

**Chartered Trading Standards Institute**

# **CPPD Handbook 2021**

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## **Section 2 - Introduction and statement of CTSI policy**

### **a) Introduction**

Continuous Professional and Personal Development (CPPD) is defined as:

“The maintenance, improvement and extension of the professional skills and personal qualities, necessary for the execution of professional duties, and compliance with the standards required for their current and future competence within the profession.”

### **b) Statement of CTSI Policy**

The Chartered Trading Standards Institute is committed to empowering members of the profession to maximise their learning and development opportunities and to realise their full potential.

Each Member of CTSI and the trading standards profession has a personal responsibility to maintain their professional competence to the collective benefit of all members.

CTSI is mindful of the demands placed upon employers to provide professional and competent staff to deliver an expanding portfolio of services to their community; and also, of the need (in the case of Local Authorities) to provide other relevant organisations including the Department for Business Energy & Industrial Strategy and the Food Standards Agency with data relating to the competence of their staff.

These key objectives have thus served to underpin the development and implementation of the **Continuous Professional and Personal Development Scheme** (CPPD) on behalf of all Trading Standards Professionals.

The Institute acknowledges that the scheme must be delivered as a partnership between the Institute, the relevant employer and critically the individual who will be responsible for their own CPPD.

All members are encouraged to participate in the CPPD Scheme in order to fulfil their obligations under the Institute's [Code of Conduct](#).<sup>1</sup>

## **Section 3 - Purpose and Principles**

### **a) Purpose of the scheme**

The CPPD scheme has three complementary purposes:

- To enable individuals to develop their knowledge, skills and experience for their present role and in preparation for their potential future roles in the trading standards profession.
- To demonstrate to the employer that the individual has planned and updated their knowledge, skills and experience in a structured and integrated manner in order to maintain their competence in all areas relevant to their existing role in the service.
- To provide a means for the employer to demonstrate that their staff is professionally competent and that this is recorded in a retrievable manner.

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<sup>1</sup>

## **b) Principles of the CPPD Scheme**

The Scheme has been developed as a beneficial tool for both the individual and their employer (see Purpose of the scheme above). It is designed to enable the individual to demonstrate their commitment to their own development and to show that they are competent for their job role.

Fundamental to the success of the scheme is the understanding that the individual takes responsibility for their own learning and development and that desired outcomes are agreed with the employer (if appropriate). There must be a benefit to both parties.

- The scheme will operate on an annual basis from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Each participant will be required to complete a total of 20 hours of CPPD of which 10 hours will be Core Trading Standards requirements (see section 4 part (c)); the remaining 10 hours will be other qualifying activities (see Section 5.)
- Participants will have an individual learning and development plan and evidence schedule.

## **c) Recording CPPD**

Participants will record training and development received and complete a submission form (see section 4 part (a)). This will be retained along with CPPD certificates, agendas, or claim forms as evidence. This document is a mandatory requirement for all participants in the CPPD scheme.

- 10% of participating non – CTSP Members will be contacted each year requesting that they send their CPPD certificates and forms to CTSI for verification.
- All Chartered Trading Standards Practitioners (CTSP) will have their CPPD hours along with the mandatory form 2 (development plan) & form 4 (evidence schedule) verified to ensure that competency is being maintained in line with CTSP outcomes.
- Submissions will be internally assessed by CTSI then passed on for external verification.
- Findings will be notified to participants by CTSI usually within 6 weeks of submission.

## **d) Who can participate?**

The scheme is available to all members of CTSI as part of their membership package. There will therefore be no additional cost to the individual or the employing Authority. Members should complete the [online registration](#) form.

Non-members are invited to participate in the scheme (provided they fulfil the requirements outlined in section 2) at a cost of £123.50 plus VAT or, alternatively to consider joining CTSI (if eligible) and thus availing themselves to the various benefits membership brings. Chartered Trading Standards Practitioner registration is £50 per annum. This fee does not attract VAT.

It should be noted that participation in the CPPD is not a prerequisite of membership of CTSI. However, it is a requirement for applying for and maintaining Chartered Trading Standards Practitioner status.

The scheme is voluntary and is inclusive of all Trading Standards Professionals and other CTSI members.

