

QUESTIONS & ANSWERS RESULTING FROM CPD PRESENTATION

Q1: CAN WE GET ACCESS TO THE POWER POINT OF THIS PRESENTATION?

Ans: Yes, you can. Upon approval a PDF copy of the presentation shall be made available along with the Minutes of Workshop to attendees.

Q2: CPD- HOW WE CAN REVIEW OUR RECORD?

Ans: By logging onto IOSH Website, Click on “MyIOSH” account tab, at the right hand corner with list of navigation tabs, click on “MyCPD” tab or at the center of the webpage, click on “Update your CPD online now”. This will take you into your CPD Microsite account where you can review your development plan and CPD activities.

Q3: DO WE NEED TO UPLOAD ALL CPD ACTIVITIES DONE AS AN EVIDENCE?

Ans: It is recommended to use activities which are relevant to your career and professional development and in line with your “Development Plan” with concrete evidence to demonstrate a strong CPD than just uploading irrelevant information or activity as CPD. Keep in mind, to stay compliant you need to input a minimum of 6 CPD activities and update your development plan every 6-12 months. If you have done a certain activity several times you do not need to put an entry on your record every time you do it.

Q4: PLEASE KIND OF DOCUMENTS SHOULD BE ATTACHED ON THE CPD?

Ans: Firstly, any document to be uploaded as evidence or to back up your CPD activity must be related to the information which you wrote in your reflective account “Note Section” and the size must not be more than 5MB otherwise it will be rejected. You can upload evidence in form of documents such as minutes of meetings conducted, Risk Assessment records, Attendance record, registers, checklists, Plans, Procedures, Photos Presentations, Charts, Education & training certificates etc. as long as it is related to your CPD activity. Also, evidence from any activities not necessarily related to Health and Safety but still helps to broaden your skill set can be uploaded. E.g. IELTS English test result.

Q5: HI... DOES A CPD HAVE TO FOLLOW A CERTAIN PATTERN/ PROGRESSION...? IF THAT MAKES SENSE... 😊?

Ans: Before commencing your CPD activity, you must have a “Development Plan” which will then serve as a guide to give you direction throughout the rest of your CPD activity. Whatever that is written in your development plan, that should be the pattern it should follow. CPD Activity could result from task you carry out as part of your Job roles and responsibilities at work, Personal Development goals if achieved, trainings and Seminars attended etc. –: There isn’t no right or wrong way for inputting into your CPD, if IOSH can see what you are gaining from it. There isn’t necessarily a clear progression when completing CPD activities, for example completing qualifications at a lower level when you already have a degree. It could be taking a sidestep in your career rather than a higher position. As long as the activity is beneficial to you.

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Q6: I HAVEN'T BEEN UPDATING MY CPD FOR A WHILE, CAN I UPDATE ACTIVITIES OF PREVIOUS YEARS? I CAN TALK ABOUT IT?

Ans: You can update your CPD to cover the years you have not completed if you wish to. However, to bring your CPD up to date you will only need to back date for a year. So, add a minimum of 6 CPD activities covering the last 12 months. Add a development plan discussing your plans for the coming year and an update on your current job.

Q7: HOW OFTEN I NEED TO UPDATE MY CPD, DO I NEED TO UPLOAD ALL LEARNING OR OTHER ACTIVITY ON CPD?

Ans: As per the interactive CPD planner guide (which everyone is advised to use as reminder), It is recommended to set aside 40minutes in your Calendar to update your CPD at the end of every quarter of the year (i.e. every 3 months, if you start from January, February, at the end of March you have to upload all the activities which you must have saved from January till March). Note: There is no maximum number of activities you can enter rather you are required to complete and enter a minimum of 6 CPD activities per year, for you to be complaint and up to date as per IOSH requirements. Furthermore, refer to Answers to Q5 & Q6 for further clarification.

Q8: HOW LONG WILL IT TAKE TO GET INTERVIEW APPOINTMENT AFTER COMPLETION OF CPD?

