Diploma in Applied Permaculture Design

Complete Guide for System 5.1

Effective August 2011 – September 2015

For prospective and existing apprentices.

> "We need to set about, in an orderly, sensible, and cooperative way, a system of replacing power-centred politics and political hierarchies with a far more flexible, practical, and information-centred system responsive to research and feedback, and with long- term goals of stability. And we need to do this in an ethical and non-threatening way, so that the transition to a cooperative (versus conflicting) global society is creative (not destructive)."
>
> Strategies for an Alternative Nation, Chapter 14 of Bill Mollison's *Permaculture: A Practical Guide for a Sustainable Future* (Washington, D.C., Island Press, 1990)

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Introduction

Welcome to the Diploma in Applied Permaculture Design

As a new apprentice, you will be joining an inspirational network of people working across Britain to put their permaculture theory into practice. Our key approach – action learning – or 'learning by doing' ensures that as well as learning a great deal about permaculture, you will also contribute in a very real way to the development of practical solutions to many of the challenges facing us. This might be a design for a new garden or farm to increase self-reliance, an improvement in home energy efficiency to combat climate change, designs for community spaces that help bring people together, or a new strategy for your neighbourhood group. Whatever the focus of your projects and design work, Britain will be a more sustainable place than it was, as a result of your learning. And the network will benefit too. Your learning can help investigate vital areas of research, provide case studies of how and where permaculture is being applied, and create resources that will help other people in their work.

So we're delighted that you're getting involved. Good luck with all your learning, designing and practical project work. Keep us up to date on how it is going, and give us your feedback on how to keep improving the Diploma network. I look forward to seeing your final presentation!

Andy Goldring
Coordinator of the Permaculture Association

Acknowledgements, version control and copyright

Thanks

Thanks to everyone that has contributed to developing Diploma System 5.1. Not everyone agreed with everything. But everyone made a useful contribution. We would like to thank Andy Langford for his original work on the Diploma, and then everyone that has contributed to the 'IDDT' (Interim Diploma Development Team), whether as members or occasional contributors: Andy Goldring, Aranya, Chris Dixon, Graham Burnett, Hannah Thorogood, Jan Mulreany, Joanna Dornan, and Martine Drake. Finally thanks to all the people who were involved in the consultation process that helped us give this document a final polish!

Version control

This is now the definitive statement on how the Diploma system works. Please compost old forms, use old manuals to light your winter fires, make old accreditation notes into paper aeroplanes, and old registration forms into origami paper boats. Archive them, or loose them, BUT PLEASE DON'T USE THEM!

We will tell every tutor and apprentice when the document is updated. If in doubt, please note that the online version will always be the latest version.

Copyright

This manual is copyrighted under a Creative Commons License, specifically a "**Creative Commons Attribution-Non Commercial-NoDerivs 3.0 Unported Licence**". This means that we keep our copyright but allow other people to copy and distribute the work provided they give us credit. Commercial use of the work is not allowed, and no modifications can be made to it. This is to ensure version control in Britain, however we are happy for other permaculture networks to use this document to help develop their own systems. Please contact us to let us know if you would like to do this. For more information see http://creativecommons.org/about/licenses/

Chapter One: A quick guide to the Diploma – FAQs

In this chapter we answer the Frequently Asked Questions that people have about the Diploma. If after having read this chapter and the rest of the Guidebook you still have a question, please do get in touch. We will answer your questions and add them in to the next version of this Guidebook.

What is the Diploma in Applied Permaculture Design?

The Diploma in Applied Permaculture Design is internationally recognised as the next step for people who have done a Permaculture Design Course[1]. The Diploma formally recognises and accredits a person's permaculture practice. This is particularly important for individuals who are teaching permaculture, offering permaculture services, developing and running permaculture projects.

Why is the Diploma important?

The Diploma is important for three main reasons:

- Firstly, it is a structured programme of support for people that want to learn more about permaculture. This allows us to develop our skills and become more confident practitioners.
- Secondly it helps to develop the network. Projects can be chosen to support the wider network, and the network of tutors help to connect people via interests and learning topics.
- Thirdly, its our system of quality assurance, that can help people to decide whether someone is competent to teach, design or offer other permaculture services.

Who does the Diploma?

As a result of completing the Permaculture Design Course many people carry on learning about permaculture, putting the theories and design methods into practice, and using permaculture design in their life in a definite and planned way. This can include:

- using permaculture as part of paid or voluntary work
- developing a home and garden
- getting involved in a local community or neighbourhood project
- working on a transition town initiative
- developing a sustainable business
- learning new professional skills
- applying permaculture in the workplace to 'green it up'
- developing a new life plan

This can be challenging and many people want support along the way. Its also useful to gain recognition for all this learning and hard work, especially if you want to make permaculture part of your livelihood.

If you have reached this point you can register with the Permaculture Association and become a Diploma Apprentice.

Who is eligible to do the Diploma?

The requirements to do the Diploma are very straightforward. You need to:

- have successfully completed a Permaculture Design Course; and
- be a current member of the Permaculture Association; and
- be based in Britain (we can also often provide options for overseas applicants – see below)

[1] Also known as the 'Full Design Course', the '72 hour Design Course', the 'PDC', the 'Certificate Course', 'Building Sustainable Communities course' (Brighton), and 'Permaculture Systems' (ACS Distance Education).

Do I have to be based in Britain?

We will do our best to provide options for overseas applicants with the use of internet and phone communication. However, at a minimum we require overseas apprentices to attend key events in person in Britain. The Supported Route option usually is only available to overseas applicants who travel to Britain on a regular basis. The Independent Route option is often better for overseas applicants who do not travel here often. If you are based overseas and want to apply, please contact the Permaculture Association office to discuss your options.

We have had enquiries from people living in other countries, who do not have a Permaculture Diploma accreditation system in their own country. In these cases we are interested in supporting people to gain a Diploma and also helping any interested group to set up a diploma system in that country.

What are the benefits of doing the Diploma?

The Diploma helps develop and integrate permaculture theory and practice into your everyday life, it is a real step on from the introductory stages of the craft gained on the PDC. It will help you to:

- become a skilled permaculture practitioner;
- broaden your knowledge and understanding of how to do permaculture;
- deepen your experience of permaculture design by doing it;
- support your own professional quality assurance as a designer;
- create new knowledge about permaculture:
- contribute to the body of permaculture design work available to the national network;
- collaborate with other people locally and nationally;
- connect with education and research work within the Permaculture Association;
- gain national recognition for your work;
- put you at the cutting edge of sustainability!

What does a Diploma holder get to do that I can't do already?

As a Diploma holder you will be able to:

- become a lead tutor on a Permaculture Design Course;
- become a Diploma tutor; and
- provide independently verified evidence of your skill as a permaculture designer to clients.

As interest in permaculture grows, more people want to employ permaculture practitioners, teachers, designers and consultants to help with a wide range of projects. The Diploma is currently the only quality system in place that can give an independent view on the skills of the person claiming to practice permaculture. Diploma holders are the only people we can easily recommend to enquirers. In the coming years the Association will be building on the Diploma as the cornerstone and foundation of its professional development work.

Is it a taught course?

No, it’s not a taught course like the Design Course. The Diploma is an extended period of self-directed learning. It is based around the projects and activities that you are involved in or that you set up yourself. Someone working towards their Diploma uses the skills of self-managed study and practice. You are actively encouraged to develop these learning and study skills as you go along.

It is recommended that at the start of your Diploma you consciously apply the permaculture design process to create your own ‘learning pathway’, this can then be reviewed at intervals throughout your Diploma journey. This maps out what you want to do, and when you might do it. It can include tutorials, projects, design work, portfolio development, reviews and time for reflection and new learning. You are unlikely to know everything in detail, so mapping out the first six months is a good place to start. See the website for example learning pathways.

Your learning pathway design can qualify to be included as one of the designs for your Diploma portfolio. It is recommended that you use the action learning model as your learning method throughout your learning pathway.

How long does it take?

You have to have been actively practising applied permaculture design for a minimum of two years after completing your Permaculture Design Course before you can be considered for accreditation. The 'Supported Route' takes a minimum of two years, from when you register, to when you go forward for accreditation. There is no upper limit to how long you can take to complete your Diploma, however there is a small annual fee to remain registered as an apprentice, and you need to remain a member of the Association. The 'Independent Route' is a means for people who have been practising applied permaculture design for a minimum of two years since they completed their permaculture design course, to accredit prior work. (See next heading).

I've got a body of work already, can I get this accredited?

Yes, if you have been practising applied permaculture design for a minimum of two years since you completed your Permaculture Design Course, and you have work from that period that fulfils the accreditation criteria, you can do the 'Independent Route'. If this is the case, and you want to go straight to accreditation, go to the chapter titled 'Independent Route'.

Please note that in our experience, people rarely have a sufficient body of work to successfully accredit within two years, unless they have been working very deliberately towards accreditation from the outset. Previous versions of the Diploma only allowed people working independently to accredit after five years of practical work.

What can I do for my Diploma?

You must clearly demonstrate that you have developed your proficiency in the Permaculture Design process through reflecting on, learning from and building on your own practice over time. These designs are generated by the different projects and activities you get involved in. As examples, your designs might include:

- a design for your home
- a design for your garden (these two design projects are generally excellent places to start if you haven't done them already)
- designs for your smallholding, farm or other land-based project
- applying permaculture to your transition town initiative or community group
- designing aspects of your business operation, or planning a new business
- using permaculture to transform your workplace
- applying permaculture to setting up and running local events or convergences
- working on projects suggested by the Permaculture Association to assist network development
- applying permaculture design to your own action learning pathway

If your long term focus is a single piece of land, then you can take different aspects of it as individual design opportunities. The key thing is that you apply permaculture ethics, principles and design strategies.

Essentially you can do whatever you like – whatever is needed, for people paying you to design for them, perhaps, or for your own family, friends and community.

You can do as many designs as you like. In fact you are encouraged to do get into the habit of doing them as a natural part of what you do. Some might be quick and simple 'back of the envelope', some much more detailed. Eventually you will choose to present a selection of your best designs to accredit for the Diploma.

How much do I need to do for my Diploma?

A portfolio of ten completed designs is recommended as a good guide to the level of sufficient work for diploma accreditation. However this is a recommendation rather than a strict rule, as the level of work for a design can vary greatly, and projects vary enormously in time-span and scale. A single project may have many design opportunities within it.

Who can support me with this?

Tutors
Peer Support

Tutors :

On the **Supported Route Diploma** you have paid for the following series of Tutorials and tutor time:

2 Design Support Tutorials – 2 hrs each i.e. Induction Event, Interim Portfolio Assessment

4 Personal Tutorials – 1 hr each

A Portfolio Assessment Process involving 2 tutors for 2 ½ hrs each

A tutor to attend your Presentation & Award Ceremony – 2 hrs

The Independent Route includes Assessment & Accreditation only.

Personal tutor

On the Supported Route, you will have a Personal Tutor with whom you will have your Induction Event and four other Personal Tutorials (as a minimum), these being spread out over the duration of your Diploma Pathway.

The role of your Personal Tutor is to support you throughout your Diploma Pathway and to be your first point of contact if any issues arise. We differentiate between two kinds of support that can be provided in the tutorials:

- Action Learning Support which involves helping you reflect on your learning process,
- Design Support which solely focuses on your design work.

Your Personal Tutorials can be used for Action Learning Support and/or Design Support. You agree what the focus of the tutorials will be with your tutor at the start. One of the major challenges and also benefits of the Diploma is that it requires a high degree of self-management; Action Learning support can help you with this by supporting you to reflect on your process through the Diploma and help you plan ahead.

Peer Support

If you are following the Association's Supported Route, you are encouraged to be part of a Learning Support Group with other Diploma Apprentices. Sometimes a Peer Support Guild can be formed from people who were on the same Permaculture Design Course and/or with other design course graduates in the same locality. If your diploma tutor is tutoring other diploma apprentices they will be able to link you up. If you tutor runs their tutorials as groups this will help to bring the group together and facilitate peer groups forming. You could also work with other Apprentices on a joint project, such as setting up a local permaculture group, if there isn't one nearby.

