



# Certified Nursery Professional

## Maintaining your CNP Membership

To ensure the continued status of the CNP program, all members are required to demonstrate ongoing professional development in order to retain membership status. Professional development activities are recorded under a point-score system.

To maintain CNP status, you must accrue a total of 20 activity credits (CNP Points) over a 24 month period. CNP Points can be accumulated 24 months prior to your membership application and be utilised at the time of your membership renewal.

### Keeping Records

All CNP members receive a passport in which to document their professional development activities. Every 24 months, members are required to submit their passports and related participation certificates as proof of ongoing professional development. At the conclusion of every NGI training session, you should be issued with a Certificate of Attendance which will include the CNP Point value of the session.

There are a range of activities in which CNP Professionals & CNP Specialists can participate to further develop their skills and industry knowledge. Please view the table below for a summary of these activities. More detailed information on each of these categories can be found below the table.

Activity	Evidence Required	Credit Points
<b>Qualification -</b> Must be horticulture based or relevant to a horticultural enterprise	Transcript and copy of qualification	7 points up to Certificate 4 10 points for Diploma level 15 points for Under or Post Graduate degree
<b>NGIA National Conferences</b>	Registration confirmation	5 points per day registration
<b>NGI State Conferences</b>	Registration confirmation and conference program	1 point per hour (Max 5 points per day)
<b>Non NGI Conferences</b>	Registration confirmation and conference program. Documentation prior to attendance (See note below)	Up to 1 point per hour (Max 5 points per day)
<b>NGI Industry Workshop / Training Course</b>	NGI Certificate of Attendance	1 point per hour
<b>NextGen formal presentation</b>	Confirmation of attendance	0.5 point per 30 mins
<b>NGI Study Tour / Field Trip / Seminar</b> (Excluding part of Conference program)	Registration confirmation, Agenda/Program	1 point per hour (Max 5 points per day)
<b>Industry Publication Subscriptions</b> Must be Industry based	Subscription confirmation	1 point per subscription
<b>Non-NGI Training ~</b> (Specifically relevant to industry)	Documentation <u>prior</u> to attendance (see note below) and record of attendance	0.5 to 1 point per hour
<b>In House Training ~</b>	Documentation <u>prior</u> to attendance (see note below) and record of attendance	0.5 to 1 point per hour
<b>Industry Training Developed *</b>	Copy of courseware developed	1 point per hour of preparation (capped at 7 points per 12 months)
<b>Industry Training Delivered*</b>	Copy of confirmed training schedule	1 point per hour of delivery (capped at 10 points per 12 months)
<b>Industry Participation</b>	Meeting Agendas and confirmation of 12 months service	1 to 1.5 points per meeting
<b>Non-NGI Industry Participation</b>	Meeting Agendas and confirmation of 12 months service	0.5 point per meeting
<b>Industry Reading Program</b>	Synopsis	2 points per title
<b>Industry Awards</b>	Registration Confirmation	5 points per submission
<b>Industry Accreditation</b>	Confirmation of Accreditation	2 points per accreditation

~ **note:** approval of course content by NGIA prior to attendance is required to confirm any point value. Supply of full session details including presenter, agenda, format, content and duration is required

\*If the majority of CNP points are obtained from these activities, applicants must establish a minimum of 5 CNP points from other professional development activities.

Information correct as of 28 July 2010



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## Details of CNP point activities

### Industry Training Undertaken

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Only training that is horticulture industry specific and has been completed during the 24 months immediately preceding application and/or renewal can be claimed. This training need not have been wholly provided by an NGI office, but may have been undertaken through other training providers (point allocation may differ).

Only face-to-face hours, not time allowed for meal breaks or social segments of the training program can be claimed.

Documentary evidence of attendance is required along with additional information as outlined in the areas below.

#### Formal Qualification

This formal qualification must be horticulture based or relevant to a horticultural enterprise. As there are various qualification levels available, the point value will vary depending on the qualification obtained.

Certificate Level:	7 points
Diploma Level:	10 points
Degree (under or post graduate):	15 points

To be eligible for CNP points, a transcript and copy of your qualification must be supplied to NGIA.

#### NGIA National Conference

The NGIA National Conference is held annually and aims to build a sense of community and identity within the horticulture profession by engaging industry personnel at all levels of experience. The main function of the conference is to provide progressive and relevant educational programs, share knowledge, new business ideas and networking. The National Conference is generally held as a 3 day event comprising of 2 full days of training sessions and one full day of Field Trip.

Full Day registration:	5 points per day (capped at 5 points per day)
Full Day Field Trip:	5 points (capped at 5 points)

To be eligible for CNP points, confirmation of registration must be supplied to NGIA.

#### NGI State Conference

Some NGI state offices hold state based conferences, usually held annually. The main function of the conference is to provide progressive and relevant educational programs, share knowledge, new business ideas and networking. NGI state conferences vary in duration and format, however CNP points can be allocated as follows:

Registration:	1 point per hour (capped at 5 points per day)
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To be eligible for CNP points, confirmation of registration and conference program must be supplied to NGIA.

#### Non NGI Conference

Non NGI conference directly relevant to industry may be able to gain CNP points. It is a requirement that NGIA view the details of this conference program prior to your attendance of the non-NGI session to establish the correct point allocation. An assumption of point value should not be made by a participant until confirmation has been given by NGIA

Point allocation:	1 point per hour (capped at 5 points per day)
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To be eligible for CNP points, a record of attendance and mandatory session details (as above) must be supplied to NGIA.

