CONTINUING PROFESSIONAL DEVELOPMENT
SCHEME FOR CLAY QUARRY MANAGERS & RESPONSIBLE PERSONS
Contained within the Quarries Regulations 1999 is a legal requirement for those responsible for the running of quarries to demonstrate competence and the reason for this is because quarries are very hazardous places and in order to make sure that safety is maintained those with responsibility for the quarry have to know what they are doing.

In order to provide quarry managers with the means to demonstrate competence a package of measures were developed by the industry. The first stage was the construction of a three day course for quarry managers to acquire knowledge and skills, the second was the development of a follow up one day refresher course and finally was the development of the Continuous Professional Development scheme.

Both the quarry manager’s three day course, the one day refresher and the Continuous Professional Development scheme are administered on behalf of the UK heavy clay industry by the Institute of Materials, Minerals and Mining (IOM3) under the direction of the Joint Approval Board (JAB) which is comprised of representatives from the heavy clay industry, the IOM3 and the British Ceramic Confederation (BCC).

The objective of the JAB is to provide those with responsibility for the clay quarry with the tools by which they, through their efforts can show evidence that they are taking appropriate steps to maintain competence. In this regard it is important to understand that this is a continuous process and not an event and because of this CPD is the means by which managers can demonstrate that they are fully engaged in the process on a continuous basis and are therefore taking the necessary steps to keep appraised of changing circumstances and developments.

"COMPETENCE IS THE ABILITY TO APPLY KNOWLEDGE, UNDERSTANDING, PRACTICAL AND THINKING SKILLS TO ACHIEVE EFFECTIVE PERFORMANCE TO THE STANDARDS REQUIRED IN EMPLOYMENT. THIS INVOLVES SOLVING PROBLEMS AND BEING SUFFICIENTLY FLEXIBLE TO MEET CHANGING DEMANDS."

THE DEFINITION OF COMPETENCE:

Whether an individual is actually competent at any one time is to a large extent a matter of judgement, however, taking the necessary steps and producing evidence continuously is a tangible demonstration of the commitment to achieve and maintain the goal. The responsibility of achieving and maintaining competency lies with the quarry manager and the company. It is the responsibility of the JAB to provide the necessary guidance and support. In addition, underpinning the above definition are the following key principles:

1. Training/underpinning knowledge
2. Assessment
3. Maintaining competency/Continuing Professional Development (CPD)
4. Refresher/re-assessment

1 and 2 relate to the three day course and assessment and are all about making sure that the quarry manager has sufficient knowledge and skills to carry out the job to the required standard. 3 and 4 are about the process of CPD.
These guidelines are intended to help Scheme participants to understand the need for a balance of priorities, activities, and evidence of learning recorded in your annual CPD Record, which you submit to IOM3. They are guidelines; they are not ‘hard and fast’ rules. They intentionally try to offer a high degree of flexibility to participants.

The central purpose of this process is;

- to enable you to demonstrate the relevant evidence of the activities that you have undertaken,
- to enable you to demonstrate the Learning, Outcomes, and Benefits that you have derived from those activities and which assist you in demonstrating your Competence to manage a Clay Quarry safely and
- to do so in line with the Quarries Regulations 1999, and its ACOP; and to protect the Health and Safety of the people who are employed there.

THE ORDER OF PRIORITIES:

On the CPD record form you are asked to enter your priorities. Ideally, the activities you chose in order to achieve your priorities should be developed, and agreed, with your line manager; perhaps at your appraisal, or PDP review.

Your CPD priorities (3 or more) should be ordered on the form in such a way that the central purpose of this process, i.e. the recording of CPD activities which help you to safely manage a clay quarry appear first, the Quarries Regulations 1999 related aspects next, and other priorities are placed in third position, or beyond.

- Priority 1 – Your Health & Safety Management focused priorities for the next year(s).
- Priority 2 – Your Quarries Regulations 1999, including the ACOP, and Technical, priorities.
- Priority 3 – Your ‘Other’ identified goals and priorities for action/learning etc.

The narrative or notes that you then submit as a CPD record listed in the second table on the form, should correlate very closely with the priorities you, and your line manager, identified and entered above at the outset.

THE ACTIVITIES
(COLUMN 3 IN THE CPD RECORD FORM):

There are six types of CPD Activity, which are defined below, and which also appear on the IOM3 website. Your CPD record should ideally reflect a reasonable balance of these six categories of activities, however you are not, for example, expected to record an entry against all of these in any one year! Aim for a good mix and for a number of different types.

These six types of CPD Activity are each addressed in the Frequently Asked Questions (FAQ) section which follow these guidelines. The FAQ’s show you examples of what have been generally regarded, by the JAB, as acceptable CPD. The examples shown are only that, examples. So by definition, they cannot cover all circumstances.

