

# Diploma in Applied Permaculture Design

## Forms and Templates

### Table of Contents

<b>Registration form (Supported Route) - 2 pages.....</b>	<b>2</b>
<b>Registration Form (Independent Route).....</b>	<b>4</b>
<b>Tutorial/Portfolio Assessment Booking Form .....</b>	<b>5</b>
<b>Sample letter of introduction .....</b>	<b>6</b>
<b>Preparing for a Personal Tutorial.....</b>	<b>7</b>
<b>Writing up a Permaculture Design report.....</b>	<b>8</b>
<b>Assessment Criteria Summary Sheet .....</b>	<b>9</b>
<b>Presentation &amp; Award Ceremony Booking Form .....</b>	<b>10</b>
<b>Diploma Feedback Form - Apprentice Form.....</b>	<b>11</b>

# Diploma in Applied Permaculture Design

## Registration form (Supported Route) - 2 pages

Dear Permaculture Association,  
I wish to register for the Diploma in Applied Permaculture Design. It is my intention to prepare for accreditation for the Diploma by engaging in at least two years of self-directed action learning.

### My Details

Name:	
Address:	
Postcode:	
Telephone:	Email:
Membership number:	
(If you are not a current member of the Permaculture Association, you need to join. See form on website )	

### My Design Course details

The date I completed my Permaculture Design Course:
The principal teachers for this course were:
The place where the course was held was:

### Fees and Payments (select your payment method and tick as appropriate)

<b>Payment by cheque</b>
<input type="checkbox"/> I enclose a cheque for the full fee of £600 (please make cheques payable to 'Permaculture Association')

If

### paying by Standing Order , please fill in these details

<b>Payment by deposit and standing order</b>	
<input type="checkbox"/> I have enclosed my deposit of £50 and filled in the standing order instruction below, which tells my bank how often to send the instalments, and how much they are.	
I will then make ____ monthly / quarterly payments over a 2 / 3 / 4 year basis (delete as appropriate and fill in the standing order details below). Please ensure that the deposit plus instalments adds up to a total of £600 plus an additional £10 for every year after the first two years.	
Name of your bank:	
Address of Bank:	
Account number:	Account Name:
<b>INSTRUCTIONS TO BANK:</b>	
Please pay now and monthly / quarterly (delete as appropriate) on the same date, the sum of £.....	
... to Unity	
Trust Bank, 9 Brindley place, Birmingham, B1 2HB, for the account of the 'Permaculture Association' (a/c 20188041, sort code 08-60-01) using reference: initial and surname.	
Your Name:	Your Signature :
Your Address:	
Telephone:	

# Diploma in Applied Permaculture Design

## Choosing your tutor for the Diploma in Applied Permaculture Design

**Tutorials:** The Supported Route Diploma includes the following tutorials in the fee:

### 2 Design Support Tutorials:

- The Induction Event: *2hr contact time one-to-one session, or longer group session*
- Interim Design Support Tutorial (Portfolio Assessment): *2hrs contact time.*

**Portfolio Assessment Process:** *1<sup>st</sup> & 2<sup>nd</sup> Portfolio Assessment: 2 different tutors, 2 ½ hrs each. The 2<sup>nd</sup> must be with a Senior Registered Tutor but can be done by sending your portfolio only. One of your Assessment tutors must also be your Presiding Diplomate Tutor, otherwise an additional cost is reqd.*

**4 Personal Tutorials**      *4 x 1hr one-to-one sessions or longer group session*

At a minimum you have your Induction Event and all your Personal Tutorials with your Personal tutor. For most people it is best to have one tutor for all tutorials, as this allows continuity. There is an option to have a different tutor for your Interim Portfolio Assessment and/or your Portfolio Assessment.

### My Diploma Tutor:

It often makes sense to choose the tutor nearest to you. Before completing this form, please contact your chosen tutor to check that they have capacity and agree to be your tutor. All tutor details and their contact details are in the diploma tutor register.

#### **My Chosen Personal Tutor (for Induction Event & Personal Tutorials):**

Name of tutor:

.....

