



# The Institute of Quarrying

CONTINUING PROFESSIONAL DEVELOPMENT

GUIDANCE AND RECORDS

**EPIC**

  
**HSE**  
Health & Safety  
Executive

## INTRODUCTION

All professional bodies have, for some time, encouraged members to take part in and record activities related to Continuing Professional Development (CPD). The Institute of Quarrying (IQ) is introducing this scheme, based upon and very similar to that of The Institute of Asphalt Technology, with the endorsement of the Health & Safety Executive (HSE) and the national training organisation EPIC Training Ltd, which may become part of the sector Skills council, 'Proskills'..

## WHAT IS CPD?

CPD has been defined as;

*'The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life'.*

CPD is the process of continual improvement and personal development that all professional persons should undertake to build upon the basic and advanced professional qualifications that they have attained.

The process of participating in and recording CPD demonstrates the commitment of the member to maintaining professional competence.

CPD is the responsibility of the individual. It requires a continuous and systematic approach to personal development which identifies the need to acquire and develop knowledge and skills in a defined area of expertise. CPD requires a documented plan to achieve a predetermined goal. Ad hoc learning will enhance the planned learning

and may open up other avenues of gaining knowledge which may help determine future medium and long term goals.

## PERSONAL DEVELOPMENT

It is important that you plan your CPD to match your perceived development needs and the preparation of a personal development plan (PDP), see Appendix 2, is considered to be one of the major benefits of CPD. Alternatively, a PDP may be derived very easily if the member is the subject of a periodic, say annual, staff appraisal by his/her employer. In any case, it can be produced by a few simple steps;

1. Establish your learning needs in terms of knowledge, experience, skills and responsibility by making an inventory and comparing these present skills with those needed to carry out the duties of the desired job.
2. Identify methods by which you can attain your needs, such as academic and vocational qualifications, training and work experience.
3. Plan a programme of events (CPD activities) which will lead to achievement of your goals.
4. Record your learning in a structured and precise manner (see Appendix 5 for a suggested record form)
5. Assess your achievements and review your learning needs. CPD should be a continuous cycle of improvement.

In the review process you should reflect on what you have learnt and the goals that you set yourself. Has the outcome of your learning achieved your current goal? Look at the current and future demands of your job and list forthcoming projects or changes to your work area.

## THE VALUE OF CPD

In the modern world, technology, commerce, regulation and the expectations of society may change rapidly so the Institute recommends that its members keep abreast of changes and advances of the industry by undertaking CPD. A written record of CPD can serve several purposes;

1. The record serves as a permanent testimony to the commitment of that member to keep up to date with advances in technology, materials, systems, customer care, legislation and commerce.
2. A CPD record may be cited as evidence of competence in negotiation and relations with regulators such as HM Inspectors of Health & Safety, clients, customers, employers and regulators.
3. It is anticipated that, in the future, when a member applies for transfer of grade from Member to Fellow, that member must demonstrate through his/her CPD record that he/she has satisfied the requirement of the Institute over a period of at least three years
4. A CPD record may be required by future employers as part of the staff selection procedure and by present employers as part of staff development.
5. Should a member wish to be considered for registration as CEng., IEng. or EngTech. with Engineering Council, the CPD record will serve as evidence to support the application.

## THE INSTITUTE'S RECOMMENDATIONS ON CPD

The Institute's current recommendation is that all members complete at least 30 hours of CPD a year. This should be across a varied number of activities involving technical and personal development as

listed in Appendix 1. In house training sessions and internal courses may also contribute to CPD.

## ACTIVITY ALLOWANCES

Each activity undertaken should be evaluated in hours. The Institute recognises that differing events will yield various rewards. As a guide to time allowances, Appendix 1 has been produced giving examples. These example times will be used when The Institute audits your CPD record.

Examples of activities that may contribute towards CPD are as follows:-

- Evening technical meetings
- Day seminars and conferences
- Research
- Mentoring
- Short training courses
- Training videos
- Authorship or refereeing of papers
- Project leadership and team building

CPD may be supported by the gaining of further formal qualifications. It is difficult to evaluate this continued development (formerly known as CET - Continued Educational Training) in hours or days. In general, an academic qualification is a prerequisite for corporate membership of a professional Institute and is regarded as Initial Professional Development (IPD) rather than CPD.

Nevertheless, gaining further academic qualifications is valuable evidence that you are expanding or maintaining your knowledge base and should be recorded.

## CERTIFICATION OF YOUR CPD

As a minimum, your CPD record should follow the general guidelines given in the appendices of this document.

Appendix 1 gives a table of suggested allowances. The list is not exhaustive but gives a general guide to what you should record as CPD.

Appendices 2 and 3 show examples of the personal development plan (PDP) and the completed CPD record sheet.

