

Diploma Student Guide

for Portugal

Version 2
(based on the model of the UK Permaculture Association)

Portuguese Permaculture Academy

Diploma of Applied Permaculture Design

Outline – V2

Diploma Student Guide

This document marks the formal transition of the Portuguese Permaculture Diploma (based on the model of the UK Permaculture Association) to the present (and future) Permaculture community in Portugal.

The vision is for the Diploma to serve as a catalyst to deepen Permaculture knowledge and practice in the Iberian Peninsula.

The process aims to:

- Establish a community of self directed life-long learning, regardless of location
- Stimulate, facilitate and nurture links between projects
- Deepen knowledge of Permaculture practice
- Activate co-creative, collaborative, perpetual learning

At the personal level it enables and empowers the individual to:

- Broaden perspectives and increase structure & focus on personal goals & time lines
- Walk their Talk by developing practical ways and skills to express and implement Permaculture principles & ethics in their lives and work and to be the change they wish to see.

It provides:

- Nurturing support and mentoring, to catalyze a shift from passive to activated learner
- Quality peer and tutor reviews

On the community level the Diploma aims to:

- reach out to the mainstream
- encourage local knowledge & capacity: learning what works here, adapting to the local situation, local needs & issues
- illustrate the principles in a practical way
- build & share knowledge by data collection, research and critical reviews
- provide the architecture to catalyse a co-creative learning community in Portugal
- provide tools for wide-reaching social change

WHAT IS IT?

The Diploma in Applied Permaculture Design is the Internationally Recognised next step for any one who has done a PDC. It formally accredits that person's Permaculture practice and will be of particular use to those who plan to teach, consult or run Permaculture projects. It will be important in recommending the diplomate to students, clients or funding bodies.

The structured program develops both knowledge and practical skills, and prepares the student in implementing Permaculture Ethics and Principles in their lives, as well as the wider environment of work and the community as a whole.

HOW DOES IT WORK?

The diploma is awarded on a points scoring system with the presentation of evidence of Permaculture Design having been implemented in our personal and working lives in the period following the PDC. In addition it requires proof of having successfully completed a number of training experiences to support that work.

The Diploma portfolio may be presented after a minimum period of 2 years from the date the student completed the PDC and the course is one of self directed learning. The successful candidate will present a diary of activities for that period (showing that they are applying the Permaculture Design to their life, work and projects), amass a minimum number of training credits and produce 10 completed Permaculture Designs. Those who feel that they already fulfilled some of these requirements may ask to have them credited as long as the entire period from PDC to Accreditation is the minimum 2 years (the Independent Route).

The portfolio may include the following designs:

- design for your diploma process
- land based design – your garden, a farm, a Food Forest etc
- retrofitting your own life/home
- urban design and/or transition initiatives
- creating financial systems
- setting up community/school/aid projects, NGOs or other
- applying PC to your workplace
- setting up courses/events
- etc.

Five of the designs must be implemented (or be in the process) so there is evidence that the student can work through from Observation (survey) to costings, setting timelines and priorities, implementation, maintaining and monitoring as well as acting on reflection and feedback.

Throughout the year a number of 1 day Diploma Introduction events will be offered at which intending students can meet each other and the Diploma tutors. The system will be explained and questions answered. Students will also be able to get help in setting up their personal Diploma program.

HOW MUCH?

On registration students may pay the full fee of €375 or may chose to pay in two instalments.

The fee is broken down into the following:

registration/admin	€ 50
induction	€ 50
2 x virtual assessments	€ 50
interim assessment	€ 50
Final Assessment (2 tutors/2½ hrs each)	<u>€125</u>
TOTAL	€375

Any extra expenses that are incurred by the Accreditation event are the responsibility of the student. (To save extra cost it is recommended that the Accreditation may be attached to some other event such as a finale for a PDC, Green Gathering and so on).

An **Independent Route** is also possible where a student who feels that he has already fulfilled all the requirements may proceed straight to the Final Assessment. (The cost in this case will be **€175** to cover administration and the 2 tutor Final Assessment.)

Extra tutorial help may be negotiated with Diploma Tutors at any time but any extra cost will be covered by the student.

