



“Professionalism in Landscaping”

Landscape Certification Scheme

Continual Professional Development Guidelines

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1. What is a Certified Landscape Professional?

Becoming a Certified Landscape Professional shows clients and employers that you are committed to industry best practice and have a professional to your work and your career. You will be continuing to develop your skills and knowledge of your industry by involvement in Continual Professional Development component of the Landscape Certification Scheme.

2. How to become a Certified Landscape Professional?

There are two separate application forms: a combined one for Certified Landscape Professional – Horticulture and Certified Landscape Professional – Structural, and a separate one for Master Landscape Professional. You may join as either a Certified Landscape Professional-S or Certified Landscape Professional-H or both if you have an appropriate background.

To apply to become a Certified Landscape Professional you will need to complete the application form (available from www.landscap queensland.com.au or by phoning (07) 3286 1746) provide the information requested, submit your application to Landscape Queensland Industries Inc. and pay the application fee. Your application will be assessed by Landscape Queensland Industries Inc.

3. Renewing your Certified Landscape Professional status

To maintain your status as a Certified Landscape Professional, you are required to engage in Continuing Professional Development (CPD). Continuing Professional Development is a way of improving your skills in and knowledge of the landscape industry. The scheme is managed by your industry body, Landscape Queensland Industries Inc.

4. What does Continuing Professional Development involve?

Continuing Professional Development involves participating in activities that allow you gain new skills and knowledge of the landscape industry. This means that you are aware of new products and trends.

Professional Development is achieved by engaging in activities within the following categories:

- Industry Association Membership
- Training and Information Sessions
- Landscape Queensland Industries Inc. Events
- Professional Contributions
- Attending Formal Study

- Writing, Research and Teaching
- Industry Magazine Subscriptions
- Industry Licences

Continuing Professional Development points are awarded activities undertaken within each of these categories and are accrued over the two year certification period. Points can be accrued by undertaking a variety of activities within each category.

The table provided in Appendix 1 provides a summary of the Continuing Professional Development points that can be accrued for each activity above. Further details are provided below.

5. How to Record Points

Record your CPD points as you accrue them in your CPD Logbook. You can download the CPD Logbook from the Landscape Queensland Industries Inc. website (www.landscapequeensland.com.au) or by phoning 07 3286 1746. You will need to submit the completed CPD Logbook when you renew your CLP status.

6. Validation Requirements

You will need to provide evidence, such as copies of licences, certificates or receipts etc, of how you have attained your CPD points. Details of what information is required for each category are outlined in this document. Copies for validation will need to be submitted with your CPD logbook.

7. CPD Activities and Point Accrual

To accrue CPD points, you need to engage in learning activity in a number of categories. Each time you do a Continuing Professional Development activity, you accrue CPD points. You need to accrue 25 CPD points in your CLP period to be able to maintain your certification status. Activities include such things as membership and participation in industry groups, formal study, attendance at field days etc. You do not have to engage in activities in all categories, but the number of CPD points that can be accrued in each category is capped, so you will need to do a variety of activities across several categories. This encourages you to engage in several different types of learning opportunities, to broaden your breath of knowledge in the landscape industry.

7.1. Industry Association Membership

The following Industry Associations are recognised in the Certified Landscape Professional scheme.

- Landscape Queensland Industries Inc. (LQII)
Email: info@landscapequeensland.com.au
Website: www.landscapequeensland.com.au
- Cairns Landscaping Industry Cluster (CLIC)
Email: secretary@clic.net.au
Website: www.clic.net.au
- Nursery & Garden Industry Queensland (NGIQ)
Email: info@ngiq.asn.au
Website: www.ngiq.asn.au
- National Interior Plantscape Association Inc. (NIPA)
Email: nipa_info@nipa.asn.au
Website: www.nipa.asn.au
- Australian Institute of Horticulture (AIH)
Email: qld@aih.org.au
Website: www.aih.org.au
- Australian Landscape Industries Association Inc. (ALIA)
Email: info@landscapingaustralia.com.au
Website: www.landscapingaustralia.com.au
- Master Builders Queensland
Email: ask@masterbuilders.asn.au
Website: www.masterbuilders.asn.au

Other industry associations may be considered provided substantial commercial landscape industry relevance can be identified. Garden Clubs and Plant Societies are not considered industry associations in the context of CPD.

