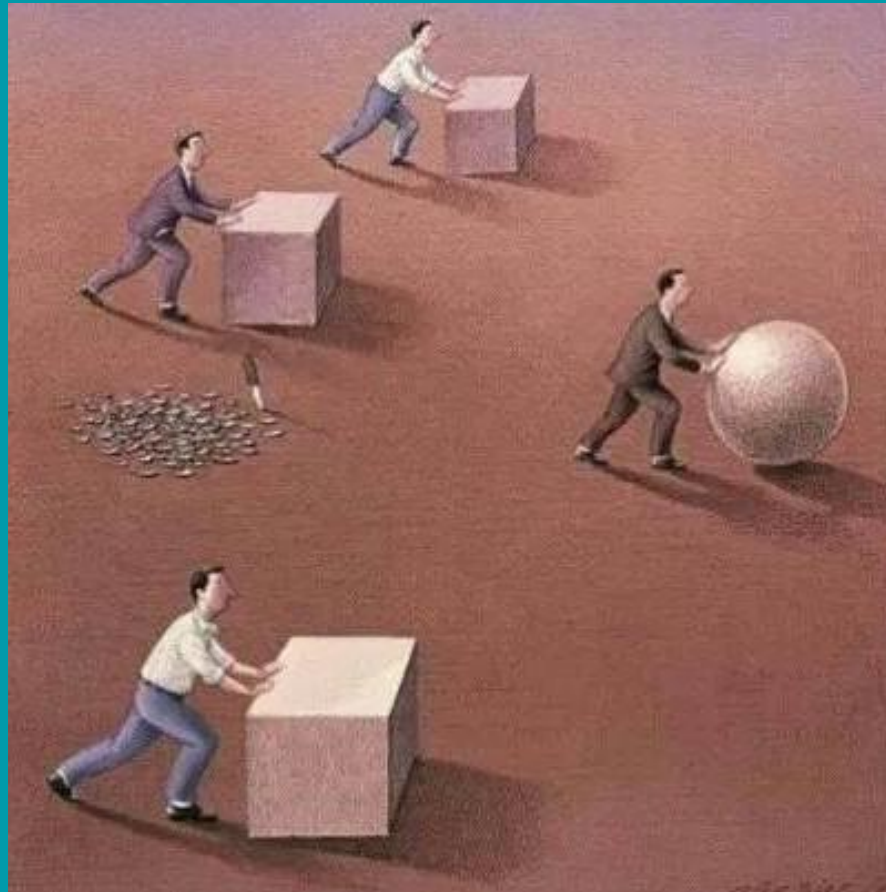


Chartered IOSH Membership



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Our Members

Chartered Members

Operating at the highest level of competency in H & S and assessed by their peers at this level

Graduate Members

Holding higher level qualifications & working towards Chartered status

Technician Members

Working in operational roles and often developing their skills

Associate Members

Won't be H&S practitioners, however H&S will be in important part of their job role

Affiliate Members

People either starting out or joining in and showing their commitment to health and safety.

Membership Numbers

- **Affiliate**
 - Currently 8000 members
- **Associate and Technician Member**
 - Currently 12,000 members
- **Graduate Member**
 - Currently 9000 members
- **Chartered Member**
 - Currently 12,500 members
- **Chartered Fellow**
 - Currently 500 members

Chartered membership means something!

The process needs to be fair, therefore qualification and a clearly structured assessment process are used to measure your knowledge, commitment and experience .

Q: Is there another way to become CMISOH?

No - IOSH aim to give a clear and unequivocal signal to employers and others that there's a minimum level of expertise and experience that they can expect from a Chartered Member of IOSH. It's this rigorous process that makes Chartered status so valuable to employers and members alike.

Initial Professional Development (IPD)

- IPD is the assessment process that every member goes through before they become a Chartered Member.
- The assessment ensures that a member is assessed for Knowledge, Skills and Experience.
- Only our Graduate members are able to progress towards Chartered status.
- As there are a number of qualifications available to qualify initially the IPD process varies for each individual member.

