

## How to book onto a Training Together course

Head to the training courses page on the CTSI website:

<https://www.tradingstandards.uk/practitioners/training-development/training-courses>

Select the course you wish to book onto and click 'read more'



### Options

- Training & development >
- Qualifications >
- Professional competency >
- Chartered status >
- Training courses >**
- Qualifications resources >



Click the 'Book now' box on the left.

Click the 'Click here' link beside the course you wish to book:

Home / Practitioners / Training & development / Book online Leading the trading standards profession.

### Options

- Practitioners >
- Join us >
- Training & development >**
- Qualifications >
- Professional competency >
- Chartered status >
- Training courses >
- Qualifications resources >
- Events >
- Conference 2017 >
- Job opportunities >

### Book online

- Bookings must reach the CTSI office no later than the registration deadline.
- Please refer to the terms and conditions when booking for details of cancellation fees.
- All booking queries should be directed to the Events Team for training and events [tsievents@tsi.org.uk](mailto:tsievents@tsi.org.uk) or the Qualifications team [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) for examinations.
- Booking early is recommended to guarantee a place.
- Please note, due to circumstances beyond CTSI's control, speakers, venue, content and timings may vary. CTSI reserve the right to cancel the event if necessary and issue a full refund of booking fees where applicable.
- CTSI will not be held liable for any transport or accommodation costs incurred as a result of any cancellation of a course or event.

#### Online Event Booking

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Showing 11 - 20 of 21

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Description	Location	Start Date	End Date	
TSQF Consumer Protection Environment Preparation 5 day Course - CEntSA		08/05/2017	03/10/2017	<a href="#">Click Here</a>
TSQF Legal Metrology Law (Scotland) Preparation 7 day Course - SB		05/06/2017	03/10/2017	<a href="#">Click Here</a>
TSQF Legal Metrology Technology (Scotland) Preparation 7 day Course - SB		26/06/2017	02/10/2017	<a href="#">Click Here</a>
TSQF Legal Systems Preparation 5 day Course - CEntSA		12/06/2017	02/10/2017	<a href="#">Click Here</a>
TSQF Legal Metrology Practical & Oral Preparation 4 day Course - CEntSA		04/09/2017	07/09/2017	<a href="#">Click Here</a>
TSQF Legal Metrology Technology Preparation 7 day Course - CTSI		10/07/2017	31/08/2017	<a href="#">Click Here</a>
TSQF Legal Metrology Law Preparation 7 day Course - CTSI		15/05/2017	09/08/2017	<a href="#">Click Here</a>
2017 CTSI Conference		26/06/2017	29/06/2017	<a href="#">Click Here</a>
Verifier Training Day 05.04.17 London		06/04/2017	06/04/2017	<a href="#">Click Here</a>
Assessor Training Day 05.04.17 London		05/04/2017	05/04/2017	<a href="#">Click Here</a>

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You will land on the login page below.

Members (or previous members) are to enter the email address registered with CTSI into the 'Username' box. They should then enter their 6 digit member number into the 'Password' box:

Options

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Please enter your username and password

Username

Password

If you are already registered with CTSI but can't remember your password please use the [password reminder feature](#)

If you are not registered with CTSI then please use the [Register Details feature](#)

Members (or previous members) do have the option of sending a password reminder to the email address registered to CTSI (it's always best to check this if the candidate is unsure whether they are registered to CTSI, so as not to create duplicate records).

If a person new to CTSI wishes to book onto a course, click 'Register details' under the 'password reminder' link.

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Please complete the form below to register your details with us.

**Personal Details**

Title \*

First Name(s) \*

Surname \*

E-mail \*

Your e-mail address will also be your login username.