CPD Points Accrual:

A maximum of 10 CPD points can be accrued in a two year Certification period from:

- Landscape Queensland Industries Inc. 3 CPD points/year
- Other Industry bodies 1 CPD points/year

Validation required:

The details of membership number must be filled in on your CPD Logbook. Proof of non- Landscape Queensland Industries Inc. membership, such as a copy of your membership certificate is required.

7.2. Training and Information Sessions

Attendance and participation in industry related training and information sessions accrues CPD points. Training and information activities include industry related:

- conferences
- seminars, including business development seminars
- workshops, such as licensing regulation workshops
- field days
- open days
- product demonstrations
- trade expos

Events need to be approved by the Landscape Certification scheme Administrator.

CPD Points Accrual:

A maximum of 10 CPD points can be accrued in a two year Certification period from:

- Full day event up to 8 CPD points
- Landscape Queensland Industries Inc. event
 - Attendance 1 CPD point/attendance
 - Presenting 2 CPD points/presentation
- Non-Landscape Queensland Industries Inc. event
 - Attendance ½ CPD point/attendance
 - Presenting 1 CPD points/presentation

Validation required:

The details of session, date of attendance and location must be filled in on your CPD Logbook. You will need to provide copies of receipts as validation.

7.3. Landscape Queensland Industries Inc. Events

Attendance and participation in Landscape Queensland Industries Inc. events accrues CPD points. Events presenting include Annual General Meetings (AGM), General Meetings (GM) and the Landscape Queensland Construction Excellence Awards.

CPD Points Accrual:

A maximum of 5 CPD points can be accrued in a two year Certification period from:

- Annual General Meeting 2 CPD points
- General Meeting 2 CPD points
- Landscape Construction Excellence Awards night 3 CPD points

Validation required:

The details of the event, date and location must be filled in on your CPD Logbook.

7.4. Professional Contributions

Participation on the Landscape Queensland Industries Inc. Board or on panels, working groups and committees of related of professional industry groups is recognised as contributing to your professional development. Other Industry related groups include:

- Cairns Landscaping Industry Cluster (CLIC)
Email: secretary@clic.net.au
Website: www.clic.net.au
- Nursery & Garden Industry Queensland (NGIQ)
Email: info@ngiq.asn.au
Website: www.ngiq.asn.au
- National Interior Plantscape Association Inc. (NIPA)
Email: nipa_info@nipa.asn.au
Website: www.nipa.asn.au
- Australian Institute of Horticulture (AIH)
Email: qld@aih.org.au
Website: www.aih.org.au
- Australian Landscape Industries Association Inc. (ALIA)
Email: info@landscapingaustralia.com.au
Website: www.landscapingaustralia.com.au

Other industry associations may be considered provided substantial commercial landscape industry relevance can be identified. Garden Clubs and Plant Societies are not considered industry associations in the context of CPD.

CPD Points Accrual:

A maximum of 5 points from this activity can be accrued in a two year certification period from:

- Landscape Queensland Industries Inc. event 2 CPD point/attendance
- Other Industry Groups event 1 CPD point/attendance

Validation required:

You will need to record all meetings and professional contributions details such as dates, duration of participation and copies of minutes that indicate attendance in your CPD Logbook.

7.5. Formal Study

Undertaking formal study in a landscape industry related course is recognised as CPD. Courses, such as a National Training Package course, such as those offered through TAFE or as RPL, or a short specialised course relevant to the landscape industry are appropriate. This also includes attainment of certificates via Recognition of Prior Learning, self paced study and distance education.

CPD Points Accrual:

A maximum of 10 CPD points from this activity can be accrued in a two year certification period from.

- National Training Package Competencies 1 CPD point/level
- Australian Qualifications Framework (AQF) Certificate III or higher qualification 5 CPD points/ qualification
- Other qualifications, including self paced, or distance education* 5 CPD points/qualification

Validation required:

The details of course name, date and education provider must be provided in the CPD Logbook. You will need to provide copies of the qualification or statement of attainment.