THE LEARNING, OUTCOMES, AND BENEFITS
(COLUMN 4 IN THE CPD RECORD FORM):

These three words are crucial to your CPD Record. Please do not simply record the “Activity” in the Learning, Outcomes, and Benefits column. The whole point of the process is for you not only to undertake the activities, but more importantly, to demonstrate what you have learnt from carrying them out. What was the beneficial Outcome? What was the Benefit to you personally, to your company and to your people?

Whenever appropriate, participants should give concise examples of their learning from the activity and not simply record the activity itself.
THE PROPORTION OF TYPES OF CPD RECORDED
(COLUMN 5 IN THE CPD RECORD FORM):

The types of CPD should ideally be a balanced mix of the six types of activities;

- **WBL**  Work Based Learning
- **PA**   Professional Activity – Using expertise to advise/audit other locations
- **FE**   Formal Education – Leading to a qualification or certificate
- **SDL**  Self-Directed Learning – Pro-active/self-motivated learning
- **CSW**  Conference, Seminars, Workshops
- **O**    Other activities

WBL or Work-Based-Learning should typically account for between 40% and 60% of the total CPD hours submitted and should not exceed the 60% level (unless exceptional circumstances exist in the Quarry in a given year – which is expected to be very rare indeed).

Similarly, the expectation is that, Health & Safety Management related issues, and activities specifically designated by the Quarries Regulations 1999, or its ACOP, should normally account for not less than between 30% and 40% of all the various types of Activity recorded.

You may feel that a particular activity is a combination of more than one of the above activities, for example the formal education may be self-directed. If this is the case you should record it as such in column 6.

Examples:

- At 60 hours CPD - The entry has 24 hours WBL, or 40% and the rest 36 hours in other types of activity.
- Of the 60 hours around 18 to 24 hours should ideally relate to activities in the H&S/QR 1999 issues. i.e. typically between 30% and 40%.
- At 39 hours CPD  - With 15 hours of WBL, or 38% the balance of 24 hours has to be from all other types of activity.
- Of the total of 39 hours around 13 to 16 hours should ideally be related to H&S/QR 1999 issues.
- At 36 hours CPD and with this time, the max of 60% in WBL type activities, or 22 hours only 14 remain in all other areas. This is fine.
- Of the 36 hours CPD, around 11 hours (30%) to 14 hours (40%) should ideally be in H&S Management or QR 1999 related activities.

THE CPD RECORD - HOURS
(COLUMN 6 IN THE CPD RECORD FORM):

The expectation is that you will need to record and demonstrate at least 35 hours or more of relevant CPD in a Scheme year. Feel free to record all your relevant CPD hours, you don’t simply have to stop at 35 hours. However, the CPD Record should be split up in a balanced manner i.e. not all of it in one priority area, and not all of it concentrated only in any one activity type.

It is also permissible to count a realistic element of your preparation time in respect of some of the activities that you may undertake.

The JAB need to see a considered balance of activity types, and of priorities, and of learning, in the CPD Record itself.

It is entirely possible to achieve a desirable balance of Priorities, Activity types, and Hours but the process is best achieved if it is well planned in advance. Please try not to leave the completion of the form to the week before its submission is due in to IOM3! Try to populate the CPD Record form from your experiences and your learning throughout the Scheme year.
ATTENDANCE AT COMPANY-BASED OR EXTERNAL BRIEFINGS, CONFERENCES, SEMINARS AND OTHER SIMILAR ACTIVITIES

Which briefings/conferences/seminars have been accepted in CPD submissions?

1. Attendance at the IOM3’s annual ClayTech UK Seminars.
2. Attending the BCC’s Ceramic Industry Health & Safety Pledge Conference.
3. Attending the HSE/Institute of Quarrying regional conferences/meetings.
5. Personal Development Courses e.g. Effective Presentation Skills.
6. Attending e.g. Hillhead, Plantworx Construction Exhibition, Ceramitech etc.
7. Attendance at relevant ICTa/IOM3 Local Society/Branch Meetings.
8. Attendance at in-house:
   a) Quarry Management Steering Group Meeting - Company A
   b) Technology Knowledge Programmes - Company B
   c) 4 day, Raw Materials Course-Understanding Clays - Company C

READING OF RELEVANT JOURNALS, BOOKS, ARTICLES, WEB SITES, PUBLICATIONS ETC

Which articles, journals, books etc. have been accepted in CPD submissions?

1. Relevant articles / extracts from Clay Technology, Materials World, Ziegelindustrie International, Safety Management (BSC publication) and others.
2. Internet data from the HSE website, Safequarry.com, CHARGE website (links via BCC’s website).
5. Reading any or all of the BCC’s range of Pledge Toolkits and H&S Management Guides.
7. Reading articles in which learning is enhanced in Ecology and Biodiversity in Quarries, e.g. from English Nature, English Heritage etc. and including the safeguarding of SSSI’s.
UNDEARTAKING WORK THAT IS NEW TO THE PARTICIPANT

What counts as New Work, New Experiences, New Learning?