Initial Professional Development (IPD)

- IPD enrolment is for a maximum of 2 years
- The cost for the registration is £160
- Members who do not complete within 2 years will be asked to re-register.
- If you do not successfully complete your interview you are required to wait 12 months before another interview date.
- If in doubt contact Membership on 0116 257 3198

The IPD Process

- Skills Development Portfolio (SDP)
- Open Assessment (OA)
- Peer Review Interview (PRI)

You may be asked to complete both the SDP and the OA - it will depend on the qualification that gave you Graduate status

You will always be asked to a PRI

Skills Development Portfolio (SDP)

- 7 criteria (NVQ is 32!)
- Weighted towards Health and Safety
- 5 elements – members choose
 - 1 criterion from elements 1 to 3 and
 - 2 criterion from elements 4 and 5

These should be the performance criteria that you can most easily demonstrate.

What if I can't cover all of the criteria?

Members who are unable to cover the required 7 performance criterion within the remit of their current or previous roles have three options:

1. Firstly they can look for opportunities within their organisation e.g. if in order to cover a performance criterion you're required to demonstrate that you've developed or implemented emergency procedures but that is the role of another department or individual – then ask if you can develop or implement these procedures on their behalf in order to satisfy the criterion.
2. The second alternative is for you to undertake some charitable work in order to cover your outstanding criterion.
3. The third option is to carry out work for others, perhaps in a part-time consultancy role.

Online Skills Development Portfolio (SDP)

- Each criteria consists of:
 - Activity Log (give details of what happened in addressing the requirements of the criteria)
 - Indexed evidence
 - Reflective Account
- Evidence can be up to 2 years old at point of submission
- Guidance gives minimum requirements for activities and evidence for each criteria.
- If you have client confidentially issues then you can remove any company names and addresses from your evidence – just remember not to remove yours!

Activity sheets

Complete the Activity sheets in the following manner:

- > **Activity column** – simply a sequential number you give to your activities
- > **Description column** - provide some details about what the aim of the activity is, for example, 'Identify the Key individuals to consult with'.
- > **Dates column** – when exactly the activity/event took place
- > **Outcome column** – Explain what happened once your aim was achieved. E.g. 'I identified the key individuals to consult and set up a meeting to discuss....'
- > **Evidence column** – List your evidence and give it a sequential number for reference purposes.
- > **Upload column** – in here will appear the links to the evidence you upload.

Activity and Evidence logs - common errors

- Activity listed but no evidence to support it given.
- Insufficient activities to cover the performance criterion .
- Evidence listed in the 'outcome' column.
- Acronyms
- Evidence not referenced
- Not submitting evidence on your list.



What constitutes evidence?

- > An attendance register from a training course.
- > Feedback forms following training, inspections, audits, risk assessments etc.
- > Your name on training slides.
- > An email or return email requesting you to develop training.
- > Minutes of a meeting, e.g. H&S Committee meetings,
- > Email requesting staff to attend training.
- > Policy/procedure document.
- > Risk assessments

Unsuitable evidence?

- > **Blank forms** – demonstrate nothing in relation to your performance. If your demonstrating a system/process then fill it in.
- > **Website links** – this doesn't show applied knowledge. Unless the evidence is on the website in which case put the link down and print it off.
- > **Other peoples work** – There is only “I” !
- > **Witness statements** – these can be used to add onto other evidence but not as stand-alone documents.
- > **Large documents** – e.g. Board report. Print off the relevant bits!!

Reflective accounts

The primary purpose of the reflective account is to enable you to demonstrate your ability to analyse the personal professional practice you've just carried out in order to cover the criterion. You should also translate the output of that analysis into a developmental or improvement plan for the future. There is no word limit for a reflective account.

Reflective account: Homer Simpson

Planning sheet number

Element 1 The promotion and development of a positive safety culture in an organisation, and its integration with other management functions.

Performance criterion 1.1 Using appropriate management techniques to initiate develop or promote policies.

Commentary

As the sole fulltime health and safety professional on a large site, it is my responsibility to devise a number of health and safety related policies and procedures and to ensure they are communicated in a way that is effective to the users.

