




IQCONNECT


Welcome

 Introduction

 Welcome

 quarrying.org

My IQ Membership

 Update My Membership Details

 Record My CPD

**Continuing Professional Development
(CPD) Handbook**

A group of workers in hard hats and safety gear standing in a line, looking towards the right. The image is overlaid with a semi-transparent blue filter.

Introduction

The Institute of Quarrying promotes the professionalism of people working within the mineral products sector. Professionalism is created through a combination of work experience and qualifications.

Continuing Professional Development (CPD) is the process of continual improvement and personal development that supports your career. It is a process of documenting your knowledge, skills and experiences as you progress through your working life.

Undertaking CPD helps to ensure that previous qualifications earned are kept up to date.

Technical Member, Member and Fellow grades of the Institute have a mandatory requirement to record a minimum of 30 hours per annum to maintain their respective IQ membership grade.



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The Institute of Quarrying

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About CPD



Why does CPD matter to me?

Being able to demonstrate competence enhances an individual's value to the business. It shows a personal commitment to the role through a desire to stay up to date with any developments that could impact on how you work. This will assist in furthering your career with your current company or make you a more desirable asset to other employers.

Adopting a CPD methodology supports you reaching your career goals. It helps to identify gaps in your skills and knowledge as well as help analyse your strengths and weaknesses.

Additionally, a well-documented CPD record provides evidence of competence to regulators such as HM Inspectors of Health & Safety.

What counts as CPD?

As well as formal training and studying, anything that updates or provides you with further knowledge appropriate to your role or area of work could be recorded as CPD. Examples include attending IQ events, webinars, toolbox talks, coaching or mentoring, reading industry articles or learning new skills through work projects and activities.

Just remember that you need to record the activity and details of the learning.

CPD activity types

A list of activity types and codes used in the IQ Connect app and IQ Membership portal can be viewed below:

(01) Toolbox talks	(02) Training course	(03) Conference/ seminar	(04) Mentoring or shadowing someone	(05) IQ Technical evening
(06) Studying technical article or paper	(07) Book	(08) Online learning materials	(09) Preparation of technical presentation	(10) Deputising or secondment
(11) First line inspections	(12) Project involvement for example CAPEX	(13) Committee or working group meetings	(14) Site visits	(15) Risk Assessments/Method Statements
(16) Any other 'true' learning experience that is beneficial to your area of work				

Guidance on IQ's acceptable hours for activities

A maximum of 6 hours is allowed for a full day's learning or training activity.

A maximum of 1 hour per source per month is allowed for technical reading but the article and learning has to be recorded to be valid CPD.

A maximum of 6 hours is allowed for Vocational Qualifications (e.g. VQ, NVQ, QCF, SVQ etc) for the induction process, where you learn about the qualification and assessments involved.

The rest of the activities undertaken during the VQ are a demonstration of knowledge already gained and therefore not CPD. If a true learning activity/experience has taken place whilst completing your VQ, this needs to be documented as a separate learning experience with the outcome clearly detailed to be considered valid CPD.

What makes a good reflective statement?

A good reflective statement needs to include details of the learning or knowledge that you have gained during the activity. You can also include how this would benefit you or your job role. This can be recorded in a short paragraph or bullet points.

Examples of good reflective statements can be found in the Good Practice for CPD Records section towards the end of this guide.



How to Record CPD



How do I record my CPD?

IQ members can easily record their CPD electronically, either via the IQ Connect app or through the IQ online portal. If you don't have access to an electronic device or computer then a manual CPD record can be kept.

The IQ Connect app is available through both the Apple and Google Play stores, and can be found by searching for 'IQ Connect'. It provides a simple, yet intuitive way to easily record CPD and submit your activity.

The member portal can be found at **iqmembership.org**. Your username is your membership number and you will be asked to create your password when you first log in.


To request your username and/or reset your password contact us at **mail@quarrying.org**

If you already record your CPD with another organisation just tell us who this is done with i.e. IOSH, RICS, IEMA etc.




