



Chartered Trading Standards Institute

CPPD Handbook

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CTSI incorporated by Royal Charter
RC000879

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Section 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.”

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 How the Scheme Operates

a Operation of the Scheme

The scheme requires each participant to -

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

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% sample² 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** ; 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** 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 role

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:

CPPD requirements are split into two categories:

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.

Other qualifying activities

The remaining 10 hours can be achieved by other qualifying activities which are listed in **Section** . Only activities relating to professional development⁴ 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** Appendix 1)
- Details of all other professional development undertaken
- Copies of the 'Evidence for submission' forms (See **Form** 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

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 its aspects.*

Section 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 is covered by the provisions of the Legal Practice Act 2002 (s)4.

Time spent in (a) (i) (of) (a) (g)

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

Appendices

Appendix Forms

Appendix Frequently Asked Questions

Appendix 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](#).

Learning and Development STANDARDS	Learning and Development Plan for [redacted]	Planned Activities	Resource (time)	Planned	Scheme for CO	IN	SO	ONAL DE	MENT
TS	Attend in house training session with Safety Team or via OPSS course	TS	Core					31st Dec 24]	
FSIs	Attend CTS Training course – Factory Inspections	FSIs	Core					– be able to invest in March 2024	
and of TS	Attend CTS Branch meetings and annual Symposium/mini theatres	and of TS	Core					in at food n... nsibility. C... y 2024, de... on	
familiar trader	Attend training course run by new company	familiar trader	Additional					areas of TS... cal and na... ents	
related course	Attend training course – possibly by local Police	related course	Additional					data to fa... of records... e by	
did		did	igned					ations whe... ents and re... by Decem...	
ed	Line Manager/Representative	ed	ame						
ts		ts	led by candidate						

Appendix 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 <https://www.tradingstandards.uk/practitioners/training-development/cppd-1/>

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

Contact details

For further information or specific details please contact

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