When you join as a member of the Permaculture Association you receive a login for the Permaculture Association website, this enables you to complete an online Personal Profile viewable by other members and the general public if you want. Shortly to be implemented; when you register as a Diploma apprentice we will add additional space to your profile to enable you to include more information about your diploma projects and interests. You will also have access to an 'organic groups' facility which will enable you to connect with and form online Peer Support Guilds with other diploma apprentices online across the country. These groups can be formed due to specific interests or can be initiated by meeting first at an event such as the National Diploma Gathering or another national or regional permaculture event.

You can also ask other people to help you with action learning, especially if there aren't many other Diploma Apprentices in your local area. They might not be permaculturists, but could be doing their own action learning for another qualification, or for personal or professional development, or involved in some other positive 'world change' activity and benefit from a conscious learning approach.

The Permaculture Association

The Permaculture Association office is a point of contact for all diploma apprentices with any queries that your tutor cannot answer. If your query can be e-mailed this is our preferred option. Different queries are dealt with by different staff members, so the list below can help you decide who to address your query to in order to get the quickest response:

We value our Diploma Apprentices and Diploma holders as an important sector of the Permaculture Association membership. Once you have registered you will receive quarterly e-mail communication from the central office with a Diploma update, information and opportunities as they arise.

Also as a member of the Association you can make use of all the usual membership benefits. So If you cannot find the answer to your query on the website, you can contact the Permaculture Association office by phone or email with any queries you have. We can support you with identifying appropriate contacts, training, literature and so on. If we can't help you directly we will try to signpost you to another suitable organisation or network.

Nature of Query	**Staff Member & Role**	**E-mail address**
Diploma admin, including registration, tutor allocation, assessment & accreditation administration. Requests to transfer from old system	Leanne Roberts – Office Administrator Harriet Walsh – Office co-ordinator	admin@permaculture.org.uk office@permaculture.org.uk
Diploma finance, including bank transfer or standing order queries. Account queries.	Helen White – Finance worker	finance@permaculture.org.uk
Diploma development & strategy. Diploma Gatherings, Apprentice involvement, Diploma Working Group. Feedback or problems with diploma system, errors & complaints, volunteering as an apprentice for the Permaculture Association. Website content.	Joanna Dornan – Diploma Support Worker	diploma@permaculture.org.uk
Overall Permaculture Association strategy and management.	Andy Goldring – Permaculture Association co-ordinator and C.E.O.	andyg@permaculture.org.uk
Website: Technical issues	Debbie Jones – Website Development	web@permaculture.org.uk
Land project involvement	Louise Cartwright – Network Co-ordinator	network@permaculture.org.uk
Permaculture Teachers group, Permaculture education general	Joe Atkinson – Learning co-ordinator	learn@permaculture.org.uk
Research Working Group (volunteer role)	Tomas Remiarz	tomas.remiarz@yahoo.co.uk

Permaculture Association Website – www.permaculture.org.uk
A major strand of the Permaculture Association's work is in developing a comprehensive website complete with a wealth of free useful permaculture information. The Permaculture Association has moved to a new open source content management system called Drupal. The new website is under constant development and will continue be so. Online learning including written resources, mechanisms for apprentices and tutors to discuss their work and share their interests, forums, are all important aspects of enhancing and developing the diploma that will be added as soon as we can. If you have significant web skills, do contact us if you can support this work.

What about other training I might need?

The diploma is a period of self-directed study, so you choose any taught or practical courses you want to do as part of your Diploma in order to develop your skills. You may attend courses or workshops that are specifically in Permaculture Design, but you may also include a wider variety of courses or informal training that are relevant to your particular permaculture design work. These subjects can be wide ranging and specific to your work.

Alongside your design skills you are required to develop appropriate 'technical skills'. These could include a wide range of subject areas such as building, animal husbandry, business studies or computer technology, cookery, art, eco-design, organic gardening, forest gardening, languages, personal development - whatever goes along with your Learning Pathway.

Technical skills training could include:

- advanced permaculture design courses
- independent courses and/or tutorials on specific subject areas.
- adult learning qualifications or courses at local colleges
- attending workshops/talks at convergences, conferences, festivals, gatherings, camps or other events
- skill sharing days
- spending time with an expert in their field
- formal or informal apprenticeship
- book and internet research

You organise technical skills training and technical tutorials yourself. They may be formal qualifications in their own right or may be informal. Technical skills may be learnt from elders who have no formal qualifications but have a wealth of experience through years of practice. For the diploma you should keep a record of any of the above activities that you do and include this record in your portfolio.

Who awards the Diploma?

In Britain, the accreditation of the Permaculture Diploma is managed and quality assured by the Permaculture Association. The awarding body is the partnership of the Permaculture Association and the College of Diplomates[2].

The College of Diplomates are all Diploma holders, and includes people who are members of the Association, practising as permaculture designers, and actively involved in supporting and quality assurance of the Diploma. The Diploma Tutors are those active Diploma holders who have been trained to give both Design Tutorials and support Diploma Apprentices in the Action Learning process. The Diploma Tutors Register is available on the Permaculture Association's website. Diploma Tutors will usually be involved in local projects and have committed to a process of on-going professional development.

The Association carries out the administration of the Diploma, including registration, record-keeping and certification, and management of the financial side. The Diploma is a privately-awarded qualification, like many others awarded by professional associations. At present it doesn't fit into the national qualification system for England, Wales, Northern Ireland or Scotland, nor internationally. However, it does demand a considerable amount of your time and high quality effort and application, and our experience suggests it would normally be judged to match academic and vocationally–related levels related to university entry. The Association is currently working on how its parity can be recognised by higher education; if you have specific questions about how it might help your own educational progression, please contact the office.

Can I do it by myself, or do I have to belong to a group?

You are awarded the Diploma as an individual, and register as an individual. However, since permaculture stresses 'cooperation not competition' you are also able to work collaboratively with other Diploma apprentices. This can include group design work and peer support. Ultimately you will belong to a group, "the national network of Diploma Apprentices", and there will be opportunities along the way to connect with others and share ideas and support.

When can I start?

A Design Course Graduate can decide to register to follow the Diploma at any point after they have successfully completed a Permaculture Design Course. This can happen immediately after the Design Course, or any time afterwards. It depends on you as an individual and your needs, your learning styles, and your readiness to apply what you have learnt from your original course. You can look on the website's events listing to see when Diploma induction events are happening - if you can attend an induction event locally, then this is an excellent time to start.

What support is available near me?

The Permaculture Association is an organisation with an active network of members throughout Britain. There are

[2] This is the dictionary term for 'one who holds a Diploma'.

many people across the country willing, able and qualified to help apprentices on their permaculture pathway. Wherever you are in Britain, there will be some support available. In some areas, active permaculture groups form a local network and these networks are increasing all the time as people get organised through green and sustainable initiatives.

In areas where there is not an active network locally you can gain support through internet and telephone communication and through attending National Events. Your Personal Tutor is your named link to the Diploma system, and will help guide you throughout your learning pathway, you can choose a tutor anywhere in the country but choosing the tutor most local to you has obvious advantages. You can ask the Association for a list of members and other Diploma apprentices near you. The next phase of the website will make it much easier for you to connect online too.

What is The Accreditation Process?

This is the formal process that decides whether you have met the criteria for being awarded a Diploma. This must happen in sequence:

Portfolio Assessment

Two trained Design Tutors will look at your work and will either recommend that you do more work, or that you are ready to present your work. The Assessment Process is in two stages - Portfolio Assessment 1 followed by Portfolio Assessment 2.

Your Portfolio Assessment 1 can be with any Registered Diploma Tutor and can be with your Personal Tutor if you choose. You must attend this Assessment in person with your completed portfolio. You must get a recommendation to proceed from this assessment before progressing to Portfolio Assessment 2.
Portfolio Assessment 2 must be with a Senior Registered Diploma Tutor (see tutor register on website). It can be conducted without you present if you can post or send an electronic version of your portfolio to them.

The Assessment process can happen with both tutors together, however any costs for tutor's travel time must be covered by you so it will often be cheaper and easier to separate the two. There are modest charges for resubmission if the assessment is that additional work is required. You need to have a recommendation to proceed from both Assessments in order to move on to stage two of Accreditation – Presentation & Award Ceremony.

Presentation & Award Ceremony

A 45-minute presentation to a peer group of Diploma holders, Apprentices and design course graduates. The whole process is led by a Diploma Tutor (the Presiding Diplomate). Your Presentation & Award Ceremony can take place at a public event, such as a local or a national permaculture convergence, especially if you want to choose your peer group from the wider permaculture community. Or it can be a small local activity, especially if there are several Diploma holders in your area. Please see the chapters on Assessment & Presentation & Award Ceremony for further detail.

So what do I get for £600?

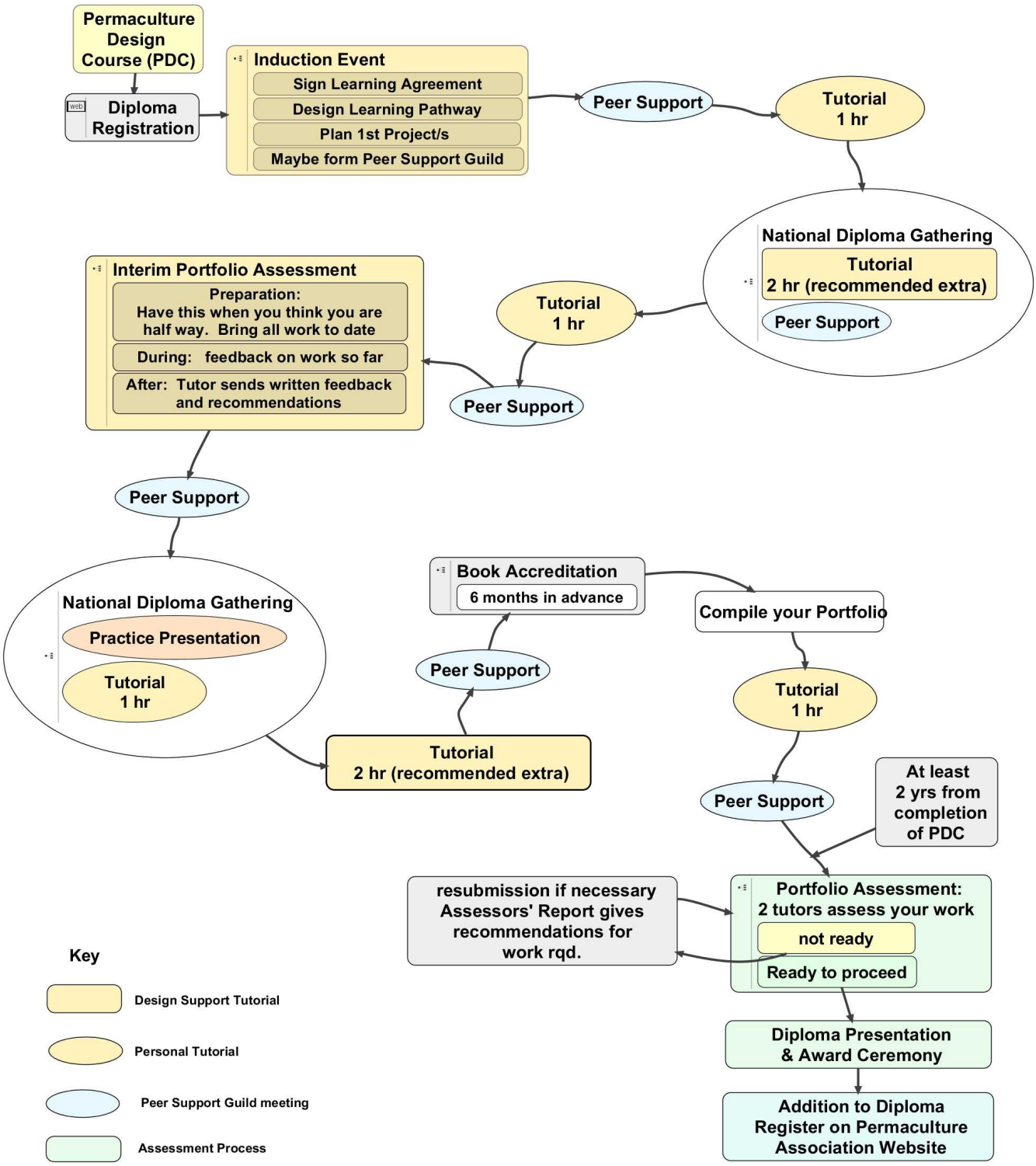
The Diploma offers an excellent learning opportunity, and the current package includes:

- the opportunity to get support from some of Britain's most experienced teachers and designers;
- an induction tutorial lasting two hours;
- four personal tutorials, each lasting one hour;
- an Interim Design Support Tutorial (Interim Portfolio Assessment);
- (Scheme 2 only – 2 additional Design Support Tutorials - 2hrs each)
- A Portfolio Assessment Process including 2 x 2 ½ hr Assessments and a tutor to be present and award your diploma at your
- Presentation and Award Ceremony (2hrs tutor time)
- ongoing support from the Permaculture Association;
- online resources (some available now, some still in development);
- background administration, system development and quality assurance;
- the opportunity to attend national and regional Diploma gatherings and events over the course of your apprenticeship;
- the opportunity to purchase additional tutorials at any time;
- the opportunity to connect to hundreds of other apprentices working across Britain.