1. Any relevant activity or learning undertaken for the first time!
2. Quarry, or Personal, Project Development Work.
3. The application or use of new fixed plant, mobile plant, new processing techniques or on-site monitoring technology, or safety related equipment (PPE/RPE) etc.
4. The design, or significant alteration/improvement of work practices, traditional extraction methodology or processes on site, either alone or with others.
5. Undertaking a ‘root and branch’ review of your organisation’s site H&S/Quarry Management Systems and Procedures following appointment or promotion or in the context of an increased level of personal responsibility. This applies during your first two years following appointment only.
6. Drawing up Quarry interim and final restoration plans, with Planners, Consultants etc.
7. Drafting a Quarry Strategic Plan (to include the thought processes involved) in planning for the next 5-10-20 years’ operations.

TRAINING/BRIEFING MEMBERS OF STAFF (INCLUDING NEW RECRUITS, VISITORS AND OTHERS NEW TO THE SITE), AND/OR GIVING LECTURES ETC. OFF SITE.

What are acceptable examples of these activities?

1. Providing training including Induction Training to site (Authorised) Contractors, Environment Agency (EA), or Local Authority personnel, Quarry ecological habitat surveyors, Police and PCSO’s (e.g. In cases of trespass), and others.
2. Toolbox talks, refresher training, training contractors and other defined training.
3. Training e.g. Mobile Plant Operators, Electricity at Work Regulations personnel, Quarry Operators e.g. Vehicle rules, brake testing regimes, stockpiling rules, tips/lagoons etc.
4. Inductions to external plant maintenance contractors e.g. mobile plant/compressors/quarry fixed plant/conveyors/primary crushers/box feeders/landscape contractors etc.
5. Supporting the learning of others as a company-based mentor e.g. Regulation 8 Appointees’ Training of Operators etc.
6. Lecturing, on or off-site, to students, professional bodies, quarry (and landfill) liaison group members, parish council members, RSPB, local archaeology and wildlife interest groups etc.

REMEMBER THAT IT IS NECESSARY TO DEMONSTRATE AND GIVE EXAMPLES OF WHAT YOU HAVE LEARNT FROM YOUR NEW WORK/LEARNING/EXPERIENCES IN YOUR CPD SUBMISSION. IT IS NOT ACCEPTABLE TO SIMPLY RECORD WHAT THE ACTIVITY WAS.
MENTORING OTHER MEMBERS OF STAFF

What can be counted as mentoring? Examples include;

1. Acting as the in-house mentor to, for example, ICTa / IOM3’s Technical Certificate course students at Level 2 and Level 3.

2. Acting as a mentor to the students on the Clay Technology Higher Apprenticeship and Foundation Degree courses. Level 4 and Level 5.

3. Mentoring Engineering and Craft Apprentices through their formal learning programmes.

4. Helping colleagues plan their PDPs, and Appraisal Targets (PDP - Personal Development Plan).

5. Mentoring the formal induction period for new entrants to the company, or for those newly appointed/promoted with significantly enhanced safety-critical roles, duties and responsibilities. This is critical to newly appointed Quarry Managers, and Responsible Persons.

6. Mentoring your successor(s) in a planned succession environment/handover period to understand their new scope of responsibility, and their duties under the law.

PARTICIPIATION IN RELEVANT ACTIVITIES RESULTING FROM MEMBERSHIP OF IOM3 OR ANOTHER PROFESSIONAL ASSOCIATION AND ANY ‘OTHER’ RELEVANT ACTIVITIES.

What are some examples of these relevant activities?

1. Accompanying a Geotechnical Specialist on a quarry site visit to your own, or another site where new learning opportunities exist.

2. Meeting the Mineral Planning Authority regarding routine monitoring of Planning Consent Conditions, or ROMP reviews etc. with or without Planning Consultants.

3. Health and safety related activities and e.g. planning with joint/shared site commercial Landfill Operators.

4. Taking part in the actions required by a formal quarry site Environment Impact Assessment.

5. IEMA (or similar organisation) - Environmental Management Training.

6. Undertaking quality related third-party supplier assessment audits at material suppliers’ sites e.g. imported stockpile sand/additives - only where relevant to quarry safety.

7. ICTa Roadshow events e.g. JCB Visit.
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IOM3 Training Academy, Grantham Centre, The Boilerhouse, Springfield Business Park, Grantham, Lincs NG31 7FZ

+44 (0) 1476 513894
+44 (0) 1476 513899
training@iom3.org

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