

Form 2 Personal development plan
CHARTERED TRADING STANDARDS INSTITUTE SCHEME for CONTINUOUS PROFESSIONAL and PERSONAL DEVELOPMENT

CPPD Learning and Development Plan for _____ for period: [1st January 2019 to 31st December 2019]

Development Goals	Planned Activities	Resource (time) Planned	Success Criteria
Improve Knowledge of Product Safety Risk Assessment	CTSI/OPSS training in '_____'	8 Hours Core	Increased knowledge and performance- able to carry out a detailed risk assessment on products to evaluate if they comply with legislative requirement or what form of corrective action is required. Confidence in carrying out risk assessment and screen testing.
ISO9001 Lead Auditor Training	Attend training if secured for this year.	30 Hours- Core	Understand on the ISO system for external audit for the requirements of the council and variety of TS work.
Knowledge and practical application of TS law	Attend CTSI branch meeting	3 Hours- Core	Expert knowledge is maintained in all areas of TS so to provide advice to other officers and businesses within the enforcement area.
Participation in development of specialist areas of law	Attend/Dial into group meetings for Product Safety	8 Hours- Core	Develop in Knowledge and performance of specialist area of TS work, take part in regional or national projects relating to the specialist area. Cascade issues or training to other officers within authority.

Form 4 Evidence for submission

CHARTERED TRADING STANDARDS INSTITUTE SCHEME for CONTINUOUS PROFESSIONAL and PERSONAL DEVELOPMENT

CPPD Submission of Evidence for: [] for period: [1st January 2018 to 31st December 2018]

Activity and Organiser	Date Completed	Identify Core/Non Core Hours	Certificate/CPPD claim form enclosed	Learning outcomes and application
CTSI Professional Practice	February and May 2018	Core- 10 hours	Certificate	<p>Outcome: Intelligence and Investigative principles; Disclosure of evidence, craving a warrant/search and seizure, gathering intelligence and disseminating, proceeds of crime.</p> <p>Application: Used knowledge in investigations, applied to the gathering and storing of evidence, applied to the sharing of intelligence via MEMEX. Better understanding of procedures followed.</p>
Cybercrime Conference-	19 March 2018	Core- 7h	Certificate	<p>Outcome: Understanding of how to use data capture software and information on best practice.</p> <p>Application: Carryout internet investigations in relation to complaints against internet businesses.</p>

<p>DACTS Fair Trading Civil Law</p>	<p>04 September 2018</p>	<p>Core - 5 hours 30 minutes</p>	<p>Certificate</p>	<p>Outcome: Intro to Syllabus, delict and product liability, Part 8 Enterprise Act 2002, Govt. Policy Application: Better prepared for sitting Fair Trading exam, better understanding of the elements of contractual law especially for dealing with consumer complaints. More informed consideration of when Part 8 EA may be used. Considering the standard of evidence required at beginning of civil cases in the event civil action is later taken.</p>
<p>DACTS Fair Trading Civil Law</p>	<p>05, 06 and 07 September 2018</p>	<p>Core - 14 hours and 45 minutes</p>	<p>Certificate</p>	<p>Outcome: Covered FT Civil Syllabus including; Consumer Rights Act, Hire Purchase Act, CPR's, BPR's, Payment Surcharges, Consumer Contract regs, ADR and ODR, Schedule 5 powers and Unfair Contract Terms. Application: Better prepared for sitting FT Civil exam. Have used knowledge in daily work - consumer complaints and business advice. Cascaded training to newer colleagues</p>
<p>CTSI</p>	<p>20 Nov 2018</p>	<p>Core- 10h</p>	<p>Certificate</p>	<p>Outcome: Fuller understanding of offences and penalties for breaching IP law as well as improving understanding of civil IP requirements. Application: Ongoing investigations into social media based IP sellers and enforcement action at The Open golf championship. Ongoing investigation into counterfeit clothing.</p>

Candidate _____ Signed _____ Date _____

Agreed Line Manager/Representative Name _____ Signed _____ Date _____

This is to certify that

attended a

Fair Trading Civil Course

on

CPD Hours: 14.75 hours

Topics Covered

Programme attached

9.30 - 11.00	Consumer Protection from Unfair Trading Regulations 2008
11.00 - 11.15	Break
11.15 - 12.30	Consumer Protection from Unfair Trading Regulations 2008 contd.
12.30 - 1.00	Consumer Protection (Amendment) Regulations 2014
1.00 - 1.45	Lunch
1.45 - 2.15	Business Protection from Misleading Marketing Regulations 2008
2.15 - 3.00	Consumer Rights Act 2015 - Schedule 5 powers
3.00 - 3.15	Break
3.15 - 4.00	Consumer Rights Act 2015 - Schedule 5 powers cont.
4.00 - 4.30	Recap and close

9.30 - 11.00	Consumer Contracts (Information, Cancellation & Additional Charges) Regulations 2013
11.00 - 11.15	Break
11.15 - 12.30	Consumer Contracts (Information, Cancellation & Additional Charges) Regulations 2013 contd.
12.30 - 1.00	Payment Surcharges
1.00 - 1.45	Lunch
1.45 - 3.00	Consumer Rights Act 2015 - Part 2 - Unfair Terms
3.00 - 3.15	Break
3.15 - 3.45	ADR & ODR - what are they and how can we use them?
3.45 - 4.15	Hire Purchase Act Part 3 - protection for innocent purchasers of cars still owned by a finance company
4.15 - 4.30	Review and putting it all together



training together

meeting the needs of learning standards

Certificate of Attendance

I hereby certify that

attended throughout the
TSQF Intellectual Property

on

Learning outcomes:

At the end of this five day course students will have covered the learning outcomes as found in the TSQF Intellectual Property syllabus 2018.