Chapter Two: The Supported Route

Diagramatic representation of the Supported Route Diploma

The diploma is a programme for accrediting self-managed study. This diagram illustrates the support structure provided on the 'Supported Route' Diploma. This support structure will help you plan and carry out your own learning through practical projects and gain accreditation for this achievement.



Pre-requisites for the Diploma

A Permaculture Design Course

You must have successfully completed a recognised Permaculture Design Course in order to register with Permaculture Association and work towards the Diploma. You may need your design course certificate as evidence of this if we can't find your details on the Graduate Database.

Membership of the Permaculture Association

Membership of the Association is a necessary requirement for the Supported Route and for the accreditation process. We encourage all members to get involved in the work of the Association – see your membership pack, the website, newsletter, or contact the office for the latest opportunities.

Be based in Britain or travel here regularly

See International Strategy for exceptions.

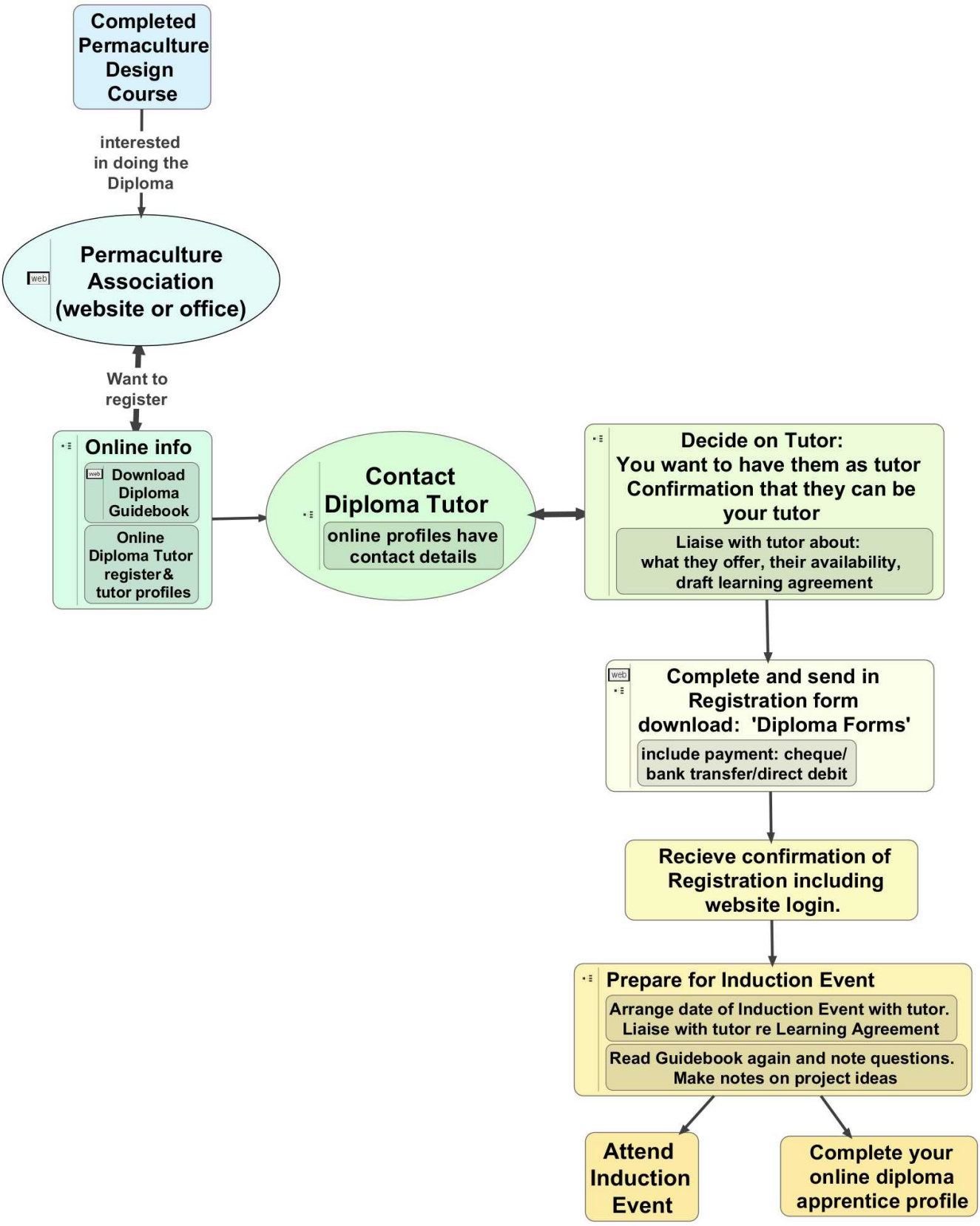
Registering as a Diploma Apprentice

You can register on the Diploma as soon as you have completed a full permaculture design course, or anytime afterwards.

In order to register you need to do the following:

1. Firstly, **download a copy of the Diploma Tutor Register**: http://www.permaculture.org.uk/education/diploma-applied-permaculture-design, (or contact the office for a copy) and **choose who will be your** your Personal Tutor (This will also be the tutor for your Induction Event). You might choose a tutor or tutors most local to you, or someone who specialises in the type of work that your designs will cover. Please see 'Tutorials' Section below for more information on tutorials.
2. Contact your chosen tutor directly, their contact details are on the tutor register. Ask them if they are able to be your tutor and discuss their way of working. They will send you a sample Learning Agreement which clarifies what they offer and what is expected of you as an apprentice. Ask them any questions you want at this stage to help you decide if you do want them to be your tutor.
3. Once you have chosen your tutor/s, you can **complete the Registration Form and send your payment.** Registration forms are downloadable from the Permaculture Association website: http://www.permaculture.org.uk/education/diploma-applied-permaculture-design, or you can contact the Permaculture Association Office for a copy. The registration forms are available in a Word document, which can be completed electronically and e-mailed to us, or can, be printed off, completed and posted. **Include payment either by cheque, bank transfer and/or standing order with your Registration Form.** You can pay the fees all in one go, or over a longer time, through setting up instalments: For further details and instalment options see the fees chapter. **.**
4. Once we have received your completed Registration Form and fee payment, **we will notify your chosen tutor/s and they will contact you to arrange your Induction Event.** We will also send you confirmation of your registration and your website login details.

Diagramatic Representation of the Registration Process



The Induction Event

The Induction Event is the first tutorial that you have on your diploma. This tutorial must be with your Personal Tutor. Tutors may run this event in different ways, so it could be a one-to-one tutorial lasting 2 hrs or it may be a longer session in a group of new diploma apprentices. It is the first contact you will have with your tutor once you are registered, and if your induction event is run as a group session it is also the time when you meet the other people in your area also starting the diploma at the same time as you.

The Induction Event is the time to get answers to your individual questions, to make a working agreement with your tutor and get started on designing your Learning Pathway (see below).

Preparation for the Induction Event

Your tutor will let you know what you should prepare for your Induction Event but it will generally include the following:

- Make sure you have read this manual and write down any questions you are still unclear about.
- Think about what your projects are going to be and make some notes on your ideas at this point.
- Read and consider what might be in your Learning Agreement

Depending on what has been set up in your area, a Diploma Induction event could be:

- a 1:1 meeting with your Personal Tutor,
- a group meeting with your tutor and other new Diploma apprentices, either locally or nationally.
- If not possible to meet face-to-face Induction Events can be conducted using Skype and/or phone communication. This needs to be negotiated with the tutor.

Your Induction Event will include the following:

- Confirming that you understand how the Diploma works, what you get and what is required of you.
- Finalise your Learning agreement. (see below)
- Design support on your Action Learning Pathway and/or first project – see below.
- Consider your first project and get support on how to approach this.
- Getting answers to any questions you have at the start.

The Apprentice-Tutor Learning Agreement

At your induction event you will finalise your working agreement between you and your tutor.

Your Learning Agreement will set out what you and your tutor can expect and what your responsibilities are. This is to help you both make the best use of the tutorial time you have. As an example it may include things such as:

- what you hope to gain from your Diploma tutorials.
- what preparation you need to do to prepare for your tutorials.
- how you want to use your tutorial time, e.g. the emphasis between design support (looking at the content of your designs) and action learning support (reviewing your own self-managed learning process).
- how long you think you want to take to complete your Diploma.
- how the communication with your tutor will work (e.g. whose responsibility is it to set up tutorials, how long you can expect to wait for responses to e-mails, phone calls etc.)

There will be opportunities to review this agreement as you progress through your diploma, so it is not set in stone. It is intended to help both you and your tutor to be clear about your expectations and your responsibilities. The agreement goes both ways. It is important that apprentices value tutor time and important that tutors have methods to consult you on what kind of support you want.

Prior to your Induction Event your tutor will send you a draft Learning Agreement, with sections for you to complete and return. You need to read this draft, feedback on it including raising any issues you have with it. You need to complete your sections and return it with feedback to your tutor prior to your Induction Event. This will enable you both to finalise your agreement at the Induction Event, without it taking up too much tutorial time. If you transferred to another tutor, your new tutor may need to revise this Agreement to fit with how they work.

Diploma Learning Pathway

Your Diploma Induction Event will include some support in creating your Diploma Learning Pathway. This is an action plan that sets out your goals and projects into a time-line, and is designed to give you a focus for your Diploma work.

After the Induction Event you should complete it and send a copy to your Personal Tutor. This will then be a reference point for your own reflection and for use in your tutorials. It is likely that the details of your Learning Pathway will change over time, so keep copies of each one.

You will also include a copy in your Diploma portfolio. If you want to you can include your Diploma Learning Pathway as one of your Permaculture Designs in your portfolio. In this case you would also need to document how you used the Design Process to design and implement and review your Learning Pathway throughout your diploma.

Two years minimum practical experience of applying permaculture

This is the shortest amount of time allowed for you to gain accreditation after completing a design course. It is about the minimum length of time to concentrate on integrating the skills you learnt on your design course into your life and work, and practising permaculture, for there to be a tangible body of work. The supported route from registration until assessment is two years long as a minimum.

Tutorials

You have all four Personal Tutorials and your Induction Event with the same tutor.* [3] You may have all your Personal Tutorials and your Design Support Tutorials with the same tutor. Some tutors specify that they only take on apprentices that choose to have certain tutorials with them (for the sake of continuity). You need to check their Diploma Tutor Profile on the Permaculture Association website, or ask the tutor about any stipulations they make before you select your tutors.

