

October 2017

## Springboard Online CPD System – Information for CoC Holders

WorkSafe has a new online system which lets certificate of competence (CoC) holders record their Continuing Professional Development (CPD) activities electronically. The system will be available on the WorkSafe website from 31 October 2017.

You will no longer need to post or email your CPD logbooks to the Board of Examiners Secretariat. While we encourage you to use the new online system, you can still record your CPD learning activities in the existing hardcopy logbook.

You are responsible for meeting the CPD requirements for your CoC(s) and for keeping an accurate record of your CPD learning activities. Your CPD records may be randomly selected to be verified by the Board of Examiners, so it is important that you keep an up-to-date record of your CPD hours.

### Benefits of the online CPD system

- The CPD logbook will provide a “real time” running tally of the formal and informal CPD hours completed for each of the four competencies -operating and safety systems, legislation, emergency management and leadership.
- You will have your own personalised user account and will be able to access your own CPD logbook at any time. You will also be able to easily submit applications for additional CoCs.
- You will be able to save supporting documentation, such as certificates and confirmation of attendance at training courses, in the system, so you can keep all of your CPD information in one place.
- It will be easier for you to calculate how many

more CPD hours you need to do to meet the CPD requirements for your CoC(s)

- When it is time to renew your CoC, it will be easier to provide evidence that you have met the CPD requirements.

### Accessing the online CPD system

To use the system, you need to have your own unique email address. If the Secretariat does not hold a current email address for you, we will get in touch to request up-to-date contact details.

Alternatively, get in touch and let us know your new email address: [BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)

Once the system goes live, you will receive an email which contains the link to the system and instructions on how to set up a password for your individual account.

### How the system works

- The system will generate a new CPD logbook for each year during the five year period your CoC is valid.
- Each year’s CPD logbook will be automatically generated on the anniversary of your CoC issue date.
- When a new year’s CPD logbook is generated, the

previous year's logbook will become read only and not be able to make any amendments to it.

- The system will automatically allocate you with the current year's CPD logbook, based on the date your CoC was issued.
  - For example, if your CoC was issued on 01/06/2016, automatically be allocated a "Year 2" logbook, since more than a year has passed since your CoC was issued. On 1/06/2018, the "Year 2" logbook will become read only, and a "Year 3" logbook will be generated by the system.
- As you enter your CPD learning activities into your logbook, the CPD system will provide a running total of informal and formal hours which you have done for each of the four competencies.
- The system will email you every three months, reminding you to check your CPD logbook to see how many more CPD hours need to do before the next year's logbook is generated.

### Holders of multiple CoCs

- If you hold multiple CoCs, you will be able to enter all CPD activities into one logbook for the year.
- A new logbook will be automatically generated on the anniversary date of your most senior CoC - ie the CoC which requires the highest number of hours of CPD learning activities.
- You need to make sure that you complete CPD requirements for the CoC with the highest amount of hours, as well as any additional specific topics required for your CoC(s).

### CPD logbooks for previous years

You have two options for managing your existing CPD information:

1. In the new CPD system, you can fill in details for earlier years' CPD learning activities into the relevant logbook until Monday 19th February 2018. After this date, your previous years' CPD logbooks will become read only and not be able to make any changes. Entering your CPD activities from previous years into the new system will ensure that the system holds the most accurate record of your CPD activities.
  - For example, if your CoC was issued on 20/04/2016, your current logbook will be your "Year 2" logbook.
  - Until 19th February 2018, be able to enter CPD activities carried out between 20/04/2016 and 19/04/2017 into the "Year 1" logbook.
2. If you do not enter your previous CPD data into the online system before 19 February 2018, you need to keep an accurate hardcopy CPD logbook.

### CPD information provided to the Board of Examiners Secretariat

- Many CoC holders have sent their previous years' CPD logbooks to the Board Secretariat. The information contained in these previous years' logbooks will not be automatically entered into the online CPD logbook system.
- If you have sent us your CPD logbooks, we will let you know the total number of formal and informal CPD hours you have done for each of the four competencies. This will be based on the information you have provided.
- You can either enter this information into the online system, or keep a record of these CPD hours elsewhere.

### Carrying CPD hours forward

- Additional hours of CPD learning carried out in any one year can be carried forward to be counted towards the next year's hours.
- These hours can either be entered into the CPD logbook for the year in which you carried out the CPD or entered into the logbook for the year you wish the CPD hours to be counted.
- The hours will be included in your running total of CPD hours.
  - For example: you have a B-grade quarry manager CoC which was issued on 17/07/2016 and you did 18 hours of CPD between 17/07/2016 and 16/07/2017. You can either enter all of the 18 hours into your "Year 1" logbook, or enter 12 hours into your "Year 1" logbook and six hours into your "Year 2" logbook. You will need to do a minimum of six hours of CPD before 17/07/2018 and enter these additional hours into your "Year 2" logbook.

### Help using the system

If you have any issues with the new system or if you have any questions about CPD, the Board of Examiners Secretariat will be able to help.

