



YOUR GUIDE TO
CONTINUING
PROFESSIONAL DEVELOPMENT

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Guide to Continuing Professional Development

Introduction

Continuing Professional Development is the ongoing process of growing and developing throughout your professional working life. As an NZISM member providing Health and Safety advice, it means actively seeking ways to improve your abilities in your weaker areas, maintain your abilities in your stronger areas, and learn about new developments and issues in the field of health and safety, and beyond, for many years. The NZISM CPD process formalises this into an auditable and peer reviewable record.

It is a requirement of the NZISM Accreditation process that all members who are Practitioner or above must maintain a record of their CPD. The online **myCPD** platform has been created for this purpose. Affiliate and Student members are welcome to use **myCPD**, but it is not a requirement for them to do so.

All NZISM members can access **myCPD** as part of their NZISM membership. It can be accessed from the members area of the NZISM website free of charge.

Benefits of professional development

“The real test of CPD is not whether you have attended a particular course or read a particular book; nor is it to supply evidence to meet the professional institute’s membership criteria. It is whether the CPD actually improves your professional competence and adds to the achievement of your personal career objectives.”

Fowler, A (1996) "How to manage your own CPD," People Management.

Effective professional development acts as a practical record of learning over your career. The system enables you to structure your development and reflect on your abilities as a whole. It is about acknowledging that there is always more to learn.

CPD helps to maximise potential by linking learning to actions and theory to practice. It is therefore integral to development. **myCPD** is a tool that enables you to view your professional development visually, define your goals, plan your activities accordingly, and reflect on those activities after you have completed them.

Constantly reflecting on your experiences will help you to apply learning to your role and this learning can be reviewed at a later date. Some organisations link their practitioners’ professional development activities with staff performance appraisals.

Completing a professional development record will help you to:

- build confidence and credibility in skills;
- achieve career goals by focusing on beneficial training and development;
- cope positively with change by constantly updating your skill set; and
- be more productive and effective by reflecting on learning and highlighting gaps in knowledge and experience.

Writing a Development Plan

The first step to professional development is planning. When beginning to record CPD, you should start by creating a Development Plan. The Development Plan is your roadmap. It should contain an honest assessment of where you are in your career and how you plan on moving forward.

When planning development, NZISM recommends that you look at least three months ahead. You should consider and review the nature of your current practice and career path and evaluate past goals and achievements.

Useful questions to consider include:

- What are my current main duties and responsibilities?
- What knowledge, skills and expertise am I expected to demonstrate?
- Where do my strengths and weaknesses lie?
- Which development activities do I need to concentrate on?
- Do I have sufficient skills in areas other than health and safety?
- What are my career objectives?
- Which skills, areas of expertise or knowledge do I need to update?
- Do I need any formal training?
- Are there any foreseeable circumstances that may affect my ability to carry out CPD?

You should review and update your development plan on a regular basis, ensuring that it remains fit for purpose. No matter how long you spend planning your development, it is likely that unplanned activity will form a significant part of your professional development in any year. The important thing is to recognise this for what it is and capture it as you go along.

Identifying and completing development activities

Having completed your Development Plan, you will need to identify the activities you need to undertake.

- An activity is anything you undertake that you believe updates or maintains your skill set or provides knowledge.
- Your activities should work towards the goals you set out in your Development Plan.
- Unplanned events should provide an important development opportunity.

Professional development is not all about receiving new training and attending conferences.

You can include a large variety of different activities, such as:

- familiarising yourself with new or existing H&S legislation;
- contributing to a consultation process;
- reading health and safety research papers or industry articles in magazines/newspapers; and
- researching for and presenting at a meeting or seminar.

You can even include activities not directly related to health and safety, but which are vital to career development such as:

- managing budgets;
- building communication, presentation, and negotiation skills;
- managing the performance and development of others; and
- building technical skills in related areas.

Once you have undertaken an activity, you are required to reflect on it and review how effective it has been in achieving your goals.

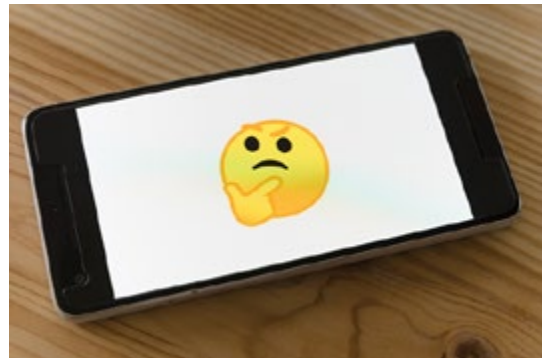
The importance of reflective practice

Reflection is a crucial part of professional development.

These articles explain why and how:



[*“How Reflective Practice can help OHS Professionals Secure Better Work Outcomes”*](#) - MyOSH/AIHS



[*“Reflective Practice in Action”*](#)

NZISM Blog Spot

Writing reflective statements

When you record or update a completed activity, a reflective statement must be added to the notes section of the record to outline what you have learned from the activity.

Self-reflection is a personal attribute and there is no correct or incorrect way to undertake this type of exercise. Reflective practice can help you gain a valid insight into why something went well or was unsuccessful. The act of reflection helps you to maximise the benefit you gain from development activities and recording those reflections provides evidence that development has taken place.