### Booking the rest of your tutorials

As soon as you know who you want for your Interim Design Support Tutorial and your Portfolio Assessments please complete the Tutorial/Portfolio Assessment Booking Form. If you know this now you can do this straight away and send both forms together.

### Location of Tutorials

Please note that if the tutorials are not held at the tutor's default location, the tutor may require you to cover any travel costs and possibly cost for travel time. Please clarify this with your tutor when you arrange your tutorials.

If you have any queries about this form you can call the Permaculture Association office on 0845 458 1805 or 0113 2307461

**Send this form to:** BCM Permaculture Association, London, WC1N 3XX.

# Diploma in Applied Permaculture Design

## Registration Form (Independent Route)

### My details

Name:	
Address:	
Postcode:	
Telephone:	Email:
Membership number:	(If you are not a member of the Association, you need to join. See form on website )

### My Design Course details – the course must have been held at least two years ago

The date I completed my Permaculture Design Course:
The principal teachers for this course were:
The place where the course was held was:

### My Portfolio Assessment Tutors

You may need to book your Portfolio Assessments at least 6 months in advance depending on tutor availability. If your Presiding Diplomat is not one of your Assessment Tutors, you will need to pay an additional fee of £60 to enable your Presiding Diplomat to familiarise themselves with your work.

<b>I wish to book my 1<sup>st</sup> Portfolio Assessment with:</b>
Name of tutor: .....
<b>I wish to book my 2<sup>nd</sup> Portfolio Assessment with (must be a Senior Registered Diploma Tutor):</b>
Name of tutor: .....

### Fees and Payments

<input type="checkbox"/>	I enclose a cheque for the initial fee of £180 (please make cheques payable to 'Permaculture Association')
<input type="checkbox"/>	I wish to make a bank transfer and have filled in the standing order form below.
<input type="checkbox"/>	I understand that if my assessment is successful, I will then pay £100 for the Accreditation event.
Name of your bank:	
Address of Bank:	
Account number:	Account Name:
<b>INSTRUCTIONS TO BANK:</b>	
Please pay now and monthly / quarterly (delete as appropriate) on the same date, the sum of £..... to Unity	
Trust Bank, 9 Brindley place, Birmingham, B1 2HB, for the account of the 'Permaculture Association' (a/c 20188041, sort code 08-60-01) using reference: initial and surname.	
Your Name:	Your Signature :
Your Address:	
Telephone:	

Send this form to: BCM Permaculture Association, London, WC1N 3XX

# Diploma in Applied Permaculture Design

## Tutorial/Portfolio Assessment Booking Form

### My details

Name:	
Address:	
Postcode:	
Telephone:	Email:
Permaculture Association membership number:	

### Design Support Tutorials

The Supported Route Diploma includes the following Design support tutorials in the fee:

#### 4 Design Support Tutorials:

The Induction Event: *2hr contact time one-to-one session, or longer group session*

Interim Portfolio Assessment: *2hrs contact time, normally a one-to one session*

2 Portfolio Assessment Tutorials: *2 tutors for 2 ½ hrs each. One-to-one sessions only. At least one must be face-to-face, one can be sending portfolio only .*

**Please check your chosen tutor/s have the capacity and agree to be your tutor prior to completing this form.** All tutor contact details are in the diploma tutor register.

### Induction Tutorial (Booking for this is included on The Diploma Registration Form)

**Interim Design Support Tutorial – We recommend that you book this at least 1 month in advance:**

**I wish to book my Interim Design Support Tutorial:**

Name of tutor:

.....

**Portfolio Assessment Tutorials – We recommend that you book this at least 6 months in advance.**

**If your Presiding Diplomate is not one of your Assessment Tutors, you will need to pay an additional fee of £60 to enable your Presiding Diplomate to familiarise themselves with your work. We recommend that you discuss this with the Tutor, and check their availability for the date of your chosen accreditation event.**

<p><b>I wish to book my Portfolio Assessment Tutorial 1 with:</b></p> <p>Name of tutor:</p> <p>.....</p> <p><b>I wish to book my Portfolio Assessment Tutorial 2 with:</b></p> <p>Name of tutor:</p> <p>.....</p>
---

### Location of Tutorials

Be aware that if the tutorials are not held at the tutor's default location, the tutor may require you to cover any travel costs and possibly cost for travel time. Your 2<sup>nd</sup> Portfolio Assessment Tutorial does need to be face-to-face, if you can send all your portfolio to the tutor. We recommend that you clarify this with your tutor when you arrange your tutorials.

