



A guide to obtaining Chartered Trading Standards Practitioner

The following sets out a step by step guide for members to obtain the CTSP status.

STEP ONE: Completing your Membership Application Form

This element of the CTSP application requires you to become a Full member of the Institute.

To qualify for Full Membership, you must have one of the following qualifications:

- Both DCA Parts 1 and 2; or
- TSQF DCATS award 40points; or
- Stage 2 of the CTSI Professional Competency Framework
- DTS (or one of its antecedents); or
- A recommendation and application supported by your Branch

For more details on membership, please see the [membership application](#) page on our website.

As part of your CTSP application you need to complete the [membership application form](#). You can download this from off the website.

If you have any questions in relation to your application please read through the [FAQs](#). If your query is not found within the frequently asked questions please email membership@tsi.org.uk.

A yearly membership fee is applicable and payment should be included as part of your CTSP application. Details on [membership fees](#) can be found on our website. Cheques should be made payable to CTSI. Fee: £126. To maintain your CTSP status you must ensure your membership fee and a CTSP registration fee is paid each year upon request, currently £50.00 per year.

Already a Full Member....? Please provide your membership number on your CTSP application form.

Tick when membership application completed

STEP TWO: Providing your Academic Capability Evidence

As part of the CTSP application you need to show you have either by qualification or by a reflective statement achieved the equivalent of National Qualification Framework (NQF) Level 6 (level 9 in Scotland) capability of study.

This can be achieved if you provide one of the following: (This is not an exhaustive list)

- Degree / Honours Degree / Masters Degree Certificate;
- DMS Certificate;
- CMS Certificate;
- Higher elements of the TSQF (HDCATS) Certificate;
- DTS Certificate;
- Other qualification (proof of equivalent NQF Level 6 required on certificate);

OR provide a;

- Reflective Statement detailing your academic capabilities.

You will need to either provide with your CTSP application copies of your qualifications certificate as detailed above, or a reflective statement.

Academic Capability Reflective Statement

The **Academic Capability** reflective statement looks at what your achievements are through your own personal development during the course of your career. Your extensive experience can highlight your capacity to deliver at a high level which demonstrates its equivalence to a NQF level 6 qualification. The reflective statement should show that you have gained this experience over a number of years.

Guidance is available on what is needed for the statement and can be found in the [Academic Capabilities Guidance](#). Please read this guidance to help aid you in preparing it for submission. In the rare cases the statement is not accepted on first submission you will be provided with some guidance on how to improve it so that it meets the criteria needed for CTSP status.

Tick when academic capabilities evidence is completed

STEP 3: Providing your Trading Standards knowledge evidence

CTSP applications require you to show the demonstration of your trading standards knowledge. This can be achieved by providing copies your professional qualifications certificates or a reflective statement.

Acceptable professional qualifications certificates include:

- DTS Certificate (or its antecedent)
- DCA Part 2 Certificate
- DCATS Certificate

If you have mislaid the above please contact the Education Team via qualifications@tsi.org.uk. Please give them the name of your qualification and when you completed that award.

OR provide a;

- Reflective Statement detailing your Trading Standards Knowledge.

If your Academic Capabilities evidence is either a DTS Certificate, HDCATS Certificate or a Trading Standards Degree Certificate you do not have to provide any further evidence for this element of your application as it covers both elements (academic capabilities and trading standards knowledge).

Please note: Only provide copies of certificates, do not supply originals as all evidence for your CTSP application is retained for our records.

Trading Standards Knowledge Reflective Statement

To satisfy this element, you must show that you have the equivalent trading standards knowledge level of someone who has completed a qualification that meets the Full member level category. This requires you to show knowledge up to the Stage 2 level from the CPCF.

If you are submitting a reflective statement to prove your trading standards knowledge, CTSI recommend you read through the guidance supplied to help you satisfy this requirement. The [Trading Standards Knowledge Guidance](#) is available to download off the website.

Please note: a reflective statement for trading standards knowledge can only be submitted if you were a Full Member of CTSI on or before 1 April 2011. If you do not meet this stipulation you will be required to seek professional qualifications via the CTSI Professional Competency Framework (CPCF) and gain awards up to the Stage 2 level.

Tick when Trading Standards Knowledge evidence is completed

STEP 4: Providing your Continuous Personal and Professional Development (CPPD) evidence

Chartered Trading Standards Practitioners must be registered in CTSI's CPPD scheme. To join the scheme, complete the on-line registration form ensuring you have completed the Validation Security information at the bottom of the form.

When your application is submitted this information will be audited. If you are already a member of the scheme you do not have to complete the registration process.

As part of your application you need to provide 20 hours CPPD evidence which is relevant to your job role/position.

For further information on types of evidence accepted please see the [CPPD handbook](#). Your evidence should be included with your submission.

Please note: CPPD evidence must be supplied each year to retain your CTSP status, upon request.

For further information on the [scheme](#) please visit the CTSI website.

Tick when CPPD evidence is completed

STEP 5: Providing a Personal Development Plan (PDP)

With your CTSP application you need to supply a Personal Development Plan (PDP). Where your CPPD evidence looks at development for the past year the PDP looks at your plans and expectations for your career in particular the next 12 months.

It documents and describes how a Practitioner intends to progress their career over the coming year and how they intend to keep the competencies required for the current role up to date. A plan is not restricted to trading standards competencies but covers all competencies relevant to your role both now and those needed for your future career progression.

If you are unsure what format to use when completing your PDP, you can find an example of one in the CPPD handbook. This is acceptable for your application.

Please note: To retain your CTSP status you will need to supply a PDP each year.

Tick when PDP completed

Remember - only supply copies of certificates in your CTSP application.

There is an initial fee charged as well as an ongoing yearly fee to retain your CTSP status. Please see the [CTSP fees](#) on the website for full details. This is in addition to your membership fee. If you are registered in the CPCF your CTSP fee will also satisfy the yearly registration fee (where applicable) and notification will be provided to the Education Team upon confirmation of your application.

Remember – the CTSP status should not be mistaken for a formal trading standards qualification and does not give the holder enforcement powers.

You will be issued with a certificate each year, indicating accreditation of CPPD and upon successful application of CTSP status be invited to CTSI's Celebrates Success event at Symposium.

CTSP Retention

To maintain your CTSP status once achieved, you will be required each year to provide evidence of 20 hours CPPD as well as a revised Personal Development Plan and Evidence Schedule.

It is accepted that PDP's will change and develop with the practitioner as their career progress. It will take into consideration where you have altered direction and are exploring different avenues not originally planned.

You can still submit a PDP even when it has altered significantly from your previous submission as it is demonstrating actively where you are developing within your career. It may take into consideration a change of your job role and/or new employer needs and its impact on your career progression and direction.

You will be requested by CTSI to provide your CPPD Evidence Schedule and PDP each year. You will receive an invoice for your membership fee plus your CTSP fee in December each year.

These fees and your CPPD/PDP evidence must be supplied each year to retain your CTSP status.

Feedback from CTSI verifiers will be issued where applicable, and advice given should a re-submission for retention be required.

CTSI verifiers are CTSP registered themselves; and are active trading standards professionals.