CTSI recognise that there are CTSI Members who do not work within trading standards who may also wish to avail themselves of the benefits that the CPPD scheme brings, these include those working in

- Private sector
- Government Departments
- Independent consultants

## **Section 4 - How the Scheme Operates**

### **a) Operation of the Scheme**

The scheme requires each participant to -

- Complete a learning and development plan (**form 2**)
- Gather their evidence of qualifying activities (**form 4**).

All CTSP candidates must submit their forms and evidence each year upon request in order to retain their status

For non-CTSP candidates' submissions, CTSI will select a 10% sample<sup>2</sup> for verification

### **b) Learning and Development Plan**

Participants must produce an Individual Learning and Development Plan with their Evidence Schedule at the beginning of each calendar year and keep this updated throughout the year.

Example forms are available at **Appendix 1**; copies of the forms can be [downloaded from the website](#). These forms are a mandatory requirement for all candidates.

It is suggested that, in accordance with the principles of the Investors in People Standard, any plan should address the following points:

- It meets the development needs of the individual such that they are competent to achieve the desired outcomes of the organisation; It should be reflected in the **form 4** evidence schedule CPPD evidence submitted. Where this is not the case an advisory will be issued by the verifier. For example, a candidate submitting a PDP that outlines Food/Feed work will be expected to provide CPPD evidence of this task.
- The reference is made to the relevant job profile and the person specification for the post to ensure that these are up to date and reflect the current job role of the individual;
- The Plan is signed by both the individual and the line manager (or a representative on behalf of the employer) where appropriate to confirm that it is realistic and relevant; Those who are self-employed need only provide their own signature.
- the Plan should include a balanced range of skill and knowledge areas and learning and development activities.

It should be acknowledged that requirements or roles may change during the period and an amended plan may be prepared at any subsequent review meeting.

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<sup>2</sup> Any participant who is self-employed will automatically have their submission reviewed. Additionally, all CTSP activity will be requested for verification.

### c) Qualifying activities

Participants must undertake at least 20 hours of qualifying activities over the period (one calendar year).<sup>3</sup> CPPD requirements are split into two broad categories:

CPPD requirements are split into two categories:

#### 1. Core requirement

Participants must gain at least 10 CPPD hours in the following areas:

- Activities in core Trading Standards areas, that is those covered in the professional qualification or normally enforced by Trading Standards.
- Management development activities directly associated with the delivery of the Trading Standards Service. These activities must list clear learning outcomes how this has been applied by the candidates on the Evidence Schedule. Other areas of management may be included in additional hours;
- Specialist knowledge appropriate to the job role (this is applicable to specialist staff within Local Authorities and those engaged outside Local Authority employment);
- IT training directly relevant to the provision of the Trading Standards Service.

#### 2. Other qualifying activities

The remaining 10 hours can be achieved by other qualifying activities which are listed in **Section 5**. Only activities relating to professional development<sup>4</sup> will qualify.

The outcomes of ANY qualifying activities must be linked to the objectives identified in the individual's learning and development plan to show that they are relevant.

### d) Recording CPPD

Participants in the scheme should hold the following information in a CPPD folder (whether physical or electronic):

- The learning and development plan (See **Form 2** Appendix 1)
- Details of all other professional development undertaken
- Copies of the 'Evidence for submission' forms (See **Form 4** Appendix 1)
- Copies of the skills and knowledge checklists (if used)
- Any CTSI CPPD claim forms used to record CPPD activities. This form can be downloaded from the [CTSI website](#). This form is used
  - To record an event or activity such as locally delivered training activity where official certification was not provided
  - For the recording of self-learning.
  - Where only an agenda is available as evidence and does not provide much in the way of detail

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<sup>3</sup> 20 hours does not imply that this is all that is required to maintain professional competence. Significantly more time than this is spent in keeping up to date with developments and this day to day activity is invaluable, however unstructured activity does not attract CPPD.

<sup>4</sup> "Professional Development" means: *The acquisition of knowledge, skills and experience that is relevant to the delivery of your role in all its aspects.*

Each activity must have an individual form. The claim form must be completed and be signed off by the candidate's manager within one month of the activity.

Learning outcomes recorded on the candidate's **form 4** must be completed making it clear how the activity was beneficial to the individual and how this will be applied to their work situation. Stating that a course was attended or completed will not be sufficient.

