

Membership Progress - The IPD Process

Presented by:

Tudor R Williams CFIOSH

Chairman - South Wales IOSH

Committee member - IOSH Education Group

Owner and Director of DTD Training Ltd.



Myself and my background.

- Formed DTD Training in 1997
- Specialise in delivery of NVQs in *occupational health and safety practice*, delivering consultancy support through governance and leadership solutions to health and safety operational problems.
- IOSH approved training provider including the 'executive suite'
- Branch chairman since 2019
- IOSH education group committee since 2017
- Passionate about the safety of vulnerable groups, particularly those in post-16 education.



A message to everyone at the start!

I feel that every member is a mentor, or at least has the opportunity to do so, by looking at those who ask for support and evaluate that members experience and any developmental requirements, signposting them or assisting directly.

It's not a chore, or a full-time job, its an opportunity. An opportunity to make sure we all support each others journey if/where it's required.

Imparting our knowledge, experiences (good and bad), ideas and support can help them along the way. Try it !



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Moving on from graduate membership!

- You can only attain **chartered** membership if you have completed IOSH's **IPD process**. There is no alternative. Moving from **affiliate** to **graduate** (not going through the **technical** grade) is possible, subject of course to qualification and experience.
- It seems common that many people who get 'stuck', do so in the IPD process..
- Some find the process daunting, they don't understand it, and remain a Graduate member, not even registering for IPD. (that suits some members anyway!).
- Worse still, there are examples of people paying their IPD fee 'twice, even several times!
- Let us know as the presentation progresses what your 'block' is and let us get you out of it and moving forward.

Poll Q No 1 – Where are you now and are you ‘stuck’?

- I’m a graduate member and haven’t paid my IPD fee yet.
- I’ve paid my fee (once) but don’t understand how to make a start
- I’ve paid my fee more than once and I’ve lost faith in the process
- I’m following the ‘open assessment route’ and that’s where I need help and guidance
- I’m following the ‘portfolio route’ and that’s where I need help and guidance
- I’m following the ‘cognate route’ and that’s where I need help and guidance



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Underlying IPD requirement - CPD.

- Remember that CPD, (*continual professional development*) is 'obligatory at all grades inclusive of Tech. IOSH and above'.
- As a minimum, CPD should consist of an up to date development plan and a minimum of 6 CPD activities for that period.
- The membership team, (IOSH), will audit your CPD during the IPD process specifically when you have concluded either the open assessment or portfolio process and before you are able to move onto the PRI.



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Qualifications and their relevance to IPD

- **Graduate** – ‘Attained an accredited OSH qualification at EQF (European Qualification Framework) level 6’

N.B – ‘or any other qualification that IOSH assesses as meeting the criteria’
see www.iosh.co.uk/quals

(qualifications not listed are assessed on an individual basis).

- The qualification you attain to become a Graduate member determines the route you then take via IPD to Chartered. There is no choice.
- Ideally, any provider that delivers a qualification that is accepted by IOSH for graduate status will outline as early as possible in that qualification the ‘next step’ in the process, how to get there and its career/profession relevance, and do this accurately.

What do you need to move from graduate (Grad IOSH) to chartered (CMIOSH)?

- When **graduate** status is confirmed IOSH will invite you to join the IPD process to move forward (not transfer) to **chartered** member.
- Those with a degree, diploma (NEBOSH, NCRQ) will follow a route commencing with a skills portfolio and then a peer interview. (route 1)
- Depending on the qualification at **graduate** level those with vocational qualifications (NVQs at levels 5 or 6) will follow a route commencing with open assessment, and then concluding with a peer interview (route 2)
- If you have a 'cognate' qualification you will have to do both open assessment and a portfolio before a peer interview. (route 3)

IPD – Skills Development Portfolio (SDP) Route 1 .

