

Chartered Trading Standards Institute

CPPD Handbook 2017

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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 and 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](#).¹

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

¹

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 January to 31 December
- each participant will be required to complete a total of 20 hours of CPPD of which 10 hours will be defined as core TS requirements (see section 4 part (c)); the remaining 10 will be defined as additional hours
- 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 e)). This will be retained along with CPPD certificates (and the like) 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 Personal Development Plan and form 4 Evidence Schedule verified to ensure that competency is being maintained in line with CTSP outcomes
- submissions will be internally verified by CTSI then passed on for external verification
- findings will be notified to participants by CTSI within six 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 £120 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 recognises 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 personal development plan (form 2) and gather their evidence of qualifying activities (form 4). CTSI will then select a 10% sample² of non CTSP registered CPPD participants to have their CPPD submissions verified. All CTSP candidates must submit their forms and evidence each year upon request in order to retain their status.

4 key areas:

- learning and development plan & evidence schedule
- undertaking qualifying activities and core requirement
- select sample of CPPD participants
- review and verification of submissions

b) Learning and development plan

Participants in the scheme are required to produce an individual learning and development plan along with their evidence schedule at the beginning of each calendar year and keep this updated. Example forms are available at Appendix 1; copies of the forms can be [downloaded from the website](#). This form is now 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:

- that it meets the development needs of the individual such that they are competent to achieve the desired outcomes of the organisation
- that reference be 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
- that reference is made to the knowledge applicable to members of the trading standards profession. The scheme acknowledges the existence of both regional and local authority competency schemes that essentially serve the same purpose. Nothing will preclude the use of evidence from these within the CPPD scheme
- the Plan must be 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

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

- 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.

c) Qualifying activities

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

i) Core requirement

Participants are required to gain at least 10 CPPD hours in areas which are covered in the professional qualification or normally enforced by trading standards services, and that are delivered in a highly structured manner.

The following activities will contribute:

- activities undertaken in the core trading standards areas which are covered in the professional qualification or normally enforced by TS
- management development activities directly associated with the delivery of the trading standards service, these items must list clear learning outcomes and the application thereof on the candidate's evidence schedule. Other areas of management may be included in your additional hours
- specialist knowledge appropriate to job role (applicable to specialist staff within local authorities and those engaged outside local authority employment)
- IT training that is directly relevant to the provision of the trading standards service

ii) Other qualifying activities

- the remaining 10 hours may be gathered by other qualifying activities, these recognised activities are listed in detail in Section 5. Only activities relating to professional development⁴ will qualify
- It should be noted that outcomes of ANY such qualifying activities must be linked to the objectives identified in the individual's learning and development plan to ensure that they are relevant

d) Recording CPPD

It is recommended that participants of the scheme establish a CPPD folder, which should contain:

- the individual learning and development plan
- 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)

³ 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.

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

- you may wish to complete the CTSI claim form in order to further supplement undertaken activities. This form can be downloaded from the [CTSI website](#). This form is only to be used for internal activity where official certification was not provided OR for the recording of self learning
- emphasis should be placed on the learning outcomes recorded on the candidate's form 4. Attendance of a course/completion of a course in itself does not demonstrate what you have learned from attending. Expand on these points giving examples of how it was beneficial and how this experience will be applied to work situations. Use of terms such as 'specialist knowledge' should be supplemented with comments on how this will be achieved

e) The Review and Verification

CTSI will contact 10% of registered participants and all Chartered Trading Standards Practitioners in each year and require them to submit the following mandatory documentation:

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

The selection for the 10% review will be made at random across all trading standards regions. The resultant sample of 10% of the membership participating in the scheme will be representative of the profession nationally. Selection in any one year will not preclude an individual from selection the following year, although CTSI will endeavour to ensure that any one individual is not selected year on year. Those individuals who are self employed will however be asked each year to supply the above documentation.