#### **e) The Review and Verification**

CTSI will contact all Chartered Trading Standards Practitioners, all self-employed individuals and the 10% of remaining Local Authority registered participants each year and require them to submit the following mandatory documentation:

- Personal Development Plan form 2
- Evidence Schedule form 4
- Both which must be signed by the candidate and their line manager or appropriate representative
- Evidence of CPPD

The 10% for review will be randomly selected across all Trading Standards Regions and will be representative of the profession nationally. CTSI will try to avoid individuals being selected in consecutive years, however it may happen from time to time. It is also likely that a number of individuals will be selected from the same Authority.

#### **f) Verification**

- CTSI will carry out an initial assessment of the documentation
- This will be passed to an external verifier who will clarify the CPPD portfolio content.
- All CTSP submissions and those selected in the 10% review are externally verified in order to maintain impartiality.
- All verifiers used are existing Trading Standards Professionals.

#### **g) Review and Verification process**

- The submission and supporting evidence will be reviewed by External Verifiers (EV)
- EV's must be satisfied the candidate has completed 20 hours of CPPD, of which 10 hours is core activity.
- CTSI will notify candidates of the findings of the verifiers in 6 weeks of receipt of submission (unless otherwise informed).
- Satisfactory completion of the required 20 hours CPPD will result in the validation of the submission by CTSI. A record of this will be held by CTSI, and certification will be issued upon completion of the cycle.

### **3. Resubmissions**

- If a submitted CPPD portfolio does not meet the standard required by the audit, CTSI will liaise with the individual concerned and provide details of what's required for improvement (including the verifiers comments). There may be there may be an administration charge for resubmitting (to cover any additional marking costs) determined as the need arises.

## **Section 5 – Achieving CPPD**

- a) Course or seminar
- b) Distance learning
- c) In-house training by employer
- d) Training provided by local Branches
- e) Academic study
- f) Preparation of training courses
- g) Research leading to a formal presentation to a group of people
- h) Work shadowing
- i) Work based activities that are formally assessed by the nominated line manager/representative
- j) Participating in the development of specialist areas of law
- k) Writing a learned published article

See the breakdown table for the number of hours claimable for each activity together with details of evidence required.

### **a) Courses or seminars**

This is the usual and acceptable way to achieve CPPD hours. If the course provides a CPPD certificate this should be kept in the CPPD folder and should link to learning outcomes on the Evidence Schedule. If your certificate only shows the time taken to achieve via a test, it will be necessary to supplement this evidence with an agenda or CPPD claim form which states prior learning to undertaking test for certification.

Other courses and seminars not producing CPPD certificates must be evidenced by providing copies of the agenda and learning outcomes. Candidates may also complete the CTSI CPPD claim form, if the candidate feels this would be beneficial.

### **b) Distance learning**

Distance learning (including e-learning) counts towards CPPD up to the amount of hours specified in the course materials.

### **c) In-house training by employer**

This counts towards CPPD but must be recorded in the CPPD folder and signed off by the candidate's line manager or work representative. Evidence would include a timetable agenda, CPPD certificate (with hours), or a CPPD claim form.

### **d) Training provided by local branches**

Training courses a training at branch meetings counts as CPPD and a CPPD certificate will be provided with hours claimable. If no certificate is provided then candidates would need to retain the agenda.

### **e) Academic study**

This may fulfil both core and other CPPD requirements. Studying for the Trading Standard Practitioner Diploma (TSPD) will count as core hours.

### **f) Preparation of training courses**

Preparation, including research to ensure material is up to date is a recognised CPPD activity. If the candidate is a trainer then they need to provide the slide detailing what the course covers with the learning outcomes (not all slides are needed) A CPPD claim form detailing research undertaken would also be acceptable.

### **g) Research leading to a formal presentation to a group of people**

This is a recognised CPPD activity, but the research time for the presentation is only claimable.

### **h) Work shadowing**



Actual time spent work shadowing is a recognised CPPD activity providing clear aims and outcomes are set out and recorded prior to the shadowing taking place. The CPPD Claim form, signed by the person conducting shadowing is also acceptable.