If you have any queries about this form you can call the Permaculture Association office on 0845 458 1805 or 0113 2307461

**Send this form to:** BCM Permaculture Association, London, WC1N 3XX.

# Diploma in Applied Permaculture Design

## Sample letter of introduction

Once registered you can request this letter on Association headed paper

Date

To whom it may concern,

This letter is to confirm that \_\_NAME\_OF\_APPRENTICE\_\_ is studying for their Diploma in Applied Permaculture Design. This means that they have completed their Permaculture Design Course, and are now putting the theory they learnt on that course into practice. During their Diploma apprenticeship they need to complete ten designs.

We would be delighted if you could help to give them an opportunity to do some design work. Please agree on what basis you will engage them (paid, voluntary, etc), and be clear about your expectations before you begin.

Please be aware that they will need to record the process as part of their portfolio, and have copies of design work to show their Design Support Tutors. If there are details that you would not want to appear in their portfolio, be clear what they are.

If at the end of the process you are able to write a letter of recommendation, that will help them to build up their reputation as a designer. Also it is helpful if you can give them some clear feedback on how the process went for you. You could tell them what went well, and what you might do differently next time, plus any detailed comments about the content of the design.

If you have any questions about permaculture, the Diploma in Applied Permaculture Design, or the Permaculture Association, please do not hesitate to get in touch with us.

Yours sincerely

Joanna Dornan  
Diploma Coordinator  
Permaculture Association

# Preparing for a Personal Tutorial

In order to make best use of the time during a tutorial, it is best to do some preparation, so that you can discuss your thinking rather than working out what your thinking is! You can use this template before the tutorial to collect your thoughts and assess where you are with your Diploma Learning Pathway. If this template doesn't suit you, try another one, you could easily convert this into a mind map for example (if you are really pleased with a new template, do let us have a copy to share with other apprentices). An advantage of preparing in advance, is that you can send it to your tutor in advance of the meeting so that during the meeting you can both work through it.

You don't have to cover everything, and an hour can fly past, so you might want to give sections different allocations of time. You could choose to concentrate on question 1 for the whole tutorial, or 3,4,5 and 6. This is just a template, if something else works better for you and your Personal Tutor, do that.

1. The four action learning questions:
  - What is going well for me as a Diploma Apprentice?
  - What has been challenging for me as a Diploma Apprentice?
  - What are my long term visions and goals?
  - What are my next achievable steps?
2. How is my action learning going? What is the balance between doing, observing, evaluating and planning next steps?
3. My current design work:
  - What is it - which projects am I working on?
  - How are they progressing?
  - Has it highlighted any gaps in my knowledge or skills?
  - Do I know what I need to do next?
4. Am I recording my learning and design work as part of my portfolio?
5. How are my Peer Support Guilds going?
6. What questions do I have for my Personal Tutor?
7. What are the best dates for the next meeting? (Its good to have more than one ready to discuss with your tutor.)

# Diploma in Applied Permaculture Design

## Writing up a Permaculture Design report

**Your name**

**Title page**

**A brief introduction** setting the scene about the project, e.g. what your remit was, the location of the project, how you chose the topic/subject, or if paid for it, how you got the job, etc.

**Survey information** - refer to the client interview checklist (you might need to check with your client about what information they are happy with you sharing) and describe your methods.