At the Final Assessment the tutors may agree that the student can proceed to the accreditation (the accreditation event serves as a showcase for the successful student and for Permaculture design), or they may suggest that further work is needed. In the latter case the Final Assessment fee (or part thereof) may be payable again to reflect the extra work required of the tutors. Students therefore should ensure that the completed work is to standard before booking the assessment. The final Virtual Assessment should give some indication as to whether the student is ready.

Help in determining this may be requested at any time by arrangement with one of the available tutors. An electronic portfolio is useful as it may be viewed at distance.

How relevant training experiences are evaluated.

Throughout the diploma process students must actively seek out training opportunities to develop their knowledge and skills base. These experiences may come in the form of courses or voluntary work, etc. The student then scores these experiences on the duration, quality, and alignment to core ethics and writes a report

to further explain why they gave that score. The student will also need a reference from the trainer and review of the trainers' previous experience and/or qualifications to teach the skill. The tutor then has all relevant information to fairly judge whether the students scoring is correct. In this way the Academy will also gain useful information on the quality of the various available courses and work experience. Extended periods (6-12 months) of relevant practical apprenticeship/experience can also gain points and will be scored based on the same criteria but may give opportunities to gain more points as various skills may be covered in this time. In this case the scoring will be decided between student and tutors.

The successful student will gain a Diploma with one or more specialisations according to their training program (ie. Someone who specialises in Bioconstruction or Appropriate Technology may also have teaching qualifications.)

March, 2013

1. The Action Learning Approach

The Diploma uses a technique 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 that knowledge to make those 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 conceptualization and active experimentation. Putting lessons learned into future action begins another cycle of learning.

This means:

- do something (project/activity/event)
- observe the results
- evaluate the results and decide if new approach or skills are needed
- create a new opportunity to put the learning into practice

Four questions in particular are used to help you assess where you are now and what you need to do next. They may be used to help organise yourself and 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 some aspect of your work, your whole learning process or anything else that fills your need at the time eg.

What is going well for me as a Diploma Apprentice? Or
What is going well on this Aquaculture Project?

Keeping a reflective journal documenting the two year process can be very helpful. In this should be a record of your Diploma studies, and can be in the form of a written journal, audio or video diary, a blog or a website.

2. Preparing your Portfolio

Documenting your work

You will have been working for at least 2 years towards Accreditation and will have collected the evidence of work you have done over that period ie. client checklists, design briefs, community design briefs, designs, costings and evaluations, photos, videos, reports, evidence of training and practical apprenticeships and so on. In addition you will have your reflective journal showing how you are applying the Action Learning Cycle.

Presenting your work

Your work must be in an easily assimilated form, with projects clearly differentiated and drawings and documents clearly numbered. The format may be electronic and should include:

- your ten designs (what went well, what might have been done differently)
- evidence of appropriate training activities and practical apprenticeships
- reflective journal containing a review of relevant activities
- summary sheet on how you meet the Assessment criteria * see template
- your PC designers CV

Summary sheet on how you meet the assessment criteria:

Take the headings from the Assessment Criteria Sheet and under each one write a short paragraph to show how you have met the criteria and cross reference to the designs. This will help you identify any gaps as well as helping tutor to assess readiness for accreditation. (see template).

Permaculture Designers CV

Write one page on yourself and why you are a good PC designer, outlining any specialist skills. This is for potential clients and for the Academy database.

Include:

- Contact Details and Business name if you have one.
- Relevant courses and qualifications
- Details of relevant work experience
- Include testimonials and references if you have them

Portfolio Assessments

There are four portfolio assessments:

- two virtual
- two face to face

The first virtual assessment of one completed design should occur about halfway through your diploma pathway and is intended to give both yourself and the tutor an idea as to whether you are ready for the first face to face assessment at which you will be expected to present 4-5 designs for tutor approval.

The tutor assessment will tell you one of three things:

1. Ready without further work
2. Almost ready, work required
3. Not ready

Having completed work necessary for passing the first stage then the remaining designs should be completed and a virtual assessment of one of these will give you an indication as to whether you are ready for the final assessment before accreditation.

This final assessment will be with two tutors, one of whom must be face to face (the second may be virtual). Again there are the three possible results (see above). If 2 or 3 then a further fee is required according to work involved in the tutor review.