Please contact us via email  
[BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)  
or phone (04) 901 4980.

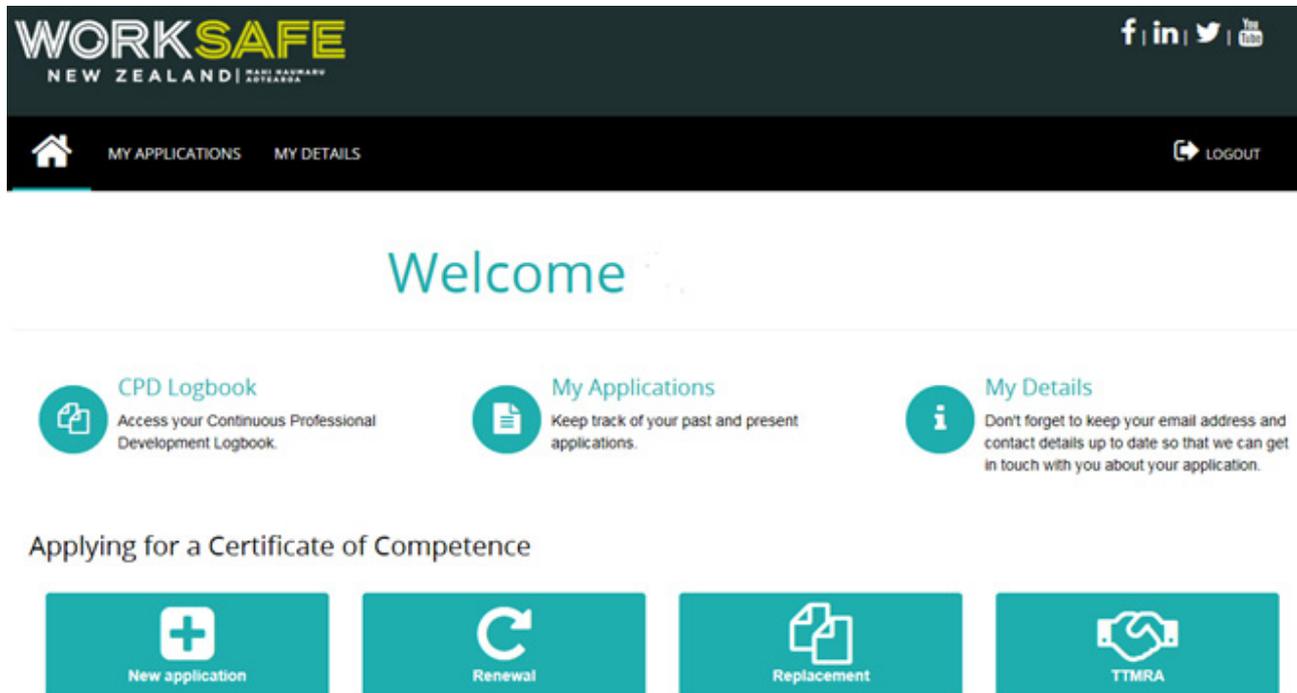
The CPD guidelines which provide further information about CPD requirements are available on the WorkSafe website.

## Instructions for using the system

### 1. Accessing the system

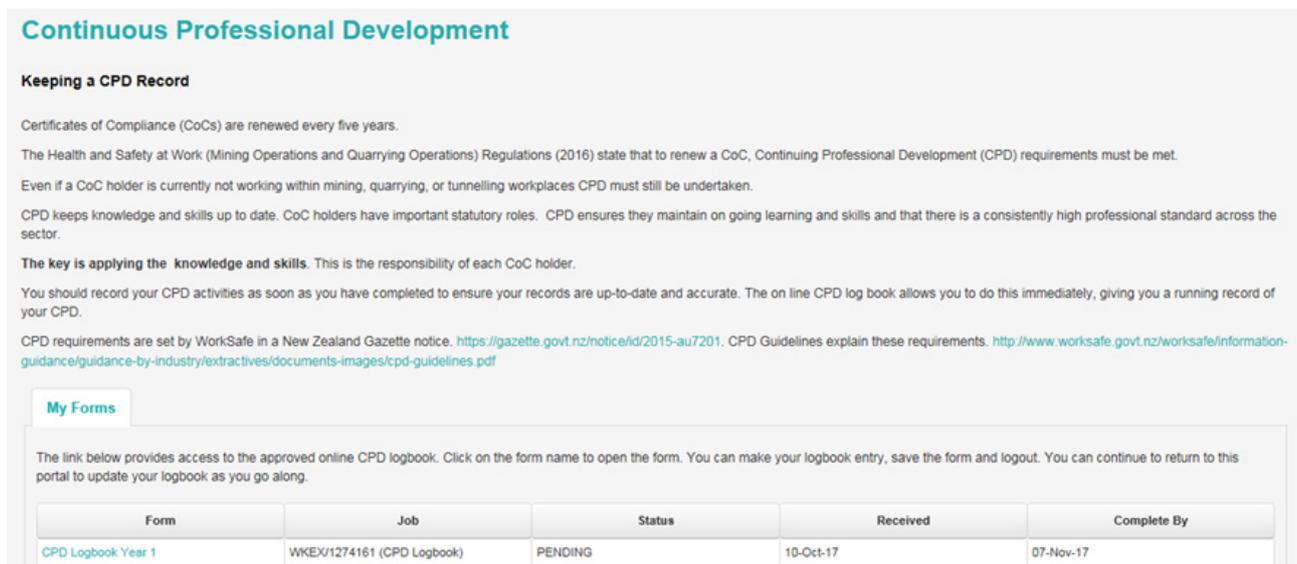
- Either follow the link in the email which was sent to you, OR
- Go to [www.extractivescoc.worksafe.govt.nz](http://www.extractivescoc.worksafe.govt.nz) and login [NOTE: you can only use this option if you have already set up a password for the system]

