

# THE GOLF CLUB MANAGERS' ASSOCIATION

GCMA  
ACCREDITATION



FAQs

## **What type of GCMA Membership do I need to be to become GCMA Accredited?**

- The GCMA Aspiring Manager category is open to all Affiliate and Full members of the GCMA. Accredited Levels 1, 2 and 3 are open to Full Members of the GCMA only.
- To join, please visit [www.gcma.org.uk/join-now/](http://www.gcma.org.uk/join-now/)
- To upgrade your membership to the Affiliate or Full category, please email us at [memberservices@gcma.org.uk](mailto:memberservices@gcma.org.uk)

## **When can I become GCMA Accredited?**

- Applications are open from 1st September 2022 and will close on 31st October 2022.
- Applications will then re-open on May 1st 2023 until June 30th 2023.
- We will endeavor to confirm all Accreditations within 60 days of application.

## **Can I apply for one of the higher levels straight away or do I have to start at Level 1?**

- All Accreditation Levels are open for application immediately. You are able to apply for any Level that you wish, providing that your historical CPD and prior learning, along with skills, knowledge and experience, match the requirements for that particular Level.

**With regard to my qualifications and prior learning, how far back can I go with my record at the point of applying? I graduated 20 years ago, does this still count? I've always invested in my own personal development and would like for this to count, even though it dates back several years!**

- We recognise this and therefore any qualifications that you have, along with any prior learning and professional or personal development, providing it maps into at least one of the Professional Practice Standards, will be considered as part of your application, no matter how long ago this took place, it's still relevant!
- Moving forward, you will need to evidence a commitment to ongoing learning and development on an annual basis as part of your Accreditation renewal. More information on this is provided within the overview document.

**How do I know how to calculate my CPD record?**

- Please refer to the **CPD Guide**.

**How do I generate CPD points?**

- CPD points are awarded for hours dedicated to personal and professional development.
- The GCMA Accreditation framework is an open system and therefore any qualifications, learning, professional or personal development, providing that it maps into one of the Professional Practice Standards, will be considered towards your Accreditation.

## **What are the Professional Practice Standards?**

- Professional Practice Standards are the 5 key areas of skills, knowledge and experience that are considered key to the role of Golf Club Management. More details of these can be found within the Application Form and the **CPD Guide**.
- The Professional Practice Standards also map into existing best practice within comparable Accreditation frameworks in the wider leisure and business sectors.

## **Do all qualifications and learning activities generate the same value of Accreditation points?**

- No, more points are awarded to GCMA endorsed activities than non-endorsed activities.

## **Can I undertake a learning and development activity by myself and still get points for this?**

- Yes, GCMA Skillgate would be an example of a self-directed Active Learning. There is also Passive Learning, such as watching a webinar or using reading materials.

### **How do I keep a record of my learning and professional development?**

- You are responsible for keeping an up to date record of your learning and development activities and this can be updated at any time on your GCMA Accreditation form, so that this is then ready for renewal each year.
- We are asking all GCMA members to be honest during the application process. Just like playing golf, integrity is an important part of this process!

### **The points system on Skillgate doesn't match the GCMA Accreditation model, which one should I use for any Skillgate modules that I want to use as part of my application?**

- Please use the GCMA Accreditation CPD framework. Skillgate counts towards Active Learning and therefore calculates as 2 CPD points per hour of learning undertaken.

### **The application form is asking for 2 references, who can use for this?**

- This section of the application is similar to a job application.
- In normal circumstances, we asking for one of your references to be your current employer or line manager.
- The other reference could be a previous employer or colleague, or perhaps your Regional Manager of the GCMA, providing that they are happy to act in this capacity for you.

## **Once I am GCMA Accredited, what do I need to do to retain my Accreditation status?**

- There will be an annual renewal process, commencing in 2024.
- You will be required to renew your Accreditation on an annual basis by updating your Accreditation form with evidence of CPD for the previous 12 months, in line with the CPD framework. More details of this can be found in the GCMA Accreditation overview document and **CPD Guide**.
- The Accreditation renewal process will be open from May 1st – June 30th 2024 and then annually during the same period every year.

## **Once I have become GCMA Accredited, how do I apply to move into one of the higher levels?**

- As part of the renewal process, you are able to apply to move into one of the higher Accreditation levels. You will need to update your Application form to provide a summary of your skills, knowledge and experience along with relevant CPD appropriate to the Level that you are looking to move into.
- Renewals and applications to move into a higher level will be open on an annual basis during the Accreditation renewal process.

## What happens if I don't renew my Accreditation?

- Unfortunately, if you do not apply to renew within the annual renewal window, your Accreditation will become lapsed. We will endeavor to manage renewals outside of the renewal window and do our best to support you with your renewal at any time.
- To guarantee your renewal, it is best to do this within the set renewal window of May 1st – June 30th each year.

## I'm in a Management position at my Golf Club, but not actually the overall General Manager or Club Manager. Can I still become Accredited at Level 1 or above?

- Yes! If you are able to evidence the appropriate level of CPD requirements, along with skills, knowledge and experience that map into the Professional Practice Standards relevant to the Level that you would like to apply for, then this is open to you.

## If I need help during the application process, where should I go?

- We're here to help at any time.
- Please email us at [accreditation@gcma.org.uk](mailto:accreditation@gcma.org.uk) or call us on **01275 391153** and we'll do everything we can to assist you with your application.

### **Is there an appeal process if I think I should have been given a higher level?**

- Absolutely, if you have any concerns at all about your GCMA Accreditation, please email us at **accreditation@gcma.org.uk**
- Alternatively, please do not hesitate to give us a call on **01275 391153** and we will do everything we can to assist you with your application.

### **Once I've been Accredited, what will I have as evidence of this?**

- Once Accredited, you'll receive a personalised certificate via email, which can be printed and framed for your office wall!
- You'll also receive an email footer, which can also be used as a social media post.
- We'd also highly recommend adding your Accreditation to your CV. We're going to be promoting the value of a GCMA Accredited Manager to the industry, to golf clubs and to employers, so over time this will certainly add to your credentials, to your employment prospects, career development and earning potential.



**YOUR**  
Experience



**YOUR**  
Skills,  
Knowledge &  
Achievements



**YOUR**  
Professional  
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