Of these policies, the over arching health and safety policy was the first on my list as I felt this would be a good starting point. This policy had of course been in circulation for quite some time, however it is subject to annual review and it was my responsibility to coordinate this. In respect of this, I consulted with Health and Safety Committee members and our external consultant and we concluded that no additional amendments were required at this stage. The most recent changes were made to include the responsibilities of the fire officer who was appointed on approximately 18 months ago. I then sent the policy to the CEO for obligatory signature.

As we do not have a large health and safety department, like perhaps other sites, I therefore rely on the assistance of my appointed safety reps throughout the site and also the cooperation of departmental managers and supervisors in achieving health and safety related aims and objectives. I found the integration of safety issues within the engineering department relatively easy as I am based in this department and have managed to establish a close working relationship with many of the delegates.

With regard to the promotion of health and safety performance targets. I found the use of the action plan to be effective in some respects and encountered difficulties in others. It was useful in the fact that it provided the health and safety targets, showing completed targets and ongoing actions. However, I felt it may have been more productive had I delegated more responsibilities to other members of the health and safety committee, safety reps and managers rather than focusing most of the activities onto myself and our safety consultant. This would have allowed other individuals to take on a bit more responsibility and perhaps feel more involved in safety issues, hopefully resulting in a more positive safety culture overall.

With the promotion of the benefits of good safety performance, I was thankful to our learning and development department who were responsible for organising training days for staff in which I was given a one hour slot to talk to staff and deliver valuable information. The feedback from delegates was positive and was generally well received. I can use all of the feedback which I have received from all stakeholders in improving my approach to future projects of this type.

Signed: *H Simpson*

Dated: Nov 2008

Reflective account

- > Don't repeat all the information from your activity sheets – summarise or reference as appropriate the information required.
- > Reflect - don't just give statements!

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Reflective accounts

What do I reflect on?

- > Context and background of the activities and evidence gathered.
- > Your objectives
- > Your approach to the activity with reasons
- > How you interpreted the data.
- > Results and how much your objectives were met.
- > Strengths and weaknesses of your approach
- > What you will do better in the future



Reflective accounts - common errors

- > Saying 'We' - its all about YOU!
- > Not stating objectives
- > Not covering your strengths and weaknesses
- > Not being detailed in your reflections.
- > Not being long enough in your detail
- > Giving too much information and losing relevance.
- > Think about it as a chatty SWOT analysis



Skills Development Portfolio (SDP)

- Portfolios are assessed by qualified assessors
- If further evidence is required the Assessor will let you know
- Criteria are assessed within 2-3 weeks of submission

OPEN ASSESSMENT (OA)

- Now online and ‘on demand’
- Two part test
 - 48 multiple choice questions. This needs to be completed in one session. There will be a time limit to complete this section.
 - 2 scenario based questions. The time limit for answering this section will be seven days.
- New format includes Degree-level questions
- Maximum 4 attempts allowed
- Guidance is available
http://www.iosh.co.uk/~media/Documents/MYIOSH/MyIPD/Open_Assessment_Syllabus.ashx

Initial Professional
development

Your guide to the electronic open assessment syllabus



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Open Assessment

- > The Open Assessment permits members to demonstrate that they have the knowledge to underpin their competent performance.
- > As a general reminder, the Electronic Open Assessment is divided into two parts. Part A consists of multiple choice type questions, marked automatically by computer software.
- > Once this has been passed successfully, Part B can be attempted, consisting of two open-scenario-based questions.
- > The following syllabus details the subject matter with which the candidate needs to make him/herself aware. Success in the assessment is very unlikely without adequate research and revision of the following syllabus.

The open assessment consists of;

- > Element 1 – Promote a positive health and safety culture
- > Element 2 – Develop and implement health and safety management systems.
- > Element 3 – Human factors in health and safety.
- > Element 4 – Develop and implement active/proactive monitoring systems for health and safety.
- > Element 5 – Develop and implement reactive monitoring systems for health and safety.
- > Element 6 – Develop and implement health and safety emergency response systems and procedures.
- > Element 7 – Develop and implement health and safety review and audit systems.
- > Element 8 – Contribute to health and safety legal actions.
- > Element 9 – Identify and evaluate health and safety hazards.
- > Element 10 – Assess health and safety risks.
- > Element 11 – Determine and implement health and safety risk control measures

Open Assessment

- > Candidates have gone wrong in the past by exceeding the word count. You get no marks for anything over the maximum amount of words.
- > You will be getting marked by NEBOSH examiners.



