



Continuing Professional Development (incl: IPD)

Safeguarding and boosting your professional status
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Introduction

What I was asked to do was give you as members an introduction into creating a mentoring scheme at Branch Level that will support members directly and enhance the experience of engaging with your Branch and IOSH more widely.

What I am about to present is some of the IOSH information and details of mentoring including:

- Why do CPD/IPD
- What will CPD/IPD do for you
- Standards -Code of conduct
- 4 stages to a successful CPD Record
- Recording your CPD
- CPD Record
- Support from IOSH and support from your Branch
- Road to success at Branch Level
- My message about IPD/CPD & Mentoring – IT IS IN YOUR HANDS
- IOSH SE Branch DID IT
- Where to go from here

Why are you doing CPD or IPD?

IOSH was granted a Royal Charter in 2002 to pursue objectives in the public interest, including maintaining standards for the safety and health profession.

A key part of maintaining the profession includes setting requirements for the Continuing Professional Development (CPD) of eligible members.

What will CPD or IPD do for you?

Both programs will help **you** create a structured career path, as well as safeguarding and boosting your professional status.

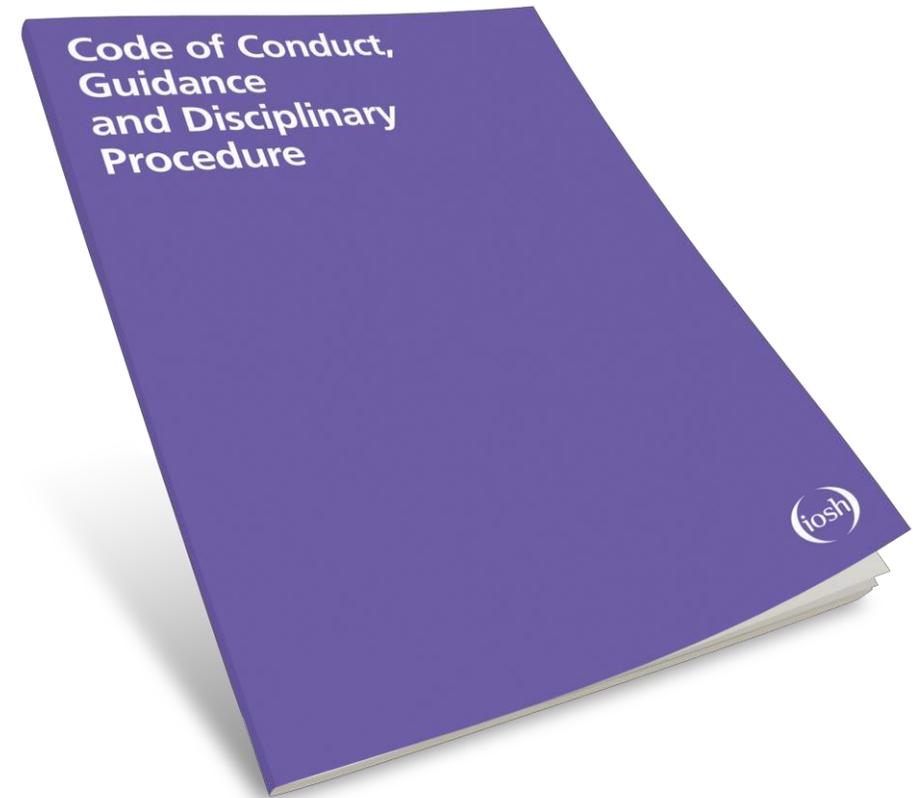
- Enable **you** to give competent advice
- Develop **your** skills, knowledge and expertise
- Identifies **your** strengths and weaknesses
- Opportunity for **you** to log and reflect
- Creates a professional impression
- Demonstrates that **you** are not only developing but maintaining your skills



CPD standard

IOSH's Code of Conduct

- According to the **IOSH Code of Conduct s.2(1) and s.2(3)**, members are required to ensure they are competent and are required to undertake appropriate CPD and record it in a manner prescribed by IOSH.
- As per **IOSH regulation 3** on Continuing Professional Development, this standard applies to all members with mandatory CPD requirements and is further described in the CPD requirements.



