

# Example of extractives continuing professional development (CPD) logbook entry

This logbook is for holders of a New Zealand Extractives Certificate of Competence (CoC).

**It is important to read the guidance before starting to record any CPD activities.**

More detailed information is available in the CPD Guidelines booklet and can be useful when recording CPD.

For questions about the CPD Logbook or the requirements please refer to the CPD Guidelines for more details or contact: [BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz)

Name:	Mobile phone:	Email:
CoC held (most senior):	Expiry date:	

**CPD entry number:** Allocate a CPD entry number for this activity: *This is your own numbering system/reference system. The important thing is to use that number on the corresponding evidence for that particular entry e.g. if the CPD entry number is 6 for a first aid course, then label the first aid certificate with a 6 as well.*

DATE	ACTIVITY AND PROVIDER	UNRESTRICTED/ RESTRICTED	AREAS OF LEARNING	HOURS	SPECIALIST HOURS	EVIDENCE - Please describe what evidence you are providing and note on the evidence itself the CPD entry number
	MinEx Workshop 2024	Unrestricted	Trends in safety performance, Learnings from serious incidents, WorkSafe inspectorate update, High Reliability Organisations, Safe Drilling & Blasting, Decluttering/ implifying H&S Systems	8		<ul style="list-style-type: none"> <li>• Registration receipt for Workshop and/or</li> <li>• Workshop confirmation ticket</li> </ul>

## KEY LEARNINGS

Refer to the CPD Guidance Booklet in the back of the logbook to assist in writing the key learnings. Also if completing for attending a workshop - refer to the presentations emailed to you prior to the workshop.