

Continuous Professional Development FAQs

About CPD

1. What is Continuing Professional Development (CPD)?
2. Which categories of member must join the CPD scheme?
3. Why do I need to do CPD?
4. I'm an Affiliate – can I still do CPD?

Logging in and system questions

5. I'm not very comfortable with the internet - do I have to do my CPD online?
6. How safe is it to update my CPD record online?
7. I'm not able to log in
8. I logged in and was called away. When I returned, I'd been timed out
9. I was adding in activity details and when I clicked next a blank screen appeared
10. I'm not able to enter the dates for a new activity – I get the message Error! Please enter a date that falls within your current CPD cycle
11. How do I access the IOSH MYIOSH

General questions

12. I'll be on maternity leave for the next year – what should I do about my CPD?
13. I've been on long-term sick leave and have been unable to do my CPD for 18 months – what should I do?
14. I've been undertaking a higher level of study – how do I tell you about this in my CPD record?
15. I've been made redundant and haven't updated my CPD for some time – what should I do?
16. Do I need to attend training courses to undertake CPD?
17. How many points do I need to score each year?
18. I'm at the end of my CPD cycle – what happens next?

What is Continuing Professional Development (CPD)?

Continuing Professional Development (CPD) gives you the opportunity to create a structured career path and safeguard your professional status. By using a framework to identify your skill gaps – technical or personal – and then creating an action plan to refresh or expand your knowledge and experience, you can make a real difference to your professional effectiveness.

Which categories of member must join the CPD scheme?

If you're a Fellow, Certified Member, Graduate or Technician Member, CPD is mandatory. If you're in one of these categories, we'll have already contacted you about this, and told you how to register.

Why do I need to do CPD?

Keeping up with and recording your professional development lets you show that you're always striving to improve as a professional. It's also a requirement of our membership structure – becoming a Certified Safety and Health Practitioner, Graduate Member or Technician Member will give you greater status, but this comes with a responsibility to show that you're keeping on top of the demands of your job.

CPD isn't a burden – it's really just a case of thinking about what you're doing and planning your next steps.

I'm an Affiliate Member – can I still do CPD?

Yes, it's not mandatory, but you can still join the scheme.

I'm not very comfortable with the internet - do I have to do my CPD online?

If you don't want to spend too long on the internet, you could type your CPD information into a Word document and copy and paste it into your CPD record the next time you log into MyCPD on the NZISM web page.

How safe is it to update my CPD record online?

Completely safe. The system has plenty of built-in security features, which means it's also safe when you make online bookings and payments.

I'm not able to log in

You'll need to be registered for MyIOSH – the webpage's that NZISM are using need to be established and then they are personalised to you – before you can log in.

The details we ask you for will link your MyIOSH account with your NZISM membership record, so you need to make sure that these are the details we have for you on our system. **Still to be confirmed as the last e-mail from Carolyn indicated this link goes to the IOSH website not directly to MYCPD will clarify**

I logged in and was called away. When I returned, I'd been timed out

We want to keep your membership and CPD details safe on our website. To help with this, we've set the website to automatically log you out of MyIOSH including the NZISM members if there's no activity from you for 15 minutes. Any updates you made before the 15 minutes of inactivity will automatically be saved.

If you're part-way through updating your CPD with details of an activity and you're called away, you can avoid losing the information you've already filled in. Follow these steps:

- highlight your activity notes
- use your mouse to right-click the highlighted area
- select **copy**

- paste the notes into a Word document.
- When you're ready to carry on:
- log back into MyIOSH via the NZISM portal at www.nzism.co.nz and login
- find the activity you were inputting text for
- copy and paste from the Word document into the Activity details – Notes area.
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I was adding in activity details and when I clicked next a blank screen appeared.

We've set the website to automatically log you out of MyIOSH if there's no activity for 15 minutes. Although you might be typing into a page, because you've been on the same one for 15 minutes, you'll be logged out. We've done this to help keep your membership and CPD details safe.

To get back the notes you've already filled in:

- click your browser back button to return to your Activity details
- use your mouse to right-click the highlighted area and select **copy**
- paste the notes into a Word document
- log back into MyIOSH via the NZISM portal at www.nzism.co.nz and login
- find the activity you were inputting details for
- copy and paste the details from the Word document into the Activity details – Notes area.

You can prevent this from happening again by typing your activity details into a Word document and then logging into MyIOSH via the NZISM portal at www.nzism.co.nz and pasting your notes into your CPD record.

I'm not able to enter the dates for a new activity – I get the message Error! Please enter a date that falls within your current CPD cycle.

Check your **start** and **finish** dates by going to **My CPD in MyIOSH**. Above your CPD table you'll see your CPD cycle **start** and **finish dates**. Make sure your activity dates are within your overall **start** and **finish dates**.

How do I access the IOSH MYIOSH

Go to the NZISM website and login as an NZISM member using your normal login and password

There is a link to IOSH in the next page. Only financial NZISM members can access this area

I'll be on maternity leave for the next year – what should I do about my CPD?

You can record the time that you're on maternity leave on the system. Just enter it in your development plan. If you're not able to get the minimum requirement of 30 credits within your cycle then you can reduce this by 10 credits.

I've been on long-term sick leave and have been unable to do my CPD for 18 months – what should I do?

You can log the period that you haven't been able to work in your CPD record. If you're not able to get the minimum requirement of 30 credits, please contact your NZISM Branch Manager

I've been undertaking a higher level of study – how do I tell you about this in my CPD record?

When you undertake any form of formal study, you need to break it down by modules or subject area. If you break the information down this way you'll be able to fully record it in your CPD record. You may want to name the first activity Module 1 – Health and safety, Module 2 – Risk assessment and so on.

I've been made redundant and haven't updated my CPD for some time – what should I do?

If you're not able to work, let us know by recording this in your development plan. You can also reduce the number of credits by up to 10 per year.

Do I need to attend training courses to undertake CPD?

Attending training can be an important means of gaining new skills and knowledge, but it is not the only means. Consider researching, reading articles, evaluating Codes of Practice, plus any other activity that you personally gain from.

How many points do I need to score each year?

The CPD system requires that you gain at least 30 points per year. You get 3 points for just writing your plan that leaves 27 points to be gained from you doing, reflecting and learning something.

I'm at the end of my CPD cycle – what happens next?

We'll send you a reminder email to let you know you're close to the end of your cycle. You'll be given some more time to make sure you've recorded the minimum number of credits and each activity has a reflection statement. Once this is complete, we'll close this cycle and enrol you onto a new one so you can start the process again.