**Information from client interview**...e.g. a Plants, Animals, Structures, Tools, Events (PASTE) sheet, or other format that shows what you gathered to get you started on this subject.  
Base map and overlays

**How you analysed the information:** methods/tools used

**Conclusions** drawn from your analysis, about the final design

**Design information**

- **How you approached your design:** what methods you used, where you got your inspirations from, the options you considered, the reasons for choosing that particular design.
- **Drawings, overlays and plans** of the design
- Where and how the permaculture ethics and principles were met and used.
- **If able to install or implement the design:** what you started with, why you started with that, how the design unfolded, how you dealt with contingencies i.e. something in your way, anything that didn't work how you expected.
- **How did the maintenance** turn out...easy or too much work? Cost effective, 80:20 etc?
- **If not able to install or implement the design:** how would/did you plan the evaluation of it? On reflection, is there anything you'd change now, prior to installation, and why?

**Evaluation:** what went well, what was difficult, what you learnt, what the client thought of it, what you plan to do to make it even better.

**Costings:** what was the budget, how did you manage the project within that? What other 'costs' were involved, such as training costs, carbon-footprint, and other less tangible costs - your time and energy, for example!



# Diploma in Applied Permaculture Design

## Assessment Criteria Summary Sheet

Name:

Date of PDC:

Date now:

Criteria	How I meet it	Where I evidence it in my portfolio
<i>Meeting Essential Criteria</i>		
1. Demonstrating Design Skills		
2. Applying permaculture in your own life		
3. Applying permaculture to your work and projects		
<i>Meeting Complementary Criteria</i>		
4. Dissemination		
5. Community Building		
6. Symmetry		
7. Evaluation and Costings		

# Diploma in Applied Permaculture Design

## Presentation & Award Ceremony Booking Form

I have successfully completed my Portfolio Assessment 1 & 2, and wish to book my Presentation & Award Ceremony.

### My details

Name:	
Address:	
Phone:	Email:

### Presentation & Award ceremony at an organised event

If you want to hold your presentation & award ceremony at a diploma event or permaculture convergence please tell us here. Please give the date and location of the event.

Name of Event \_\_\_\_\_

### Accreditation at self-organised event

If you want to organise your own event, please tell us the date and location here:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

### Presiding Diplomat

Tell us the name of your chosen Presiding Diplomat (if this is not one of the assessment tutors you will need to pay an additional fee of £60 for the Presiding Diplomat to read through your portfolio.)

Name of Presiding Diplomat: \_\_\_\_\_

I have arranged this with them.

### Payment: (Independent Route only)

The fee for Independent Route Presentation & Award Ceremony is £100

I enclose a cheque for £100 (please make cheques payable to 'Permaculture Association')

I wish to make a bank transfer for the amount and have filled in the standing order form below.

Name of your bank:  
Address of Bank:  
Account number: \_\_\_\_\_ Account Name: \_\_\_\_\_

**INSTRUCTIONS TO BANK:**  
Please pay now, the sum of £100 to Unity Trust Bank, 9 Brindley place, Birmingham, B1 2HB, for the account of the 'Permaculture Association' (a/c 20188041, sort code 08-60-01) using reference: initial and surname.  
Your Name: \_\_\_\_\_ Your Signature : \_\_\_\_\_  
Your Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### Office use

--

# Diploma in Applied Permaculture Design

## Diploma Feedback Form - Apprentice Form

Your feedback is essential to us, and will help us to continue to develop and improve the Diploma System. You can use this form to tell us how different aspects are going, comment about the system as a whole, report an error, notify us about a complaint you want to make, and give us your overall feeling about how the system is working and how you are doing..

### Your details

Name:	
Email:	Phone:

### My feedback is about

<input type="checkbox"/> Website	<input type="checkbox"/> Registration process
<input type="checkbox"/> Administration	<input type="checkbox"/> Finances
<input type="checkbox"/> Communications	<input type="checkbox"/> Tutorials
<input type="checkbox"/> Accreditation events	<input type="checkbox"/> A diploma event
<input type="checkbox"/> Other, please state:	

**My feedback is / I want to report an error / I have a complaint (please delete as appropriate)**

**How I am feeling about the Diploma System overall. tick one.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Great	good	neutral	not so good	terrible

**How I am feeling about my progress with the Diploma overall. tick one.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Great	good	neutral	not so good	terrible

**Return this form to:** BCM Permaculture Association, London WC1N, 3XX, **or email it to:** office@permaculture.org.uk