Ans: Assuming you have completed and passed your IPD, followed by a successful CPD Audit, you should immediately call IOSH UK and book for your PRI interview, they will inform you of the available dates both near and far, you can then choose the particular date schedule that suite you and at your convenience.

Q9: HAS IOSH STOPPED UPGRADING MEMBERS TO GRADIOSH DUE TO THE CURRENT REVIEW? OR THE PROCESS CONTINUES?

Ans: No! IOSH is still conducting their business and membership upgrade as usual until the Membership Grade Review process is completed.

Q10: MY NAME RETHEESH, I DIDN'T GOT MY GRADE IOSH CERTIFICATE. I THINK DUE TO COVID 19?

Ans: Firstly, ensure your mailing address is updated and correct without any errors. Follow up with an email/call to IOSH UK to get more clarification as to what caused the delay. For overseas post it can take 6-8 weeks for this to be delivered. COVID 19 could have caused this delivery time to be longer depending on the situation in different countries.

Q11: KINDLY EXPLAIN MAINTENANCE OF SKILLS, AND TRANSFERABLE - MANAGEMENT SKILLS?

Ans: On the one hand, Maintenance of Skills in CPD process are referred to as those activities or task which you perform as part of your roles & responsibilities at work and professional career or activities which does not necessarily relate to health and safety but they help broaden your skills set. The information which you upload as part of your maintenance skills after ticking the "Maintenance of Skill" tab and save button will then appear in the Maintenance Skills section. On the other hand, Transferable-Management skills are those skills which you possess and can transfer them to others down the line. For example, when you attend a training, course, or learn an

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activity/task and gained knowledge or skills which you subsequently transfer or teach others who then gain knowledge or new skills from you. Finally, any skill you possess which could be beneficial to others is termed Transferable-Management skills. Finally, any activity that reflects both maintenance and transferable-management skills as explained above (and highlighted in the Note section/reflective account), has to be ticked off before saving the activity and this allows the completed activity to appear in both sections respectively.

Q12: ARE THE RISK ASSESSMENTS CAN BE UPLOADED AS CPD ACTIVITY?

Ans: Yes, risk assessment can be uploaded as part of your CPD activity. Please refer to Q5 for further explanation.

Q13: DUE TO COVID-19, THE WORK IS NOT BEING HAPPENED AS PLANNED. THEREFORE, I CAN'T UPDATE MY CPD AS I HAVE PLANNED. WILL IT AFFECT MY FURTHER GO?

Ans: No, it will not affect you. In spite of COVID-19 situation which has affected most jobs, IOSH and other organizations has developed a handful of online activities, online webinars and workshops of which information and knowledge gained from them could serve as CPD activities if you attend any of them.- Remember there is no right or wrong answer in what you input on your CPD. Yes COVID – 19 has caused problems worldwide. However, as stated above IOSH and branches are completing webinars and zoom meetings on different topics which can go into your CPD record. If you are taking this time to read articles stay up to date with Health and Safety this can go in your CPD record as well. The CPD activities do not have to be work related projects.

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QUESTIONS & ANSWERS RESULTING FROM IPD PRESENTATION

Q1: HOW TO START WITH MY IPD?

Ans: Please take the following steps;

- To register please call customer service centre on +44 (0) 116 257 3198
- The cost to register is £160.00
- It takes two years to complete the assessment process (does not include CPD audit or PRI)
- 24 hours to activate your IPD record
- We send a welcome email within two hours

Q2: WHAT IF SOMEONE HAS BOTH VOCATIONAL DIPLOMA (NVQ) AND ALSO ACADEMIC QUALIFICATION (MSC IN SRM AS LISTED ON IOSH WEB). IS THE PERSON EXEMPTED FROM OPEN ASSESSMENT AND PORTFOLIO DEVELOPMENT'S REQUIREMENTS?

Ans: IPD route to Chartered is determined solely by IOSH UK, upon credential submission and evaluation by IOSH, they will then assign the right route based on outcome of your certificate evaluation. – Please send in copies of your official certificates to professional.development@iosh.com to be assessed further.

Q3: CAN YOUR IPD EVIDENCE BE USED AS CPD EVIDENCE?