**Personal Address**

I live in the UK  I live outside the UK

Post Code  [click to find](#)

Work/Property/House Name

Street

District

Town / City

This will enable you to book onto a course, and indicate whether the candidate will be self-funding or if their local authority will be paying. When you have done this, click 'Continue':

### Please indicate the party to be invoiced?

- Samantha Craighill
- Chartered Trading Standards Institute

CONTINUE

The next screen asks for the details of the booking contact. The booking contact is the person booking the course, whether this is the student, or someone booking on behalf of a student. These details are entered automatically but are editable, so ensure the details are correct, supply a purchase order number and click 'continue':

### Online Event Booking

Please supply the following required information to start the booking process.

Event TSQF Intelligence & Investigative Principles Preparation 7 day Course - CTSI 21 Jun-20 Oct 2017

Booking Contact Miss Samantha Craighill

Please select billing address or enter details in box below

Billing Address Chartered Trading Standards Institute, 1 Sylvan Court, Sylvan Way, Southfi

Chartered Trading Standards Institute  
1 Sylvan Court  
Sylvan Way  
Southfields Business Park  
Basildon

E-mail address [REDACTED]

Purchase Order No

GO BACK

CONTINUE

On the next screen, select the number of places you wish to reserve on the course using the '+' button:

### Please indicate the sessions you will be attending

Event Name TSQF Intelligence & Investigative Principles Preparation 7 day Course - CTSI  
Date 21/06/2017  
Location  
Booking By Chartered Trading Standards Institute

Your delegate rate is: CTSI Member

If you specify more than one delegate, the second and subsequent delegates may not be entitled to the same rate. Full details will be available on the booking summary before completing your booking.

#### Sessions

Delegate (0 Spaces Remaining)

CTSI Member price: 793.00 0

Fee (GBP) Places

GO BACK

CONTINUE

On the next page, input the name(s) of the delegate(s) who will be attending the course. Ensure these details are correct and click 'continue':

### Event Delegates

Please complete the delegate information below. If the delegate names are unknown at this point you can leave the delegates as "Guest of" and return to the event booking and add the delegate names at a later stage.

Delegate		1 place				
Member ID	Rate	Price	Prefix	Forename	Surname	
# 1	28... <input type="button" value="UPDATE"/>	CTSI Member	185.00	Miss	Samantha	Craighill

On the final page, select the box to 'agree to the Terms and Conditions' and click 'continue':

### Confirm Event Booking

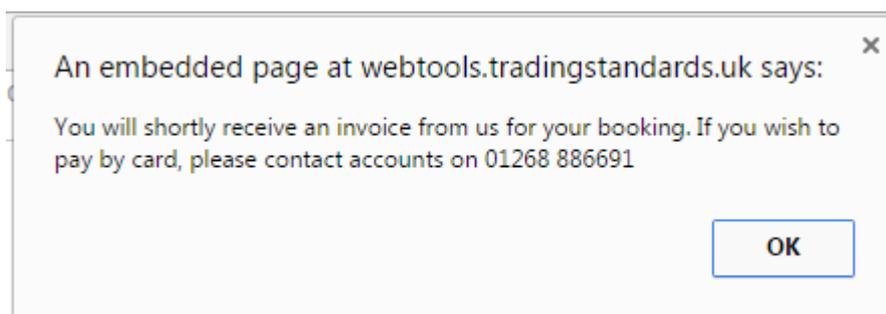
Please check that your details below are correct.

Event Name TSQF Food Practical & Oral Preparation 1 day Course - SWC  
Date 19/10/2017  
Booking By Chartered Trading Standards Institute  
Contact Miss Samantha Craighill  
Address Chartered Trading Standards Institute 1 Sylvan Court Sylvan Way Southfields Business Park Basildon Essex SS15 6TH  
E-Mail - Work XXXXXXXXXX

Sessions	Places	Cost (GBP)
Delegate	1	185.00
	<b>Sub Total</b>	185.00
	VAT	37.00
	<b>Total Fee</b>	222.00

Tick the box to agree to the [Terms and Conditions](#).

You will then see this pop up informing you that you will shortly receive an invoice, and providing a number to call if you wish to pay by card:



Your booking is complete.