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My IQ Membership

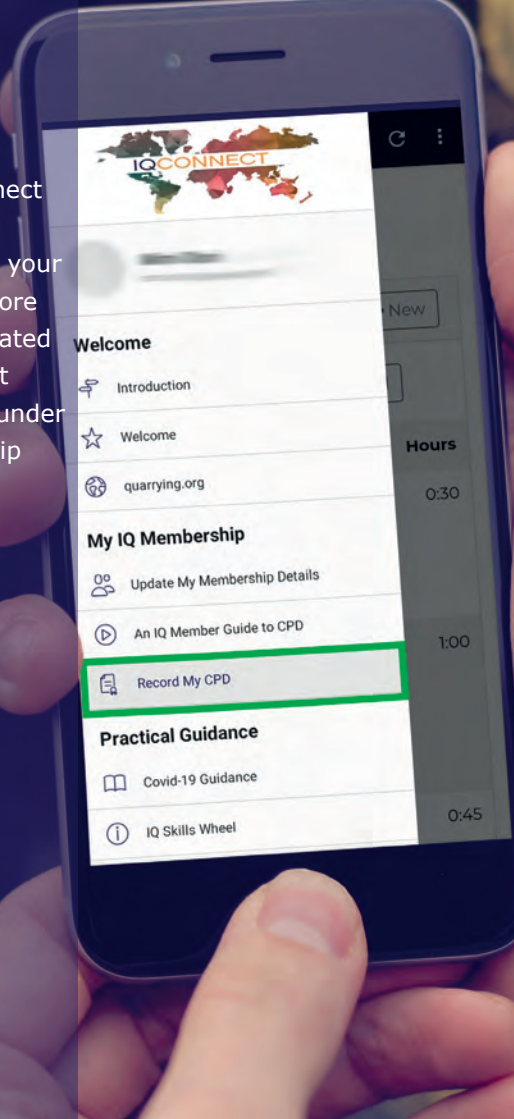
 Update My Membership Details

 Record My CPD

Using the
IQ Connect App

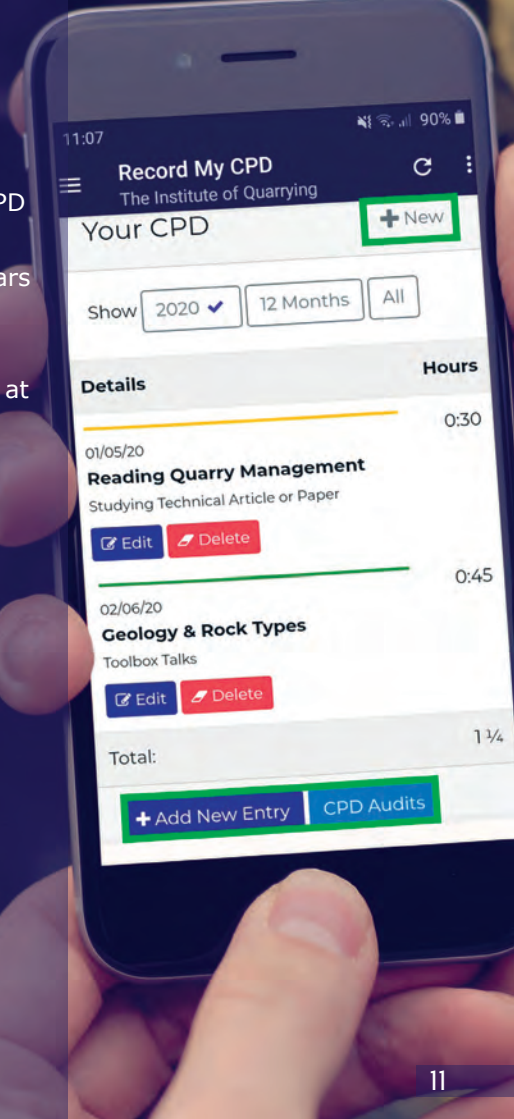
1.

Once the IQ Connect app has been downloaded from your respective App store and you have created an account, select 'Record My CPD' under the IQ Membership menu.



2.

To create a new CPD record, click on '+ New' that appears at the top of the screen or click '+ Add New Entry' at the bottom.



3.

Enter the date the activity took place and the type of activity the CPD entailed. A drop down list of different activities will appear for you to choose.

The next two sections are free text areas to describe the details of the activity undertaken, followed by what you learnt or did as a result of undertaking the activity. Examples of good practice are provided towards the end of this guide.

11:12 Record My CPD The Institute of Quarrying

CPD / Add

CPD Entry

Date

18 March 2019

CPD Type

Committee or Working Group Meeting

Details

Attended a quarry planning meeting

Knowledge

Learnt about how a planning application works and is debated with the local community.

4.

Enter how long you spent doing the activity, which is logged in blocks of 15 minutes.

Finally select whether the activity is verified, certificated or neither.

