

Extractives continuing professional development (CPD)

This logbook is for holders of a New Zealand Extractives Certificate of Competence (CoC).

It is important to read the guidance at the back of this logbook before starting to record any CPD activities.

More detailed information is available in the CPD Guidelines booklet and can be useful when recording CPD.

For questions about the CPD Logbook or the requirements please refer to the CPD Guidelines for more detail or contact: BoE_Secretariat@worksafe.govt.nz

Name:	Mobile phone:	Email:
CoC held: (most senior)	Expiry date: DD / MM / YEAR	

CPD entry number: Allocate a CPD entry number for this activity

DATE	ACTIVITY AND PROVIDER	UNRESTRICTED/ RESTRICTED	AREAS OF LEARNING	HOURS	SPECIALIST HOURS	EVIDENCE
DD / MM / YEAR	Refer to the list of activities on pages 4-5	<input type="radio"/> Unrestricted <input type="radio"/> Restricted	<input type="radio"/> Operating and safety systems <input type="radio"/> Emergency management <input type="radio"/> Legislation <input type="radio"/> Leadership		<input type="radio"/> Yes <input type="radio"/> No	Describe evidence provided, remember to note CPD entry number on evidence (refer to page 5)

KEY LEARNINGS

Refer to the guidance in the back of this logbook to assist in writing the key learnings

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Continuing Professional Development (CPD) is the systematic **maintenance, improvement and broadening of knowledge and understanding, skills and personal qualities** necessary to undertake duties throughout a certificate of competence (CoC) holders working life. There are many CPD activities available to a CoC holder.

Key learnings are the outcome of a CPD activity. There are two parts to key learnings:

- what did the CoC holder learn?
- how will the CoC holder apply what they learnt?

Key learnings are individual to a CoC holder, the stage of their career and their unique situation at the time of the CPD activity. Everyone who attends or completes the same CPD activity may have different key learnings. A CoC holder should record at least one or two key learnings for each activity.

When thinking about how to write their key learnings the following questions may help:

- What did I learn from this CPD activity?
- How did this CPD activity contribute to my role as a CoC holder?
- How did this CPD activity help me maintain, improve or broaden my knowledge and understanding, skills or personal qualities?
- How am I going to apply what I learnt as a CoC holder?
- What will I do differently as a CoC holder as a result of this CPD activity?
- How am I going to think differently as a CoC holder as a result of this CPD activity?
- Is there an action that I am going to take when I get back to my operation?
- What are the key points from this CPD activity that I would share with fellow CoC holders, colleagues or workers?

Examples of effective key learning statements

- **First aid refresher course:** I now know the current recommended method for performing CPR on both adults and children. In particular I was updated on the best ratios of breaths to compressions. I now feel confident I could apply CPR if required in an emergency.
- **MinEx workshop:** I now understand why correct guarding is so important and I will be checking our return rollers on site for correct guarding. I also learnt about the dangers of fatigue on worker health. I will check our worker health management plan to make sure we covered fatigue appropriately.
- **Incident investigation:** I was in a team reviewing an incident that resulted in an injury. A Standard Operating Procedure (SOP) on use of a particular piece of machinery was not followed. We used Incident Cause Analysis Method (ICAM) to determine the root cause which I had not been involved with before. I now see the importance of writing a SOP in plain English so all workers understand what they are required to do and why. I will take this into account when drafting future SOPs.
- **Field trip:** I visited a quarry which has just opened and I found out how it managed stakeholders such as neighbours and contractors. The quarry arranged visits for neighbours, described how complaints were dealt with and how regular meetings were held with contractor managers to make sure contractors on site were informed about owner expectations and followed the rules. I will discuss with colleagues and workers and consider how we can apply these ourselves.

- **Board meeting:** I learned that in a high level role it is important to think strategically (big picture) and not get bogged down in details and that delegating work can help me focus on wider issues. In particular I will now set objectives and let managers come up with the plan rather than telling them how to do it.

Key learnings are neither a description of the topics nor discussion points of the CPD activity but what the CoC holder learnt and are going to apply.

Key learnings are a very important part of CPD. Consider using the following sentence starters when writing key learnings:

I learned...

I will...

Unrestricted and restricted activities

All CPD activities are either unrestricted or restricted:

- Unrestricted activities are CPD activities that have no limit to the number of hours that can be claimed over the five year renewal period of the CoC.
- Restricted activities have a limit on the hours that can be claimed over the five year renewal period of the CoC.

Unrestricted activities

There is no limit on the number of CPD hours that can be claimed for relevant activities of the following type:

Attending industry events

- Industry seminars, workshops and training.
- Conference workshops run by industry or related organisations.
- Industry representative meetings (eg advisory groups, industry or specialist boards, technical committees).
- Membership of panel of examiners .

Field trips

Field trips that are relevant to the CoC holder and result in significant learning.

Receiving training

Fulfilling all requirements and completing formal training courses or tertiary qualifications including degrees and industry training qualifications.

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Receiving the following types of training:

- training by equipment manufacturers including simulator training
- relevant webinars
- in-house training
- first aid certificate training.

Delivering training

Delivering the following types of training (including reasonable preparation time):

- industry seminars, training or workshops
- in-house training.

Presentations and publications

- Presenting at a relevant industry conference (including reasonable preparation time)
- Publication of articles in relevant industry magazines, journals or similar (including reasonable preparation time).

Improvement of bespoke equipment or installations

- The design, construction, improvement or significant overhaul of bespoke equipment or installations.

Development or formal review of critical health and safety documents

The development or formal review of critical health and safety documents associated with health and safety management systems including:

- principal hazard management plans
- principal control plans
- health and safety policies
- standard operating procedures.

Participation in formal activities

Participation in the following types of formal activities:

- facilitated risk assessments
- incident investigations that use a recognised analysis process
- emergency exercises.

Other activities where new knowledge or skills are acquired

- Participation in any other activity within the areas of learning where the holder has gained new knowledge or skills relevant to their CoC

Restricted activities

Attending relevant industry conferences

The maximum number of CPD hours that can be claimed for attending an industry conference is four hours per conference.

- The conference must be relevant to the holder's certificate of competence.
- This is in addition to any Conference workshops attended at the conference.
- There is no limit to the number of conferences the CoC holder can claim provided there is verifiable evidence.

Other restricted CPD activities

- One on one mentoring with a structured programme of meetings and written records.
- Listening to relevant podcasts.
- Participation in health and safety committee meetings where outcomes are documented in meeting minutes.
- Reading relevant publications (eg technical articles, technical publications, conference papers).

The maximum number of CPD hours that can be claimed over the five-year period for any activity or combination of the four activities listed above is:

- 20 hours for holders required to complete 120 hours
- 10 hours for holders required to complete 60 hours
- 5 hours for holders required to complete 30 or 40 hours.

Areas of learning

All your CPD activities must be based on topics (some suggested CPD activity topics are listed on page 15 of the CPD guidelines) within at least one of the following four areas of learning:

- operating and safety systems
- legislation
- emergency management
- leadership.

Completing CPD in these areas will ensure CPD is relevant and appropriate. These are the broad themes that WorkSafe considers important for a CoC holder to focus on.

While there are no set hours that a CoC holder must complete for each area of learning; WorkSafe recommends CoC holders ensure they complete a set of CPD activities over the five years that is reasonably spread across the four areas of learning.

Evidence

If you cannot provide evidence that is suitable, the 'continuing professional development alternative evidence form' may be a good option. This is available on the WorkSafe website.