Appendix 4 is a blank frontispiece that can be used as a front cover for your CPD record and an abbreviated curriculum vitae to provide the background to your CPD.

Appendices 5 and 6 are suggested blank CPD and PDP forms for you to copy but you may modify the format to suit your convenience.

It is intended that sheets from appendices 4 to 6 are to be combined to make the CPD record.

The Institute will issue a certificate when it has been verified that a member has accumulated 100 hours of CPD activity.

## AUDITING

The Council may call upon the CPD record of a member at any time for the process known as *auditing*. In an audit, The Institute may check the claims made by a member against known events and with the verifiers. Typically, the sample will comprise 10% of the members actually undertaking CPD.

CPD records can be submitted to the Secretary of the Institute for audit by post or e-mail. These records should be copies, the originals being retained by the member.

When sending electronic records, the acceptable formats are Microsoft Word, Excel, plain text or pdf files. All other records must be submitted as paper or hard copy.

All copies of CPD records will be returned with a summary of the findings of the auditor. Should a member wish to appeal against the decisions of the auditor he/she should write to the Secretary who will refer the matter to the Education Committee and advise the member of the outcome.

The decision of The Institute will be final.

# Appendix 1 - Guidance upon CPD time allocations

## Allowable CPD Activities

Technical meetings	2 h
Day long seminar/symposium/conference/ company training courses	6 h
Research and reading technical publications	The time spent researching a new subject, technology or technique should be recorded. Reading time should be spent specifically upon extending or up-dating knowledge e.g. revised specifications or innovative practice.
Mentoring	The contact time spent with your tutee and any time preparing for the session.
Committee work and working parties	Chairmanship or contribution to the work of a committee which produces new advice, designs, rules, specifications, information, publications etc.
Lecturing to meetings of professional bodies, 'tool-box' talks, briefings.	The time spent preparing a lecture should be recorded but not delivery nor repetition of the lecture.
Site visits, exhibitions and demonstrations	The time spent must be shown to be relevant and contribute towards your PDP. Visits and demonstrations should be structured with a purpose.
Full-time, part-time, day-release, distance learning and vocational qualifications	It is not simple to give CPD credit for study associated with academic or vocational qualifications but it may satisfy the CPD requirement for a year. A record of contact time i.e lecture hours or time spent studying and completing assignments or preparing reports should be kept.

## Non allowable activities

- \* Any activity which is part of your job description and normal duties
- \* Deputising temporarily for your superior
- \* Travelling time to CPD activities
- \* NVQ assessments sessions
- \* Repeated learning experiences e.g. regular committee meetings, implementation of quality or management systems at more than one site.

## Appendix 3 - Example of record sheet for CPD

Name: Mike Smith, General Manager, IQ Page: 1

Date	Details of activity	Knowledge gained from activity	Further CPD goals derived from activity	Time claimed	Verified Name/signature
10/4/02	IMM/HSE/IQ/IME Symposium on conveyors	Modern development in technology of conveying, health and safety issues, good practice.	Attend, participate or contribute to future symposia.	5 Hours	A. N. Other Organiser
15/7/02	Discussion with Safety Officer	Knowledge and implementation of Display Screen Equipment Regulations	Review implementation of Workplace Regulations	1 Hours	A. N. Other Safety Officer
30/7/02	Visit to Cliffe Hill Quarry	Novel method of quarry development, relocation of in-pit crusher and conveyor system	Further NVQ evidence with assessor	2 Hours	A. N. Other Quarry Manager
12/8/02	Mentor Administration Assistant for NVQ	Knowledge of NVQ assessment process, evidence requirements; personnel management skills	Discuss NVQ evidence with assessor.	1 Hours	A. N. Other Executive Director
14/10/02	Joint IQ/MES Midlands branch technical meeting	Requirements of Quarry Regs 1999 upon face and tip stability. Guidance upon inspection and good practice	Attend future technical meetings eg HSE Seminar	2 Hours	A. N. Other Branch Chairman

# Appendix 2 - Example of Personal Development Plan (PDP)

Name: Mike Smith, General Manager, IQ

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Date	CPD Learning goal	Means to achieve learning goal	Target completion date	Achievement date	Further action required	Time claimed
10/4/02	Develop management skills	Mentor NVQ candidates. Participate in preparation of annual budgets. Review workplace legislation	1/10/03			
1/10/02	Maintain and extend knowledge of quarrying industry	Visit modern quarries. Attend IQ/IAT technical meetings. Attend conferences and seminars.	1/10/03			
1/10/02	Keep abreast of developments in education and training	Membership of EPIC Human Resources Committee. Liaison with Doncaster College. Attend PAR-N conferences. Membership of QNJAC	1/10/03			



## Appendix 4 - CPD Frontispiece

Name	Membership Grade
Address	Current Branch
Experience	Education
Current Employer	Position
Brief outline of duties	



