

## NZTG CPD Programme

### 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 we are bringing CPD in as a compulsory requirement of NZTG membership

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.

### How will it work?

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.

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](mailto: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.

You will be visited by a NZTG Relationship Manager to support you with your CPD planning and you will receive guidance on what training is available to you.

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>).

## Points system

Each NZTG member business is required to achieve 21 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)

As a guide, most trainings will earn one point for the first hour of training, and a half point every hour thereafter.

If multiple staff attend the same training, then the points will be applied to your Member Learning Account once only (over an annual period). However, we encourage you to submit the evidence of training for ALL training completed (for every staff member) and we will record these firstly against the Member's Learning Account (where applicable) or against the individuals' learning record.

*Examples of completed CPD Submission forms are attached for your reference.*

## CPD Categories

### 1. Business Competence

(minimum of 7 points annually):

In support of demonstrating good business management.

Examples:

- Business related trainings e.g. sales and project management
- Software trainings
- Formulating/updating the Business Plan
- Business networking or development meetings
- Conferences (NZTG or other relevant association)
- Business coaching
- Business annual planning
- Business annual audits

### 2. Business/Industry compliance

(minimum of 7 points annually):

In support of demonstrating competence in business/industry compliance.

Examples:

- Maintaining industry practising license
- Health and Safety
- Receipt, understanding and adoption of industry legal updates (such as Acts, Standards and Regulations)
- Insurance review/assessment
- Human Resource Management
- Trainings or seminars with industry professionals

### **3. Technical Development**

(minimum of 7 points annually):

In support of demonstrating core competencies and learnings to broadening core competencies.

Examples:

- Supplier trainings
- Online technical trainings
- New Supplier meetings
- Technical skill development
- Industry or supplier - networking, tradeshow or conferences

## **Participation**

The NZTG CPD programme will commence on 1 April 2018. Every member business will be given 12 months to accrue their 21 points.

Members who do not achieve, or do not wish to participate in this programme, will be offered a second tier of NZTG membership.

## **Summary**

We believe that the introduction of our CPD programme will be beneficial to every member business, to NZTG as an organisation and to our industry as a whole. It is a tangible way of demonstrating that creating and maintaining a network of competent high calibre members is in the forefront of our mind.

We are committed to helping you in business any way we can, and we will happily offer you all the resources needed to actively participate in this programme and in turn run a sustainable and successful business.



NZ Trade Group Electrical Limited

P O Box 302091, North Harbour, Auckland 0751 | 22a Tarndale Grove, Albany, Auckland, 0632

Ph. +64 9 414 4644 | email: [admin@nztradegroup.co.nz](mailto:admin@nztradegroup.co.nz)

Application for record of skills development and maintenance:

Company details

Date: 01 June 2018

Company Name	Jeremy's Electrical
Email address	admin@jeremyelectrical.co.nz
Participants	Jeremy Jane

Trainer/Host

Date of training / Event / Meeting	16.05.2018
Training/Host company	Jeremy's Electrical – HSE review
Trainer/Host	Jeremy
Training provider contact phone	n/a - inhouse
Location of training	1 Jeremy Street, Jeremyville

Learning

Learning outcome: (What was the purpose of the desired outcome of this event)	H & S policy review and implement HSE policy and structure
Number of hours of event (hrs)	2
Subjects covered	H & S Policy/Procedures including SOP's, Toolbox, and reviews
Knowledge gained and/or Resources supplied and/or Systems supplied	-
Assessment/Evaluation/Outcome method if any	Policy implemented
Type of training (please identify 1)	<b>Online Learning / Blended learning</b> ( <i>mix of online and hosted</i> ) / <b>Hosted Learning</b>
Certification / Accreditation gained (if any)	Inner Range Concept certification
Category/points allocated to (please identify 1)	<b>Business Management / Business Compliance / Technical Development</b>

Declaration: I declare this is a true record of my skills maintenance activities. I understand that NZTG can ask to see my personal skills maintenance records that support this claim. I understand that it is an offence under the NZTG terms and conditions to provide incorrect or misleading information.

.....

Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date

Application for record of skills development and maintenance:

Company details

Date: 01 June 2018

Company Name	Jeremy's Electrical
Email address	admin@jeremyelectrical.co.nz
Participants	Jeremy Jane

Trainer/Host

Date of training / Event / Meeting	15.05.2018
Training/Host company	Atlas Gentech
Trainer/Host	Jo
Training provider contact phone	021 111 222
Location of training	Atlas office Auckland

Learning

Learning outcome: (What was the purpose of the desired outcome of this event)	Inner Range – Concept Alarm training. Training on install and programming
Number of hours of event (hrs)	4
Subjects covered	Concept Alarms Small link to CCTV
Knowledge gained and/or Resources supplied and/or Systems supplied	-
Assessment/Evaluation/Outcome method if any	Test at the end
Type of training (please identify 1)	<b>Online Learning / Blended learning</b> ( <i>mix of online and hosted</i> ) / <b>Hosted Learning</b>
Certification / Accreditation gained (if any)	Inner Range Concept certification
Category/points to be allocated to (please identify 1)	<b>Business Management / Business Compliance / Technical Development</b>

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Date