The Open Assessment

Preparing for the assessment

- > You need to know how to carry out research and where to look to find information.
- > Look for the 'signposts' in the questions - 'Explain' 'Outline' 'Give the meaning of' etc.
- > Read the question carefully. Underline the signposts if it helps.
- > Return to the question to ensure that you don't go off on a tangent - answer what they ask not what you want them to ask!!
- > Results will be confirmed within four weeks.

PEER REVIEW INTERVIEWS (PRI)

- Members must have up to date CPD which will be audited automatically.
- Questions focus on information provided by the member.

Presentation – 10 minutes max

- Employment History.
- Interview administrator present to record and take notes.

The Peer Review Interview

Preparing your presentation

- > This is your chance to show the breadth and depth of both your knowledge and professional experience.
- > Don't just focus on where you currently work - its about your career and everything you've done.
- > Use 'I' not 'we' !!!
- > Your presentation will last 10-15 minutes.
- > Your PowerPoint needs to be of a high standard (an example is on the IOSH Website).
- > Keep to time, if you have too be concise during the presentation and fill in the detail when questioned.



Interview mistakes

- There is no “WE” in “I” !!
 - You open yourself up to challenge if you say we – what did/do **YOU** do?
- You wrote cheques that you couldn't cash!
 - If you say that you do something / know something then make sure that you actually do!
 - Don't make things up or exaggerate or you will get caught out.
 - ALSO – don't gloss over what you should talk in depth about.
- Don't be flippant or try and joke out of something – your getting interviewed so give them the chance to let you pass it.

PEER REVIEW INTERVIEWS (PRI)

- If successful members become Chartered at the next audit
- If unsuccessful – feedback is provided
- Transcripts and voice recording are available to unsuccessful candidates
- Interview Fee £80 @ Grange £95 External
- 90% of people going to interview pass first time

Five Steps to Successful CPD



> Or

> Testing the limits of your competency

> Recognising you have more to learn and checking on a regular basis that you are doing it

5 Steps to Successful CPD

1. Put between 30 and 45 minutes in your diary, and make yourself a cuppa
2. Log in to your MyIOSH record at www.iosh.co.uk
3. Put a development plan together for the next three months
4. Create some new activities to match your plan
5. Reflect on the activities you planned last time and how they met your development objectives – then repeat the whole process every three months

Put between 30 and 45 minutes in your diary, and make yourself a cuppa

- > The most difficult part of the Professional Development scheme is actually making time to update your record on line.
- > Putting 45 minutes aside in your diary every three to four months will ensure you are compliant and ensures it is not too onerous a task.
- > It is extremely difficult to try to remember what you did six months ago let alone three years ago.



Log in to your MyIOSH record at www.iosh.co.uk

- > You will need to register on to the IOSH website in order to create your log in details and you will have to use the email address that is on your membership record.
- > If you have registered but can't remember your password there is a forgotten password link where you can create a new password
- > If all else fails, contact the webteam on 0116 2573144 or email webteam@iosh.co.uk

Put a development plan together for the next three months

- > The Development Plan should be reviewed and updated on a regular basis. It is still fit for purpose? Have you changed roles between the times you last reviewed it?
- > Add any new goals or objectives you want to achieve for the next three months

Create some new activities to match your plan

- > Put in some planned or started activities that you wish to record. Explain what the activity is and why you are going to do it as well as what you hope to get out of it and save them.
- > Do not add credits until you have completed the activity and have finished reflecting on its benefit as you won't know what it is worth until you've finished it!

Reflect on the activities you planned last time

- > Once you have completed the activities, click on them again and change the status to finished and reflect on its benefit to you
 - How did it develop you
 - What did you learn from it
 - How might you use the knowledge gained
 - Does it map against your development plan
 - Award the credits accordingly

Benefit to the Organisation – something to tell the boss

- The ability to manage your own professional growth is seen as a key strength
- Helps HR professionals to set SMART (specific, measurable, achievable, realistic and time-bound) objectives
- Promotes staff development
- Reflecting will help staff to apply learning to their role and the organisation's development
- Linking to appraisals