



Filling in your WorkSafe CPD Logbook (Step by Step Guide)

Logging in

Go to: <https://extractivescoc.worksafe.govt.nz>

TIP: First Time User? You were sent a login email when you achieved your certificate. If you require any help contact BoE_Secretariat@worksafe.govt.nz (Do not register if you hold a current CoC as you are automatically registered when you achieve your certificate).

1. Click on Login
2. Enter your login details
3. Click on CPD Logbook
4. Click on the logbook year highlighted in blue.

TIP: You can edit your contact details under 'My Details'.

If you click on Total Hours you will see how many hours you have already loaded in.

If this is your first time using the system, or you are starting a new CPD year, then the total hours will be zero.



Welcome

CPD Logbook
Access your Continuous Professional Development Logbook.

My Applications
Keep track of your past and present applications.

My Details
Don't forget to keep your email address and contact details up to date so that we can get in touch with you about your application.

TIP: Your CPD year starts from the date your certificate was issued. You can enter information for your current CPD year that is open. If there is no logbook year highlighted in blue and you wish to enter data into the current (or previous) years, contact BoE_Secretariat@worksafe.govt.nz

The opening page of your logbook will be the 'Instructions' page

If you look to the left, you will see a list of options:

- Instructions
- Your Details
- Total Hours
- Formal OSS (Operating and Safety Systems)
- Informal OSS (Operating and Safety Systems)
- Formal Leadership
- Informal Leadership
- Formal Emergency Mgt (Management)
- Informal Emergency Mgt (Management)
- Formal Legislation
- Informal Legislation

Entering hours

5. Decide if your CPD activity is formal or informal, then click the competency you want to add hours to
6. Enter the date of the CPD hours
7. To enter the type of learning, click on the downward arrow (to the far right of the screen) and select from the dropdown list
8. Enter the number of hours gained
9. Enter the training provider
10. Enter the key learnings for each activity to show what you have gained from completing it
- 11: If you want to enter another CPD activity from the same competency click on the + sign. A blank form will drop down

The screenshot shows the 'CPD Logbook Year 4' interface. On the left is a sidebar with a list of competencies: 'Informal: Legislation' is selected and highlighted with a blue bar and a dashed orange circle labeled '5'. The main form area is titled 'Informal: Legislation' and contains several fields: 'Date' (01-3-2019) labeled '6', 'Hours' (8) labeled '8', 'Activity/Provider' (ABC) labeled '9', and 'Key Learnings' (a text area) labeled '10'. A dropdown menu for 'Informal Learning' is set to 'Publications - e.g. reading learned or technical article' and is labeled '7'. Below these fields is a '+ Add' button labeled '11'. At the bottom of the form, there is a 'TOTAL: Informal Hours Legislation' field showing '6'. A 'Warning' message states: 'Warning: The clear button will clear data from all pages of this form, since the form was last saved.' A 'Note' states: 'Note: Clicking on submit, will submit and close this form. Use the submit button once you have finished working in all pages of the form. To reopen the form return to the CPD logbook portal and click on the form link.' At the bottom right, there are buttons for 'Clear', 'PDF', 'Submit', and 'Save', with the 'Save' button highlighted by a blue circle and labeled '12'.

Repeat Steps 6-11

12. SAVE

TIP: Once you have finished loading your hours for a competency, click on *Total hours logged* (in the left-hand column) and you will see the total hours registered there. This is a good time to double check that everything is loaded for that competency.

To enter hours in another competency, click on the competency you want to add the hours to on the left hand side of the screen.

TIP: Remember that formal and informal hours are treated separately and each of these have their own section to fill in.

Once you have clicked on the next competency **Repeat steps 6-11.**

12. If you are done entering your hours for now, but haven't completed your hours for the year, click **SAVE**. You can logout and the system will save your work.
13. If you have completed your hours for the year click **SUBMIT**. This will send the form to WorkSafe.

TIP: You can change any information in your logbook at any time during the current CPD year. Simply enter the information you want using the steps above and use the **SUBMIT** button to save it.

TIP: Once you have submitted your logbook for the year you will not be able to make changes once the CPD year has rolled over. Contact BoE_Secretariat@worksafe.govt.nz if you require access to previous years' CPD logbooks that are closed.

FAQs and troubleshooting

- **I've gone into my CPD year and picked a competency to fill in, but the form is already filled in. How do I add more CPD activities?**

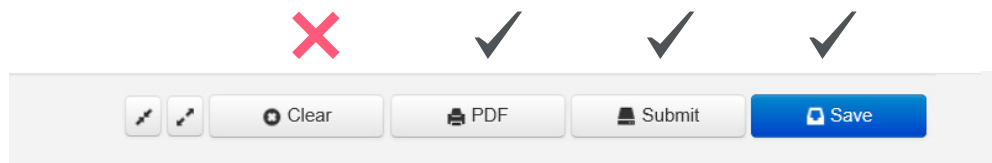
To add new hours to a competency, click on the + button that is below the previous record entered. A new record will drop down.