Verified means you can provide evidence (i.e. an attendance record, exhibition visitors badge) and certificated means the activity has a formal outcome (a certificate).

11:18 Record My CPD The Institute of Quarrying

Hours Claimed

1:30

Verified or Certificated

Verified

Skills Wheel Section

Choose the section below:

Standards & Professionalism

Quality Assurance

Engagement, Influence & Impact

Work with Others

Technical

Systems

Innovation & Creativity

Personal Performance

Personal Qualities

Self Management

Career Development

Leadership

IQ

5.

You will be asked to assign the activity to a segment of the IQ Skills Wheel. This appears as a list of options for you choose from:

Standards and Professionalism: addresses the key regulations and standards that affect the quarrying and mineral products industries.

Knowledge and Innovation: focuses on site operations and general management advice to drive continual

improvements in productivity, efficiency and health and safety.

Engagement, Influence and Impact: considers how quarrying and mineral products professionals work within teams and their wider communities.

Personal Effectiveness: is about developing an awareness of your own personal attributes, strengths and weaknesses and learning how to use them in the most effective way.





ACCOUNT SUMMARY INTERESTS CPD LOGOUT

CPD Entry

Date 3 May 2019

CPD Type Studying Technical Article or Paper

Details Reading Quarry Management

Knowledge An interesting article regarding the two methods of belt joins, vulcanising or metal fasteners. Understanding the pros and cons of each process is extremely important when trying to decide which process to use. The belt scrapers can cause difficulties with snagging with metal fasteners, not all but.

Hours Claimed 100

Verified or Certificated Verified

Skills Wheel Section Choose the section below:

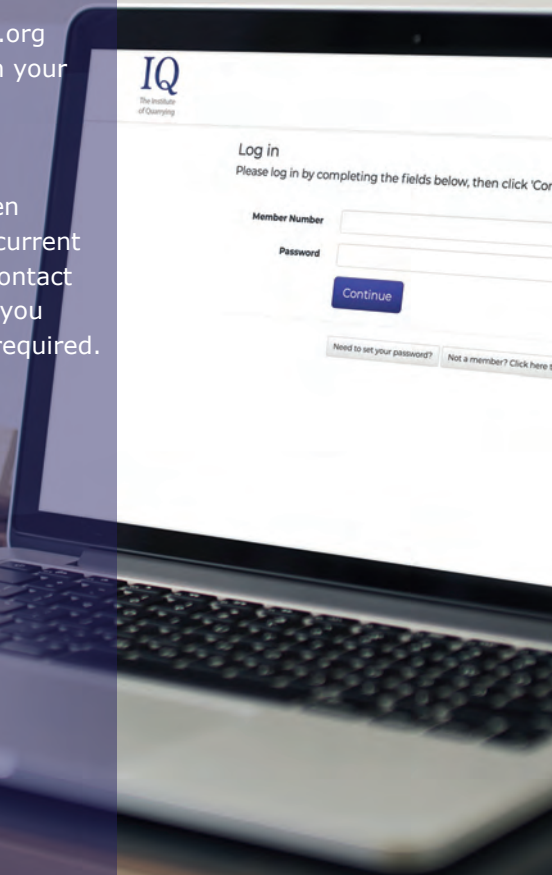


Using the
IQ Member Portal

1.

Visit iqmembership.org and log in with your username and password.

The next screen displays your current membership contact details, which you can update if required.



2.

To create a new CPD record, select 'CPD' from the top menu and then 'add new CPD entry' button.



3.

Enter the date the activity took place using the drop down lists for date, month and year.

Next enter the type of activity the CPD entailed. A drop down list of different activities will appear for you to choose from.

The next two sections are free text areas for you to describe the details of the activity undertaken followed by what you learned or did as a result of undertaking the activity.



4.

Enter how long you spent doing the activity, which is logged in blocks of 15 minutes.

Finally select whether the activity is verified, certificated or neither.

Verified means you can provide evidence (i.e. an attendance record, exhibition visitors badge) and certificated means the activity has a formal outcome (a certificate).



5.

Click on the respective segment of the IQ Skills Wheel to assign the activity.

Standards and Professionalism:

addresses the key regulations and standards that affect the quarrying and mineral products industries.

Knowledge and Innovation:

focuses on site operations and general management advice to drive continual improvements in productivity, efficiency and health and safety.

Engagement, Influence and Impact:

considers how quarrying and mineral products professionals work within teams and their wider communities.

Personal Effectiveness:

is about developing an awareness of your own personal attributes, strengths and weaknesses and learning how to use them in the most effective way.

