

THE GOLF CLUB MANAGERS' ASSOCIATION



CPD POINTS GUIDE

## Applying for your GCMA Accreditation

You will need to provide a summary of qualifications, certificates and prior learning undertaken which amount to the minimum number of CPD points relevant to the Accreditation Level that you are applying for.



**40 points**



**80 points**



**100 points**



**100 points**

Any qualification, certificate or prior learning that has been undertaken, no matter how long ago it was completed, will be considered as part of your application providing that it maps into at least one of the GCMA Accreditation Professional Practice Standards.

A minimum of 50% of your CPD points upon application must be classed as being GCMA Endorsed.

## Renewing your GCMA Accreditation

Your GCMA Accreditation will need to be renewed every 12 months.

As part of your GCMA Accreditation renewal, you will need to submit a summary of CPD undertaken within the previous 12 months, amounting to a minimum of 40 CPD points, regardless of the Accreditation Level.

A minimum of 50% of your annual CPD points must be classed as being GCMA Endorsed.

## CPD Points Framework - GCMA Endorsed CPD

ACTIVITY	EVIDENCE ACCEPTED	DELIVERED BY	POINTS (Capped at 40 points per activity)
<p><b>GCMA-endorsed qualifications</b> (examples)</p> <ul style="list-style-type: none"> <li>• GCMA / PGA Diploma in Golf Club Management</li> <li>• Degree in GC Management</li> <li>• CMAE Diploma</li> <li>• PGA Qualification</li> <li>• Any relatable Further Education qualification or Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification certificate</li> <li>• Course attendance certificate</li> </ul>	<ul style="list-style-type: none"> <li>• GCMA</li> <li>• GCMA education partners</li> <li>• GCMA endorsed education provider</li> </ul>	<p><b>4 points per hour</b></p>
<p><b>GCMA-endorsed Active Learning</b> (examples)</p> <ul style="list-style-type: none"> <li>• GCMA Principles of GC Management</li> <li>• CMAE MDP Level 1, 2 or 3</li> <li>• Attendance at GCMA Conference</li> <li>• Attendance at GCMA Regional Meetings</li> <li>• Attendance at GCMA National Education Day</li> <li>• Skillgate Online Learning</li> <li>• GCMA Mentor Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance certificate or</li> <li>• Confirmation of attendance</li> <li>OR</li> <li>• Confirmation of completion</li> </ul>	<ul style="list-style-type: none"> <li>• GCMA</li> <li>• GCMA education partners</li> <li>• GCMA endorsed education provider</li> <li>• GCMA business partner</li> </ul>	<p><b>2 points per hour</b></p>
<p><b>GCMA endorsed Passive Learning</b> (examples)</p> <ul style="list-style-type: none"> <li>• GCMA Webinars</li> <li>• GCMA Podcasts</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of attendance</li> </ul>	<ul style="list-style-type: none"> <li>• GCMA</li> <li>• GCMA endorsed education partner</li> <li>• GCMA endorsed education provider</li> <li>• GCMA business partner</li> </ul>	<p><b>1 point per hour</b></p>

## CPD Points Framework - Non-Endorsed CPD

ACTIVITY	EVIDENCE ACCEPTED	DELIVERED BY	POINTS (Capped at 20 points per activity)
<p><b>Non-endorsed qualifications</b> (examples)</p> <ul style="list-style-type: none"> <li>Any certificate or qualification not considered under GCMA Endorsed criteria</li> </ul>	<ul style="list-style-type: none"> <li>Qualification certificate OR</li> <li>Course attendance certificate</li> </ul>	<ul style="list-style-type: none"> <li>Any recognised education provider or training provider</li> </ul>	<p><b>2 points per hour</b></p>
<p><b>Non-endorsed Active Learning</b> (examples)</p> <ul style="list-style-type: none"> <li>Conference</li> <li>Business Meetings</li> <li>Online / E-Learning</li> </ul>	<ul style="list-style-type: none"> <li>Attendance certificate OR</li> <li>Confirmation of attendance</li> </ul>	<ul style="list-style-type: none"> <li>Any recognised education or training provider or business networking organisation</li> </ul>	<p><b>1 points per hour</b></p>
<p><b>Non-endorsed Passive Learning</b> (examples)</p> <ul style="list-style-type: none"> <li>Webinars</li> <li>Podcasts</li> <li>Professional or Personal Development reading materials</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of completion</li> </ul>	<ul style="list-style-type: none"> <li>There are multiple and numerous sources for this type of activity. Details to be added as part of your Application</li> </ul>	<p><b>Half point per hour</b></p>

## GCMA Accreditation

### Endorsed CPD

Qualifications, Certificates, Active or Passive Learning delivered or facilitated by any one of the following education bodies, associations or organisations, is currently considered as GCMA Endorsed CPD:

- Golf Club Managers Association (GCMA)
- Club Managers Association of Europe (CMAE)
- Professional Golfers Association (PGA)
- British and International Golf Greenkeepers Association (BIGGA)
- England Golf, Scottish Golf, Wales Golf, Golf Ireland
- R&A
- Any regulated, UK based University or College of Higher Education
- Skillgate Ltd (GCMA online learning portal)

Any Endorsed or Non-Endorsed CPD to be considered towards your GCMA Accreditation must map into at least one of the GCMA Professional Practice Standards (see overleaf).

## GCMA Accreditation

### Professional Practice Standards

Any qualification, certificate, active or passive learning to be considered as part of your GCMA Accreditation, MUST map into at least one of the GCMA Accreditation Professional Practice Standards:

- Service Delivery
- People Management and Leadership
- Business Functions
- Operations and Risk Management
- Golf and Hospitality Management

You will be required to identify the relevant Professional Practice Standards for each of your learning activities as part of the application process. This information is contained within the application form.

## CPD Calculator - example

Once you have achieved your GCMA Accreditation, you will be encouraged to continue to invest into your own professional and personal development in order to retain your Accreditation status every year. A minimum of 40 CPD points per year, aligned with the GCMA Accreditation CPD Matrix, will be required in order to do this.

An example of what you might look to undertake in terms of your own professional and personal development throughout the year and how the GCMA can support you to achieve 40 CPD points every 12 months, is provided below:



## CPD Calculator - example

CPD ACTIVITY	CPD CATEGORY	HOURS PER SESSION	NUMBER OF SESSION	TOTAL HOURS	POINTS	
GCMA National Education Day	Endorsed Active Learning	6	1	6	12	
GCMA Regional Meeting	Endorsed Active Learning	3	2	6	12	
Skillgate Modules	Endorsed Active Learning	1	2	2	4	
GCMA Podcast	Endorsed Passive Learning	1	2	2	2	
GCMA Webinar	Endorsed Passive Learning	1	2	2	2	
Workplace Training	Non-Endorsed Active Learning	6	1	6	6	
Personal Development book	Non-Endorsed Passive Learning	4	1	4	2	
				<b>Total</b>	<b>28</b>	<b>40</b>

**YOUR**  
Experience



**YOUR**  
Skills,  
Knowledge &  
Achievements



**YOUR**  
Professional  
and Personal  
Development



**GCMA**  
**ACCREDITATION**

