

Frequently asked questions

BPCA Registered

BPCA Registered is the British Pest Control Association's individual recognition scheme for skills, qualifications and CPD. It is open only to employees of BPCA member companies.

Do I need to do CPD?

All technical staff of BPCA member companies are required to carry out CPD as a condition of membership, proving that they are maintaining their development as pest management technicians.

Trainees and apprentices are also required by BPCA to be part of a CPD Scheme but they are only permitted to stay as trainees for a maximum of 18 months.

BPCA does not require non-technical staff to undertake CPD as part of its membership criteria but they are welcome to join BPCA Registered as Affiliates.

How many points do I need to collect on BPCA Registered?

You are required to obtain a minimum of 20 points during one calendar year in order to achieve your CPD requirement with BPCA Registered. However, this is a minimum and the focus of your CPD should be around specific learning goals set by yourself or your employer rather than simply collecting a set number of points.

This may mean that you achieve more than 20 points in the year but the important thing is that by the end of the year you have achieved your learning objective and you can go on to set new goals, thereby achieving real continual development.

There is an expectation for BPCA Registered members to achieve their CPD across a broad range of CPD activities and delivery formats to ensure robust learning outcomes. For example, it would be deemed unacceptable for individuals to gain all their CPD through online quizzes or attendance at a single event.

What counts as CPD on BPCA Registered?

Any activity that enhances your skills and knowledge counts as CPD. Members often carry out activities without realising that they count as CPD.

The following list gives a broad overview of the kinds of activities that BPCA Registered recognises as CPD:

- Accredited and non-accredited training
- Conferences, seminars or staff meetings with technical provision
- Training colleagues on technical issues
- Mentoring
- Work shadowing
- Preparing technical presentations, either for in-house briefings or an external event
- Independent research into a new technical issue
- Reading trade articles or blogs written by technical experts.



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How are my points recorded on BPCA Registered?

BPCA Registered categorises CPD into two areas; structured and unstructured.

Structured CPD relates to formal, clearly defined and approved activities such as accredited and non-accredited training courses, exhibition seminars, online quizzes, technical staff meetings etc. These activities will have a pre-assigned number of points allocated to them and your attendance will have been recorded by the organiser.

These points will be added by the BPCA Registered team shortly after we have issued your certificate or attendance or we have received attendance information from an external organiser.

Any online activity that you undertake through BPCA directly, such as our online training courses and CPD quizzes, will be automatically added to your account.

Unstructured CPD relates to less formal activities such as new technical skills you learn whilst doing your job, watching online media, discussions with your colleagues or accessing technical support.

You will be able to add this CPD yourself to your own account. All we ask is that you reflect on what you have learned and how it will help you to do your job better through answering a few simple questions and uploading any evidence that you have, for example a link to a website, or some photographs of what you have done. The points you add yourself will be added to your CPD account straight away.

How do I keep track of my CPD on BPCA Registered?

When you have enrolled with BPCA Registered you will receive a username and password to activate your own personalised CPD Area. Once activated, this page will tell you the amount of points you have collected, how many more you need in order to achieve the minimum requirement and how many days left you have to achieve full CPD.

The page will also direct you to a wide variety of CPD activities which could help you achieve your goals. You'll also be able to check the qualifications we hold for you and add new ones as you achieve them.

Additionally you will be able to access your CPD Diary which will allow you to view all your activities to date and to upload your own points for informal "unstructured" activities.

To activate your personalised CPD Area you will need to upload a headshot and check that we have all your qualifications recorded.

Can I only get my CPD from BPCA training and events on BPCA Registered?

No, BPCA Registered recognises CPD from a variety of external partners. When you access your CPD account you will be able to go directly to our CPD Supplier page to see all the CPD activities that they offer.

If they have registered their courses or events with BPCA and have been allocated CPD points for those events, you will receive the points when they send us confirmation of your attendance.

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I've changed employers. Will the points I've collected so far on BPCA Registered be lost?

If your new employer is a member of BP

CA Registered, your account will carry forward although you will need to change your employer details on your profile.

What is an Individual Recognition Scheme?

BP

CA Registered recognises the achievements of individuals through three different categories – Affiliate, Trainee and Technician. Your category will be determined by your job role (technical, non-technical and trainee) and qualification level (evidence will be required).

BPCA Registered
Affiliate

Non-technical job role within the pest management sector

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Trainee

Technical* job role
Working towards a minimum of RSPH Level 2 Award in Pest Management (or equivalent**)

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Technician

Technical* job role
Qualified to a minimum of RSPH Level 2 Award in Pest Management (or equivalent**).

*technical refers to a member of staff involved in the eradication and control of pest species

**equivalent as stated within BP

CA's membership criteria

As the scheme develops further additional categories will be added, enabling those technicians who go on to achieve higher qualifications to be recognised for those achievements.

Do I get an identification card as a member of BPCA Registered?

Yes. As a member of BP

CA Registered you will be provided with a personalised photo ID card which details your company and personal details, BPCA Registered category and a list of your current qualifications. You will also receive a key fob for added convenience.

What if you haven't got details of all my qualifications?

You will be able to check the qualifications we have recorded for you in your personalised CPD Area. If you have additional qualifications that you wish to add you simply complete a form on the website, upload your certificate and we will add that to your account. When your identification card is re-printed your new qualifications will be included.

How often are the cards issued?

You will be issued with an identification card once you have activated your account and payment of membership subscriptions have been made. While the CPD year runs from January to December, your ID will run until March the next year in order to ensure you are never without a valid identification card.

If you acquire new qualifications or you lose your card and wish to have a new one printed, you can order a new card online or order one through our CPD team. Additional cards will be chargeable.



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What happens if I don't achieve 20 points in a year?

This is a minimum requirement for the Scheme and if you are struggling to get points our BPCA Registered team are always here to help and we'll be looking to identify members who appear to be at risk of not achieving their points so that we can help sooner rather than later. The emphasis will always be on helping you to achieve your CPD objectives.

However, it's important that the standards of BPCA Registered are maintained, so if you don't achieve 20 points for the year, you may be offered the opportunity to attend a "CPD Awareness" course in order to complete your requirement. Attendance at this will be chargeable.

Further failure to comply may result in you being referred to the BPCA Registered Professional Conduct Panel.

Where do I get more information about BPCA Registered?

You can find out more about BPCA Registered by visiting our website **bpca.org.uk/registered**

Alternatively you can email us at **registered@bpca.org.uk**

If you would like to speak to someone, you can call Katrina Jellyman, our CPD Administrator, on **01332 225 114**

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