

# Understanding CPD

**CPD stands for Continual Professional Development and is the process of continuous, regular learning that all professional people should undertake. Your CPD will involve learning new things as well as staying up to date on issues that you're already familiar with.**

## What is it?

The Institute of Quarrying encourages everyone in the industry to do **CPD**. To maintain your membership of the Institute – which is, after all, a professional qualification – you need to demonstrate that you're actively pursuing your own continuous professional development by keeping a record of what you've done.

## Qualifications and CPD

You may have academic or vocational qualifications, which acknowledge that a certain point in time, you were able to meet the knowledge and skills requirements of an examining body. This might have been demonstrated through an exam, an observed assessment or through collating a portfolio of work. By doing CPD, you're showing that you're up-to-date with current knowledge and events in a particular subject.

## Personal Development

By setting yourself CPD goals and priorities, you can take control of your own personal development. A great way to identify priorities for yourself is through an appraisal or performance review with your line manager or mentor. The CPD you do is yours – you own it and you're doing it for yourself, to advance your career as a quarrying professional.

## Types of CPD and where to get it

A common misunderstanding is to assume that CPD means going on a training course. Whilst training courses are an obvious and structured way of getting CPD, there are many forms of learning that you can take advantage of, some of which can be done on-the-job, some are best

done away from work and some you can do in your own time:

- IQ technical evenings
- Seminars and conferences
- Research into new techniques, technologies, working methods
- Coaching someone or spending time reflecting with your own coach or mentor
- Training courses
- Online learning
- Participating in your professional body, such as chairing a group or meeting
- Taking part in working groups established for particular subjects
- Writing articles, procedural documents, guidance, training courses
- Representing your site, company or the industry at external events
- Toolbox talks
- Visiting new sites or departments
- Work shadowing – spending time understanding some else’s role
- Deputising for your manager
- Undertaking a specific project
- Reading articles, journals and papers on certain subjects
- Training or instructing someone (if you’re not a regular trainer!)
- Preparing for and giving talks and lectures
- Organising and conducting site visits
- Supervising trainees

## What ISN'T CPD

CPD is really all about learning new things or refreshing your knowledge by doing new things. It’s your responsibility to think about what this means for you, but the sorts of things that wouldn’t normally be recognised as CPD are:

- Anything that’s part of your normal day-to-day work
- Travelling time to CPD events
- Time spent recording your CPD activities
- Repeated activity

## Keeping a record

If you are a member of a professional body, such as the Institute of Quarrying, they will normally provide assistance with CPD. IQ provides members with CPD folders as well as a mobile CPD app that allows easy recording of all of your CPD activities.

To maintain your own records, as a minimum we recommend keeping a note of:

- What you did
- When this was
- What you learned by doing it
- The amount of time it took

## Why is it important to me?

Planning for, doing, recording and reflecting on CPD activities is a way of maintaining your professional competence. It requires a continuous and systematic approach in identifying both skills and knowledge that need to be developed or need to remain current within your area of work or expertise.

IQ believes that **CPD** and ongoing learning is essential for professionals working in the quarrying and minerals products industry. It features on our **Skills Wheel** which captures all the key skill and knowledge areas we believe are vital to successful career development in the industry.

## Where Next?

If you are a member of IQ and haven't yet downloaded our CPD app, you can get this by searching for '**IQ CPD**' in the Apple or Google Play stores.

## Institute of Quarrying

IQ supports professionals working within the quarrying and minerals products industry through membership and training. These factsheets are produced across a range of topics to share ideas and best practice. Further information can be found via the resources section on the IQ website [www.quarrying.org](http://www.quarrying.org).