

# Registration Form Candidate Information

**Contact Information:**

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 Institute**  
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 Basildon  
 SS15 6TH

## HCCATS

### Higher Certificate in Consumer Affairs and Trading Standards

## Candidate Information

The following information should be completed in full. Thank You

Candidate Name (Mr/Mrs/Miss/Ms): .....

Employer:

Region (if applicable): .....

Address: (correspondence): .....

.....

.....

Postcode: .....

Contact Telephone Number: .....

Contact Email: .....

**PLEASE NOTE:** Candidates are responsible for ensuring that any information contained within this form is kept up to date and should contact TSI in writing with any changes. Failure to provide this information may lead to a delay in receiving results.

Signature of Candidate: .....Date: .....

The candidate named above will be the candidate registered, and this registration is non-transferable

All candidates are eligible to complete HCCATS, however, candidates need to be aware that this will not be a practitioners qualification as they will not have gained the required field competencies to complete the DCATS which is a prerequisite to HDCATS. The higher element of the framework is strategically focused. TSI recommend that candidates study the learning outcomes and syllabus available on [www.tsi.org.uk](http://www.tsi.org.uk) to fully understand what the HCCATS will deliver.

## Invoicing details

To comply with local authority requirements and to improve service for both members and non members, TSI will now require a purchase order prior to forms being processed.

Purchase Order number: .....

Address for invoicing: .....

Postcode:.....

TSI Member (please state your membership number): .....

\* Please indicate if you require TSI to invoice your employer  
(If we receive no indication TSI will invoice you directly)

\*Are you registered on the TSI CPPD scheme?

Are you registered on a non-TSI Professional Development scheme?  
Please give details:.....

\*I agree I have read the TSI Code of Professional Conduct and agree to  
adhere to it. (A requirement for registration)

The TSI code of conduct is available at [www.tsi.org.uk](http://www.tsi.org.uk)

I agree for this information to be shared with TSI Partners

As part of registration TSI now require the name of your Assessor and Verifier  
to ensure that you have the correct support when starting your portfolio.

\*Assessor's Name.....Verifier's Name .....

All areas marked with a \* must be completed, failure to do so will result in your form being returned to you and your registration delayed.

Please indicate preferred payment method: Please note VAT is added at the current rate of 17.5%

Single payment Member  
£276 + vat

Single payment Non Member  
£363 + vat

The above fees cover registration into the TSQF framework and the purchase of the portfolio and  
project handbook – completion of this form does **not** enter you into the examinations.

All fees must be paid in full to guarantee entry to any examinations.

TSI has the right to update these fees and will charge as per the TSQF fees structure found on  
<http://www.tradingstandards.gov.uk/quals/registration.cfm>