Select "CPD Logbook" on the welcome page once you have logged in:



### 2. Adding entries to your CPD Logbook

- Select the CPD logbook you want to add entries to (eg CPD Logbook Year 1).



**Continuous Professional Development**

**Keeping a CPD Record**

Certificates of Compliance (CoCs) are renewed every five years.

The Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations (2016) state that to renew a CoC, Continuing Professional Development (CPD) requirements must be met.

Even if a CoC holder is currently not working within mining, quarrying, or tunnelling workplaces CPD must still be undertaken.

CPD keeps knowledge and skills up to date. CoC holders have important statutory roles. CPD ensures they maintain on going learning and skills and that there is a consistently high professional standard across the sector.

**The key is applying the knowledge and skills.** This is the responsibility of each CoC holder.

You should record your CPD activities as soon as you have completed to ensure your records are up-to-date and accurate. The on line CPD log book allows you to do this immediately, giving you a running record of your CPD.

CPD requirements are set by WorkSafe in a New Zealand Gazette notice. <https://gazette.govt.nz/notice/id/2015-au7201>. CPD Guidelines explain these requirements. <http://www.worksafe.govt.nz/worksafe/information-guidance/guidance-by-industry/extractives/documents-images/cpd-guidelines.pdf>

**My Forms**

The link below provides access to the approved online CPD logbook. Click on the form name to open the form. You can make your logbook entry, save the form and logout. You can continue to return to this portal to update your logbook as you go along.

Form	Job	Status	Received	Complete By
CPD Logbook Year 1	WKEX/1274161 (CPD Logbook)	PENDING	10-Oct-17	07-Nov-17

- Select the type of learning activity you want to add to your logbook - i.e. formal and informal, and the competency the activity relates to
- Enter the information into the text fields for the learning activity. You will need to provide:
  - The date of the activity.
  - The number of hours.
  - What the activity was and who the provider was.
  - The key learnings you took away from carrying out the learning activity.
  - Select the type of activity from the drop down list (by clicking on the down arrow).
  - If you have supporting information (eg certificate, confirmation of attendance), you can attach it to the logbook entry.

CPD Logbook Year 1
✓

Instructions

Your Details

Running total hours logged

**Formal: OSS**

Informal: OSS

Formal: Legislation

Informal: Legislation

Formal: Emergency Mgt

Informal: Emergency Mgt

Formal: Leadership

Informal: Leadership

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**Formal: OSS**

**Entry 1 Formal Operating and Safety Systems**

Date

Formal Learning

Hours

Supporting Document

Activity/Provider

Key Learnings

Click on the '+' for each additional entry required

+		
-		

**TOTAL: Formal Hours Operating and safety systems**

✎ ✎
Clear
PDF
Submit
Save

- If you want to add another Formal Operating and Safety Systems entry to this logbook, click on the + symbol.
- To add learning activities for other competencies, or if you are finished for now, click the Save button.
- Once you have clicked the Save buttons, the hours you've entered will show in the "Running total hours logged" area of the system.

CPD Logbook Year 1
✓

Instructions

Your Details

Running total hours logged

Formal: OSS

Informal: OSS

Formal: Legislation

Informal: Legislation

Formal: Emergency Mgt

Informal: Emergency Mgt

Formal: Leadership

Informal: Leadership

### Running total hours logged

Operating and safety systems	Total formal hours 1	Total informal hours 0	Total hours 1
Legislation	Total formal hours 0	Total informal hours 0	Total hours 0
Emergency management	Total formal hours 0	Total informal hours 0	Total hours 0
Leadership	Total formal hours 0	Total informal hours 0	Total hours 0

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✎ ✎
🗑️ Clear
📄 PDF
📤 Submit
Save

- You can keep adding new learning activities to the logbook, and can go back any make changes to existing entries, until the anniversary date of your CoC.
- Once you've added all informal and formal learning activities for each of the four competencies, click the Submit button.
- After the anniversary date, a new logbook (eg Year 2) will be generated and you will not be able to make changes to the earlier logbook (eg Year 1).