i) Verification

- an initial check will be carried out by CTSI before being passed to an external verifier, who will be used to clarify the CPPD portfolio content. All CTSP submissions are externally verified in order to maintain impartiality

ii) Review and Verification process

- the submission and supporting evidence will be reviewed
- the Internal Verifiers must be satisfied that the member has undertaken 20 hours training, 10 hours of which must meet the core requirement
- CTSI will notify candidates of the findings of the verifiers within 6 weeks of receipt of submission (unless otherwise informed)
- satisfactory completion of the required 20 hours of 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

iii) Resubmissions

- in the event that a submitted CPPD portfolio does not meet the standard required by the audit, the Institute will liaise with the individual concerned and give comments for improvement. As part of the resubmission there may be an administration charge (to cover any additional marking costs) which will be determined as the need arises

Section 5 - How CPPD can be obtained?

- i) attendance at a course or seminar
- ii) distance learning
- iii) in-house training by employer
- iv) training provided by local branches
- v) academic study
- vi) preparation and delivery of training courses
- vii) research leading to a formal presentation to a group of people
- viii) work shadowing
- ix) work based activities that are formally assessed by the nominated line manager/representative
- x) participation in development of specialist areas of law
- xi) writing a learned published article

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

i) Attendance at a course or seminar

Attendance at a course or seminar is sufficient training for CPPD purposes provided that a certificate is kept in the CPPD folder – and a clear link to learning outcomes is established on the evidence schedule. Other courses and seminars may be subject to investigation and CTSI may require the participant to provide copies of the agenda, learning outcomes as well as details of the suitability of trainers/speakers. You may wish to complete the CTSI claim form in order to further outline undertaken activities. This form can be downloaded from the [CTSI website](#). This form is only to be used for internal activity where official certification was not provided OR for the recording of self learning.

ii) Distance learning

Distance learning including e-learning will be acceptable up to the amount of hours specified in the course materials. For example, its e-learning college or the RDNA (Regulators Development Needs Analysis tool).

iii) In-house training by employer

A participant may engage in training carried out in-house by his or her employer as part of the employer's continuing professional development for staff. This must be recorded in the CPPD folder and signed off by a line manager or representative.

iv) Training provided by local branches

Training provided by local branches or made available at branch meetings, you will need to record number of hours based upon the CPPD certificate provided.

v) Academic study

Academic study may be used to fulfil CPPD requirements including the core requirement. For the purposes of CPPD, ctsi academy is classified as academic study.

vi) Preparation and delivery of training courses

Preparation of a training course including research to ensure material is up to date is a recognised CPPD activity.

vii) Research leading to a formal presentation to a group of people

Research leading to a presentation to a group of people is a recognised CPPD activity.

viii) 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.

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

Any assessed work based activities can be used to fulfil CPPD requirements, details of the activity and outcome of the assessment must be recorded, use of the CPPD claim form is recommended.

x) Participation in development of specialist areas of law

This activity may only be claimed against the core CPPD requirement. This includes participation in working groups and the like. Time may be claimed for attendance at meetings.

xi) Writing a learned published article

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

Activity	Amount of CPPD that may be claimed
Attendance at a 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 inc branch meetings	Actual time up to 100% of the CPPD requirement
Preparation and delivery of training courses	50% of the time spent to a maximum of 4 hours per core subject area
Research leading to a formal presentation to a group of people	50% of the time spent to a maximum of 4 hours per core subject area
Work shadowing	Actual time spent 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 use of the CPPD claim form
Work based activities that are formally assessed by a supervisor	Actual time spent to a maximum of 4 hours
Participation in development of specialist areas of law	Actual time spent at meetings to a maximum of 4 hours – core activity only
Writing a learned published article	Actual time spent 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 shown as completed examples-

- 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: [1st January 2017 to 31st December 2017]

Development Goals	Planned Activities	Resource (time) Planned	Success Criteria
To update knowledge on TS product safety legislation	Attend in house training session with Safety Team	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 2017
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 May 2017, dependent on course availability.
Knowledge and practical application of TS law	Attend CTSI Branch meetings and annual Conference mini	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 July 2017
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 2017