Click 'add record' to update your membership record. Records cannot be edited after submission.



Continuing Professional Development (CPD)

Recognising your professionalism through lifelong learning

Making sure that your experience and skills stay relevant and up to date

The Institute is here to promote the professionalism of people working within the the minerals products industry. Professionalism is created through a combination of work experience and qualifications.

Continuing Professional Development (CPD) is the process of continual improvement and personal development that supports your career. It is a process of documenting your knowledge, skills and experiences as you progress through your working life.

We believe that undertaking CPD is a way of ensuring that the qualifications that you have earned are kept up to date.

Technical Member, Member and Fellow grades of the Institute have a mandatory 30 hours of CPD (equates to only 20 minutes a day) required to maintain your IQ membership. Examples of activities that qualify as CPD hours include:

- ✓ [Webinars](#)
- ✓ [IQ Technical evenings](#)
- ✓ [Research industry articles](#)
- ✓ [Mentoring](#)
- ✓ [Toolbox talks](#)
- ✓ [Training courses](#)



CPD Audits

What happens if I'm audited?

Each year IQ audits approximately 10% of the members to ensure that membership requirements are being met; and that CPD is being recorded correctly by members.

Members are selected at random for audit. If you are selected, you will be written to and asked to submit your CPD record.

The audit covers the full period from the start of your membership or your last CPD audit date if you have been audited previously.

If requested for audit, you will have 3 months to comply. Failure to comply will jeopardise your IQ membership status and could result in being downgraded.

Members that use electronic recording methods (IQ Connect app or IQ Member portal) simply need to advise that this is their full record.

When we receive your CPD records, they are checked for completeness and verified that they comply with IQ standards. The outcome of the audit is confirmed in writing with feedback.

Where a CPD audit results in an unsatisfactory report, members may have an opportunity to resubmit their CPD records. If the resubmission still results in an unsatisfactory result, their membership grade will be downgraded.



Good practice for CPD records

1.

3 ▾ May ▾ 2019 ▾

Studying Technical Article or Paper ▾

Reading Quarry Management

An interesting article regarding the two methods of belt joins, vulcanising or metal fasteners. Understanding the pros and cons of each process is extremely important when trying to decide which process to use. The belt scrapers can cause difficulties with snagging with metal fasteners, not all but some. I didn't know all the factors to consider when deciding on which joint to use.

1:00 ▾

Verified ▾

Choose the section below:



2.

13 ▾ June ▾ 2019 ▾

Toolbox Talks ▾

Toolbox talk on employee responsibilities

Responsibilities under the H&S at work Act sections 2, 7 & 8. How to deal with an accident or incident. Stopping work if deemed dangerous. Reporting of hazards or hazardous situations or occurrences.

0:15 ▾

Verified ▾

Choose the section below:



What about keeping manual records of my CPD?

If you would prefer to keep a manual record of your CPD activities your records should include the following information:

- The date (or dates) of the activity
- The activity code (a reference of this is available on page 6)
- Details of the activity
- Learning derived from the activity – the reflective statement of what was done or learned
- Time claimed (in 15-minute increments)
- Whether it is certificated or verified

The table opposite provides an example of how you may choose to record this information.

Date	Activity Code	Subject/details of activity	What I Did or Learnt / Knowledge Gained / Reflection on Learning	Time Claimed	Verified or Certificated
26/05/20	02	Cyber Security Workshop	<p>I learnt what is shown when a website is secure and how to protect yourself with regards to details that can be pieced together and used by hackers. What suspicious emails look like and what to do about them. Updates on what the company are doing towards combating cybercrime.</p> <p>Re-check my own settings and the information I hold and use information gained from this workshop when on websites etc. going forward.</p>	2 hours	Certificated
13/06/20	09	Prepare a training course for driving a 4x4 vehicle off road. Companywide course.	<p>Learnt about how the drive system works. Interesting facts about driving styles depending on the road conditions.</p> <p>Use course for all of company's drivers.</p>	4 hours	Verified by Adam Smith, Line Manager via course signoff
15/06/20	06	Reading Quarry Management	<p>Interesting article regarding the two methods of belt joins, vulcanising or metal fasteners. Understanding the pros and cons of each process is extremely important when trying to decide which process to use.</p> <p>The belt scrapers can cause difficulties with snagging with metal fasteners, not all but some. Didn't know all the factors to consider when deciding on which joint to use.</p>	30 mins	Photo of issue



IQ

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