**i) Work based activities that are formally assessed by a line manager/representative**

These can be used to meet CPPD requirements providing that details of the activity and outcome of the assessment are recorded, and the CPPD claim form is recommended.

**j) Participating in the development of specialist areas of law**

This may only be claimed against the core CPPD, and includes participating in working groups. Time may be claimed for attending meetings. **For 2020 COVID work, such as reviewing business opening regulations and enforcement and items such as product safety all count toward core hours.**

**k) Writing a learned published article**

Writing published articles will be recognised for CPPD purposes. Full details of the publication will need to be recorded.

<b>Activity</b>	<b>Amount of CPPD that may be claimed</b>
Course or seminar	Actual time up to 100% of the CPPD requirement
Distance learning courses	Actual time up to 100% of the CPPD requirement
In-house training by employer	Actual time up to 100% of the CPPD requirement
Training provided by local branches including branch meetings	Actual time up to 100% of the CPPD requirement
Preparation of training courses	50% of the time spent, up to a maximum of 4 hours per core subject area
Research, followed by a presentation to a group of people	50% of the time spent on research, up to a maximum of 4 hours per core subject area
Work shadowing	Actual time spent up to a maximum of 4 hours. Full details of the aims and outcomes of the work shadowing should be recorded in the CPPD folder including a CPPD claim form
Work based activities that are formally assessed by a supervisor	Actual time spent up to a maximum of 4 hours
Participating in the development of specialist areas of law	Actual time spent at meetings up to a maximum of 4 hours – Core activity only, this limit has been waived for 2020 only in recognition of COVID activity and other limited training opportunities.
Writing a learned published article	Actual time spent up to a maximum of 4 hours per core subject area

# **Appendices**

## **Appendix 1 – Forms**

## **Appendix 2 – Frequently Asked Questions**

### **Appendix 1 Forms**

#### **The following forms are available-**

- Learning & Development Plan Example
- Evidence for Submission Example

Both forms in blank format along with the CPPD claim form for ease of completion are available for download from the [CTSI website](#).

**Form 2 Learning and Development Plan** **Example**  
**CHARTERED TRADING STANDARDS INSTITUTE SCHEME for CONTINUOUS PROFESSIONAL and PERSONAL DEVELOPMENT**

CPPD Learning and Development Plan for [name] \_\_\_\_\_ for period: [1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021]

<b>Development Goals</b>	<b>Planned Activities</b>	<b>Resource (time) Planned</b>	<b>Success Criteria</b>
To update knowledge on TS product safety legislation	Attend in house training session with Safety Team or via OPSS course	3 Hours - Core	Increased Knowledge and performance – be able to lead a safety project and play a more active role in investigation of safety complaints. To be completed by March 2021
To carry out FSIs at food manufacturing premises.	Attend CTSI Training course – Factory Inspections	5 Hours - Core	Will be competent to carry out inspection at food manufacturer and able to take on additional HA responsibility. Check CTSI website for availability. Complete by July 2021, dependent on course availability.
Knowledge and practical application of TS law	Attend CTSI Branch meetings and annual Symposium mini theatres	3 Hours - Core	Expert knowledge is maintained in all areas of TS so as to provide advice to officers. To actively engage and participate in local and national events
To become familiar with new IT trader database	Attend training course run by new company	7 Hours – additional CPPD	To be able to input and extract relevant data to facilitate effective planning of work and up keep of records. Complete by May 2021
To keep updated on surveillance techniques	Attend training course – possibly by local Police	4 Hours – additional CPPD	To be able to conduct surveillance operations when necessary and in accordance with legal requirements and report non-compliance to the legal team. Complete by December 2021

\*Candidate \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

\*Agreed by Line Manager/Representative Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**\*Fields marked with an asterisk must be completed by candidate & representative before submission**

Form 4 Evidence for submission

CHARTERED TRADING STANDARDS INSTITUTE SCHEME for CONTINUOUS PROFESSIONAL & PERSONAL DEVELOPMENT

CPPD Submission of Evidence for: [name] for period: [1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020]