7.6. Writing, Research and Teaching

Being involved in non-professional writing, research or training in the landscape industry is recognised as CPD. Educational activities must relate to landscape industry research, best practice or advancement. This applies only to those who do not write, research or teach landscape related material as their normal work activities. Published articles promoting a product or service of a company will not be accepted.

CPD Points Accrual:

A maximum of 5 CPD points from this activity can be accrued in a two year certification period from:

- Published writing 2 CPD points/article
- Published research 2 CPD points/article
- Teaching 2 CPD points/session

Validation required:

The details of article, date and publication or teaching topic, date and location must be filled in on your CPD Logbook. You will need to provide copies of articles or teaching record as validation.

7.7. Industry Magazine Subscriptions

One way of keeping up to date in the industry and to improve knowledge is to read relevant magazines. CPD points can be accrued through subscription to the following industry related magazines:

- Australian Horticulture
- Greenworld Magazine
- Outdoor Design Source
- Outdoor Design and Living
- Turfcraft
- Turfgrass
- Landscape Architecture Australia
- Landscape Contractor & Manager Magazine
- Landscape Lifestyle

Other magazines (including overseas industry magazines) may be considered provided substantial commercial industry relevance can be identified.

Newsletters that are part of a membership are covered for points under the Membership point allocation and do not accrue CPD points in this category. Gardening Magazines and newsletters are not accepted for CPD points.

CPD Points Accrual:

A maximum of 3 CPD points from this activity can be accrued in a two year certification period from:

- Magazine subscriptions 1 CPD point/subscription/year

Validation required:

The details of the magazine subscription (name, year of subscription) are to be provided on the CPD Logbook. A copy of your receipt is to be submitted as validation.

7.8. Industry Licences

Those landscapers involved in structural landscape work require a relevant Queensland Building Services Agency (BSA) licence/s. Other relevant licences will also be considered.

CPD Points Accrual:

A maximum of 3 CPD points can be accrued from this activity in a two year certification period from.

- BSE Licence 2 CPD points/licence/year
- Industry licences 1 CPD point/licence/year.

Validation required:

The details of the licence/s (type and number) must be provided in the CPD Logbook and a copy of the licence is to be provided when it is submitted for CLP renewal.

8. Additional Information

If you have further questions, have a look at the Frequently Asked Questions on www.landscap queensland.com.au or phone 07 3286 1746 or 0408 564 858.

Appendix 1

CPD Points Summary			
CPD Category	CPD Activity	CPD Points Accrued	Maximum CPD Points Allowed
Industry Association Membership	Landscape Queensland Industries Inc.	5 points/year	10
	NGIQ; NIPA; AIH; AILA; QMBA; CLIC	1 points/year	
Training and Information Sessions	Attendance of Landscape Queensland Industries Inc. event	1 point/attendance	10
	Presenting at Landscape Queensland Industries Inc. event	2 points/presentation	
	Attendance at non-Landscape Queensland Industries Inc. event	½ point/attendance	
	Presenting at non-Landscape Queensland Industries Inc. event	1 points/presentation	
	Full day event*	8 points	
Landscape Queensland Industries Inc. Events	Annual General Meeting	2 points/attendance	5
	General Meeting	2 points/attendance	
	Landscape Construction Excellence Awards night	3 points/attendance	
Professional contributions	Landscape Queensland Industries Inc. event	1 point/attendance	5
	Non Landscape Queensland Industries Inc. event*	½ point/attendance	
Formal Study	National Training Package Competencies	1 point/level	10
	Australian Qualifications Framework (AQF) Certificate III or higher qualification	5 points/qualification	
	Other qualifications, including self paced, or distance education*	5 points/qualification	
Writing, research and teaching	Published writing of landscape related topics	2 points/article	5
	Published research	2 points/article	
	Teaching landscape related subjects	2 point/session	
Industry Magazine Subscriptions	Subscriptions to industry related magazines, (eg Australian Horticulture, Greenworld, Landscape Australia, Outdoor Design Source, Turfcraft)	1 point/magazine	5
Industry Licences	QBSA or related	2 points/licence/year	5