10

CPPD hours

This is to certify that

attended a

DCATS Fair Trading Civil Law Session

on

CPD Hours: 5.5 hours

Topics Covered

Introduction to syllabus & exam. Civil law basics, inc. delict & product liability. Policy overview. Part 8 Enterprise Act.



Chartered Trading
Standards Institute

CPPD certificate

I hereby certify that

attended throughout the

Toy Safety Training

on _____

Agenda included:

- Requirements of the TSD (Toy Safety Regulations 2011)
- Obligations of Economic Operators
- Grey area products and age determination
- EN71 series of standards
- Chemical requirements for toys
- Technical Documentation and conformity assessment
- Using the BTHA Assured Guidance
- Efficient use of Trading Standards sampling budgets

Speaker: _____

3 hours 20

CPPD hours

Please retain this certificate and add to your CPPD Portfolio

For more information and details on how to join the CPPD scheme, please visit the TSI website: www.tradingstandards.uk/cppd

Don't forget, it's free to all CTSI members

Chartered Trading Standards Institute
Sylvan Court
Sylvan Way
Southfields Business Park
Basilton S515 6TH

www.tradingstandards.uk



Chartered Trading Standards Institute

CPPD certificate

I hereby certify that

[Redacted Name]

attended throughout the

Civil Enforcement Training Part 8 Enterprise Act 2002 –

[Redacted Date]

on

[Redacted Location]

Agenda included:

- Legislative Training including Practical Workshops,
- Practicalities from the perspective of a Scottish Solicitor,
- Case Studies: Trading Standards Scotland, Aberdeen City Council, South Ayrshire Council
- Tabletop workshop: Barriers to EA Enforcement?

8 hrs 40

CPPD hours

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1 Sylvan Court
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Basilston S815 6TH

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ctsi

Chartered Trading
Standards Institute



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CPPD certificate

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attended throughout the

on

Agenda Included

- F_____ update – overview of current issues
- Package Travel Update
- _____ J Act 2016 – update
- Enterprise Act/LA experience
- Health and Safety Executive NVPs update
- Primary Authority
- Product Safety Advice/Guidance & Update - Extended session
- NTS Safety at Ports and Borders Team
- _____ Product Safety Group

Speakers

7 hrs 45 min

CPPD hours

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Chartered Trading Standards Institute
1 Sylvan Court
Sylvan Way
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Basildon SS15 6TH

RC000879

www.tradingstandards.uk



Chartered Trading Standards Institute



Chartered Trading Standards Institute

CPPD certificate

I hereby certify that

attended throughout the

– Professional Practice days

Agenda Included:

Day 1

Criminal Investigation – Overview of the role of an investigator and how they should be organised and structured.

- What is an investigation?
- The role of an Investigator
- What is Evidence?
- Types of Evidence
- Reporting to the

Disclosure of Evidence

Disclosure of evidence has been ongoing in Overview of the process & things to consider.

- What is Disclosure
- Revelation of material
- Who is responsible for Disclosure
- Disclosure via the Standard Prosecution Report
- Schedules of Relevant Material

Day 2

Craving a Warrant/Search & Seizure Warrant applications & how these are structured. Is a template currently used? cases relevant to Trading Standards & how these impact on

The use of intelligence, grading of intelligence & possible disclosure of intelligence is a significant consideration.

The increasingly knowledgeable becoming Checking the warrant & ensuring anyone involved in the execution of the warrant is aware of the contents is essential. A briefing should be in place to ensure this & conduct knowledge checks.

Execution of the warrant & roles of those involved must be professional & clear. Sufficient resources & equipment must be available, officers must know how to complete the following:

- Production Labels/Bags
- Search Schedules
- Production registers

Day 3

Intelligence gathering and dissemination –

- What is Intelligence
- How to gather intelligence
- How to record and grade intelligence
- How to use intelligence
- Intelligence sharing
- Memex

Proceeds of Crime

Overview of the things to consider about the POCA legislation. The key is having early police liaison and involvement.

Any previous cases involving POCA would be useful:

- Who is responsible for investigating?
- Information sharing & Joint Working
- What is required by the

Speakers:

10
CPPD hours

Chartered Trading Standards Institute
1 Sylvan Court
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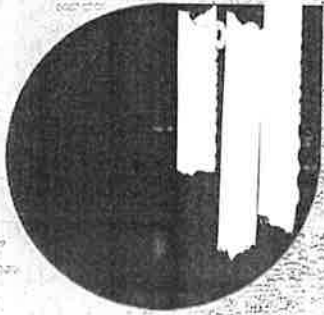
Certificate of Professional Development

**PAS 7100: 2018 Code of practice on consumer
product safety recalls & other corrective actions**

CPD awarded: 5.5 core hours

Delegate: [REDACTED]

Office for Product Safety and Standards



THIS CERTIFIES THAT

_____ COUNCIL

ATTENDED THROUGHOUT

CYBERCRIME CONFERENCE

TAKING PLACE ON

CPD: 7 HOURS