When writing a reflective statement, you should consider:

- your professional objectives in undertaking the activity;
- the approach and the reasons for it;
- details of the completed activity including, where relevant, the contribution of others;
- the results of the activities and the extent to which your objectives were achieved;
- the strengths and weaknesses of the approach taken, and learning points for the future; and
- an explanation as to how you think it may impact on your future role as a professional Health and Safety advisor.

Make sure you take time to organise and structure your writing. There is no set length for a reflective statement but it should be proportional to the size of the activity and what you have gained from it.

TIP - Reflection is best done before you forget the critical details!

Example: short reflective statement

"I undertook the seminar to gain increased understanding of preparing an organisation for a major emergency. The seminar was over 3 days and was attended by 20 people from varying industries which added to the richness of information and application of emergency preparation.

Day one, morning, centred on some major historical national and international incidents. Focus was on which were successful, and which were not. The afternoon moved into emergency preparation theory.

CIMS (Co-ordinated Incident Management Systems) was a major section of the second day's coverage.

The third day afternoon was a practical role play with various people taking on positive and some negative behaviours to give practical experience of what may happen in responding to a real-life incident.

I had never been taken through CIMS before and this brought a whole new perspective to management. I found the information on the Pike River Tragedy particularly interesting and applicable. The mixed approach of learning was positive starting with real incidents then moving to theory.

Finishing on a role play brought things home because we had to use the theory we had been taught.

I will be taking the learnings of the role play back to my workplace because there are definitely some characters we will need to work with if our emergency preparations are to work in reality.”

Example: longer reflective statement

“Auditing is an important part of my role both as [role] Co-ordinator and as office safety supervisor and I am required to carry out audits of construction sites and participate in internal audits of my safety management system. I was very keen to learn how to carry out a successful audit and as such I was keen to shadow more experienced auditors such as my first one at [company name].

My objectives for this audit were to gain first-hand experience of carrying out audits on a working construction site and to be guided by the more senior members of the team as to what I should be looking for and what deserves further scrutiny and examination. It was my intention to use this experience and to gain further experience to ensure that I was competent to carry out audits on my own. As this was my first full construction audit my approach was guided by the 2 senior auditors and involved both an inspection of the site and a full inspection of the relevant paperwork required under [regulations] etc. I visually observed the site and then spoke to relevant contractors to get a better picture of their role and the health and safety training and information that they had been given.

The day prior to our arrival a near miss had occurred when one of the excavators had struck and damaged an underground cable; the cable had begun to spark just prior to our arrival. This provided me with the perfect opportunity to observe the site management in action and observe their response to an incident on site first, rather than rely on the paperwork produced afterwards.

Following on from this first audit I became involved in internal audits of my own safety management system which gave me the experience of auditing as the auditee. This I feel helped me to be a better auditor as I know what it is like on the other side and I can understand the problems and issues that they may face. I carried out a soft audit of the records kept by my predecessor when I took over the role of office safety supervisory which not only helped in my auditing experience but gave me the opportunity to establish what procedures/records we had and what I would be required to produce and develop.

Having gained experience shadowing senior auditors I then began to undertake audits on my own and found this to be a very interesting experience. I have developed my skills to ensure that I put people at ease and try to get the best from them and hopefully undertake a full and thorough site audit and produce a worthwhile report. I also reviewed OSHAS 18001.2007 to give me a more thorough understanding and insight into safety management systems to help me develop my auditing skills.

I feel pleased that I have undertaken this criteria and achieved my objectives in full. I now carry out site and internal audits as part of my day to day routine and have enjoyed learning this new skill. I feel that my strength lay in my willingness to shadow and learn from my more experienced colleagues and to use this experience to develop my own skills and my weaknesses would be a lack of experience in auditing which I have now worked to overcome. I feel this will strongly benefit me in my future career development.”

Storing of support documents

Documents supporting your activities can be stored on **myCPD**. Examples of documents to be stored include certificates, certificates of attendance, scanned notes etc.

If you have client confidentially issues, you can remove any company names and addresses from your evidence.

If you are a consultant, please check with your client that you can use documents before you base your activities on them.

If you have evidence containing personal/sensitive data on individuals, either obtain their express permission to use it or remove identifying details before submitting it, in order to comply with the Privacy Act. We do operate a secure environment for submissions and adhere to Privacy Act guidelines at all times but this does not remove your responsibility to comply. Where there is sensitive material submitted as part of your CPD we can find you an auditor who has the required level of clearance if necessary.

CPD audits

Accredited members are reminded that CPD is obligatory to retain accreditation. To assist with this NZISM will perform an audit every quarter. If no activity is recorded after six months, NZISM will send a courtesy reminder email to the email address on record. A second reminder will be sent at nine months. After 12 months of no activity an email will be sent informing the member of the intention to revoke the accreditation level.

If after this the member wishes to re-establish an accredited membership with NZISM, they will have to re-apply for accreditation assessment from the beginning of the process.

myCPD help

If you require assistance, contact NZISM at cpd@nzism.org

