



Chartered Trading
Standards Institute
qualifications

CPCF External Verifier Announcement

Please be aware that if you are completing the CPCF Stage 2 examinations and submitting your portfolios for the forthcoming submission date, the external verifier list has had some adjustments for EETSA South as unfortunately our previous external verifier has left the position.

This therefore means that the EETSA North verifier, John Hull, has now also taken on the role for EETSA South.

Our verifier for Scotland South has also stepped down from the position however we are yet to find a permanent replacement for this role. At the moment, Hazel Meehan has stepped up to the role so she will be the first port of contract until a permanent regional verifier can be found.

We are currently looking for somebody permanent to take on this role, so if you are somebody from the Scotland South regions and are interested in this position or know somebody who may be interested in this role. Please contact the CTSI Education Team via our email address qualifications@tsi.org.uk or via telephone on 01268 582242.

If you are submitting portfolio's, please can you ensure that all portfolios are being internally assessed and passed over to your dedicated verifier at regular stages throughout the portfolio building process.

All assessors must have completed the online CPCF assessor training before assessing any portfolios.

We have also introduced the use of the SharePoint system as a way for yourself and the assessor to pass work back and forth which will limit the need for face-to-face meetings and for physical paperwork. The [guide](#) for SharePoint can be found on our website.

If you are not sure who your external verifier will be, a document is available on our website.

Please also remember to check with your verifier of their final check deadlines.