One of your two portfolio assessors will be the Presiding Diplomat at your Accreditation.

Presentation and Award Ceremony

Once you have successfully completed the second assessment you need to set up this event. It is easier to use an existing event for this purpose (such as a Permaculture Convergence or Green Gathering) though you may also set up your own event.

The Presentation (highlights from your portfolio) should be no more than 45 minutes with 15 minutes for questions at the end. This will be given to a peer group of a minimum of 1-2 Diplomates, 3-5 PDC graduates plus anyone else you would care to invite. Although you have already passed the assessment the presentation is a requirement before you are awarded your Diploma. The peer group will give you constructive recommendations and feedback on your work.

Archive

After the presentation you will be asked to choose 2-3 of your best designs to go into the Academy Archive so that a library of good designs can be built up to show evidence of Permaculture working in the community.

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 practice and made appropriate changes to your lifestyle and working life; and

3. At least two years has passed since your design course.

Essential Criteria

1. Demonstrating Design Skills

You will have produced 10 designs (of which 5 should be implemented) and have shown ~~that~~ ^{you};

- can make accurate and appropriate use of the accepted design frameworks
- are able to make use of a variety of tools, techniques and processes
- can use methods to suit client and situation
- can create designs that are intelligible, coherent and effective
- can produce appropriate presentation and documentation for clients and third parties
- can show a progression in your competence and learning

One of the designs should be your Diploma Learning Pathway.

1. Applying Permaculture in your life

Show the changes you have made to bring your lifestyle in line with permacultures ethical framework. This could also feature as a design in your portfolio.

1. Applying Permaculture to your work or projects

You should be able to demonstrate how you have used permaculture theory and practice in at least three of the following areas:

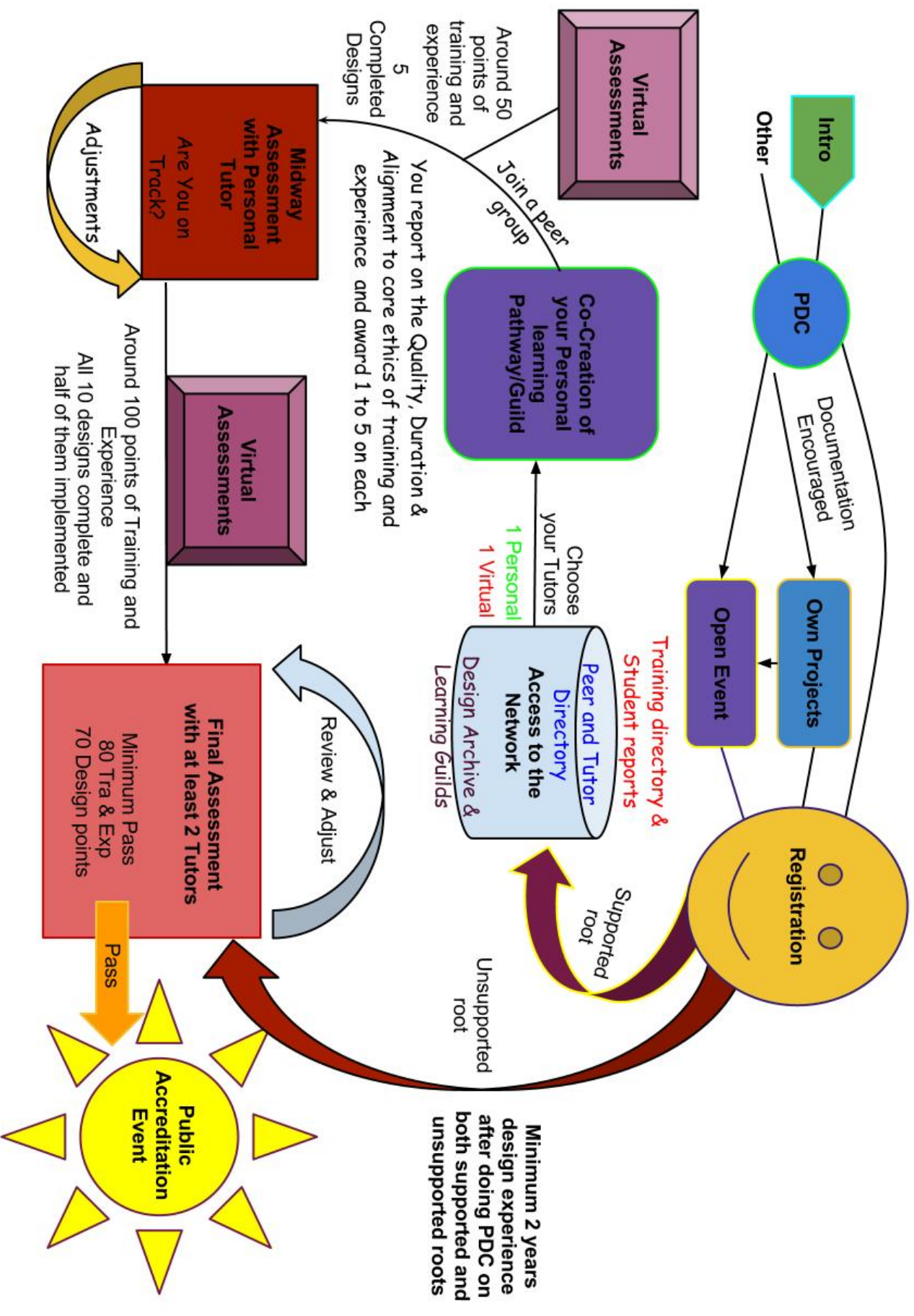
- Site Development
- Design Consultancy
- Administration
- Education and Training
- Finance
- System Establishment and Implementation
- Art, Media, Culture and Communications
- Manufacturing
- Community Development
- Architecture
- Research, Evaluation and Costings
- General / other