#### NGI Industry Workshop / Training Course / Seminar

Any workshop, training course or seminar held by NGIA or an NGI state office which involves active learning on industry relevant topics can obtain CNP points. Certificates of attendance should be issued for these sessions which will include the total number of eligible CNP points.

Attendance for full session:	1 point per hour
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To be eligible for CNP points, the official NGI Certificate of Attendance must be supplied to NGIA.



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## **NextGen Formal Presentation**

NextGen is an NGI initiative to help future leaders meet their peers and form useful networks. Every three months the group meets to network and guest speakers address issues relevant to group members.

Point Allocation: 0.5 points per 30 minutes

To be eligible for CNP Points, confirmation of attendance must be supplied to NGIA.

## **NGI Study Tour / Field Trip\***

NGI study tours and field trips are conducted by NGI state offices and may focus on production or retail sectors. There is also generally one day dedicated to this form of industry education during the NGIA national conference.

Point allocation: 1 point per hour (capped at 5 points per day)

To be eligible for CNP points when attending an NGI state office organised trip, the agenda and NGI Certificate of Attendance must be supplied to NGIA. Claiming points for the trip included in the NGIA national conference are excluded.

## **Industry Publication Subscriptions**

There are various industry relevant publications which are an excellent way in which to continue to update industry knowledge.

Point allocation: 1 point per subscription

To be eligible for CNP points, the proof of subscription under your name must be supplied to NGIA.

## **Non NGI Training**

Non NGI Training/workshops directly relevant to industry may be able to gain CNP points. It is a requirement that NGIA view the details of this training session including session format, trainer, venue, duration, outcomes and program prior to your attendance of the non-NGI session to establish the correct point allocation. An assumption of point value should not be made by a participant until confirmation has been given by NGIA

Point allocation: 0.5 to 1 point per hour

To be eligible for CNP points, a record of attendance and mandatory session details (as above) must be supplied to NGIA.

## **In-house training**

Non NGI Training/workshops held within the employment enterprise and directly relevant to industry may be able to gain CNP points. It is a requirement that NGIA view the details of this training session including session format, trainer, venue, duration, outcomes and program prior to your attendance of the non-NGI in-house session to establish the correct point allocation. An assumption of point value should not be made by a participant until confirmation has been given by NGIA

Point allocation: 0.5 to 1 point per hour

To be eligible for CNP points, a record of attendance and mandatory session details (as above) must be supplied to NGIA.

## **Industry Training Developed \***

Only training that is horticulture industry specific and has been developed by you personally in the 24 months immediately prior to application or renewal of CNP membership. This training could be specifically for NGIA or for training approved by NGIA, including those delivered at TAFE or other RTOs.

Point allocation: 1 point per hour of preparation (capped at 7 points per 12 months)

To be eligible for CNP points, a copy of the courseware you have developed must be supplied to NGIA.

*\* If the majority of CNP points are obtained from this activity a minimum of 5 CNP points must be acquired from other professional development activities.*



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## Industry Training Delivered \*

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Only training that is horticulture industry specific and has been delivered by you personally in the 24 months immediately prior to application or renewal of CNP membership. This training could be specifically for NGIA or for training approved by NGIA, including those delivered at TAFE or other RTOs.

Point allocation: 1 point per hour of delivery (capped at 10 points per 12 months)

To be eligible for CNP points, a copy of the confirmed training schedule must be supplied to NGIA.

*\* If the majority of CNP points are obtained from this activity a minimum of 5 CNP points must be acquired from other professional development activities.*

## Industry Participation

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This participation is expected to be greater than simply being a member of a professional body. It should demonstrate active membership through committee involvement which is relevant to the industry. Your involvement must have occurred within the 24 months prior to application or renewal.

Point allocation:

Nursery & Garden Industry Australia:	1.5 points per meeting
Nursery & Garden Industry:	1 point per meeting
Horticulture industry association (other than NGI):	0.5 point per meeting

To be eligible for CNP points, meeting agendas and committee members list must be supplied to NGIA.

## Industry Reading Program

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A synopsis of a minimum of 200 words must be provided for articles, papers, books, tapes etc, (minimum 1500 words) in which the content is directly related to the horticulture industry. The synopses must demonstrate familiarity with the text and must provide a degree of critique of the article, paper, book or tape. Name of the publication, author and publication date or where a website is referenced web address must be included. The synopsis must be typed and attached to the application form. Publications must be dated within the 24 month period immediately preceding application.

Point allocation: 2 points per title

## Industry Accreditation

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The primary contact for an organisation who has attained NIASA, EcoHort, BioSecure or AGCAS accreditation: 2 points per accreditation (ie 2 points for NIASA + 2 points for EcoHort + 2 points for BioSecure etc)

The points can be achieved each year, as the accreditation review is completed. Points can only be attained by the person, nominated by the business, in charge of the accreditation process/maintenance. The evidence required would be a completed review sheet that is currently used by the NGI NIDO when reviewing the accreditation each year.

## Industry Awards

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A total of 5 CNP points will be allocated to the person responsible for the submission of an award entry. This person will need to be identified during the online entry process. Only one person per award is eligible to claim the CNP points. An additional bonus of 2 CNP points will be earned by the individual on receipt of a national winner award.

Please note: If the majority of CNP points are obtained from awards submission activities, applicants must establish a minimum of 5 CNP points from other professional development activities to make up the 20 CNP points required for membership renewal.