# Guidance notes
# BPCA
# Registered

**Issued April 2019**

*If you've got it, flaunt it!*

**BPCA REGISTERED AFFILIATE**

**BPCA REGISTERED TRAINEE**

**BPCA REGISTERED TECHNICIAN**

**bpca.org.uk/registered**
Skills, qualifications and continuing professional development

☎ **01332 225 114**
✉ **registered@bpca.org.uk**

# Contents

**bpca.org.uk/registered**
**Skills, qualifications and continuing professional development**

# Getting started

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.

## Individual recognition categories

Each individual registering for membership of BPCA Registered will be placed within a category of membership depending on their level of qualification and job role.

The table below indicates how these categories are defined:

| | |
|---|---|
| BPCA Registered **Affiliate** | Non-technical job role within the pest management sector |
| BPCA Registered **Trainee** | Technical* job role Working towards a minimum of RSPH Level 2 Award in Pest Management (or equivalent**) |
| BPCA Registered **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 BPCA's membership criteria

## Registration

Registration will be via the Association's annual return procedure. All individuals to be registered on the Scheme must be included within the annual return's list of employees. The details of any non-technical employees wishing to register must also be included within the document.

## Cost and payment

Payment of BPCA Registered will be included as a separate line on your BPCA Membership invoice. Individuals will be charged at a rate of £25.00 + VAT per annum. Membership of the Scheme will begin upon payment of the member organisation's membership fees.

For member organisations paying in instalments, the cost of BPCA Registered membership will become payable in full at the time of the first direct debit payment.

All individual members of BPCA Registered will be entitled to promote themselves by their BPCA Registered category.

## BPCA Registered accounts

On receipt of employee details through the annual return, BPCA Registered account details will be issued to the main contact for distribution and activation.

BPCA Registered account details give you access to the CPD Area of the BPCA website. This is where CPD and qualifications will be recorded.
BPCA Registered accounts can be managed by the individual member, a line manager or both.

All individual login details will be sent to the main BPCA contact to manage or to pass on to individual members. The main contact will automatically be given permission to view the records of all company employees on the Scheme.

BPCA Registered accounts need to be validated with confirmation of qualification details, a headshot upload and acceptance of the Scheme's terms and conditions.

## Qualification validation

In the case of technical employees, evidence that they have achieved, as a minimum, the Level 2 Award in Pest Management (or equivalent) needs to be received ahead of the setting up of their account.

This can be done:
- By including the certificate number within the annual return form next to the individual's name
- By sending in a copy of their certificate to the BPCA Registered department
- By adding the qualifications in the CPD Area online.

When submitting evidence of qualifications by email, the individual member's name and unique identification number should be included within the body of the email. Emails should be sent to **registered@bpca.org.uk**

If qualifications are added online, you will be required to upload a copy of certification as evidence.

Professional qualifications can be added to the back of BPCA Registered identification cards. Additional professional qualifications can be added to your account at **bpca.org.uk/my-qualifications**

A professional qualification is defined as any training undertaken that results in a pass of an examination or the official completion of a course that is recognised

either by the industry or within a national framework as conferring status as a recognised practitioner of a profession or activity.

Upon initial activation of their BPCA Registered account, the individual member or the person managing the account on their behalf will be asked to confirm the recorded qualifications currently held by BPCA Registered.

Qualifications can be added or deleted within the BPCA Registered Area online. A list of qualifications will be available to select within the BPCA Registered Area.  Where a qualification isn't listed, space will be provided for the information to be added. In this case, the full qualification title should be input along with the details of the awarding body or training provider.

Qualifications can be added or deleted by the individual member or their line manager at any time within a registration year through the BPCA Registered Area. Evidence of new qualifications must be provided at the same time as the qualification is recorded.

Any issued from and expiry dates for qualifications must be notified as these will also appear on the identification card.

All new qualifications will be verified by BPCA. Once validated the qualification will appear on the individual member's account.  This process could take up to 7 working days.

It is the responsibility of the individual member or their line manager to ensure that any time-sensitive qualifications are updated ahead of expiry.

## Identification cards

ID cards will not be issued until:
- Payment has been made
- Membership criteria have been met
- Qualifications have been confirmed
- A headshot photo has been uploaded
- Terms and conditions accepted.

Each individual member of BPCA Registered will be provided with a personalised photo identification card which details:

- Organisation name
- Individual member name and unique ID number
- Individual member photograph
- Individual member BPCA Registered category
- Current qualifications.

Cards will be received within 14 working days of the individual's account profile being completed. A key fob will also be provided for added convenience.

A maximum of 14 qualifications can be included on the identification card. If an individual member has more than 14 qualifications BPCA will take the first 14 listed on the individual's profile. Should the individual prefer a specific list of qualifications to be printed on the ID card, notification should be made to BPCA via email at **registered@bpca.org.uk** before qualifications are confirmed.

## Headshot photograph

Individual member identification cards will not be issued until a headshot photograph has been uploaded via the BPCA Registered Area online.

The photograph will be verified by BPCA and if found to be unacceptable it may result in a delay in receiving your card.

## Membership term

Membership of the Scheme will run between 1 January and 31 December.  While a registration year runs from January until December, identification cards will be valid for an additional 3 months in order to ensure continuity.

## Upgrading identification cards

Trainees who qualify to move to Technician category within a registration year will be provided with an updated card free of charge.

## Replacing lost identification cards

Replacement or updated identification cards can be ordered within a registration year at an additional cost to the member organisation. This cost will be payable at the time of ordering.