The 4 stages to a successful CPD record



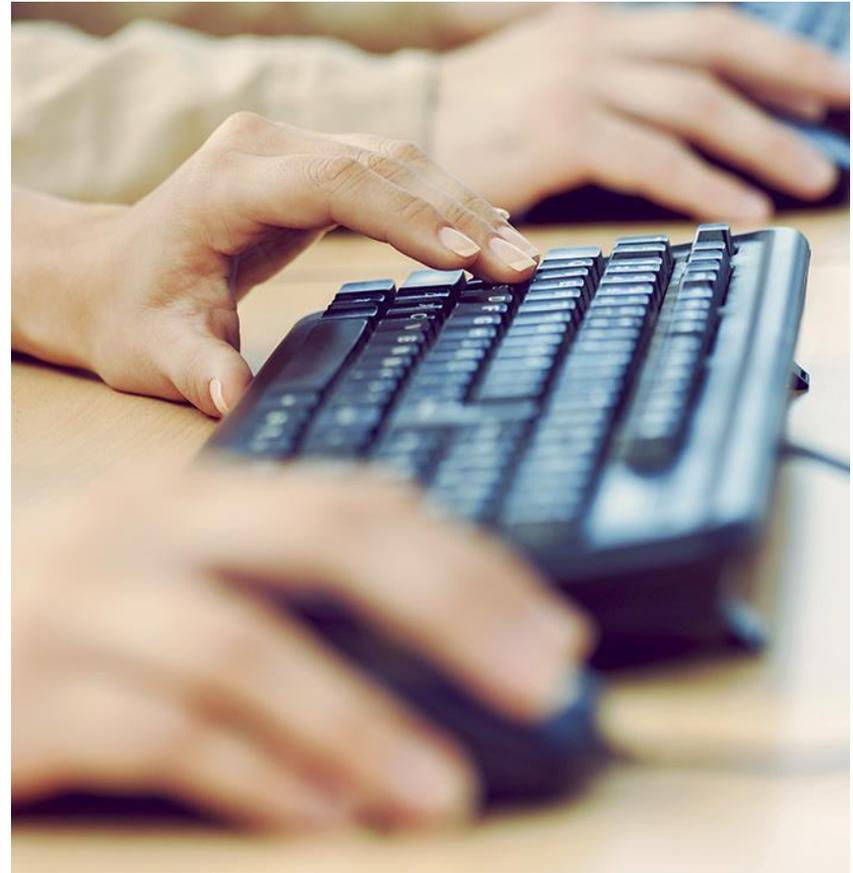
Recording your CPD

Development plan

How to write your Development plan Hints and tips

Your plan should include an overview of the following:

- Job roles and responsibilities
- Objectives for the next 6-12 months.
- Strengths and weaknesses



Recording your CPD

Activity – Reflection statements

How to write your Reflection statement Hints and tips

4 simple questions to help you write your reflections:

- What was the activity?
- Why did you carry out this activity?
- What understanding did you gain?
- How will you apply the knowledge gained?



CPD Record/Content

Record Sheets. The SE Branch have created two types of CPD record forms copies of which are available from your committee members:

1. CPD Record of IOSH Meetings
2. CPD Record of Activities

Both are acceptable evidence to be included in your CPD as a scanned record or can be used to simply record what occurred at a meeting and translated into a full account later.

I recommend these to you as assistance in getting things recorded for your CPD.

Content of your CPD

There is no limit to what can be included in your CPD & IOSH have good information on their Website about this BUT my advice is:

- leave nothing of significance out in or out of work.
- Set aside time (1 hr per month) to insert 1 item or update a record.
- Aim to put in a Minimum 4 entries per quarter.
- IOSH check the CPD records regularly and if you are behind you will get a warning e mail
- DO NOT forget to put in your reflective account
- In the Planning split your CV and Plan into two entries

Support from IOSH

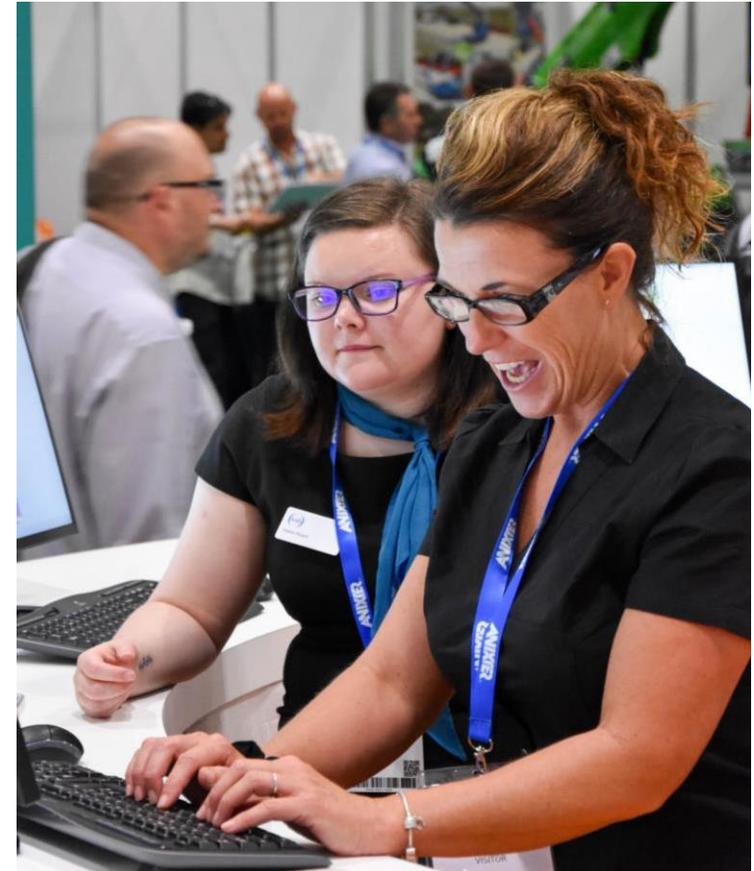


Support from IOSH – Your Branch!