Activity & Organisation	Date Completed	NUMBER OF HOURS CLAIMED		EVIDENCE PROVIDED*			Learning outcomes and application. Please state for each activity
		Core	Non-core	Certificate	CPPD claim form	Agenda	
Attend training course run by local Police on surveillance.	23/04/2020	4 hours				enclosed	<b>Learning outcomes:</b> This refresher course covered the broad under age sales and covert surveillance legislation. <b>Application:</b> Have been involved in two under age sales operations requiring surveillance; have taken a lead role in one.
Attend training given by Office of Product Safety and Standards.	31/08/2020	3 Hours		enclosed			<b>Learning outcomes:</b> In depth review of changes to Product Safety legislation <b>Application:</b> Have assisted with a PS investigation involving dangerous electrical imported goods, conducted a project on toy safety and taken on HA responsibility for importer of gas fires.
<del>XXXX</del> barrister's session, discussing the issues of evidence gathering and the use of hearsay evidence	12/10/2020		1 hour		enclosed		<b>Learning outcomes:</b> overview of hearsay evidence <b>Application:</b> Better understanding of hearsay evidence – evidenced by statements in more recent case files. No certificate issued, minutes of meeting and CPPD claim form have been included in submission as evidence.
Database training from <del>XXXXXXX</del>	15/11/2020	7 Hours		enclosed			<b>Learning outcomes:</b> An introduction to <del>Memex</del> database entry <b>Application:</b> Data inputting is in accordance with guidance issued by IT lead. Can now extract info without assistance. Will continue to develop skills in forth coming year.
Attended CTSI training course – Factory Inspections	15/03/2020	5 Hours		enclosed			<b>Learning outcomes:</b> Refresher of FSI regulations <b>Application:</b> Have conducted an FSI at food manufacturer – will take responsibility for HA next year
Managing Diversity – WCC Learning Company.	12/01/2020		4 hours		enclosed		<b>Learning outcomes:</b> New role with XXXX Council <b>Application:</b> Improved understanding of Corporate Policy in this area tested by questioning on the principles.

Candidate \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Agreed Line Manager/Representative Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

\*Candidates who wish to include updates within their own authorities, which do not have any formal system of certification or review (e.g. shadowing or mentoring of colleagues) should complete the CPPD claim form. Candidates must include evidence for all items listed on this form. A minimum of 20hrs should be listed, consisting of 10hrs core and 10hrs non-core CPPD. Candidates need only include 20hrs evidence. Additional evidence will be requested by CTSI if required.

## Appendix 2 – Frequently Asked Questions

### Continuous Professional and Personal Development (CPPD) FAQs

**Q. Who can participate in the Scheme?**

- A. The scheme is available to all Trading Standards Professionals, whether they are members or eligible for membership.

**Q. When does the Scheme start?**

- A. The Scheme starts on the 1st January of each year.

**Q. How long does the Scheme run?**

- A. Each phase of the Scheme runs for a calendar year i.e. from 1 January to 31 December each year.

**Q. How do I register?**

- A. Please complete and submit a CPPD registration form, which is an optional free benefit of membership. Local Authorities may choose to register a number of staff if they choose to.

If you are not a Member of the Institute, you may apply via CTSI who will advise you of the process and cost.

Alternatively, you can register online via

[www.tradingstandards.uk/events/CPPDregistration.cfm](http://www.tradingstandards.uk/events/CPPDregistration.cfm)

**Q. What is required of me?**

- A. You need to complete, and record, at least 20 hours of CPPD activity each year. At least 10 of these hours must be in the Core TS Requirements Category.

It's suggested that each time you complete activities contributing to your professional development, you record the details on your 'Evidence for Submission' form which you keep in your CPPD folder.

**Q. I have an annual review with my manager. Can I use this as my Learning and Development plan?**

- A. No, only the mandatory forms 2 & 4 can be used if you are selected as part of the 10% review or if you are registered as a Chartered Trading Standards Practitioner.

**Q. If I work part-time, how many hours' CPPD do I have to complete?**

- A. There is no pro-rata allowance if you work part-time, you must still show 20 hours CPPD, including 10 hours core. The principles of the scheme are to demonstrate competence and maintenance of that competence by Trading Standards staff.

**Q. I want to join the scheme, but it is part way through the year – can I still join?**

Yes, you can. There is nothing stopping you from joining the scheme at any time, however, you still have to show 20 hours CPPD for the current calendar year.