Ans: Yes, if you can demonstrate full research conducted and knowledge gained during your IPD process along with evidence, and also able to record it properly as part of your reflective account on the note section while carrying out your CPD activities.

Q4: I HAVE BEEN CALLING IOSH TO REGISTER FOR IPD FOR THE PAST ONE MONTH, NO RESPONSE. WHAT COULD BE THE PROBLEM?

Ans: Keep trying and take note of the time zone difference before making the call. It is recommended to call around 11am to 12pm Qatar time which is around 9am UK time.– Furthermore, any queries I have received regarding trying to contact the customer service center during the workshop I have forwarded to the IOSH customer service center Team Leader. Please check your emails and make sure your mobile is turned on someone will have been in contact this week. Good Luck!

Q5: TO FILE FOR TRANSFER CATEGORY TO GRAD IOSH, CAN MY NEBOSH DIPLOMA PASSING RESULT BE SUFFICIENT FOR NOW AS PROOF OF MY QUALIFICATION?

Ans: Please send a copy of the official results letter to IOSH so this can be assessed.

Q6: I HAVE MADE PAYMENT FOR IPD AND MAILED WITH EVIDENCE HAS BEEN SENT SINCE 13TH MAY TO CSC AND MEMBERSHIP BUT NO RESPONSE?

Ans: Your query was forwarded to the Team Leader of the Customer Service Centre last week. This is being investigated and someone has tried to contact you already.

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Q7: ANY SKILLS DEVELOPMENT PORTFOLIO SAMPLE? SECONDLY, IS IT IMPORTANT TO BE IN A LEADING, MANAGERIAL POSITION TO OBTAIN AND MAINTAIN CHARTERED STATUS EMAIL: AATAJ09@GMAIL.COM?

Ans: The professional development team can send you a SDP criteria summary sheet. Once you have registered you will be able to view all complete criteria examples from your MYIOSH – MYIPD. No you do not need to be in a leading managerial position to obtain Chartered membership.

Q8: I JUST WANT EMMELINE TO CONFIRM THAT SOMEONE WITH NEBOSH INTERNATIONAL DIPLOMA WILL GO THROUGH ROUTE 1 TO CMIOSH?

Ans: If you possess NEBOSH International Diploma in Occupational Health and Safety, you will go through the SDP (Skills Development Portfolio) route. If you have the NVQ, you will go through the EOA (Electronic Open Assessment) route.

Q9: HI, I HAVE GRAD IOSH AND CM IN UNDER PROCESS, I HAVE COMPLETED SDP & EOA AND CLEAR CPD AUDIT AND NOW PEER INTERVIEW HAS BEEN SCHEDULED AS FINAL ASSESSMENT STEP. I HAVE NOTICE THAT SOME OF THE MEMBERS ARE BEING AWARDED AS CHARTERED JUST AFTER THE CPD AUDIT. I HAVE BEEN MEMBER OF IOSH SINCE 2016 AND REGULARLY UPDATING CPD.

FROM OLA TO EVERYONE: 01:29 PM?

Ans: Any member of IOSH who was or is awarded with CMIOSH status must have gone through a particular IPD route as per his credential evaluation done by IOSH. Upon successful completion of IPD they will then be conferred with the chartered status/Title. Furthermore IOSH has a memorandum of understanding with other international bodies such as BCSP & BCRSP under a certain criteria which allows any of the holders of CSP & CRSP to obtain the CMIOSH status upon success completion of an IPD route design to capture the requirements of IOSH the position.

Q10: GOOD DAY. I HAVE PAID TO BE A MEMBER OF IOSH AND HAVE NOT RECEIVED ANY MAIL REGARDING MY REGISTRATION?

Ans: Send an email to IOSH csc@iosh.com or call them (refer to Q4). Alternatively, you can get in touch with any of the IOSH Qatar Branch committee members, we will see how we can assist you with this. For your information, this query was forwarded to the Team Leader of customer service centre last week.

N/B: If you could not find the exact question which you sent in, just know that the answer to your queries has already being addressed in one of the explanations above.