- Pay your IPD fee – this lasts for 2 years
- You can access the SDP process 24 hrs after registration.
- It is designed to '*showcase your practical experience and application of knowledge when taking part in specific health and safety activities*'.
- It is a '*vocational assessment*'.
- The 'elements' are designed for you to demonstrate a '*range of fundamental principles that a Chartered Health and safety Practitioner should adhere to*'
- There is an initial process of providing personal and work details for your assessor.
- Select 7 criteria from 5 elements (there are 27 criteria in all)

IPD – Skills Development Portfolio (SDP) Route 1 .

- Submit each piece of work electronically to an IOSH assessor for assessment, ideally when each criteria is done.
- There is a set, prescriptive lay-out and process to follow and get used to. (there is a 66 page guide on the IOSH website).
- IOSH website includes all appropriate documents, templates and explanations.
- Assessment takes approx. 3 weeks per assignment.
- You can backdate evidence for 2 years, sometimes longer and should only use evidence once.
- You can change your selected criteria as you go along.



IPD – Skills Development Portfolio (SDP) Route 1 .

- You can apply for an extension, (3 months), to the 2 year cycle if you have completed and passed (locked), 4 of the 7 elements.
- You may have to repay the £160 fee and re-register if you are not eligible for an extension.
- The work completed to that point is ‘saved’ (locked).
- Any extension needs to allow for ‘assessment’ as well.



IPD – Skills Development Portfolio (SDP) Route 1 .

- Name: Hitesh Depala – BEng Hons | CMIOSH | IMaPS | Dip NCRQ
- Job Role: Principal Designer and CDM Consultant
- CMIOSH: January 2020 [approx. time to complete 7months]
- Chiltern Branch Committee Member
- Interest in CDM 2015
- Always happy to help
- For additional help connect and contact me via LinkedIn



IPD – Skills Development Portfolio (SDP) Route 1 .

Top Tips

#1 - Update your detail with IOSH HQ and Register for IPD

#2 - Register for a mentor

#3 - Read & understand SDP booklet

#4 - Create a action plan



IPD – Skills Development Portfolio (SDP) Route 1 .

Top Tips

#4 - Create An Action Plan

Areas to cover	Notes
how you identified the topic area for your presentation	
how you identified your target audience	
what research you did for your presentation	
who you consulted with	
demonstrating the development of the presentation	
demonstrating carrying out the presentation	
how you gained feedback and acted on this	

IPD – Skills Development Portfolio (SDP) Route 1 .

Top Tips

#5 - Complete a Reflective Statement



Reflective account

Planning sheet number: 1	
Element:	
Performance criterion:	
Commentary	
The context and background of the activities you carried out to meet the criterion.	
Your professional objectives	
Your approach and the reasons for it, including interpretation of data	
Details of your completed activities, including where relevant the contribution of others	
The result of the activities and the extent to which your objectives were achieved	
Details of the strengths and weaknesses of the approach you took and learning points for the future	
Details of any strengths and weaknesses that you have identified within yourself including details of how you intend to improve these areas if they are important in your role	
Signature	Date

IPD – Skills Development Portfolio (SDP) Route 1 .

Top Tips

#6 – Record of Experience

7 – The Peer Review

- remember the code of conduct
- recall the portfolio of work you did
- relax

#8 – Maintain your CPD before, during and beyond



IPD – Electronic Open Assessment (EOA) – Route 2.

- Pay your IPD fee – this lasts for 2 years
- Review all documents applicable to the process and when ready book on via IOSH.
- Usually 9 ‘monthly’ opportunities in any year.
- It is an ‘open book’ process designed to ‘*test your technical competence when dealing with complex risk issues*’
- Part A - 48 ‘*multi-choice/multi-format, drag and drop, multiple answer*’.
- 3 hours allowed, recommended 1 session, start determined by you.
- result, pass or fail on part A instantly.
- Passing part A begins the timing of 7 days (and no more than) to complete part B. The ‘session’ has a maximum of 14 days.
- Part B - 2 Q’s (no choice), (700 words).
- Overall result within 21 days.