**Q. I am a manager and no longer attend technical seminars/training events – how do I comply?**

- A. Management courses/seminars as well as events associated with the delivery of the Trading Standards service count as CPPD at either core (where training is directly relevant to the provision of the service) or additional level.

**Q. I read The Journal of Trading Standards regularly – does this count as CPPD?**

- A. Yes. The bi-annual magazine can be used for CPPD, as this is seen as part of the regular updating undertaken by all members. As with all evidence, to confirm your CPPD you must print off the certificate by following the instructions in the Review.

Please note that the Journal of Trading Standards online does not count towards CPPD.

**Q. I have been on maternity leave for 6 months, what do I need to do?**

- A. There is a pro-rata allowance if you have been on leave. CTSI does recognise that in some circumstances it might prove difficult to meet 20 hours CPPD in a 12-month period if you have taken 9 months leave.

CTSI would recommend that when you return to work, you draw up a learning and development plan that addresses the need to update skills and knowledge as a matter of priority. CTSI would look to assess this plan instead of the formal CPD folder.

**Q. I have been on long term sick leave for 7 months; how can I meet my CPPD requirement?**

- A. Please see the answer above.

**Q. What sort of activities count towards CPPD?**

- A. There are a range of activities that can count towards CPPD. If an activity is relevant to the provision of a Trading Standards service then it will count, depending on content, as either core or additional hours. Examples of these activities include seminars, courses, conferences, events provided by Branch, Regionally, or in house, research activities, distance/open learning.

An example of an activity that WILL NOT count might be, for example, participation in jury service, which whilst appearing to contribute to legal knowledge does not in fact contribute to the provision of a TS service.

**Q. Is there a maximum number of hours that I can claim for one event?**

- A. The principle of the scheme is to demonstrate ongoing development and maintenance of the professional competence of Trading Standards personnel. It should not be seen as an “hour gathering exercise”. The duration of any one event, such as a training course that runs over 2 days, does not necessarily provide an automatic indication of the number of hours that can be “claimed” as CPPD. The number of hours available for each event has to be assessed

However, if you are currently training for the TS Qualification you are in “formal learning” and this professional development will automatically count for a maximum 10 hours Core CPPD in any year. Formal learning includes E-learning college, collaborative training and revision days/courses.

**Q. Do Branch or Regional training events count?**

- A. Yes. It is recognised that a significant amount of training and development opportunities are provided by CTSI branches or regional training events. CTSI will issue guidance for those organising these events so they can be accurately and consistently assessed for CPPD hours. A CPPD certificate will be provided by CTSI for training officers to distribute after these events.

It's recommended that you retain evidence of the content of in-house training in your CPPD file, which can be audited if necessary.

**Q. We have a programme of lunchtime seminars. Do they count as CPPD?**

- A. It depends on the content, but if the subject is directly or indirectly related to trading standards activities, then it could count as either core or additional CPPD hours. In-house training events, training within team meetings and workshops can also count for CPPD hours but must be capable of verification. It is recommended that the content of any such in house provision is issued to each participant for retention in their CPPD file. This will then be auditable should the need arise.

**Q. I often attend courses where CPPD certificates are not issued. How can I verify my attendance at these events?**

- A. If no certificate is issued, provide the events agenda and the learning outcomes. You should also consider using the CPPD claim form, particularly when claiming for internal meetings which often do not have a formal agenda

Some courses/conferences provide **certificates of attendance** rather than CPPD certificates, these are only evidence that you attended, and you will still have to treat them as not having a CPPD certificate.

**Q. I am a consultant working in the field of trading standards – what do I need to do?**

- A. The list of core areas reflects the fact that there are members who operate outside Local Authorities who provide a “specialist service”. It is up to you to decide your own specialist area of work and to make sure that the required number of hours are achieved. If, for example, you work largely in the area of food safety, then the majority of your 20 core hours CPPD (required by the FSA) would be expected to be in this area. You should therefore complete your own learning plan and update it.

**Q. What about I.T training?**

- A. This may contribute to either core or additional CPPD hours.

If the IT training is directly relevant to providing a TS service (e.g. training involving the trader database) then the activity will be core. If the training is a more general IT course (e.g. Using MS Word) then it would be additional CPPD hours, if in the learning and development plan.

