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| Document ID CPD01 | Title Capturing CPD at Branch Technical Meetings and Field Trips Procedure | Revision 1.5 |
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Capturing CPD at Branch Technical Meetings and Field Trips

Policy:

This procedure is to record the process to be followed when holding Branch Technical Meetings and/or Field Trips to ensure Continuing Professional Development (CPD) hours are captured for all COC holders.

Purpose:

To ensure that all COC holders are recognised for attending Branch Technical evenings and field trips for the purposes of recording CPD learning, and to provide consistency across all IOQ NZ (Inc.) branches.

Responsibilities:

The Branch Chair is responsible for confirming to all attendees that the Branch Technical Meeting and/or field trip will count towards CPD learning (if applicable), and outlining that a flier which has been stamped and signed by the Branch will be accepted as evidence.

The Branch Secretary is responsible for ensuring the promotional fliers and/or handouts have a brief synopsis on who is presenting and what is being presented for Branch Technical Meetings and/or a brief outline of the field trip. The Branch Secretary will also ensure an attendance register is completed on arrival and submitted to the IOQ NZ (Inc.) Secretary within 48 hours of the meeting.

Procedure:



Promotional Flier

- 1.1 The Branch Secretary must ensure that all promotional fliers should include a brief synopsis on who is presenting and what is being presented and/or a brief outline of the Field Trip.
- 1.2 A copy of the flier shall be sent to the National Secretary for inclusion in the IOQ NZ (Inc.) website diary and to advertise on Facebook and LinkedIn.

Branch Technical Meeting / Field Trip

- 2.1 The Branch Secretary will ensure that all attendees complete an attendance register on arrival of the Branch Technical Meeting and/or Field Trip. This register will include name, COC grade (if applicable) and email address. **See template attached.**
- 2.2 The Branch Chair shall advise all COC holders that the Branch Technical Evening and/or Field Trip will count towards CPD learning and outlining that a flier which has been stamped and signed by the Branch will be accepted as evidence.
- 2.3 The Branch Chair shall advise all COC holders that the Branch Technical Evening and/or Field Trip must then be entered into their CPD Activity Logbook which can be completed using the hardcopy version or the online version. A copy of the hardcopy CPD Activity log book can be found on Work Safe's website <https://worksafe.govt.nz/topic-and-industry/extractives/new-zealand-board-of-examiners/continuing-professional-development/coc-holders-online-cpd-system/> . For information on how to log into the online CPD Activity logbook – please refer to the above link or contact the BOE Secretariat.
- 2.4 For the hardcopy CPD Activity logbook version only - the Branch Chair shall advise that the CPD Activity Logbook must be available to be sent to the Board of Examiners' Secretariat for auditing, if WorkSafe request.

On Completion of Meeting / Field Trip

- 3.1 The Branch Secretary will ensure that the attendance register and a copy of the promotional flier and/or handout is scanned via email to the IOQ NZ (Inc.) Secretary within 48 hours of the meeting.
- 3.2 The Branch Secretary shall also ensure a copy of the attendance register and a copy of the promotion flier and/or handout is filed with the Branch records as a back-up option.