathering.

I would like the AA to organise training and events to help development in the following area(s)

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Submit to: Arboricultural Association, Ampfield House, Ampfield, Romsey, Hants. SO51 9PA