Personal Tutorials

The fee for the Supported Route includes four 1 hour tutorials with your Personal Tutor (these can take place either:

- 1:1 - a face-to-face meeting
- 1:1 - a session on the phone
- as a longer session with a group of your tutor's other students (if your tutor chooses to offer to run their tutorials this way)

Personal tutorials are intended to be a regular review of how you are getting on and can include:

- Action Learning Support: helping you reflect on the process, how you are getting on with your learning.
- Design Thinking: guidance and signposting support to help you to continue to develop your design work. This is not the same as a Design Support Tutorial, which is more in-depth and usually held face to face.

Getting the best from your Tutorials

You should consider how you want to use your personal tutorial time and agree this with your tutor at the outset. Again your chosen tutor may stipulate how they run tutorials or they may be more flexible, so check this out before you choose your tutor.

[3]This would only not be the case under the following circumstances.

- Your personal tutor had to stop being a Diploma Tutor for any unforeseen reason. Tutors are required to give us as much notice as they can if this should happen. In this event we would inform you and ask you to choose a replacement tutor.
- If you have a complaint about your tutor and are not satisfied that you are receiving a satisfactory service. In this case you need to complete a complaint form and the form requesting a change of tutor, and send this to the Permaculture Association office. In the unlikely event that this should happen we have a complaints procedure, you can request a copy of our complaints and errors procedure or download it from the Permaculture Association website.

If you prepare for your tutorials by reflecting and making notes on your progress to date, this will allow you to cover this quicker and make more efficient use of the tutorial time. We recommend that you adopt the Action Learning 'Four Questions' approach to review your progress (see section on Action Learning). A template is provided in Appendix One to help you think about your Diploma work before the meeting – being prepared will help you get more out of it.

It is recommended that your Learning Pathway include when you think you want to have your tutorials. The number of tutorials included in the 'Supported Route' fee is based on a design of one personal tutorial every six months for a two-year period. However this is only a guideline and you can choose to have your tutorials at different intervals to suit yourself.

Design Support Tutorials

The Supported Route fees cover two Design Support Tutorials:

- the induction session which will help you create your Diploma learning pathway;
- a two hour Design Support Tutorial (Interim Portfolio Assessment);
- (Scheme 2 only – 2 additional Design Support Tutorials – 2hrs each)

The Design Support Tutorial (Interim Portfolio Assessment) is focused on assessing and advising on the content of your design work so far. All registered Diploma Tutors are able to give design support, so you can have this tutorial with your Personal Tutor or any other Diploma Tutor.

It is recommended that your Interim Design Support Tutorial is taken when you think you are approximately half way through your diploma. For this tutorial you should bring all your work to date; this tutorial needs to be in person with the Tutor so you can discuss your work with them. Your tutor will give you a written report including an assessment of your work overall and guidance on what else you need to do in order to be ready for accreditation.

It is recommended that you keep documentation of your own reflections and tutor feedback from your Personal Tutorials, your Design Support Tutorial (Interim Portfolio Assessment) /s and any other tutorials you have and to include this in your Portfolio.

The Portfolio Assessment Process:

This is an overview. For further detail see the chapter 6 on The Portfolio Assessment Process

The 2 Portfolio Assessments are the main point of assessment to ascertain whether your portfolio fulfils the Accreditation criteria and thus whether they recommend that you proceed to accreditation. You should only have your first Portfolio Assessment when you are confident that your portfolio is ready and that all your work is complete.

There are 3 possible outcomes of your Portfolio Assessments:

1. Your portfolio is ready with no further additions required; the assessing tutor recommends you to proceed.
2. There are minor additions/amendments to your portfolio required. You are given specific notes on additions/amendments needed. Resubmission of these required, and once completed satisfactorily you will receive a recommendation to proceed.
3. There are major additions required to be added to your portfolio. Your Portfolio Assessment report will list additions required in broad terms.

There are modest charges for resubmission to cover the additional tutor time required – See fees section for details.

Prior to these tutorials your tutor may request that you submit your completed portfolio to the them in advance. The first Portfolio Assessment must involve face-to-face meeting, where you can talk your tutor through your portfolio of work and discuss it with them.

Peer Support Guilds

We recommend that you form support groups with other Diploma apprentices. We call these Peer Support Guilds. These can either be:

- Action Learning Guilds - these are specifically focused on supporting you to keep 'on track' with your self-managed learning process. To run an 'Action Learning Guild' you need to meet on a regular basis and use the Action Learning, 'Four Questions' to structure your reflection and peer support.
- Design Support Guild - this is where you use peer support to look at the content of your designs and gain peer support on this.
- Combination of Action Learning and Design Support: As a group you would allocate time to both activities, either at separate meetings or within the same meetings.

Action Learning Guilds

Structuring your Action Learning Guild

A recommended size for an Action Learning Guild is three or four people, who will meet on a regular basis, to support each other's learning. Some meet once a month or every six weeks, to keep up the momentum of a continuous learning and reflection process. A meeting can be based on the Four Questions, but other methods and content get covered too… whatever the individuals in the group needs. These can be plotted into the calendar of your Learning Pathway.

Establishing a committed peer group can be very supportive as the Diploma is 'self-directed learning', you are relying on your own resources to keep yourself on track. Also local peer support guilds can help to build strength and sustainability into the community of people interested in permaculture in your local area.

Sometimes Action Learning Guilds change their members, especially if people cannot commit to the time it needs, or if someone moves away from an area. Some groups suggest it is good to decide a period of time to meet over, say, six months and then review how it is going, to allow members to change without too much pressure.

Temporary Action Learning Guilds can be set up, such as at an Induction event (in which case it might lead to a regular meeting of this group) or another Diploma meeting, a Convergence etc. The power of this is that diversity is engaged, and people often get a real boost from meeting other people.

Remote or dispersed peer support guilds

You can also form long-distance Action Learning Guilds. You can meet at national or regional events such as the National Diploma Gathering or the Permaculture Convergence and/or you can hold meetings via teleconferences (e.g. free Skype using a computer) or video conferencing (such as the Open University's Flash Meeting). You could also use e-mail groups, chat rooms and forums, or online social networking sites like Facebook.

You may want to set up or be part of a Peer Support Guild based around a specific area of interest, e.g. forest gardening or eco-building. These guilds are more likely to be non-geographically based and thus more dependent on meeting at national gatherings and events and backed up by online communication.

Doing a project for the Permaculture Association

The Permaculture Association usually has a range of projects, events and activities that require support. Volunteers have helped to set up:

- a CPD proposal for professional designers;
- an open source database specification;
- aspects of the website;
- a new reference library system;
- working groups such as farming, Wales, Scotland, education;
- new written materials; and
- many other projects.

As one of your designs, you can consider contacting the Association to see what current projects are available. You apply your permaculture design thinking to them as usual and it can count towards your portfolio. Some of the projects may require working in the Leeds office, others may be done remotely.

In addition to working with the Association to develop a new project, you could also consider projects that could benefit your local or regional permaculture network. Opportunities to do this will be as varied as the regions. The office will be able to help you identify what is happening in your area.

Assessment

It is advisable to leave one Personal Tutorial until the point at which you think you are nearly ready to accredit. Your last Personal Tutorial can help you prepare for submitting your portfolio for assessment. You need to collate your work together into an easily readable and well presented Portfolio. You need to book your Portfolio Assessments 6 months in advance.

Detailed guidance on the assessment and accreditation process is given in chapters 6 – 9 of this Guide.

Chapter Three: The Independent Route

See page 28 for a diagramatic representation of the Accreditation Process which is equivalent to the Independent Route.

Who is it for?

Once you have completed your Permaculture Design Course you might not intentionally work towards a Diploma, but could find, after a number of years of practising permaculture, that you have developed into an active permaculture practitioner, and want to get acknowledgement of that. Or you may want to work towards the Diploma without the tutorial support offered on the Supported Route.

If this is you, then you may be interested in applying for a Diploma through the 'Independent Route'. The Independent Route is for people who have already built up a body of work that is sufficient to meet the accreditation criteria. The Independent Route allows you to gain a diploma based on design work that has been done since your Permaculture Design Course, in which you have used acknowledged design processes.

The Process

The Independent Route is simply the same Accreditation Process as the Supported Route, without all the tutor support prior to this. The minimum time between finishing the permaculture design course and applying for accreditation for the Diploma is two years. However you can register on the Independent Route at any time after completing your Permaculture Design Course (PDC). If you do this you will receive regular diploma e-mail updates from the Association and will be entitled to attend diploma events.

Summary of Requirements to register for the accreditation process

- Successful completion of a Permaculture Design Course - a copy of the certificate may be required if you are not on the Graduate Register database.
- Membership of the Permaculture Association
- Two years MINIMUM practical experience of applying permaculture design since the end of your Permaculture Design Course.
- You do not have to based in Britain, but your designs must be able to be assessed in English. An electronic portfolio is preferable, and you must be able to attend an assessment tutorial and Presentation and Award Ceremony in person.

The registration form can be found in the diploma section on the Permaculture Association Website:
.www.permaculture.org.uk/education/diploma-applied-permaculture-design

Before registering, it is important that you have read the chapters on the assessment process, the Presentation and Award Ceremony and accreditation criteria.

Chapter Four: Using Action Learning

Using the Action Learning Approach

The Diploma uses an approach called action learning. This is a process of reflecting on your experiences to identify how a situation or future actions could be improved and then using the knowledge to actually make improvements. The theory of action learning was developed by David Kolb in 1984, who said that (deeper) learning runs through a cycle of concrete experiences, reflective observation, abstract conceptualisation and active experimentation. Applying lessons learned into future actions provides the basis for another cycle of learning.

In essence this means we:

- Do something (a project / activity / event);
- Observe the results;
- Evaluate the results, and decide if new theory or skills are needed;
- Create (design) a new opportunity to put the learning into practice

In permaculture, this fits very neatly into our emphasis on observation, which is the first principle in David Holmgren's set of principles – 'Observe and interact' (See Permaculture*: Principles and Pathways Beyond Sustainability*)

All Personal Tutors have been trained to work with the action learning process and approach, plus a range of other techniques for supporting your learning and design skills. Four questions in particular are used to help you assess where you are now and what you need to do next. They are used in tutorials and in Action Learning Guilds that you organise yourself. They are:

- What is going well?
- What has been challenging?
- What are your long term visions and goals?
- What is your next achievable step?

You can ask these questions about an aspect of your work, your whole learning process, or anything else you decide to suit your needs at the time. For example:

“What is going well for me as a Diploma Apprentice?” or
“What is going well for me on this aquaculture project?”

You can also arrange to have additional specific Action Learning Tutorials with other Permaculture Association registered tutors. This may be suitable either if you are not able to get involved in learning support guilds, or you feel that you have 'lost your way' and want additional support re-focusing and re-designing your Action Learning Pathway. This would be arranged and paid for directly with the tutor as with any other additional tutorials (see section on 'Additional Tutorials' in the section on Fees)

Suggestion
Consider keeping a long term diary or reflective journal of your learning and progress over the duration of your diploma studies, to record your reactions to the changes you will find yourself facing as a learner. This will also help you prepare for your tutorials. It could be a written Learning Journal, an audio or video diary, a blog or a website, artwork, or through other creative modes.

Chapter Five: Preparing your portfolio

Documenting your work

You will have been working for at least two years towards accreditation, and inevitably you will have amassed lots of evidence from the work you have done. If you are working for clients, there will be a lot of documentary evidence of your work - client check-lists, the design briefs, base maps, initial designs, models and samples of equipment, their reactions, your modifications and so on. Ideally you will document your work and develop your portfolio as you go.

If you have done land-based work you will have photographs of the site, the solutions, implementation and review. If you have been designing and planning community activities such as transition town meetings you'll have initial thoughts that you used as a design brief, an evaluation of the situation and the people involved, posters, minutes, designs for how to make a group function improve, and so on. If you have designed a food or energy strategy for your home, there will be evidence of how you have used the design cycle.

Presenting your work

Your must be able to present your work to others for feedback, assessment and accreditation. This could include your Diploma Tutors, your Learning Support Guild, other designers, or local permaculture groups.

