

BASIS AMENITY TRAINING REGISTER

Introduction

CPD (Continuing Professional Development) is a well-established practice to show that training and learning are ongoing. In many job functions where there is a requirement to demonstrate up-to-date knowledge of technical and professional skills, the CPD process is used to record events, courses, conferences, tuition, exams, etc., that are undertaken by individuals.

Confidential records are maintained by competent (and usually independent) bodies to detail CPD points earned by each person who wishes to continue learning and show that their knowledge is up-to-date.

In the Amenity sector there has been a low input to this type of activity. However, the 'Thematic Strategy for the Sustainable Use of Pesticides' and the resultant 'Sustainable Use Directive' (EU Regulation 2009/128/EC) was published on 24 November 2009 to establish a framework to achieve the sustainable use of pesticides. It now requires that the CPD process is an active part of the day-to-day work for those involved in the Amenity sector and that Integrated Approaches (IA) are included.

Recording of CPD activity is already well established as a significant practice in the agricultural use of pesticides through two schemes:-

- The BASIS Professional Register – for Advisers, Sales Managers, Supervisors, Contract Specifiers, Farm Managers and some Farmers.
- The NRoSO Scheme operated by City & Guilds NPTC for sprayer operators on farms and holdings.

Each scheme has many thousands of individual members who, each year, undertake training/learning activity to demonstrate their commitment to CPD.

Two similar schemes for the Amenity Industry have joined together and the new Register for the Amenity Sector is called – **The BASIS Amenity Training Register.**

This new Register is broader than its forerunners because it incorporates the CPD activity related to the Integrated Approaches to weed, disease and pest control.

Whistle Blowing Policy

BASIS Registration Ltd is committed to the highest standards of openness and accountability. Therefore, we expect employees, candidates and others who work with BASIS who have serious concerns about any aspect of our work to voice those concerns.

To this effect BASIS has a Whistle Blowing Policy. This procedure is designed to allow concerns of a public interest kind within BASIS to be raised, investigated and where appropriate, acted upon. Complaints may be from or about any member of staff, candidates on training courses or those contracted to provide services to BASIS.

To view the full Whistle Blowing Policy go to:

<http://basis-reg.co.uk/Portals/1/Resources/Professional-Reg/BASIS%20Whistle-blowing%20Policy.pdf>

BASIS AMENITY TRAINING REGISTER

BASIS is well practiced in the operation of CPD registers for professionals dealing with pesticides, fertilisers, environmental and animal welfare.

The BASIS Professional Register for agriculture and the PROMPT Register for pest control operators are both well established and serve the needs of individuals in those pesticide use sectors.

The BASIS Amenity Training Register has been designed solely for the Amenity sector. It will operate from 1st January 2015 to cover people in the following job functions:-

- | | | |
|---------|---|--|
| Amenity | - | Sprayer Operators and practitioners in the integrated control of weeds, pests and diseases |
| | - | Pesticide advisers |
| | - | Contract Managers |
| | - | Contract Supervisors |
| | - | Contract specifiers |
| | - | Managers of Amenity weed pest and diseases control activities |
| | - | Local Authority Managers responsible for weed, disease and pest control |
| | - | Utility Managers |
| | - | Network Rail Managers |

Requirements to join the Register

In common with other industries where technical competence needs to be evident, it is necessary to hold (or intend to hold) qualification(s) to show competence, to be part of the BASIS Amenity Training Register.

It is recognised that there are significant numbers of qualified sprayer operators in the Amenity pesticide sector and most of them hold a PA Certificate. However, managers, supervisors, and those giving advice are sometimes not yet qualified in relation to pesticide use and their numbers are much lower.

Accordingly, there are five categories of BASIS Amenity Training Register membership.

1. BASIS Amenity Training Register – Adviser Member

People achieving Adviser membership of the BASIS Amenity Training Register will hold the BASIS Crop Protection Certificate/Field Sales and Technical Staff Certificate (FSTS). They will therefore be qualified to give advice on the use of professional pesticides in the Amenity sector. Any current members of the BASIS Amenity Register are able to transfer into this part of the BASIS Amenity Training Register.

Annual Points Required

To retain membership, each person will have to record 20 CPD points per year (1 January to 31 December) or pro rata from the date of when they join.

