

## How to book onto a Training Together course

**Please note:** at the end of this guide, you will have booked to attend a course provided by the Training Together Partnership.

Please refer to the guide 'How to register for CPCF assessments' in order to register separately for one or more of the following: written exam; coursework submission; portfolio submission; practical exam; oral exam; professional interview.

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'

 [Read more ...](#)

### Training Courses

[For more information on the new framework please click here](#)

The Stage 1 training dates starting in September are available for booking on the website.

Some of Stage 2 training courses course dates are being revisited, due to low number, please contact the team for more information.



Office for Product Safety & Standards



#### Office for Product Safety & Standards

CTSI has joined forces with the Office for Product Safety & Standards to deliver a programme of FREE product safety and legal metrology training to all local authorities. A UK wide programme of practical workshops and seminars is currently underway and will continue throughout 2019.

 [Read more ...](#)



#### UNIT 1: REGULATORY ENVIRONMENT & ENFORCEMENT

This unit will introduce you to the nature, structure and regulatory framework in the UK. In addition, you will be provided with a basic understanding of the legal system in the UK and the structure of the civil and criminal courts. You will learn the formation of contracts and the concept of obligations and liabilities within contracts.

 [Read more ...](#)



#### UNIT 2: BUSINESS & CONSUMER LEGAL FRAMEWORKS

This unit will provide you with the knowledge of business formation and the role of self-regulation as a means to maintaining compliance. You will explore the various agencies involved in this process. You will learn about the role of business advice as a means to developing an environment of compliance and understand how compliance is achieved, including the concept of Primary Authority.

 [Read more ...](#)

Click the links to find out more about the course.

#### Options

- Training & development >
- Professional Competency Framework (PCF) >
- CPPD >
- Training Courses >
- Chartered status >
- Qualifications resources >
- 2019 Qualification Transition >



 [Find out more](#)

#### Training Courses

##### UNIT 1: REGULATORY ENVIRONMENT & ENFORCEMENT

**||** This unit will introduce you to the nature, structure and regulatory framework in the UK. In addition, you will be provided with a basic understanding of the legal system in the UK and the structure of the civil and criminal courts. You will learn the formation of contracts and the concept of obligations and liabilities within contracts.

[INTRO TO UNIT 1: Click Here](#)

[VENUES, FEES & DATES: Click Here](#)

[BOOK ONLINE: Click Here](#)

 [Back](#)

Click the 'Book now' box on the left to proceed and book a course.

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

## 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

Description	Location	Start Date	End Date	
CPCF Stage 1 Training May 2020 Cycle Prep		05/08/2019	01/06/2020	<a href="#">Click Here</a>
CPCF Stage 2 Training May 2020 Cycle Prep		05/08/2019	01/06/2020	<a href="#">Click Here</a>
CPCF Assessor Course 2019		18/07/2019	31/12/2019	<a href="#">Click Here</a>
CPCF Stage 2 Training		23/05/2019	31/10/2019	<a href="#">Click Here</a>
CPCF 2019 Stage 1 Assessments		27/03/2019	30/09/2019	<a href="#">Click Here</a>
CPCF 2019 Stage 2 - Installments Year 1		28/03/2019	30/09/2019	<a href="#">Click Here</a>
CPCF 2019 Stage 2 Assessments		28/03/2019	30/09/2019	<a href="#">Click Here</a>

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 six-digit member number into the 'Password' box:

## 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.

### Please enter your username and password

Username

Password

[LOG IN](#)

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.

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':

**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 [tslevents@tsi.org.uk](mailto:tslevents@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.

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/Institute Name

Street

District

Town / City

**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

Please select billing address or enter details in box below

Billing Address

E-mail address

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 CPCF Stage 1 Training May 2020 Cycle Prep  
 Date 05/08/2019  
 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	Fee (GBP)	Places
Unit 1 Regulatory E&E CENTSA 17-18 Oct 19, Revision day 04/2020	895.00	1
Unit 1 Regulatory E&E CENTSA 12-13 Sep 19, Revision day 04/2020	895.00	0
Unit 2 Business & Consumer LF CENTSA 23-24 Sep 19, Revision day 04/2020	895.00	0
Unit 2 Business & Consumer LF CENTSA 28-29 Oct, Revision day 04/2020	895.00	0
Unit 3 TS Law Part 1 CENTSA 30 Sep-1 Oct, Revision day 07/04/20 (3 Spaces Remaining)	895.00	0
Unit 3 TS Law Part 1 CENTSA 3-4 Sep, Revision day 06/04/20	895.00	0

On the next screen, 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.

Unit 1 Regulatory E&E CENTSA 17-18 Oct 19, Revision day 04/2020						1 place
Member ID	Rate	Price	Prefix	Forename	Surname	
# 1 28... <input type="button" value="UPDATE"/>	CTSI Member	855.00	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** CPCF Stage 1 Training May 2020 Cycle Prep  
**Date** 05/08/2019  
**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** [REDACTED]

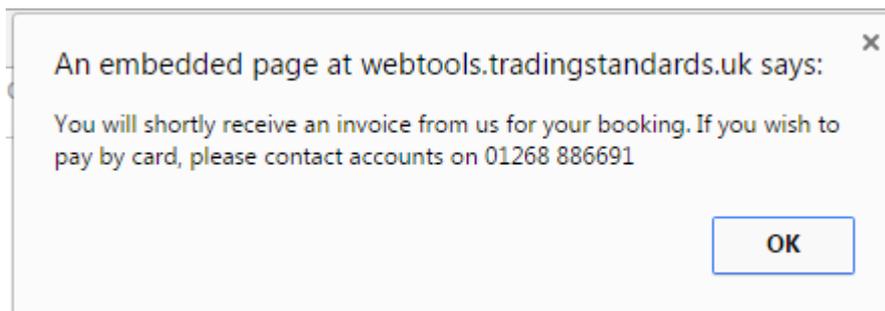
Sessions	Places	Cost (GBP)
Unit 1 Regulatory E&E CENTSA 17-18 Oct 19, Revision day 04/2020	1	855.00
	<b>Sub Total</b>	855.00
	<b>VAT</b>	171.00
	<b>Total Fee</b>	1,026.00

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

GO BACK

CONTINUE

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.