

NZTG CPD FAQ's

What is CPD?

CPD stands for Continuing Professional Development. It refers to the process of tracking and documenting the skills, knowledge and experience you gain both formally and informally as you progress in your business.

CPD is a compulsory requirement in many industries, with the aim to ensure individuals and companies retain focus on maintaining minimum standards and on up skilling in their chosen profession.

Why must I do CPD?

To help our members maintain and build on their business competence.

Participating in our CPD programme demonstrates to us a strong business standard. It allows us to be confident recommending a member business for work (such as national contracts) and for recommending a mutually beneficial partnership between member business. Participation also demonstrates a level of competency and can serve as a point of difference in the market place.

It demonstrates confidence to customers, that our members will deliver a quality service that complies with industry regulations and business best practice.

Our CPD programme offers members a simple way of bringing together all levels of industry and business training in one easily managed online system.

Who else does CPD?

In the construction sector it is currently a compulsory requirement for Plumbers, Builders and Architects to participate in their own industry specific CPD programme.

Many other industries also participate in a compulsory CPD programme, such as Dentists, Lawyers and Financial Advisers.

Why is NZTG introducing a CPD program when it's not currently an industry requirement?

A structured, practical and methodical approach to learning helps employers retain key staff and develop the skills and knowledge in their organisation to maintain a sustainable and competitive advantage in their market.

It is likely that CPD will be compulsory in the electrical industry at some point in the not too distant future. Our aim is to implement an effective CPD programme now to pre-empt this.

Implementing CPD now also ensures that NZTG members are ahead of the market. This in turn presents greater confidence between members to refer work and network whilst making NZTG a very attractive contender for national contract work.

Is CPD a compulsory requirement of NZTG membership?

Yes.

What happens if I don't participate and achieve my annual points total?

We hope that all members embrace this industry leading initiative. If for some reason you decide not to engage in the CPD programme, please contact us as your membership offering will change. We are here however to assist you in any way we can.

What do I get out of participating in the NZTG CPD Programme?

A better business! CPD pro-actively encourages you to continually evolve and refine your business and your personal skill set. As a result, new business opportunities are identified, and business process can be more streamlined. It also ensures you will receive full support and have access to the entire suite of NZTG member benefits.

How many CPD points must I accrue?

It will be a requirement to accrue 21 CPD points annually over three categories – Business Competence, Technical Development and Business/Industry Compliance. An annual period runs from 1 April – 31 March.

How do I earn CPD points?

All industry or business-related trainings, seminars, conferences etc. you attend for your business could accrue points toward your running CPD tally.

As you complete your trainings etc, send the details to cpd@nztradegroup.co.nz or fill in the online [CPD Submission Form](#) (evidence of learning). This will then be weighted and awarded CPD points (where applicable).

All your CPD submissions need to be in by the end of the annual period (31 March) to qualify. NZTG will record your points in your Learning Account for the NZTG member business.

How can I track my CPD points?

Your CPD points will be managed in your Member Learning Account. You will be provided with unique login details (login page link <https://nztg.litmos.com?C=956423>).

If you need this information again, please email cpd@nztradegroup.co.nz.

What are the CPD categories?

Each NZTG member business is required to achieve 21 points CPD points per annum in three CPD Categories.

1. Business Competence (max. seven points toward total of 21)
2. Business/Industry Compliance (max. seven points toward total of 21)
3. Technical Development (max. seven points toward total of 21)

What if I have multiple staff attend the same training. Do I receive the points multiple times?

Points will only be counted once for the company even if multiple people attend, however we will record those points against the individuals which will count towards benefits and a learning record for each of your team members.

In the first instance the CPD is counted against the company, and secondarily we will be managing Individuals efforts.

How do I register my CPD points?

There are three options for submitting points:

1. By filling in an online form <https://www.tfaforms.com/4694736>
2. By uploading the information in your Learning Management System <https://nztg.litmos.com?C=956423>
3. By emailing the details and evidence of training to cpd@nztradegroup.co.nz

How do I go about having my trainings and/or development carried out outside of the NZTG CPD Framework weighted and counted?

Submit the details as above. We will weight the information and award points as appropriate and record these in your Learning Management Record.