Preparing for a Tutorial

Prepare for your tutorials in advance so as to get maximum benefit from the tutors time.

1. Go through the four Action Learning questions
 - What is going well for me as a Diploma apprentice?
 - What has been challenging?
 - What are my long term visions and goals?

- What are my next achievable steps?
1. How is my Action Learning going? What is the balance between doing, observing, evaluating and planning next steps?
1. My Current Design work:
 - What projects am I working on?
 - How are they progressing?
 - Have they highlighted any gaps in my knowledge and skills?
 - What do I need to do next?
1. Am I recording my learning and design work for my portfolio?
1. What questions do I have for my tutor?



Template # 1

Writing up a Permaculture design report

Your Name

Title Page

A brief introduction – set the scene ie. What was your remit, the location

Survey Information – refer to client checklist and describe methods, Paste sheets etc

How you analyzed the information: methods and tools used

Conclusions drawn from the analysis and indicated in final design

Design information:

- How you approached your design, methods used, inspiration, options etc.
- Drawings, overlays and plans: where and how were Permaculture Ethics and Principles illustrated.
- Installation and implementation: timelines and priorities
- Maintenance – cost and time effective.

Evaluation: what worked well, what not so well, what did you learn and how might you change it.

Costings: What was the budget? Did you succeed in doing the work within that budget. What other costs were involved – manhours, training costs and other invisible costs.

Template # 2

Design Assessment Criteria Summary Sheet

Name:

Date PDC:

Todays date:

Criteria	How I meet it	Where I evidence it in Portfolio
1. Demonstrating Design Skills		
2. Applying Permaculture in your Life		
3. Applying Permaculture to work and projects		
4. Telling others about Permaculture		
5. Community Building		
6. Supporting others doing the same		
7. Evaluation and costings		

Template # 3

Portuguese			
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Permaculture Academy			
<i>Diploma Registration Form</i>			
Name			
Address			
email			
Telephone			
Date PDC Location	(send scanned copy of certificate)		
Skills and Experience			
Permaculture Interests			
Payment: Full or 2 instalments			
Signature		Date:	

Template # 4

Training and experience self report form.

Score your training and experience from 1-5 for in each of these fields.

<div>_____</div> <div>Quality of content and tuition</div> <div>_____</div>	<div>_____</div> <div>Duration of learning</div> <div>_____</div>	<div>_____</div> <div>Alignment with core ethics of permaculture</div> <div>_____</div>

Write a report on your training and experience to further evaluate why you feel it deserves you scoring.....