

# CONTINUED PROFESSIONAL DEVELOPMENT ACTIVITY LOGBOOK

This activity logbook is for holders of a New Zealand Extractive's Certificate of Competency (CoC).

## SUMMARY OF CPD REQUIREMENTS

Use this logbook to record activities that contribute to Continuing Professional Development (CPD) requirements set by WorkSafe NZ Summary of CPD requirements:

REQUIRED HOURS	CERTIFICATE OF COMPETENCE
120 hours every 5 years 24 hours per year minimum	Site Senior Executive, First Class Mine Manager, First Class Coal Mine Manager, A Grade Opencast Coal Mine Manager, A Grade Quarry Manager, A Grade Tunnel Manager, Electrical Superintendent and Mechanical Superintendent, Coal Mine Underviewer
60 hours every 5 years 12 hours per year minimum	B Grade Opencast Coal Mine Manager, B Grade Quarry Manager, B Grade Tunnel Manager, Coal Mine Deputy, Mine Surveyor and Ventilation Officer
40 hours every 5 years 8 hours per year minimum	Mine Surveyor

CPD is 1/3 informal and 2/3 formal learning.

- > There are four competences requirements that need to be met; **operating and safety systems, legislation, emergency management and leadership.**
- > Please ensure you retain any evidence (receipts etc...) in relation to all Logbook entries; both formal and informal.

Please send your CPD activity Logbook through to the Board of Examiners' Secretariat after every entry for recording in the either of following ways:

- > Email a scanned copy to the: [BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)
- > Mail a hardcopy to the: BoE Secretariat, PO Box 165, Wellington 6140

If you have any questions about your CPD Activity Logbook or the requirements please refer to the CPD Guidelines, Gazette Notice for more detail or contact the BoE Secretariat Team on: [BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)

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Name:	Certificate of Competence held (Most Senior):
Telephone number:	Email:

DATE	ACTIVITY (PROVIDER)	COMPETENCE	FORMAL/ INFORMAL LEARNING	HOURS	KEY LEARNINGS
<i>Example</i>					
15/02/16	New HSE legislation workshop, WorkSafe	Legislation	Formal	3	Understand key safety requirements in new legislation and how they relate to quarrying.
06/07/16	Site visits to X quarry and Y quarry to look at plant set up and new crusher, loQ	Operating and safety systems	Informal	2	Seeing and discussing what other operations are doing and using this to look at how own site and operations can be improved.

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