

**GMA**  
**Continuing Professional Development**  
**Claim Form**



**Member Name:**

**Membership Number:**

Learning Activity	Organised by	Date/s	Category (see below)	Claimed hours

## CPD categories

CPD can be categorised under grounds maintenance (practical, technical, science etc), management (of people, budgets, workload etc) and business-related themes which are divided into the following areas:

### Category Number:

#### 1. Qualifications

This category includes all the full programme of GMA qualifications (currently covering Levels 2 to 6), as well as qualifications from National Awarding Bodies, such as City & Guilds, and degree qualifications awarded by Government recognised universities.

**CPD Hours: Up to 35 hours annually may be claimed under this category.**

#### 2. Short courses and short (study time) qualifications

GMA will recognise courses which will maintain, improve and broaden your knowledge and skills.

Courses may be:

- Related to grounds management e.g. GMA 1 and 2 day courses;
- Distance learning courses; including the GMA Technical Award qualifications at Levels 2 & 3;
- Certificates of competence (e.g. from City & Guilds, Lantra Awards)
- Non-grounds related courses - which aim to develop your overall business knowledge, such as accountancy, management and project management or personal skills development.

**CPD Hours: Up to 21 hours annually may be claimed under this category.**

#### 3. In-Company Development

This category includes:

- Training undertaken as part of a planned, in-company development scheme. You are required to provide evidence from your employer outlining details of the scheme.
- Project work – managing or undertaking project work that is specific to your company e.g. implementation of new processes and procedures to improve workload management,
- Promotion & Appraisal - recognition will be given for your development within an organisation - evidence must be provided by your employer to validate outstanding performance and promotion.

**CPD Hours: Up to 21 hours annually may be claimed for this category with the exception of Promotion and Appraisal for which up to 8 hours of CPD may be claimed for that type of CPD learning.**

#### 4. Imparting Knowledge

This category includes:

- Authorship of books - should be published on grounds related subjects, however, other areas will be considered on a case by case basis.
- Preparation of papers for conferences and seminars relating to grounds management issues.
- Preparation of articles, including web blogs, and reviews relating to grounds management issues.

**CPD Hours: Up to 14 hours annually may be claimed under this category.**

#### 5. Mentoring

Mentoring others within an organisation to allow for the effective dissemination of knowledge.

Included under this section is:

- Coaching/Mentoring other members, students and young professionals.
- Part-time teaching by non - academics.

NB. This category excludes consultancy work.

**CPD Hours: Up to 21 hours annually may be claimed under this category.**

#### 6. Conferences and Exhibitions

Attending conferences and exhibitions organised by:

- The Institute of Groundsmanship.
- Other sports turf/turf or job/industry related organisations.
- Attendance at other exhibitions and conferences relevant to your industry or role.

**CPD Hours: Up to 10 hours annually may be claimed under this category.**

## 7. Contribution to the Community

This includes:

- GMA national, regional, branch and industry group committees/working parties.
- Committees of other relevant organisations.
- Job related committees outside your own organisation e.g. trade association.
- Society contributions such as charity work.

**CPD Hours: Up to 8 hours annually may be claimed under this category.**

## 8. Private Study

Private study involves learning new skills and/or improving grounds management performance and knowledge. This category, where applicable, must be recorded by noting the source, date and relevance of the data obtained. This may include:

- Online research - information extracted from the GMA Technical Reference resource at [www.thegma.org.uk](http://www.thegma.org.uk)
- Learning new job-related skills.
- Reading grounds management/turf related publications.

**CPD Hours: Up to 8 hours annually may be claimed under this category.**

## 9. Meetings

CPD can be claimed for attending meetings, excluding social events and meetings during normal working hours, which are:

- Grounds related meetings (evidence must be submitted).
- Achieved via other professional bodies.
- 'Continuing Professional Development' meetings held by GMA branches/industry groups (Please note that the GMA branch chairman decides which branch meetings are to be recognised as CPD).

**CPD Hours: Up to 10 hours annually may be claimed under this category.**

### Please note:

The total amount of hours claimed under categories 6, 7, 8 and 9 should not exceed 28 hours annually.

Where claimed CPD time is in excess of 35 hours annually (in any 12-month period being claimed), additional time may not be carried forward as a credit for the following year's CPD.

Evidence of all CPD hours must be logged on your GMA CPD Claim Form. Please keep copies of your Claim Form and supporting evidence, including self-reflections on your learning experiences.

Submissions for CPD can be made at any time, covering the previous 12-months of activity. Email completed forms to [Learning@thegma.org.uk](mailto:Learning@thegma.org.uk)

The approved maximum number of continuing professional development hours for record purposes is:

½ Days = 3½hrs; 1 Day = 7 hrs; 2 Days = 14 hrs; 3 Days = 21 hrs; 4 day = 28 hrs; 5 Days = 35 hrs.