



# CPCF Training Q&A

28 July 2022

As a new starter on Stage 2, I would like the quals team to just confirm that the generic portfolio is to be complete alongside stage 2 units but must be submitted before any other stage 2 work.

The generic portfolio must be submitted with the submission of the first subject specific portfolio (SSP) –  
Practical, Oral and Profession interview exams can not be taken until the SSP has been submitted.

The [portfolio guidance](#) can be found on the website for more information.

In relation to metrology, will students have to have done a minimum amount of reading/practical work before they attend to ensure everyone is on an even level before face to face classes? To ensure that face to face class time is not wasted on basics. This was something that was discussed by a trainer and some ex students on a recent course. Sounds like it would be a good idea.

Yes, your introduction session with your trainer will advise you how best to prepare for your contact days using the distance learning content and any additional tools they feel are appropriate

Do we need any books or resources to help us start with stage 1?

Your [syllabus](#) and training notes will provide you with any reading recommendations. All training notes for contact days and distance learning will be provided on the online learning management system (LMS).

Are the exams going to be held  
at venues again or still at LA  
offices?

We will be continuing with the hybrid approach of LAs and main venues

How can we best get practical experience and support for the W&M module if we do little W&M work in our authority?

This will be something you need to address with your manager, branch and perhaps bring to the attention of your neighbouring authorities for assistance to see if there is any practical experience they can assist with

Will work be uploaded to  
LMS as stage 1 was?

Yes - all contact day and distance learning materials will be available via  
the LMS

What do you do if you cannot  
find a competent internal  
assessor?

Speak with your manager, regional coordinator or branch to see if any  
local assessors can assist.



When do we start learning content for stage 1? Is it in the introductions days?

Your LMS access will be available in September - your Trainer will then advise at the introduction session, on how best to continue each of your learning unit sessions

Will the W&M module be  
obsolete soon? Should we be  
deferring?

No, the current regulations and W&M unit is still in place and therefore anyone completing the current CPCF should continue with their studies as registered for.

How long before the April  
deadline can portfolios be  
submitted?

Portfolios can be submitted at any point leading up to the 1 April  
deadline.

There are 3 exams for the 3 units in stage 1. Are these exams in the same week?

Yes, the written exams for both Stage 1 & Stage 2 are held in the same week. The [Written exam timetables](#) are available on the website

Will a mild physical disability hamper me in doing the practical W&M training?

No, these training courses are held in a lab & are mainly desk top exercises. If you feel you need any additional support please contact a member of the team to discuss your needs.