2. BASIS Amenity Training Register – Sprayer Operator Member

People achieving the Sprayer Operator membership of the BASIS Amenity Training Register will hold a relevant Pesticide Application qualification – PA1 and the PA qualification relevant to the type of sprayer being used e.g. PA2; Mounted or trailed sprayer, PA6; Hand held applicator.

Annual Points Required

To retain membership, each person will have to record 15 CPD points per year (1 January to 31 December) or pro rata from the date when they join.

3. BASIS Amenity Register - Associate

For managers/supervisors/contract specifiers who have Amenity pesticides as an important part of their job. The qualification(s) for membership are:-

- The BASIS Foundation Award (Amenity)
- The BASIS/City & Guilds NPTC POWER Certificate
- The BASIS/City & Guilds NPTC Environmental Pesticide Management (Amenity) Certificate

These qualifications ensure awareness and understanding of how pesticides can be used safely and correctly in Amenity. They are not a qualification to give advice on the use of professional pesticides. For that, individuals need the FSTS qualification.

Annual Points Required

To retain membership, each person will have to record 10 CPD points per year (1 January to 31 December) or pro rata from when they join.

4. BASIS Amenity Register – Affiliate

For those people who wish to be a member of the BASIS Amenity Training Register but do not yet hold a relevant PA or BASIS qualification, who work in the amenity industry and who attend recognised training events / activities at frequent intervals but not necessarily every year, this special category applies.

Annual Points Required

To retain membership, each person will have to record 10 CPD points per year (1 January to 31 December) or pro rata from the date when they joined. However, the person will be undergoing tuition for one of the qualifications during the two years of their committed membership (as affiliate) and so that learning will also earn CPD points; which will count towards their annual requirement.

5. BASIS Amenity Training Register – Subscriber

For those who wish to join the Register to show their support and receive relevant information

How much will it cost?

An administration fee of £10.00 is applicable to all new Sprayer Operator members

Discount bands	Fees per individual Sprayer Operator	
	Non Registered Company Each (£)	Amenity Assured Company Each (£)
1 employee	22.50	20.00
2-5 employees	20.00	17.50
6-15 employees	17.50	15.00
16-50 employees	15.00	12.50
51+ employees	12.50	10.00

Discount bands	Fees per individual Adviser (FSTS Qualified)	
	Non Registered Company Each (£)	Amenity Assured Company Each (£)
1 employee	67.50	60.75

Please note: We only accept payments by BACS transfer or by credit/debit card – an invoice will be sent upon receipt of the completed application form.

What will members gain?

- External recognition that the individual is part of an independent professional CPD Scheme for the Amenity Industry
- Internal recognition that they are a professional person with up-to-date knowledge of amenity pesticide use and integrated approaches
- Compliance with the requirements of EU law (and soon to be part of UK Regulation) – the Sustainable Use Directive
- For Members, the ability to give advice on the use of professional pesticides
- For Associates, the ability to understand the situation in which professional pesticides assist the functions of Amenity enterprises
- For Affiliates, the knowledge that they are at the start point of a professional Amenity Training Register developing skills and training activity
- Updates and information from BASIS about events, issues, courses, exams, etc.
- An annual ID card showing the category of their membership of the BASIS Amenity Register.

BASIS CPD Amenity Points

Please note the table below is an example only and not an exhaustive list

Title	Total points	AP	CP	E	HS	PD
BASIS FSTS Amenity Horticulture Course	30	4	14	6	2	4
BASIS NSK Amenity Course	15	0	12	3	0	0
BASIS NSK Amenity Refresher Course	8	0	6	2	0	0
BASIS POWER Amenity Course	20	4	8	6	0	2
BASIS BETA Amenity Course	20	4	4	10	2	0
BASIS Foundation Amenity Award	20	4	8	6	0	2
Saltex Exhibition	2/day	1	0	1	0	0
Harrogate Equipment Exhibition	2/day	1	0	1	0	0
PA1 qualification	12	6	2	4	0	0

PA2 qualification	12	6	2	4	0	0
PA6 qualification	12	5	2	4	1	0

It is recognised that most members will earn their CPD points from in-house training and development activities.

