



Chartered Trading Standards Institute

CHARTERED TRADING STANDARDS PRACTITIONER APPLICATION

I should like to apply to become a

CHARTERED TRADING STANDARDS PRACTITIONER administered by the Chartered Trading Standards Institute.

The following details to be completed in BLOCK CAPITALS please.

Name

.....
(Title) (First/Given Name) (Surname)

Home Address.....

.....Post Code.....

(Please specify here the address to be used for communications Home or Employment..... We cannot guarantee mail will not get opened if sent to employer address)

Telephone.....Mobile.....E mail.....

Name of Employer.....

Address of Employer.....

.....Post Code.....

Telephone.....Mobile.....E mail.....

Job Title.....

CRITERIA REQUIRED

Are you a full member of CTSI?(membership number).....
(You must be a full member of CTSI to proceed with this application.)

Qualifications

Do you have proven academic capability to Bachelor’s Degree with Honours, Bachelor’s Degrees or National Qualification framework (NQF) level 6, Scottish Credit and Qualifications Framework (SCQF) level 9 or equivalents? Please state:

.....

OR, have you completed the Academic Capability reflective statement?.....

Do you have proven knowledge of trading standards? Please state qualifications:
(The qualifications required are the same as those required to be a full member of the Institute.)

.....

OR, have you completed the Knowledge of Trading Standards reflective statement?.....

Application checklist

In order for CTSI to process your application smoothly please ensure that the following required items are included with your submission:

- **Personal Development Plan. Mandatory Document for CTSP, outlining short to medium term objectives. Examples are listed in the CPPD handbook, signed by you and your line manager.**
- **Evidence of CPPD Submission schedule Mandatory Document for CTSP, to include copies of CPPD certificates obtained, if unavailable schedule must include course outline and learning outcomes. This must also be signed by you and your line manager. Copies of certificates only required.**
- **Registration into CTSI CPPD scheme, you must list your internal verifier on the form, who will be contacted by CTSI. This is normally your line manger, those who are self employed please list yourself as verifier**
- **Copies of your TS qualification certificate and level six qualification, level 9 for Scotland (if applicable.) Copies only required.**
- **Your reflective statement (if applicable.)**

Unless the above is included with this application form CTSI will have to contact you to obtain the missing information and delay the processing of your application.

REGISTRATION FEE

(A yearly registration fee of £50 will be required unless you have been registered into the CPCF (CTSI Professional Competency Framework) within the last 3 years or you have paid the fee to continue your TSQF/CPCF registration.)

If registered into the CPCF please give candidate registration number.....

Declaration by Applicant

I declare that the information I have provided is true to the best of my knowledge and belief. I further declare that if admitted into membership I will to the best of my ability promote the aims and objectives of the Institute, recognising at all times the strict requirements of the Charter, Byelaws and Regulations. I accept that I am obliged to pay the appropriate subscription currently prescribed and any increase that may be from time to time as set out in the Byelaws or applied through a resolution of a general meeting of the Institute.

NB: information about the Charter the Byelaws and Regulations, the Code of Professional Conduct and the Equal Opportunities Policy are available on the Institute's website www.tradingstandards.uk or from Head Office.

By signing this application and ticking the box below; the applicant declares that they are opting into CTSI communications. The Institute's data protection policy is available [online](#) and the applicant can amend their preferences at any time.

Signed.....

Date

Please tick the box

(By not ticking the box the applicant understands that they will receive no correspondence from the Institute beyond the applicant's annual renewal notification).

Form 2 Personal development plan

CHARTERED TRADING STANDARDS INSTITUTE SCHEME for CONTINUOUS PROFESSIONAL and PERSONAL DEVELOPMENT

CPPD Learning and Development Plan for [name] _____ for period: [1st January 2022 to 31st December 2022]

Development Goals	Planned Activities	Resource (time) Planned	Success Criteria

*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: [1st January 2021 to 31st December 2021]

Activity & Organiser	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	
							Learning outcomes: Application:
							Learning outcomes: Application:
							Learning outcomes: Application:
							Learning outcomes: Application:
							Learning outcomes: Application:
							Learning outcomes: Application:

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.