A number of different formats can be used for portfolios, including:

- creation of a website which incorporates all the documents, plans, and photos;
- a paper-based package like an artist's portfolio which showcases the best of the designs;
- a multi-media package which can include a film or video of some land-based or community based activities;
- an electronic file which sets out the designs and how they fulfil the criteria.

The work will need to be available for the Portfolio Assessments, also to your Peer Group and your Presiding Diplomate at your Presentation and Award Ceremony. It does not have to be every piece of paper drawn on, or photo that you have taken. Bring together the most relevant pieces of evidence to "make your case" about how the design was effective, appropriate, and evaluated.

Importantly you should show how the permaculture design process has been used deliberately and overtly. Reference should be made to the ethics and principles, with the work clearly set against the Assessment Criteria. Your Tutor, the Presiding Diplomate and the Peer Group should not have to search for it amongst a pile of folders of paper, etc.

Take further guidance from your tutor on this. We recommend that the following four items are included in your portfolio:

- Your designs
- A review of relevant activities
- Summary Sheet on how you meet the Assessment Criteria
- Your Permaculture Designer's CV

Submitting your Portfolio for Assessment:

When you book your Assessment Tutorials your tutors will confirm the date for submitting your portfolio. Please bear in mind that if your 2nd Portfolio Assessment is conducted at a distance, your final complete Portfolio needs to be **duplicated in full** and a sent to the Tutor by the specified date.

Format of your portfolio.

We request that you convert as much of your portfolio as you can into electronic format. This doesn't mean that original work needs to be produced on a computer as even large documents can be scanned. The Association is collating a list services that are able to scan large format documents – please contact the office for more information.

Electronic format portfolios can be uploaded onto the Permaculture Association website, or e-mailed. This facilitates sharing of your work, and helps to build the resources available to the network as a whole.

Also if your portfolio is in electronic format, this may save you considerable cost if you need to post your portfolio to your 2nd Assessment Tutor.

Layout of your portfolio

Your Portfolio must be fully page numbered and divided into labelled and numbered sections. Any additional documents or multi-media content must be referenced clearly. This is so that your portfolio can be easily navigable and your tutors are able to discuss your portfolio over the phone, easily identifying specific content. Your assessment reports should also reference specific content.

A review of relevant activities

What is it?

This is a review of your progression as a permaculture designer. The aim of this piece of work is two-fold:

- to help you review your progression as a designer since your Permaculture Design Course
- to provide the Design Tutors with a summary of your activities during your action learning pathway to enable them to assess your readiness for accreditation. It will also be read by the accreditation peer group.

What should be included?

Introduction

Outline your starting point, key learning points and where you are at now. Make reference to your Action Learning Pathway if possible.

Main Content

- Refer to the thirteen areas of work detailed in the third accreditation criteria (insert page reference), and detail which are the main areas of activity you have been focussing on.
- Reflection on what you've learned, referencing each design in your portfolio - (e.g. *see page 3 of my portfolio for more detail).*
- In the context of each design and from the perspective of your experience as a permaculture designer, reflect on what you have learnt from the design experience and what you may do differently in future.
- You could outline where you have used particular principles, and why, so that you can show you've covered them all over the Diploma, and also give examples of how the ethics are incorporated.

Conclusion

Write a summary of the main content, and include a brief outline of what your next steps will be.

Summary Sheet on how you meet the Assessment Criteria

What is it?

This is a piece of work that sets out clearly how you meet the assessment criteria. The aim of this is to:

- help you check that you meet the criteria and identify any gaps;
- help show your Personal Tutor that you are ready, or if not, where you need support; and
- enable the peer group to check prior to the Presentation and Award Ceremony that you meet the assessment criteria.

How should I write the Summary?

We recommend that you take the headings on the Assessment Criteria sheet and under each one write a short paragraph outlining how you have met the criteria through your time practising permaculture, and where this is cross referenced in the designs you have submitted. See the template in Appendix One for a very simple approach to completing the summary.

Your Permaculture Designer's CV

What is it?

A permaculture designer's version of a Curriculum Vitae. In essence we are asking you to write a **one page** piece on yourself and why you are a good permaculture designer. Feel free to be creative - just remember that it needs to be easily read and understood by potential clients.

The aims of this are to:

- help you prepare for finding work as a permaculture designer; and
- enable the Permaculture Association to build up a comprehensive record of practising permaculture designers for the designers register.

What do I put in it?

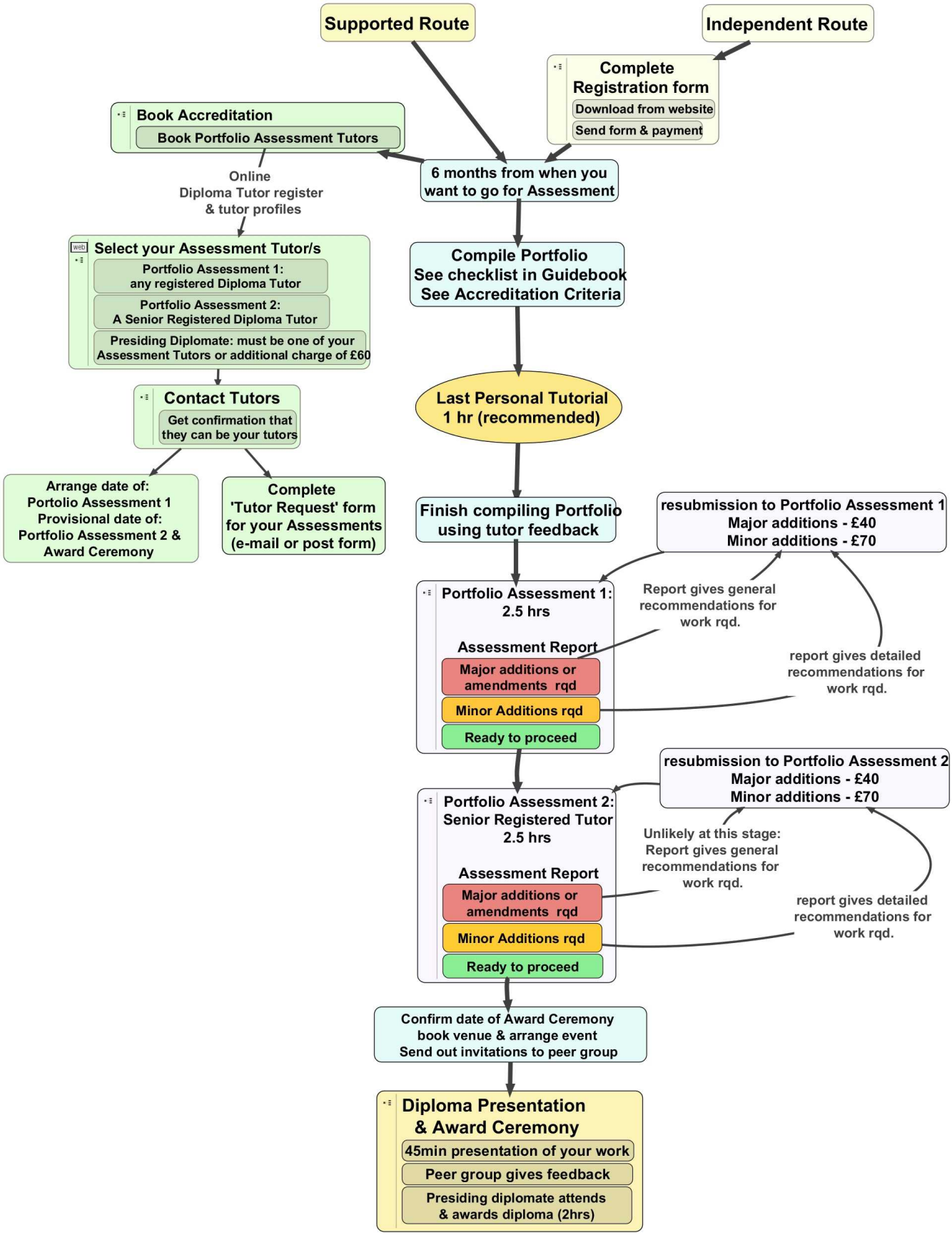
Unlike a standard CV it does not need to give details of your schooling, education and work history unless you feel that it is particularly relevant to the work that you are doing/ want to do as a permaculture designer.

We recommend that you include:

- Your contact details and business name if you have one.
- Relevant courses and qualifications you have done
- Details of any relevant work experience (paid or voluntary) that you have had, design work etc.
- Anything else you think will be useful to interest potential clients and lead them to understand how you practise permaculture, and how it will relevant to their needs. Think about your potential client base, and target a CV (or a series of CVs!) to these groups. For example, if you do ‘virtual’ permaculture, such as training to improve people management, or developing sustainable organisational systems, etc. then you might have testimonials from clients.

Chapter Six: Final Assessments

Diagramatic Representation of The Accreditation Process



Portfolio Assessments

This is the first stage of the two stage accreditation process for the diploma; with the Presentation and Award Ceremony being the latter stage (see chapter 7).

The Portfolio Assessment are the point where your completed portfolio is assessed against the Accreditation Criteria and you receive feedback on your work in the form of a written assessment report from both tutors. In order to proceed to your Presentation and Award Ceremony you need to gain a recommendation to proceed to Accreditation from both your assessment tutors, so if you don't pass first time around, you will need to re-submit your work until you do. There are modest charges for re-submission to account for additional tutor time required (see fees chapter for details)

The Portfolio Assessment process can be speeded up if both your Assessment Tutors can meet to conduct the Assessment. It may be possible to have both your Portfolio Assessments at a National Permaculture Diploma Gathering, or a Permaculture Convergence or another regional or national event to which they are both attending.

This said however, unless you are confident there will be no need for resubmission, we recommend that you have your Assessments in turn so that you can get feedback after the first Assessment. This prevents the need for you having to pay for both Assessment tutorials again if re-submission is required.

This table shows what is included for Assessment in the standard fee

Portfolio Assessment 1	2½ hrs Tutor Assessment time including in person discussion with you talking through the portfolio; writing up the Assessment report.
Portfolio Assessment 2	2½ hrs Assessment time, including final assessment (can be portfolio only in person) and written assessment report.
Presiding Diplomate at Presentation & Award Ceremony	2hrs, includes attendance time for whole event, including your presentation, peer panel feedback and Awarding Diploma Certificate.
Contribution to System Development	

There are three possible outcomes from any Portfolio Assessment.

1. Ready without any further work

If both Tutors assessing your work agree that you fulfil the criteria then they will recommend that you can proceed to accreditation. They will notify you and the Permaculture Association office of their decision. The tutors will also give you feedback on your portfolio, the quality of work, suggestions for new areas of learning and development, new skills and so on.

2. Almost ready, more work needed

If their assessment is that you are nearly ready, but you need to make some minor additions or changes to your portfolio, they will tell you specific things that you need to do in order to complete. We ask you to resubmit as soon as you can, as it is easier for tutors when the assessment is fresh in their minds. Please respect tutor time and ensure that you compile your revised portfolio yourself. If you take longer than 12 months to resubmit, you need to repeat the Assessment Process from the beginning.

3. Not ready

If the assessment from your first Portfolio Assessment is that there are major additions or changes to your portfolio required, your tutors will tell you that you're not ready to proceed to accreditation at this point. This course of action will be taken if the work required to meet the criteria is substantial. Your assessment tutors will produce a report listing what they think needs to be done in broad terms. In this case the charge for re-submission is slightly more. Again if you take longer than 12 months to re-submit you must repeat the Assessment Process from the beginning.

Important details you need to know regarding the Assessment Process

Especially if you are posting your portfolio for Assessment, we recommend that you duplicate your portfolio. Any postage costs for sending and returning your portfolio need also to be covered by you. If your portfolio is scanned or produced in electronic format, this will save you costs in postage

Your first Portfolio Assessment will be in person, so you will at this point be able to talk through your work to supplement your portfolio. However, your second Portfolio Assessment may not be in person but solely on your portfolio, thus your portfolio needs to stand alone and clearly evidence how you fulfil the assessment criteria without you needing to be there to explain it verbally. See below for a detailed explanation of the Assessment process.