At IOSH we are committed to supporting you through your IPD/CPD journey. And can provide a range of tools and advice – visit the MyIOSH pages for details.

However some of the support has, by design, to be made available at branch level if your committee and senior members are able to assist, plan, create the right environment and support the process, we are after all volunteers!.

SE Branch has me – I was asked by the Chair to review and prepare a report which led to me writing a plan, recruiting Mentors and then presenting the Plan to the Branch Membership which has been spectacularly successful - Let me explain.



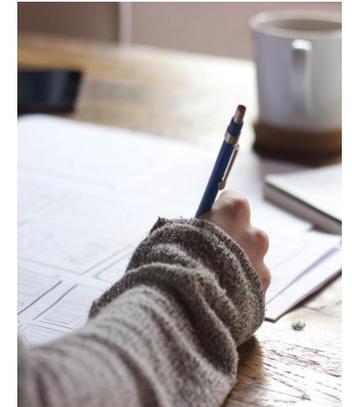
The road to success is at Branch Level

A little Background:

Prior to 2016 there was little direct support from The Grange and if a member completed the Survey Monkey process requesting a Mentor it took months for a response. Members lost interest, stopped attending Branch meetings and even cancelled membership of IOSH.

What did IOSH SE Branch do in 2016?:

- Identified the problem – Gary our chair had a light bulb moment
- Used Work 2022 as the vehicle to promote IPD/CPD - Collaboration and Support
- The Chair picked a Committee Member (Victim - Me) to study and report back
- The Chair appointed a Lead Mentor for the Branch – again me!
- Lead Mentor created a plan and presented the Plan to a standard meeting
- We publicised our plan and got 5 Mentees on the first night, word spread = 48 Mentees to date.
- Explained that IOSH Survey Monkey is failing and to speak to us – period of change at The Grange
- Created a support network of Mentors (Chartered and Fellow members)
- Held CPD/IPD Sessions initially before or after branch meetings but now hold 4 x Mentee ½ days a year.
- Success – 1 x Fellow, 4 x Chartered, 5 x Grad awaiting 5 more. 2 x Fellow & 50 mentees going through the process.



ALL in 2.5 years from a Zero start!

My message about IPD/CPD & Mentoring – IT IS IN YOUR HANDS

Branch Level Action - Members

You can make a difference through your engagement with the branch

You can take what we have learned and create your own support network

You could and I would encourage you to support your committee (free venues, speakers etc)

You can come forward and ask for the help but it is better at Branch level as HQ are struggling

You could come forward and offer to be a Mentor (all Chartered Members are considered Mentors)

You can make the difference between failure and success through engagement and support.

You can spread the word through contacts and social media (Facebook, LinkedIn etc)

Your Committee

With your support they can create their own IPD/CPD/Fellow mentee support

With your support they can achieve more for the Branch members

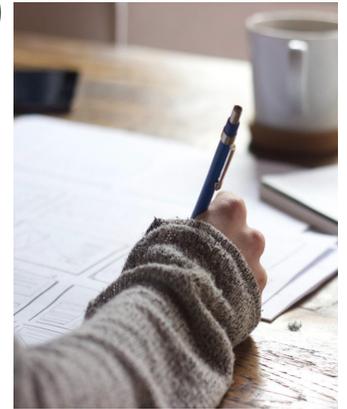
What will this achieve:

Committee and Branch commitment IOSH Work 2022

Member support with IPD/CPD/Peer Review & Fellow progress

Better attendance at meetings – again spreading the word.

Re-engagement with lapsed members and attraction of new members



IOSH SE Branch did it!

Recognition

In 2018 at the IOSH Conference the IOSH SE Branch was awarded a Presidential Recognition Award for our Mentor Initiative.

What will you achieve?

Where to go from here!

Today I presented the process of setting up a mentoring scheme to your committee and supplied a number of documents to them to get the journey started.

Your committee are open to providing this support and it will take a few months to put this in place but it is achievable and the benefits as a Member and as a Branch are vast.

IOSH HQ are supporting this initiative but remember we are all volunteers and as such the power to make change is in our hands we cannot simply wait for others to provide local support - we make this ourselves.

IOSH HQ are fully aware of their own shortcomings in mentoring, however, during the past 2 years of internal re-organisation and turmoil, budget cuts and many other operational changes, they have had difficulties to overcome, new goals to achieve so that IOSH as an organisation can move forward into 2022 and beyond as a viable and supportive organisation and the voice of Safety worldwide.

If you as a Member can embrace this and see beyond the previous problems you will appreciate that we have the power to change and make a difference at Branch level then spread that difference through committees and generally raise the bar for our members at grass root level. This will feed back to HQ and over time will totally change the Mentor support process I am informed and am part of.



Any questions?