*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 and PERSONAL DEVELOPMENT

CPPD Submission of Evidence for: [name] for period: [1st January 2016 to 31st December 2016]

Activity and Organiser	Date Completed	Identify Core/Non Core Hours	Certificate/CPPD claim form enclosed	Learning outcomes and application
Attend training course run by local Police on surveillance.	23/04/2015	4 Hours – core	Agenda	Have been involved in two under age sales operations requiring surveillance; have taken a lead role in one.
Attend in house training given by Safety Team.	31/08/2015	3 Hours – core	Certificate	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.
Lunchtime session, discussing the issues of evidence gathering and the use of hearsay evidence.	12/10/2015	1 Hour	CPPD claim form	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 xxxxxxxx.	15/11/2015	7 Hours – core	Certificate	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.	15/03/2015	5 Hours – core	Certificate	Have conducted an FSI at food manufacturer – will take responsibility for HA next year.
Managing Diversity – WCC Learning Company.	12/01/2015	4 Hours	CPPD claim form	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 and mentoring of experienced 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.*

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 in membership or eligible for membership.

Q. When does the scheme start?

A. The scheme starts on 1 January of each year.

Q. How long does the scheme run?

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

Q. How do I register?

A. Please complete and submit a CPPD registration form. It is a benefit of membership. Local authorities may elect to “mass” register their 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

Q. What is required of me?

A. All participants 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 is suggested that each time you undertake activities which contribute 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 selected as part of the 10% review or if the candidate is 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 for those that work part-time. Therefore the full requirement of 20 hours CPPD, with 10 hours of core TS requirement is applicable. The principles of the scheme are to demonstrate the competence and maintenance of that competence of 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 to preclude you from joining the scheme at any time. However, you must still 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 or additional level. What is important is that the training is directly relevant to the provision of the service if it is to be counted toward core activity.

Q. I read TS Review regularly – does this count as CPPD?

A. Yes. The quarterly magazine can be used to accrue CPPD; 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. Although of professional benefit TS Today does not count towards CPPD.

Q. I have been on maternity leave for six months – what do I need to do?

A. There is a pro rata allowance for those that have been on leave from the work place. CTSI does recognise that in some circumstances it might prove difficult to undertake 20 hours CPPD in a 12-month period if, for example 9 months leave has been taken. It is recommended that upon returning to work, the learning and development plan addresses the need to update skills and knowledge as a matter of priority. CTSI would look assess the learning and development plan on this occasion instead of the formal CPD folder.

Q. I have been on long term sick leave for seven months – how can I fulfil my CPPD requirement?

A. See question above. There is a pro rata allowance for those who have been on leave from the work place. CTSI does recognise that in some circumstances it might prove difficult to undertake 20 hours CPPD in a 12-month period if, for example seven months leave has been taken. Where a person is absent from the workplace for six months or more it is recommended that upon returning to work, the learning and development plan addresses the need to update skills and knowledge as a matter of priority. CTSI would assess the learning and development plan on along with the appropriate CPPD evidence as agreed with CTSI at the time.

Q. What sort of activities count towards CPPD?

A. There is a range of activities that can count towards CPPD. Provided that the activity is relevant to the provision of the trading standards service then the activity will count as either core or additional hours depending upon the content. Examples of activities include attending seminars, courses, conferences, whether arranged formally or less formally, provided by branch, regionally, or in house, research activities, distance or 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 professional competence of Trading Standards personnel. It should not be seen solely as an “hour gathering exercise”. The duration of any one event, for example a training course that runs over two days, does not in itself provide an automatic indication of the number of hours that can be “claimed” as CPPD. Each event will be assessed for content and the number of hours awarded will be based upon this. It has been determined that for those individuals undertaking formal learning for the TS Qualification, this professional development will automatically count for a maximum 10 hours' core CPPD in any year. Formal learning is defined as including ctsi academy, collaborative training and revision days/courses.