Choosing a Presiding Diplomate

One of your Portfolio Assessment Tutors should also be your Presiding Diplomate at your Presentation and Award Ceremony. If this is not the case you need to pay an addition fee of £70 for your Presiding Diplomate to familiarise themselves with your Portfolio prior to your Presentation and Award Ceremony. Thus before you confirm your Portfolio Assessments it is important to establish which of your Portfolio Assessment Tutors will be your Presiding Diplomate. You should also check out their availability and preferably agree a provisional date and venue for your Presentation and Award Ceremony. Do keep your Presiding Diplomate informed as you progress.

You should only enter into the Portfolio Assessment stage at the point when you are confident that your portfolio is complete and you have checked that you meet the Assessment Criteria. You can use the Accreditation Criteria Assessment Sheet template, to help you to decide whether your portfolio is ready - see document entitled 'Diploma Forms & templates' downloadable from the website.

The point of deciding whether you are ready for your Portfolio Assessment might be a time when you will want a second opinion. If you are on the Supported Route, you can choose to save your last Personal Tutorial until you think your portfolio is complete or nearly complete so that you can use it as a preliminary assessment. This will enable you to get your tutor's feedback and identify any gaps or omissions before you submit your portfolio for formal Assessment. Alternatively if you have used up all your tutorials by this stage, or you are registered on the Independent Route, this may be a point where you choose to purchase an additional tutorial.

Please note that tutors are asked to not assess the work of apprentices where there may be a real or perceived conflict of interest. For example best friend, colleague, family member or partner.

Notes for people doing the Independent Route

1. Prior to registering, assemble your portfolio in order to establish for yourself whether or not you meet the Accreditation Criteria.
2. Once you have decided you are ready if you have not already registered, you need to contact the Association and register (see Diploma forms & templates document on website.)
3. You can then arrange your Portfolio Assessments. From this point the process for Independent Route and Supported Route is now exactly the same, so all content in this guide relating to assessment and accreditation applies to all apprentices.
4. If you receive an assessment that there are major additions/changes required for your portfolio to meet the assessment criteria then at this point you would have the following options:
    - not to continue; or
    - choose to continue on the Independent Route, and carry out the work suggested and re-submit; see fees chapter for re-submission fees.
    - sign up for the Supported Route.

Chapter Seven: The Presentation and Award Ceremony

The Presentation and Award Ceremony is the second stage of becoming an accredited designer and is a public affair, with a presentation made to a peer group and an invited audience. The Presentation and Award Ceremony is also a celebration of your competence as a designer.

Setting up your Presentation and Award Ceremony

Once you have successfully completed your Portfolio Assessment 1 & 2, and have been recommended to proceed to accreditation, you can confirm the date and prepare for your Presentation and Award Ceremony.

You are responsible for convening this event You will need to decide whether to organise your own event, or hold it at an organised gathering. You can talk the options through with your Personal Tutor. You can provisionally arrange your Presentation and Award Ceremony prior to your Assessment but you cannot confirm the date until you have received your recommendation to proceed.

Presentation and Award Ceremony at a regional or national gathering

You can decide to hold your Presentation and Award Ceremony at a regional or national event e.g . as part of a Diploma gathering, or at a regional or national permaculture convergence. It is often easier to run your Presentation and Award Ceremony at one of these events, where the venue, catering and other event logistics are all provided. In addition suitable peer group members will be available in one place, rather than having to organise it yourself. You need to make sure you give enough advance warning, so that you can be given a space in the timetable. The downside is that it may be some distance from where you live, with less opportunity for clients, colleagues, friends and family to attend. The big advantage is that you are able to present your work to a well informed audience and disseminate your work widely in the network

Organising your own event

If you want to do something locally, which does have its own benefits, check to see if there are others ready to accredit around the same time as you, this may enable you to share the job of organising.

You will need to make arrangements such as the date, venue, time, refreshments, and whatever you need for presenting such as a digital projector or other equipment. Send out invitations as soon as you can, and keep in touch with your Presiding Diplomate who can help you prepare a timetable for the event. The course convenors' guide on the Association website has a series of useful checklists for preparing events. If you let the office know we will publicise your Presentation and Award Ceremonyon the Association website and include it in the Permaculture Works newsletter, the e-bulletin and diploma e-bulletins.

What to do when you are ready to for your Presentation and Award Ceremony

Once you've arranged the details of when and where you are going to have your Event, please, complete the Presentation and Award Ceremony form' (included in the Diploma forms & templates document downloadable from the website, and send it to the Permaculture Association office by e-mail or post. If you have been following the Independent Route, you will also need to pay for the Presentation and Award Ceremony at this point (payment 2 – see Fees section for details).

Choosing a Presiding Diplomate

See page 30.

Making your presentation

The presentation needs to be 45 minutes long, with an additional 15 mins for Q & A after this (total time 1 hr). It is given to a peer group (see details below), and any other audience members you want to invite.

It can be nerve-wracking to present your work to an audience, but you can be confident in your work, because it has been independently assessed by two Diploma Tutors. At the event your peer group will give you feedback about your work and presentation, this will have a positive celebratory emphasis, but will also include recommendations for development. This event is a requirement for you to be awarded a diploma. This part of the accreditation process ensures that the important work that Diploma holders are doing is presented and disseminated. The event will culminate with you being presented with your Diploma Certificate and time for celebration of your achievement.

The aim of the presentation is three-fold:

- An opportunity for you to present highlights from your portfolio and share your work.
- To enable your peers and assessors to meet you in person and ask any questions they may have.
- A celebration of your work as a permaculture designer.

The exact format that you choose for the presentation is up to you. You may want to stand up and talk, give a slide show, present one of your designs or products; some people have given an illustrated tour of a site. You could try out different methods in your peer support guild prior to the event. It is certainly worth preparing your presentation in advance and practising the timings.

The Presentation & Award Ceremony Peer Group

You present to a group of people who are your peers, and who are guided by a Presiding Diplomate. The requirements for the group are below. You are responsible for making sure your panel is invited and then receiving confirmation of attendance. Your tutor and the Permaculture Association staff may be able to help you to identify a suitable peer group. Your tutor may be able to assist you with other aspects of arranging the event, especially if it is included within a local, regional or national permaculture event. If your Presentation and Award Ceremony is going to be held at a convergence or similar event, assuring attendance of a panel will be easier.

The intention is that the peer group should be made up, largely, of Diploma holders, and Diploma Apprentices, so that the peer review is done by people who are also actively involved in applying permaculture design themselves. However if this is not possible the numbers can be made up with members of the College of Graduates (i.e. people who have completed a Permaculture Design Certificate course). See the table below for guidance. The audience can include other apprentices, members of the College of Graduates and friends, family, clients, colleagues, etc.

The recommended number of people in the Peer Group is 5-7 and the minimum number is three.

Ideally the peer group should comprise of the following:

- **The Presiding Diplomate**: Any Registered Diploma Tutor can do this. Their role is to preside over the Presentation and Award Ceremony and lead the Peer review group.

- **2 Diploma holders**: Preferably two other Diplomates (i.e. Permaculture Diploma Holders) should be present in addition to the Presiding Diplomate. But if this is not possible then there should be 2 Diploma Apprentices.

- **2 - 4(minimum of 1) Diploma Apprentice**, at least one should be familiar with your diploma work, such as someone from your Peer Support Guild.

You should have confirmation of attendance from 5 peer group members prior to the event. This will allow a contingency for 2 of them cancelling a short notice. If more than 2 of your peer group members cancel at short notice you should seek replacements if possible. If at the event you are still lacking the required minimum number for the peer group, your Presiding Diplomate will negotiate with you a suitable course of action at this point. If your Presiding Diplomate has to cancel (in case of illness for example) they will help you find a replacement. If there are any problems of this nature, pease contact the office immediately and we will also try to find a replacement.

Typically an Accreditation peer group would look like this:

Diplomates			**Diploma Apprentices**			**College of Graduates**
Min	Max	Ideal	Min	Max	Ideal	
1 inc Presiding	5	3	0	6	3	Maximum of 6

Role of the Peer Group

You have already been approved to receive a diploma, but the presentation is a requirement before you can receive your Certificate. The peer group are there to witness you giving this presentation and give constructive feedback on your work. Their feedback can contain recommendations for development but should also have a positive and celebratory emphasis.

The Role of the Presiding Diplomate

At the event, they should brief the peer group on the process of the event and on the criteria against which the Apprentice's work has been measured.

- Listen to the presentation, making notes for later discussion with the peer group.
- Ask questions of the Apprentice for clarification and to draw out any evidence as necessary.
- Lead the peer group in giving feedback to the Apprentice.
- Present you with your signed Diploma Certificate. .

Timing for the Presentation and Award Ceremony

Prior to the formal beginning of the Presentation & Award Ceremony, it is recommended that the apprentice's portfolio is available for the audience and peer group to look through.

Preparation	Duration in Minutes
1. Introductions, facilitated by Presiding Diplomate	5
2. Criteria clarification (if necessary)	5
Presentation	
3. Apprentice's presentation	45
4. Question & Answer session for clarification from peer group/audience	15
5.Refreshments break & recess for peer group to discuss feedback.	15
6. Feedback from Peer Group,	
30	
6 . Presentation of Diploma Certificate	5
Total duration	**2 hours**

Now celebrate!

The certificate and registration as a Permaculture Diplomate

Once you have been awarded your Diploma certificate. You will be asked to choose one or two of your best designs to go into the Permaculture Association archive, so that a library of good designs can be built up, as evidence of permaculture designing working in the community. Ideally this will be an electronic document that can be placed on the website for others to see and learn from.

Your name will be added to the Register of Diploma-holders. You may choose to apply to be a Diploma Tutor yourself, if you are interested please ask at the office for further information on becoming a Diploma Tutor.

Chapter Eight: Step-by-Step the Process from Assessment to Accreditation

Please refer to Flowchart on p28

1. Firstly you need to book your Portfolio Assessments, complete the Tutor Request for Portfolio Assessment Form (available to download from www.permaculture.org.uk/education/diploma-applied-permaculture-design) and your chosen tutor will contact you to arrange your Portfolio Assessment 1. You should hear back from your tutor within 1 month but you can also contact the tutor directly as well to notify them that you have sent this form.
2. Prior to your Final Assessments, you can provisionally arrange your Presentation & Award Ceremony. You can only make provisional arrangements at this point. You can provisionally book the venue, and Presiding Diplomate. You should allow some time between each of your Assessments and your Presentation and Award Ceremony in case you need to re-submit your portfolio at any point.
3. If required by your tutor, send a copy of your completed portfolio to your first Portfolio Assessment tutor in advance of the Assessment date.
4. Attend your Portfolio Assessment 1, this is a face-to-face tutorial where you have the opportunity talk through your portfolio with the tutor; see p16 for overview of the Portfolio Assessment .
5. Your Portfolio Assessment Tutor 1 will send you an assessment report, indicating any additions/amendments, particularly any major additions/amendments they recommend to include before you proceed to your Portfolio Assessment 2.
6. There are 3 possible outcomes of your assessment:
   a) your portfolio is ready to proceed to the Portfolio Assessment 2 with no further additions.
   b) there are a few additions required. In this case you will need to complete this work and then re-submit your portfolio. The cost for this re-submission will be £40.
   c) there are major additions to your portfolio required before you can proceed to Portfolio Assessment2. The cost of re-submission in this case is £70. If you take longer than a year the additional cost of re-submission at this point is £90.
7. Once your first Portfolio Assessment Tutor 1 has received any amendments requested and is satisfied that your portfolio is now ready or (in the case of major amendments now only needs minor additions/amendments), they will submit a report recommending that you proceed to Portfolio Assessment 2 and will notify your Portfolio Assessment Tutor 2 to proceed with their assessment.
8. Once you have received a recommendation to proceed to Tutorial Assessment 2, you must send a copy of your revised portfolio to that tutor. You can contact them at this point to arrange this and agree the date.
9. Now your Portfolio Assessment Tutor 2 will conduct their own independent assessment of your portfolio and send you their assessment report.
   There are 3 possible outcomes:
   a) your portfolio is ready to proceed to your Presentation and Award Ceremony with no further additions.
   b) there are a few additions required and re-submission required., Cost of re-submission at this point is £40.
   c) there are major additions to your portfolio required before you can proceed to Accreditation. This outcome should not happen if you have completed revisions as requested in Portfolio Assessment 1. If this should occur at this stage we would investigate where the error had been made, and if this was not your error you would not be charged for re-assessment.
10. Once your Portfolio Assessment Tutor has received any amendments requested and is satisfied that your portfolio is now ready, they write a report recommending that you proceed to to your Presentation & Award Ceremony.
11. You can now confirm the date of your Presentation and Award Ceremony. At this point you can confirm booking for the venue and invite peer group and audience members. If you are having it at a National or Regional event you will need to liaise with the organisers of the event. Also remember to confirm the date with your Presiding Diplomate (who is likely to be one of your Portfolio Assessment Tutors). You can now finalise your 45 minute presentation of your work for the Event.
12. You hold your Presentation and Award Ceremony. At this event you give a 45 minute illustrated presentation of highlights of your Diploma work (allow another 15 mins Q & A, i.e. total time for presentation and questions = 1 hr) After your presentation, your Presiding Diplomate will co-ordinate and lead a feedback session, where your peer review panel give you feedback on your work. This feedback will have a positive focus, but can include suggestions for development too. Your Presiding Diplomate will present you with your Diploma Certificate at the end, after your Presentation and the peer feedback.

