

IPF Continuing Professional Development (CPD) Guide

Continuing professional development (CPD) is a commitment to ongoing lifelong learning. CPD encourages looking forward and identifying opportunities to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within floristry.

To ensure the professional standards within the floristry industry are maintained at a high level, the IPF requires its members to complete a minimum of 20 points worth of CPD per year to qualify for membership renewal.

In practice, CPD can mean everything from taking a training course or attending an educational event, to studying for new qualifications or entering a competition. The list of accepted CPD activities, along with their points value is below. If you have completed a CPD activity which doesn't fit into any of the listed categories, please let us know and we can make sure you receive the correct credits.

It is a common misconception that CPD is any activity related to your job, such as attending team meetings, doing a wedding or carrying out other duties which are a standard part of your job role, however these are not valid forms of CPD, unless there is a training/education element attached.

If you have any queries or concerns about your CPD activities, or if you're unsure if an activity would count towards your points, please don't hesitate to get in touch via:

membership@britishfloristassociation.org

Providing Evidence

When your membership is due for renewal, you will be asked to submit evidence of the CPD you've completed during the last year – so remember to gather evidence from each activity as you do them. There are a range of things which can be used as evidence, such as a certificate, entrance tickets or photos from an event. You only need 1 piece of evidence for each activity.

Uploading your evidence is really simple, all you need is:

- the type of activity you completed
- the dates
- 1 piece of evidence
- the renewal link: <https://britishfloristassociation.org/ipf-membership-renewals/>

When you're ready to upload your evidence, simply click on the link and start by entering your details:

Name*

Email address*

IPF Membership Number (If known)

Then you need to add each CPD activity separately, adding the activity type from the drop-down menu, the dates from and to, then upload your evidence using the 'Browse' button. Once that's completed, you can move to your next activity by clicking the 'Add another activity' button.

The points value for each activity is listed alongside the activity in the drop-down menu, so you can keep track and make sure you achieve the minimum 20 points required.

CPD Activity

Activity 1

▼ ×

Select an activity

-- BFA Events ▼

Date from:

dd / mm / yyyy 📅

Date to:

dd / mm / yyyy 📅

Evidence Attachment(s) (eg. tickets/certificates/photos)

Accepted file types: .jpg .png .gif
Max file size: 2MB

File 1: No file selected.

File 2: No file selected.

When you're happy that you've uploaded all your evidence, press the 'Submit for assessment' button'.

Remember: You must also make the payment for your renewal before your new membership certificate can be issued.



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**PROFESSIONAL
FLORISTS**

IPF Continuing Professional Development (CPD) Points Chart

Minimum of 20 points required per year to maintain IPF membership.

CPD Activity		Points
BFA Events	FleurEx Attendance	6
	FleurEx Demonstration Attendance	3
	FleurEx Workshop Participation	4
	FleurEx Competition Entry	8
	Event Volunteer	5
	Bloom Room	2
	Annual General Meeting (AGM) Attendance	1
	Training and Education Meeting	3
	European Floristry School (per day)	8
	Hub Meeting	5
	Industry Meeting	3
Competitions	In-person	8
	Photographic	6
	Competitor Assistant	3
	International Competition (eg. World Cup)	15
Industry Recognised Qualifications	Level 2	15
	Level 3	15
	Level 4 or Foundation Degree	15
	Level 5 or Degree	15
Workshops or Demonstrations	Workshop Hosted by BFA Member College	4
	Workshop Participation (per day)	3
	Floral Demonstration Attendance	2
Other CPD	Magazine Subscription (Floristry or Craft – max 5)	1
	Online Course/Tutorial/Demonstration	2
	Short/Leisure Courses (eg. NCFE)	3
	Competition Training Day (hosted by UKFJG)	4