

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 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, tradeshows 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.

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.

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.