IPD – Electronic Open Assessment (EOA) – Route 2.

- Part B consists of 2 ‘*essay-style answers to questions based on ‘health and safety scenarios’.*
- There is no choice
- Q’s are designed for you to ‘*research your answers’.*
- There are no past papers
- There is a syllabus and you are recommended to research this for (part A as well as B)
- You are limited to a word count of 700 for each question
- You may include and reference text from external sources.
- You need to be aware of ‘plagiarism’
- Part B Q’s are marked by IOSH examiners.

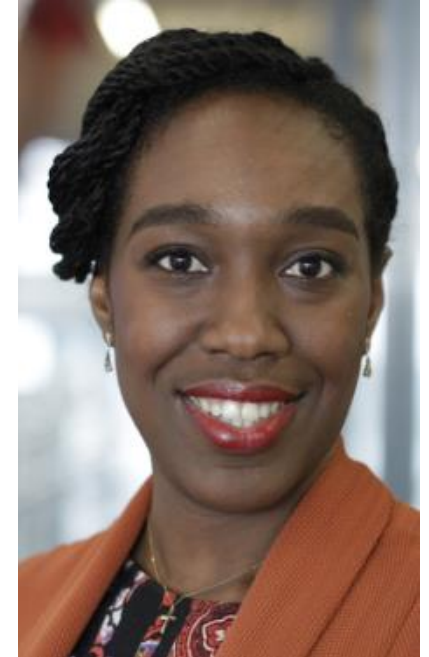
IPD – Electronic Open Assessment (EOA) – Route 2.

- If you fail part A you cannot access part B
- If you pass part A, access to part B is immediate (7 day clock ticking!)
- If you fail part B you do not have to resit part A
- You have 4 attempts to pass the whole process
- There is a charge of £95 for each additional attempt.
- If you fail 4 times IOSH will exempt you from this process meaning you have to follow a different route!



IPD – Electronic Open Assessment (EOA) – Route 2.

- Name: **Shurene Bishop Simon**, PhD, CMIOSH
- Director of Bishop Simon - a Health, Safety and Biosafety Consultancy Service.
- CMIOSH since 2018
- Chiltern Branch treasurer
- Passion for professional development of other OSH professionals
- Top tip for Part A: make a study plan.
- Top tip for Part B: enjoy doing the research, you will notice that you know how to apply the basic principles of health and safety.
- Top tip for PRI: don't spend too much time on your presentation. No points are awarded for it.
- For additional help contact me on: info@bishopsimon.co.uk
- Connect with me on LinkedIn.



IPD – Route 3 – ‘Cognate Degree’

- This is essentially ‘*a degree in another discipline*’ that meets the safety and health content requirements where the ‘*qualification has at least 50% of modules which are IOSH approved health and safety content*’.
- If this is the case then you have to do both route 1 and 2 before the peer review Interview (PRI).
- You can complete whichever route you want first but I would recommend route 1 before route 2 as the former prepares better for the latter.

IPD – Timescales and moving on to PRI

- On confirmation that you have past the EOA or SDP you are invited to apply for your PRI.
- Remember your CPD will be checked first so make sure this is up to date before you complete either process.
- The timeframe for getting a date for your PRI after finishing your EOA or SDP is approx. 10 weeks
- IOSH state that '*Members should reach chartered Status within 5 years of entering the category (an additional 2 years may be awarded).*

IPD – Peer Assessment PRI

- When your CPD has passed the IOSH audit you can ask for available dates for the interview.
- Currently all interviews are being carried out via zoom.
- Pay your fee
- Interview is 1 hour –usually with 3 ‘peers’ and an administrator.
- Interview requires you to present an overview of your career for 10 minutes through a set format/template.
- Questions from peers cover a range of topics, some technical, some relating to career (IPD route) and others to the code of conduct. Outcome can be 2 to 3 days but up to 21 days.
- If unsuccessful you currently have to wait 12 months to re-apply.

IPD – Your Questions