13. Your Presiding Diplomate will notify the Permaculture Association office that you are now a Diploma Holder and you will be added to the online Diploma Holders register.

Chapter Nine: Accreditation Criteria

To successfully complete your Diploma in Applied Permaculture Design you must be able to demonstrate that:

1. You can produce detailed permaculture designs;
2. You have put permaculture theory into action and made appropriate changes to your lifestyle and working practice; and
3. You have applied permaculture over a period of at least two years since your design course.

Notes are provided at the end of this chapter to assist you in developing a portfolio that clearly meets the criteria.

Essential Criteria

1. Demonstrating Design Skills

"The process of using permaculture design tools and processes to create working designs for a client or project"

You have gone through an intentional design process, using the theory and methods of permaculture design a number of times. Ten designs is recommended as a good guide to the level of sufficient work, however this is a recommendation rather than a strict rule, as the level of work for a design can vary greatly. Your portfolio will demonstrate that you:

- can make an accurate and appropriate use of commonly accepted design frameworks;
- are able to make use of a variety of tools, techniques and processes;
- can use methods that suit the clients and situation;
- can create designs that are intelligible, coherent and effective;
- can choose and produce appropriate presentation and documentation for clients and third parties;
- can show a progression in your competence and learning;
- have achieved fluency with a number of design tools and methods.

It is recommended that one of the designs in the portfolio is your Diploma Learning Pathway, and its evaluation.

2. Applying permaculture in your own life

"The process of using permaculture ethics, principles and design strategies to enhance the sustainability of your own life and household"

You can show changes you have made that bring you closer to a sustainable lifestyle, in line with permaculture's ethical framework. The design and implementation of these changes may appear in your portfolio as an example of Demonstrating Design Skills (see above).

You will demonstrate this by:

- using the client interview, base map or other methods to describe the starting points alongside other information relevant to the problem / issue / challenge;
- making reference to design theory, and explaining how permaculture was used to develop a solution;
- illustrating how you implemented the designed solution;
- including some evaluation of its success.

3. Applying permaculture to your work and projects

"The process of applying permaculture within a given situation to create new systems and resources."

You will be able to demonstrate how you have used permaculture theory and practice over a period of at least two years since your Permaculture Design Course, in at least one of the following areas:

- **Site Development:** Designing and working on your own or another site and creating a working demonstration of permaculture in action.
- **Design Consultancy:** Completing permaculture designs for others. Designers wishing to accredit in this area should have no less than ten designs.
- **Administration:** Directing, conducting or assisting groups, associations and institutes and developing organisational strategies for permaculture work.
- **Education:** Working on curricula, teaching materials or course work in permaculture education and training.
- **Finance:** Setting up or operating financial systems for ethical investment, community revolving loan funds or other financial systems.
- **Trusteeship:** Setting up or operating land or property trusts for ethical ends, or a land office for allied organisations.
- **System Establishment and Implementation:** Setting up or operating nurseries, earth moving systems, soil conservation strategies or the supply of goods or services to the permaculture community. Working on the implementation of designed systems.
- **Art, Media, Culture and Communications:** Creating or operating publications or audio-visual and mixed media aids to communication and education in the permaculture community. Written, creative, artistic or cultural work that develops the public's understanding of permaculture. ***See Dissemination under complementary criteria.***
- **Manufacturing:** Establishing or operating strategies or workshops producing hardware or goods for permaculture design use or other essential technologies. Researching and marketing such technologies.
- **Community Development:** Planning, assisting with, or implementing community development projects, urban systems, villages or work with disadvantaged groups. ***See Community Building under complementary criteria.*** Community Development can include the development and support of the permaculture network itself. ***See Symmetry under complementary criteria.***
- **Architecture:** Designing or building low cost and low energy use dwellings and structures.
- **Research:** Making a significant contribution to research in the area or field of academic research into permaculture systems and needs. ***See Evaluation and Costings under complementary criteria.***
- **General / Other:** If your work does not fit neatly into the other categories, this category can be used, as long as it is clearly shown how permaculture has been used.

Evidence within the portfolio can include your permaculture designs and summary of relevant activities. Each major project will show how you have applied permaculture theory and practice.

Complementary Criteria

Complementary criteria add value to the network and your learning. Demonstrating that you meet these criteria is not compulsory. Each of the complementary criteria can be seen to fit within essential criteria three – Applying Permaculture.

4. Dissemination

"The process of sharing your work and insights with others."

You exhibit a clear sense that you are willing and active in letting other people know about your work through outlets such as:

- writing magazine articles;
- adding case studies and articles to the Association website;
- showing visitors around projects;
- writing up research for peer review;
- leading workshops, giving talks and presentations;
- seeking teaching spots on courses.

5. Community Building

"The active process of developing supportive social networks."

Your work shows an appreciation of how developing design skills can help build capacity for self-reliance and self-determination into any community that you are a part of or allied to. This may be evidenced by:

- setting up and contributing to Peer Support Guilds
- convening courses or events
- being active in developing a local permaculture group
- supporting or developing a local bio-regional network or transition town initiative
- local community projects, e.g. LETS, eco-schools, community composting, car sharing, etc.

6. Symmetry

"The process of reciprocating support received from other permaculture individuals and networks."

Symmetry means giving and receiving developmental support in equal measure. You can show a progression from needing one-way support from the permaculture network for your development as a practitioner, towards being active in offering your support to others within the network. This may be evidenced by:

- supporting local permaculture courses;
- working as an apprentice to an established designer;
- making a short film about your local group for publicity use;
- helping to redevelop a local permaculture group's finance systems from own skills;
- supporting another practitioner to document and record their work;
- volunteering to support or develop a project within the Association.

7. Evaluation and Costings

"The process of increasing the knowledge and understanding of permaculture systems, such as their effectiveness and overall cost."

Your work shows that you have measured the effectiveness of your work when input costs, resources and

efforts are compared to output yields, resources and efficiencies. Some completed evaluations will be included. Typically permaculture costs can include unnecessary work, pollution, and human impact, alongside the more usual aspects of time, materials, and finances. This may be evidenced with completed observations and system evaluations such as:

- extended input-output analysis of the design / system;
- ecological footprint analysis of a permaculture system;
- a cost benefit analysis of a design;
- comparative research between different approaches;
- other research activities that contribute to permaculture understanding and knowledge of the effectiveness of permaculture systems.

Notes

- If your Diploma has concentrated on the skills and activities of a design consultant ('Design Consultancy'' in criteria 3), you must have ten designs.
- Designs do not all have to be land-based.
- They do not all have to have been implemented, but it is recommended that the majority of them are, so that observations and reflections on the designs have been made and learnt from.
- Some of your designs can be concept designs, but some must be detailed.
- Where other people’s ideas and inspirations have been used, they should be acknowledged.
- Design methods and processes can be drawn from a wide range of sources. Where these are not drawn from permaculture literature, references should be given.
- The portfolio should make it easy to see where and how permaculture has been used. A commentary can be given for each project to assist assessors and the accreditation peer group. This can include information about the design process used, where stages of your chosen framework appear, and how ethics and principles have been applied.
- The Permaculture Institute of Australia originally issued Diplomas against a list of areas of permaculture work. The list in criteria 3 – Applying Permaculture - has been modified and extended based on experience, with 'general/other' added, and reference made to how complementary criteria fit.
- The four complementary criteria show how the Apprentice's work relates to the permaculture network and wider community. The complementary criteria might be more evident in your review of activities than in the actual design descriptions, and you can highlight these criteria by pointing them out specifically, or making them visible in pieces of permaculture design work.
- One or more of the complementary criteria may be the major focus of an Apprentice's project, the reason for its development, in which case it would become one of the chosen categories in essential criteria three - 'Applying Permaculture'.

Chapter Ten: Diploma fees and other costs

Current fees are the best balance we can achieve between valuing tutor time, ensuring ongoing maintenance and development of the system, and keeping it affordable.

Permaculture Association membership fees

All Diploma apprentices need to be members of the Association throughout their time as an apprentice. This also applies to people who have taken the Independent Route and then register to be considered for accreditation.

Concessions	£15
Standard	£24
Household	£30
Group	£40 - Up to three members of your group can register for the Diploma.
Business	£80 – Up to three members of your business can register for the Diploma.
Life	£400

Supported Route Fees:

Duration given is for tutor session time

Scheme 1 (minimum no of tutorials)

Membership as above	
One off Diploma Registration fee	£30
Annual Diploma fee (minimum of 2 yrs @ £10/yr)	£20
1 Induction Event - 1 x 2hrs @ £30	£60
4 Personal tutorials – 4 x 1hr @ £30 each	£120
1 Design Support Tutorial (Interim Portfolio Assessment) – 2hrs @ £30	£60
2 Portfolio Assessments –2 x 2.5hrs@£30	£150
System Maintenance and Development	£60
Presiding Diplomate fee – 2hrs @ £30/hr	£60
Contribution towards Accreditation System Development & Quality Assurance	£20
Certificate and registration	£20
TOTAL SUPPORTED ROUTE FEES (Scheme 1)	**£600**

Scheme 2

As for Scheme 1 above but with additional tutorials as follows:

2 Design Support Tutorials – 2 x 2hrs @ £30/hr	£120
TOTAL SUPPORTED ROUTE FEES (Scheme 2)	**£720**

Cost of any more additional tutorials you want to have is £30/hr, you can request additional tutorials as you see fit and these can be added to your instalment plan or paid for individually.

Independent Route Fees

Membership as above	
Payment One – Assessment fees: £190	
One off Registration fee, arrangement and administration of tutorials	£30
2 Portfolio Assessments – 2 x 2.5hrs@£30	£150
Payment Two - Accreditation fees: £110	
Presiding diplomate fee – 2hrs @ £30/hr	£60
Contribution towards Accreditation System Development & Quality Assurance	£20
Accreditation administration, Certification and registration as a Diploma Holder (including addition to online listing)	£20
TOTAL I NDEPENDENT ROUTE FEES	**£280**

Cost of any more additional tutorials you want to have is £30/hr, you can request additional tutorials as you see fit and these can be added to your instalment plan or paid for individually.

Flexible payment options

We are able to offer interest-free flexible payment terms. Please contact finance@permaculture.org.uk to discuss. For the Supported Route, you can pay over two, three or four years. All fees need to be paid in full before the Presentation and Award Ceremony.