Q. Attendance at branch or regional training events – do these count?

A. Yes. It is recognised that a significant amount of training and development opportunities are provided via branch or regional training events. CTSI will issue guidance for those who organise training events at branch and regional level so that 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.

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. Some courses/conferences etc provide certificates of attendance (as distinct from CPPD certificates). If this is the case, you will need to determine whether the event contributes to core or additional CPPD hours based upon the content. The certificate of attendance can then be used as evidence of your attendance on the said course. Your evidence schedule should reflect that no certificate was issued and agenda and learning outcomes of the event should be included in your submission to CTSI. If no certificate is issued provision of the agenda and learning outcomes may be sufficient providing the event organiser can confirm your attendance. You should also consider completing the CPPD claim form. This is particularly applicable to internal meetings where no formal agenda is supplied.

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 the local authority setting who provide a “specialist service”. It is up to the consultant to determine his or her own specialist area of work and to ensure that the required number of hours is achieved. For example, a consultant working largely in the area of food safety would be expected to ensure that the majority of their 20 hours' core CPPD was attributable to Food Safety development. You are advised to complete your own learning plan and to update it accordingly.

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 the provision of the TS service, for example training related to the trader database (recording and accessing premises database for example), then the activity will be core, if however it is a more general IT course, for example use of Word, then it would be classified as additional CPPD hours if identified within 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 your form 2 Personal Development Plan along with the form 4 Evidence Schedule. Use these documents to identifying training needs, recording and evaluating training and development as part of your own scheme and thus a requirement to produce evidence of training should not be overly onerous.

Q. Who will carry out the assessment?

A. The submissions will be reviewed initially a CTSI administrator once they are satisfied formal confirmation will be issued by external verifiers.

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 genuine reason for being unable to attain your CPPD hours - for example, you have had a significant amount of time off for sickness absence, an explanation, supported by evidence from your line manager; HR manager etc should be supplied to CTSI. This will be noted as appropriate.

Should there be no such reason; CTSI will require an action plan to be produced by the individual and which is agreed with the employer. This plan will state how the hours will be achieved in the following year. Attaining less than the required 20 hours in any year increases the likelihood of re-assessment the following year. This ruling only applies to those in the CPPD scheme only, not being able to provide sufficient evidence for CTSP (unless as outlined above) will result in the loss of this status.

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 be counted, not the delivery.

Q. Who pays?

- A. There is no fee involved for CTSI members as it forms part of the membership benefits. Non-members are invited to join the Institute or alternatively be charged an administration fee of £120 plus VAT per year. This can be paid by an individual or an employer, depending on local arrangements.

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 in terms of how to assess training events for CPPD purposes and on the issue of 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 information is readily accessible about available courses and seminars and how these contribute to CPPD.

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

- A. It is anticipated that the scheme will itself be subject to continuous review and improvement. The verifiers will review the operation of the scheme on an annual basis and make recommendations to CTSI for future amendments.

The role of the CTSI Conference in providing learning and development opportunities for TS professionals is also under review and CPPD hours can be accrued from plenary and mini theatre sessions. The accreditation of sessions for CPPD purposes is a key area for future development.

CPPD now 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.

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 also independent consultants can also participate. The scheme is free of charge to those who are CTSI members or available to others upon payment of a small admin fee. See section 3.3

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

- A.** Form 2 and form 4 provide CTSI with the necessary information required to process Chartered Trading Standards Practitioner status, they also allow for streamlining of the administration process which has become necessary as the numbers in the scheme have grown significantly.

As the scheme has grown and further LA examples have been reviewed; it has become clear that some LA paperwork does not cover the CTSI requirements. Following the 2015 CPPD cycle the CTSI external verifiers were asked to feedback on the CPPD process. The information provided was then passed to CTSI Council; who approved that from January 2017 these documents become mandatory.

Those who are registered and submit any other types of document for the next cycle will have their documents returned and asked to complete the CTSI form 2 and 4. Until such documents are received the application for retention of status will not be processed.

Contact details

For further information or specific details, please contact:

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