The screenshot shows the 'CPD Logbook Year 4' interface. On the left, a sidebar menu has 'Formal: OSS' highlighted with a blue bar and a dashed orange circle. The main form area is titled 'Formal: OSS' and 'Formal Operating and Safety Systems'. It contains fields for Date (17-1-2019), Hours (2), Activity/Provider (ABC Training), Formal Learning (Attending industry seminars/workshops), Supporting Document (Browse...), and Key Learnings (Safe Planet Pre-start Checks, Quarry Inspection). Below the form, there is a table with a '+' button in the first column, circled in orange. A text instruction reads 'Click on the '+' for each additional entry required'. At the bottom, a 'TOTAL: Formal Hours Operating and safety systems' field shows the value '2'.

- **I clicked SUBMIT but now want to add more hours to my current CPD year, what do I do?**
If you want to add hours after you have submitted a record, simply log in and enter the hours as normal. There will not be a SAVE button, so click on **SUBMIT** at the end.
- **I can't see a SAVE button!**
If there is no SAVE button, this means you have clicked on the SUBMIT button at some point and will need to continue to use the **SUBMIT** button for further entries. The SAVE button will no longer be an option.
- **How do I keep a record for myself?**
If you want to save a copy for your files – click PDF (located by the SUBMIT button at the bottom of the page) and download/print a copy for your records. You should do this once you have finished entering all your records for a CPD year.

- **What happens if I click the CLEAR button?**

DO NOT click the 'clear' button. This may delete all your information. If you need to delete a record you will need to delete the individual parts yourself and then click the SAVE or SUBMIT button.



- **What does the Supporting Documents section do?**

You need to use this section to upload the evidence you are required to provide for your Formal CPD, for example attendance certificates.

- **How do I add hours to previous CPD years?**

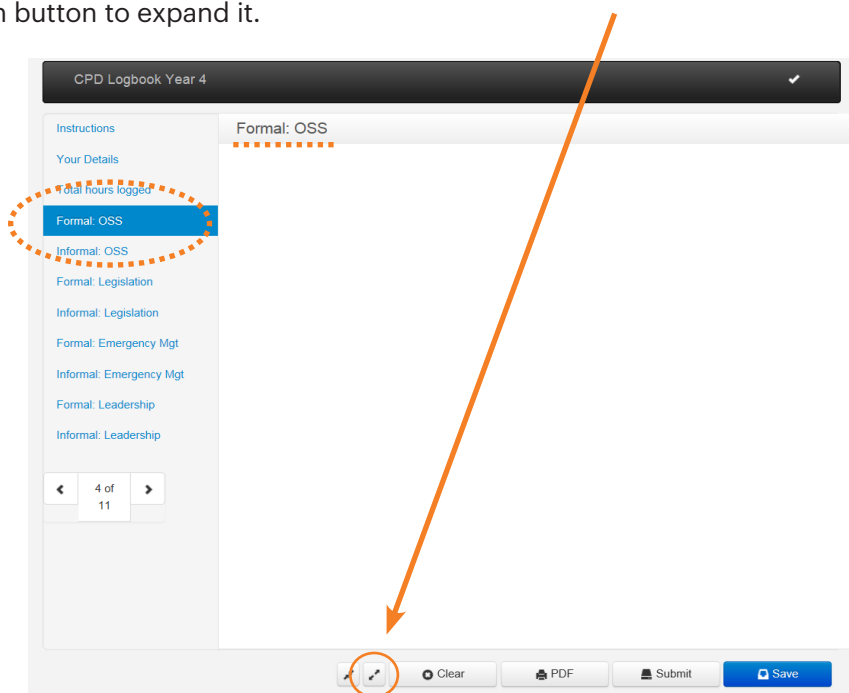
You can only fill in details for the current CPD year. However if you need access to a closed CPD year contact BoE_Secretariat@worksafe.govt.nz

- **The CPD year I want to add hours to is not in the list**

If the date today is within the CPD year you want to add information to, and the year is not on the list in your CPD home page, contact BoE_Secretariat@worksafe.govt.nz Sometimes it will take a day or two from the rollover date for your logbook.

- **I clicked on a competency from the list, but the page is blank.**

If you click on the links on the task bar on the left hand side of the page and get a blank screen, click on the full-screen button to expand it.



Acknowledgements

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