**Q. My employer operates their own 'CPPD' or similar scheme. Can I still participate in the CTSI scheme?**

- A. Yes, the CTSI scheme is designed to be complimentary to existing Local Authority schemes where they exist. You will be asked to provide (if selected as part of the 10%) your CPPD certificates, form 2 Personal Development Plan, and form 4 Evidence Schedule. These documents will identify your training needs and recording and evaluate training and development as part of your own scheme and therefore producing evidence of CPPD should not be onerous.

**Q. Who will carry out the assessment?**

- A. The submissions will be assessed initially a CTSI administrator and once they are satisfied the submission is passed for formal confirmation by external verifiers. A CTSI verifier will be an active Trading Standards professional.

**Q. Will it be possible to appeal against the result of an assessment?**

- A. Yes. There is a 2-stage appeals process. In the first instance further evidence from the candidate, supported by a written submission may be considered. If there is still a dispute about the findings after this, then the final decision will be made by the Chief Executive.

**Q. I have not been able to attain 20 hours CPPD in the year. What will this mean?**

- A. If you have a reason for not achieving your CPPD hours, for example you have had a significant amount of time off for sickness, you must provide an explanation, supported by evidence from your line manager or HR manager to CTSI.

If you have no reason and you are a CTSP you will lose CTSP status

If you have no reason, and you are not a CTSP, CTSI requires you to provide an action plan, agreed by the employer, as to how you will achieve the hours in the following year. If you have not achieved the 20 hours in a year you are highly likely to be re-assessed in the following year.

**Q. I work within the private sector, and I often develop and provide training courses for Local Authorities. Will this count towards my CPPD?**

A. Yes, but only the research and development of the course will count as CPPD not delivering the course. If the candidate is a trainer, they need only provide the slide showing the content of their training together with the learning outcomes, not all slides. A CPPD claim form detailing the research undertaken would be the easiest way to claim the hours.

**Q. Who pays?**

A. There is no fee for CTSI members the CPPD scheme forms part of the membership benefits. Non-members are invited to join the Institute or alternatively pay an administration fee of £123.50 plus VAT per year. This can be paid by the individual or their employer.

**Q. What is CTSI doing to help me comply with CPPD?**

A. CTSI is working with Branches and Regional co-ordinators to ensure that there is consistency of approach to CPPD. Guidance has been issued on how to assess training events for CPPD purposes and on issuing CPPD certificates.

CTSI will offer training events that are readily available and accessible to all Trading Standards Professionals concentrating on the delivery of the core TS CPPD requirements each year. CTSI will ensure that members have access to information on the available courses/seminars and how these contribute to CPPD.

**Q. What plans are there for the future of the scheme?**

A. The scheme is subject to continuous review and improvement. The verifiers review its operation annually and make recommendations to CTSI for future amendments, which will be put to CTSI Council for consideration and implementation.

The CTSI Symposium focuses firmly on CPPD and is the flagship event delivering a full education and training programme, maximising the number of CPPD hours available to candidates from the plenary and mini theatre sessions. We are already working on improvements for 2020.

CPPD forms the backbone of Chartered Trading Standards Practitioner status, allowing the candidate to demonstrate to both employer and businesses that they are a competent officer in an easily identifiable manner.

**Q. I don't work in a local authority; can I still participate in the scheme?**

A. Yes, individuals who work in the private sector, other government departments and independent consultants can participate. The scheme is free of charge to those who are CTSI members or available to others upon payment of an administration fee. See section 3.3

**Q. When did form 2 & form 4 become mandatory documents?**

A. Form 2 & Form 4 provide CTSI with the necessary information required to process Chartered Trading Standards Practitioner status, they also allow streamlining of the administration process which is necessary as the numbers in the scheme have grown significantly.

Prior to 2015, submissions included LAs who were using their own paperwork to record CPPD which did not cover CTSI's requirements for the scheme. Following the 2015 CPPD cycle the CTSI external verifiers feedback on the process highlighted this issue which was passed to CTSI Council who approved that from January 2017 the documents would become mandatory.

Candidates not using the correct Form 2 and Form 4 will have their documents returned and will be asked to complete them, before the application can be processed.



## **Contact details**

**For further information or specific details, please contact:**

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