In order to maintain membership of the BASIS Amenity Training Register an individual must demonstrate maintenance of competence by Continuing Professional Development (CPD) to an agreed standard. The standard is measured by a points system, points being gained by attendance at approved courses and training events. Whilst new members are not expected to collect all the CPD requirement, individuals are expected to obtain some points, to confirm that they are “keeping up-to-date” with changes and developments in the industry.

1. Continuing Professional Development (CPD) is the structured maintenance, improvement and broadening of knowledge, skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners’ working life.
2. Members are required to accrue CPD points every year.
3. Points requirements will vary according to the category under which the member is registered up to a maximum of 20 points annually.
4. The points allocation system will be continually monitored in the light of experience gained.
5. Points cannot be carried forward from one registration year to another.
6. Members must demonstrate maintenance of their competence by achieving the annual points requirement from a breadth of activity; in particular it should include items related to changes in legislation, safety and environmental awareness. Points cannot be accrued solely from one type of training activity. FOR DETAILS SEE CATEGORY OF MEMBERSHIP.
7. Members who are unable to meet the points requirement due to unforeseen circumstances, e.g. change of discipline, sickness, maternity leave, etc. may be eligible for a reduction in their points requirement in a particular year.
8. Points may be allocated for published technical work, preparation and delivery of lectures, membership of technical committees and examination panels outside of the members’ regular employment. Each will be considered individually on its own merit following the presentation of a written application to BASIS.
9. Points allocated for participative training and technical conferences/events will be based on technical merit. Event Organisers must liaise with BASIS to agree the allocation of points prior to the event. All Event Organisers **MUST** return a Record of Attendance to BASIS after the event. Failure to provide this information will result in members not being able to record these points. One-off training courses will be considered with the individuals concerned.

10. CPD event organisers wishing to register training activities should notify the BASIS Professional Registers Manager on the standard application form – (either the paper version or on online) BEFORE training commences. Retrospective applications will not normally be considered.
11. Programmes which include product knowledge, problem identification, agronomy, etc., should also, where applicable and appropriate, include aspects of training related to legislation, safety and the environment.
12. The following points rating by category of activity are required for the individual membership category:

**** Please note: this applies to full adviser members only**

Category	Total	CP	E	PN	AP	HS	IA	PD
** Amenity Horticulture	20	2-10	2-10	2-15	2-15	2-10	0-5	0-5
** Amenity including Fertilisers	30	2-10	2-10	2-15	2-15	2-10	0-5	0-5
**Turf inc Fertilisers Turf	30	2-10	2-10	2-15	2-15	2-10	0-5	0-5
Affiliate	10	0-10	2-10	2-15	2-15	2-5	0-5	0-5
Associate	10	0-10	2-10	2-15	2-15	2-5	0-5	0-5
Sprayer Operator	15	0-5	2-10	0-10	2-10	2-10	0-5	0-5
Subscriber	0	0	0	0	0	0	0	0

KEY

AP	Application Practice	CP	Crop Protection
E	Environment	IA	Integrated Approaches
HS	Health & Safety	PN	Plant Nutrition
PD	Personal Development		

13. Training courses may be subject to audit through attendance by a member of the BASIS Professional Matters Committee or by persons appointed by them.
14. Members who are also involved as trainers on recognised courses may claim the relevant CPD points for that course. However, they may be required to demonstrate how they themselves keep updated in order to deliver the course.
15. For Associate members, in some circumstances CPD points may be allocated for events which are not normally associated with the BASIS Professional Register (if in doubt, please ask)
16. Annual training details will be collected by BASIS on receipt of Attendance Records via the Event Organisers. It is the responsibility of the member to sign the Attendance Record in a legible fashion

and of the event organiser to return the form to BASIS in order for points to be allocated accurately. Members must ensure that they sign the attendance list at each event they attend so that we can update their training records accordingly. Members can view their record at any time at:

<http://basis-reg.co.uk/member-login>

You will need to type in your surname and membership number (200....) as printed on your ID card.

To remain on the BASIS Amenity Training Register, members need to obtain their full points requirement, depending on category of membership, in the year prior to renewal of membership. In the case of specialist activities within existing categories, the required number of points and the approved training necessary should be agreed in advance.

More Information

If you wish to know more about the Register or for an application form, please contact:-

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