



Our Association provides support and technical assistance for the Turf Industry to deliver environmentally sustainable surfaces for sport and recreation.

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## **The Turf Industry Professional Accreditation Program - July 2008**

TGAA Vic accreditation program recognises professional turf managers and expertise in the turf industry. It aims to set a new benchmark for turf and related industries.

### **The accreditation is designed to**

- build awareness of the TGAA Vic within the industry
- reward turf people already in the trade
- give employers and employees a level of professional qualification
- recognise knowledge and skills when employing staff
- continue to produce the best educated and experienced turf managers for our Sports fields, Schools Councils and Shires.

The TGAA understands that we need to place more emphasis on developing a better skilled, professional and informed work force as we are confronted with new challenges i.e. water conservation and economic and environmental sustainability.

Professional Turf Managers (PTM) and Experienced Turf Person (ETP) accreditation is only open to individuals, not companies, businesses or organisations.

### **Levels of Accreditation**

1. Professional Turf Manager - Level 3 or higher
2. Experienced Turf Person - 5 years minimum work experience

Accreditation lasts for two years and needs to be up-dated to retain accreditation.

### **To maintain Professional Turf Manager accreditation PTM and ETP**

It is a requirement of the TGAA that turf professionals continue professional development i.e. training, industry courses.

Members are required to submit evidence certifying relevant courses they have completed.

The TGAA Vic has developed a point system for event participation and industry development.

### **How to apply for accreditation**

To be awarded PTM or ETP you need to demonstrate the following:

- Be a member of TGAA Vic
- Have the required level of education or experience
- Have the required level of skill and knowledge

### **What is required to gain accreditation for Professional Turf Managers PTM**

- hold turf qualifications at Certificate 111, trade certificate or higher
- maintain a professional development program agreeing to the ethical regulations established and adhered to by the TGAA Vic.
- have completed at least five years industry experience

Applicants need to submit a detailed work history i.e. résumé.

### **What is required to gain accreditation for Experienced Turf Person ETP**

- three years experience full time or five years part time
- Certificate 11

Applicants need to submit a detailed work history i.e. résumé.

### **Industry Experience**

Industry experience can be gained from any of the horticultural streams e.g. turf, parks, landscape, nursery, arboriculture or other approved industry.



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Continued Professional Development Program

Each PTM or ETP is required to demonstrate CPD after accreditation to the satisfaction of TGAA Vic to retain membership status.

Members must provide evidence of CPD which is measured by a points system.

Candidates need to achieve 20 points in twelve months or 40 points over two years.

The points for achieving accreditation are listed below:

Points are accredited from the date of application.

Maintaining PTM or ETP

Table with 3 columns: Activity, Point Score, Points Total. Lists activities like Studying for a qualification (10 points), In house training (1 point per session), etc.

Acceptable activities can include:

- Further structured study eg Certificate Level 3, Diploma in Horticulture (Turf)
Conferences, seminars and workshops
Research and teaching-
Submitting articles for publication
Reading articles
Preparing technical reports
Professional contribution eg committees, panels, taskforces, board members of associations

What happens to applications?

Applications are to be sent to TGAA Vic at Dandenong office, then a receipt of application will be issued.

The following must be included with applications

- certified copies of qualifications, awards, certificates, recommendations and memberships
PTM application includes a \$50.00 application fee
ETP application requires a \$50.00 application fee
Renewal of accreditation thereafter is \$50.00 for a two year period

Applicants will receive notification that the submission has been successful and a membership pack will be sent to you which includes a certificate and key ring.

In the event that an application is not accepted, the candidate will be notified and extra information may need to be submitted.

The TGAA Vic office will keep records of the status of all member accreditations and advise when renewal is required.

PTM is recognition of a Professional Turf Manager.

Candidates are able to retain PTM and ETP status indefinitely, as long as CPD submission is completed and successful.

Members must earn 40 points over two years or TGAA retains the right to cancel accreditation.

PTM and ETP members are to address all objections or issues directly to the TGAA Vic office.

A member can apply under special circumstances i.e. medical, financial or other reasons to postpone their accreditation or renewal.

For more information visit the web site on www.tgaa.asn.au



# Turf Grass Association Australia Inc (Victoria)

Inc No. A0022490R

ABN 63 545 014 618

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## Accreditation Program - APPLICATION FORM

Personal Information	
<b>Given Name</b>	<b>Surname</b>
<b>Address</b>	<b>Postal Address</b> <input type="checkbox"/> Please tick box if same as home
   Postcode	   
<b>Phone</b>  ( )	<b>Email</b>
<b>Mobile</b>	<b>Date of application</b>  / /

Employer Information		
<b>Company Name</b>	<b>Phone</b>	<b>Fax</b>
 	( )	( )
<b>Address</b>	<b>Postal Address</b> <input type="checkbox"/> Please tick box if the same	
   Postcode	   	

Qualifications Attained - Please attach a separate sheet if needed and supply a clear copy of proof. Eg: Certificates	Copies of evidence attached
	√



**Industry Experience** Please provide evidence (References etc)

Employed From                  To		Position	Employer	Duties	Evidence provided √

TGAA Administrator requires advice of activities on a quarterly basis so as to keep our database up to date. This may be done via email, fax or mailing a copy of your log book to the office. Please use the provided log book (page 3) to keep track of activities and accumulated points. You may photocopy this page as necessary.

*Privacy Act 2000 (Vic.) and Authority to view Documents*

By signing this application, you allow the TGAA to use this information for Accreditation Program purposes only. All information will be treated, as required by the Privacy Act 2000 (Vic.) and will be kept in a safe place, locked away and unable to be accessed by non - authorised persons.

I hereby authorize TGAA to contact the named person below to verify information supplied pertaining to qualifications and information stated on this form.

Name..... Phone Number.....

Relationship to applicant .....

**Applicants Signature..... Date..... /..... / 20 .....**

**TGAA Office Use Only**

Date App. Received	App. No.	Member Pack sent	Receipt of App. sent	Checked & Approved by