Supported Route (Scheme 1)

Paying over two years
Monthly: Initial deposit of £60, plus 24 instalments of £22.50
Quarterly: Initial deposit of £60, plus 8 instalments of £67.50

Paying over three years
Monthly: Initial deposit of £60, plus 36 instalments of £15
Quarterly: Initial deposit of £70, plus 12 instalments of £45

Paying over four years
Monthly: Initial deposit of £68, plus 48 instalments of £11.50
Quarterly: Initial deposit of £60, plus 16 instalments of £35

Supported Route (Scheme 2)

Paying over two years
Monthly: Initial deposit of £60, plus 24 instalments of £27.50
Quarterly: Initial deposit of £60, plus 8 instalments of £82.50

Paying over three years
Monthly: Initial deposit of £54, plus 36 instalments of £18.50
Quarterly: Initial deposit of £54, plus 12 instalments of £55.5

Paying over four years
Monthly: Initial deposit of £60, plus 48 instalments of £13.75
Quarterly: Initial deposit of £60, plus 16 instalments of £41.25

Independent Route

Paying for the Independent Route over instalments

Payment One: Initial deposit of £30, plus 5 monthly instalments of £30
Payment Two: Initial deposit of £40, plus 3 monthly instalments of £30

Refund policy

We will not refund registration fees, or annual fees for years that have been completed, or the current year. We will only refund payments for tutorials that have not taken place.

Other possible costs you may incur:

Re-submission of your portfolio :

As part of the Portfolio Assessment process, your Portfolio Assessment tutors will tell you if you need to do further work to meet the accreditation criteria, and specifically what work is needed. You resubmit your portfolio to the tutor who made the recommendations. The costs for resubmission are as follows:

Minor changes: £40
Major changes: £70

***Resubmissions after 12 months:**
If you take longer than 12 months to make the changes to your portfolio, the process essentially starts again. The fee for repeat assessment in this case is £170 . However, if you didn't have your second Portfolio Assessment first time round, but had paid for it as part of your overall fee, then £80 is deducted off the re-submission cost.

Additional Presiding Diplomate Fees:

Additional Presiding Diplomate Fee (if they are not one of your Portfolio Assessment Tutors) - **£70**

You will only incur this cost if your Presiding Diplomate is not one of your Portfolio Assessment Tutors or has not previously read your completed portfolio. This fee is for the time required for them to view it before your Presentation and Award Ceremony.

Travel costs to tutorials:

You are responsible for all travel costs associated with any tutorials, (i.e. your Induction event, Personal Tutorials, Design Support Tutorial (Interim Portfolio Assessment) and your Assessment tutorial). The default and usually cheapest option is for you to travel to your tutor's chosen venue, however you may arrange with your tutor to travel to you.

In the case of your tutor making the journey you are responsible for travel time and costs incurred by your tutor/s. You are required to arrange this directly with your tutor and pay any costs for travel time and expenses directly to them. If your tutor travels to your area for other purposes they may be more likely to charge less for this than if travelling solely for the purpose of the tutorial, this is entirely at the tutors discretion. This is a factor that is important to consider when choosing who your tutor/s will be. You may want to choose the personal tutor who is nearest to you for this reason, or find a tutor who is happy to conduct the Personal Tutorials by phone, or using VOIP software such as Skype.

You may also arrange tutorials at the National Diploma Gathering (see section on National Diploma Gathering.) The Gathering will be an opportunity to have a tutorial with a wider selection of tutors, whilst not incurring additional tutor travel costs. Fees for attendance at these events are not included in the initial fees for your Diploma, but are payable to the Permaculture Association on booking for the event. If you want to have a tutorial with a particular tutor at the event, you can request this when you book.

Venue for tutorials

Fees for venue hire and tutor travel expenses to tutorials are not covered by the fees paid to the Permaculture Association. Tutors are required to provide a venue for tutorials, and this is most likely to be the tutor's house or office. If you wish to have your tutorial elsewhere you need to discuss with your tutor where this would be and agree to pay any additional costs the tutor would need to cover travel time and expenses (as discussed in above section).

Additional Tutorials

You can always ask for additional tutorials at any time, you can arrange these through the Permaculture Asscoiation and have them included in your fee and instalment plan or you can pay for them as one-off tutorials when you want them.

Alternatively you can always buy these directly from your tutor. All tutors are self-employed and you can make any arrangements you want to with individual tutors to buy additional tutor support directly from them.

You may wish to have additional or longer tutorials with your personal tutor, or you may wish to have a tutorial with another tutor, for example with a tutor with a specific expertise. The current programme is designed to support apprentices over two years, with a personal tutorial every six months, and the Design Support Tutorial (Interim Portfolio Assessment) after one year. If you wish to take longer over your diploma, you can either space out your tutorials more, or buy more tutorials independently after the second year.

Some tutors are willing to negotiate payment as an in-kind exchange of some kind or using alternative currency (e.g. LETS). Tutors will declare on their 'Tutor Profiles' if they will accept in-kind payment for additional tutorials. Please agree clearly the terms of the exchange before you have the tutorial.

Annual fee

For every year that you are registered as a Diploma apprentice on the Supported Route, there is an annual fee, which covers the administration of keeping you registered. Your annual fees are covered in your payments if you have agreed a standing order schedule. If your diploma takes longer than expected, you may need to pay fees for additional years.

Presentation and Award Ceremony

It should be possible to arrange an Presentation and Award Ceremony cheaply or for free, but you are responsible for the arrangements and are responsible for any costs that there are. These could be:

- your Presiding Diplomates travel costs, and cost for travel time, if they incur any travel costs specifically to attend this event.
- Venue hire & refreshments.

Other event costs

Convergences, conferences and national and regional Diploma gatherings are not included in the fee. Attendance is not compulsory, but recommended.

Chapter Eleven: National and Regional Diploma Gatherings

The Diploma has always been self-directed learning, and remains so. The National and Regional Diploma gatherings are multi-faceted events that will further support you with your Diploma. These events are an optional addition available to anyone currently on the Diploma or anyone who already has a Diploma (in the latter case they will serve as CPD (continuous professional development).

The national and regional Diploma gatherings will include:

- Advanced level master-classes/workshops/talks on relevant subjects by tutors with specific expertise. As a Diploma student/Diploma holder you will be able to suggest subjects.
- Refresher sessions on key subjects covered on Design Course.
- Facilitated group tutorials and action learning guilds.
- Skill shares, opportunities to learn from other students and Diploma holders and also to offer your skills.
- Final and practice Diploma presentations
- Opportunities to book individual or small group tutorials with a wide range of tutors. (these can either be tutorials that are included in your Diploma fee or additional tutorials)
- Networking and socialising with others who have similar interests and who are also currently doing or have done the Diploma. We will have fun!

National vs Regional Gatherings

We are planning one national Diploma event each year in 2011 and 2012 and then will review the need at this point. We are aware that many people would prefer not to have to travel long distances, so where possible Permaculture Association staff want to support regional tutors and practitioners to host their own regional Diploma gatherings. This will be possible in regions that have the level of engagement and capacity to do this. All Diploma students will be informed by e-mail of any regional gatherings taking place, and also details of all gatherings will be posted on the Permaculture Association website: www.permaculture.org.uk

Our long term aim is to increase the uptake of the Diploma to make it viable for more and more regions to have the capacity to host their own regional Diploma gatherings. Any Diploma student or Diploma holder can attend any of the national or regional gatherings.

Costs of the Diploma gatherings

The cost of the gatherings is *not* included in the initial Diploma fee. However, you may save money by booking a tutorial with a tutor who lives a long distance from you and thus not incurring additional travel costs, or by meeting with peers who live a long distance from you. We will aim to make the gatherings reasonably priced so that you can meet many of your learning needs for your Diploma in an affordable way. You book a place at a gathering through the Permaculture Association and pay on booking to secure your place.

Diploma Gatherings as CPD (continuous professional development)

Once you've got your Diploma you can still attend Diploma gatherings. This is then a way to continue your learning and to network with other permaculture design practitioners. The gatherings will also be a forum for continuing to develop the permaculture practitioners' community on a national and regional level. As a Diploma holder you can also choose to progress to being a Diploma tutor and can then receive payment for offering tutorials or leading workshops for students at these events too.

Chapter Twelve: Quality assurance

The Diploma system has quality assurance and network development built into the structure. As an apprentice this means that you can expect a consistent experience from well trained tutors, within a well run system.

Excellent administration

The intention of the Permaculture Association is to provide consistently good administration and support for the Diploma System. We review our work frequently and invest time and resources into developing improved systems and processes to ensure that we support the network effectively. We encourage your feedback and invite Diploma Apprentices that want to pursue administration, organisational design and governance aspects to get in touch, spend time working at the office, and help with new projects.

Tutor meetings and tutor training

The National Diploma Gatherings will be combined with tutor CPD (Continuous Professional Development) meetings and training events happening at the same venue on the day/s preceding them. Tutors are required to attend at least one tutor CPD event every two years. This is where tutors will bring examples of portfolios they have assessed and discuss their assessment decisions. This will serve the dual purpose of training tutors and standardise the level across the network of tutors. These training events will also provide various quality assurance mechanisms such as supporting Diploma Tutors to receive peer supervision and support and share best practice (see below). This need to gather tutors together (and the travel costs associated with it) is 'stacked in' with the Diploma gatherings attended by apprentices, so tutors can receive professional support whilst minimising travel. This has been designed into the system to minimise costs and environmental impact.

Assessment of portfolios

Tutor co-working and tutor meetings will serve many purposes, including ensuring that quality standards are consistent and thus allowing the Diploma to increase its standing as a well respected award. The requirement that two tutors assess portfolios is a process of 'Internal Moderation'. This cross-evaluation, ensures that that tutors are regularly comparing and discussing their assessment decisions with each other. This system is designed to ensure that portfolios that are recommended for Accreditation are all meeting a consistent level of achievement, whilst still allowing a very diverse range of work to be accredited.

The Diploma Working Group

This group has four key responsibilities:

1. To oversee the progress and development of the Diploma, using a system wide participatory process of action learning and action research.
2. To provide reports on progress to Diploma apprentices and tutors, and the Association's Board of Trustees.
3. To act as arbitrators in the case of serious disputes or complaints.
4. To act as guardians and upholders of Diploma standards and accreditation criteria. If disputes arise that require wider consideration, the Diploma holders on the Diploma Working Group can invite other Diploma holders to meet to consider important matters of interpretation, or appropriate process.

The group has a small budget from Diploma fees to do this and the Association carries out secretarial support. The group is mainly made up of Diploma holders and staff members of the Permaculture Association, but a number of places are available for apprentices, so that the group is representative of the system as a whole.

The group will has an membership of 6 – 10 members at any one time. It meets at least two times each year, and by teleconference at other times.

Look on the website to find out who is in the Diploma Working Group.

Chapter Thirteen: Diploma network action learning

We're learning too!

We think that the Diploma network can and must develop into a truly awesome network. We envision thousands of people learning and practising permaculture, helping each other in the process creating intelligent resourceful and ecological designs across Britain. We want to change the world. But to achieve this vision of transformation, we need to get very good at what we do. We need to keep learning as a network, improve our systems, hone our processes and develop new approaches in response to the needs of the network and the wider world.

Annual action learning challenge

The Diploma is based on a process of action learning, so it seems sensible to use this process to underpin the way we learn as a network. Each year we want to decide on a number of 'topics' or 'challenges', that we can focus in on, and use action learning, plus the combined power of the network to design improved solutions and new approaches where needed. Workshops at national events, annual surveys, working group efforts, and other methods will be used to decide the challenges and design an appropriate learning response.

Your feedback, comments and views are essential

Alongside this explicit process of national network action learning, we welcome your views on how it is all working out – or not – for you. Often difficulties can be resolved, and it is much better for us to know when something isn't working well, than have you as an apprentice (or tutor) suffering in silence, getting annoyed and frustrated. You can tell us how things are going at any time by:

- sending an email to diploma@permaculture.org.uk, or for Association membership and related office@permaculture.org.uk;
- phoning up the office and talking to us;
- contacting your personal tutor by phone or email – the first port of call for your own action learning questions;
- contacting the Diploma Working Group – email via the Diploma worker;
- completing the feedback form in the 'Diploma Forms & templates' document – downloadable from website
- each year we will put out an annual online survey – please do spend some time and giving us your views.