## Transferring or cancelling membership

Membership of BPCA Registered will be through a licencing model.  If an employee leaves the business, the licence can be transferred to a new employee at no extra cost. It is entirely the responsibility of the member organisation to ensure that they recover and destroy any current BPCA Registered ID cards from employees leaving the organisation prior to them leaving the business.

# Understanding and recording continuing professional development (CPD)

**CPD refers to the process of tracking and documenting the skills, knowledge and experience that is gained both formally and informally, beyond any initial training.**

It's a record of what is experienced, learned and then applied.

## CPD requirements

All employees of BPCA member companies who are directly involved in the eradication and control of pest species (technical staff) are required to carry out CPD as a condition of membership. This is to prove that they are maintaining their development as pest management professionals.

Trainees and apprentices are also required by BPCA to be part of a CPD Scheme. 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.

## Examples of CPD

CPD is defined as any activity that enhances skills and knowledge.

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
- Coaching colleagues on technical issues
- Mentoring
- Work shadowing
- Preparing technical presentations, either for in-house briefings or an external event
- Conducting independent research into a new technical issue
- Reading trade articles of blogs written by technical experts.

BPCA Registered structures learning around two main areas:

- Structured learning
- Unstructured learning.

BPCA Registered has an expectation that individual members will take a broad approach to CPD to include both structured and unstructured activities within any given registration year.

## Structured learning

In structured learning, information is presented in a formal manner such as live presentations, defined training courses, seminars etc.

These activities have a measured outcome and attendance can be validated. This is the traditional approach to collecting CPD.

It is the responsibility of the individual member to ensure that any attendance list is signed so that points can be allocated to their BPCA Registered account.

## Unstructured learning

BPCA Registered recognises that unstructured learning can be just as effective for skills development as structured learning.

These relate to on-the-job learning and happen as part of the natural experiences the individual member has doing their job.

Examples of unstructured learning would include:
- Peer coaching or shadowing
- Job rotations
- Technical information
- Advice and guidance.

This approach requires a level of reflection to validate the learning outcomes and points can be added by the individual or the line manager of the individual directly through their dedicated BPCA Registered account.

Support on how to do this can be provided by contacting **registered@bpca.org.uk**

## Audits

BPCA Registered has an expectation that individual members will take a broad approach to CPD to include both structured and unstructured activities within any given registration year.

Auditing of individual members' accounts will be

**bpca.org.uk/registered**
**Skills, qualifications and continuing professional development**

ongoing throughout the registration year. This is to ensure that points are being collected in a timely manner and that the breadth of CPD is relevant to the role.

Where the rate of CPD collection appears to be falling short of achieving the minimum of 20 points within the year of registration both the individual and the line manager of the individual will be contacted to avoid a non-compliance issue at the end of the year.

Prior to the end of the year, full desktop audits will take place on 5% of the BPCA Registered membership to fully validate CPD.

## Points based on participation

The BPCA Registered CPD model uses time and interactive participation levels to determine the value of any CPD activity. Each hour of CPD will attract a value of 1, 1.5 or 2 points dependent upon whether participation levels are low, medium or high.

Participation levels are defined as:

| | |
|---|---|
| **Low** participation | Seminars, online tutorials, roundtable discussions. |
| **Medium** participation | Training which includes breakout sessions or similar. |
| **High** participation | Practical training or coaching. |

## Points requirements

All BPCA registered employees are required to meet a minimum requirement of 20 CPD points per registration year.  However, employees can build up as many points as is needed to achieve their development goal for the year.

Where recruitment takes place mid-year, the minimum CPD requirement will be allocated on a pro-rata basis at a rate of 1.66 points per month.  Points cannot be carried forward from one registration year to another.

Where employees are recruited from another BPCA member company already on the BPCA Registered Scheme, the points the employee has achieved up to that date will be carried forward.

Where the new employee is recruited from a non-BPCA registered company and has already completed CPD activities outside of BPCA Registered, points that can be evidenced as being achieved can be added to the new account.

Points should be collected from a broad range of activity types and subject matter. For example, it will not be deemed acceptable for the full 20 points be achieved via the completion of online quizzes or attendance at a single conference event.

The table below indicates the range of themes recognised by the Scheme:

| Category | Total | Environment/ H&S/Legal | General pest control | Rodent control | Bird control | Fumigation | Heat treatment | Insect control |
|---|---|---|---|---|---|---|---|---|
| BPCA Registered **Affiliate** | 20 min. | 2 min. | 10 min. | As required | As required | As required | As required | As required |
| BPCA Registered **Trainee** | 20 min. | 2 min. | 10 min. | As required | As required | As required | As required | As required |
| BPCA Registered **Technician** | 20 min. | 2 min. | 10 min. | As required | As required | As required | As required | As required |

## Specialists

CPD around general pest control is mandatory in most cases. In rare circumstances, specialist technicians working only in one sector of pest management, eg fumigation or bird control, may be allowed to focus their CPD around their specific subjects if it can be demonstrated that no other pest control activities are undertaken as part of their role.

This will need to be approved by BPCA ahead of CPD being collected.  CPD around health and safety, environmental impacts and legislation are mandatory in all cases.

## Special circumstances

Members who are unable to meet their CPD requirement due to unforeseen circumstances such as absence from work may be able to reduce their requirement.

This will only be upon approval by BPCA and should be notified in advance.

**bpca.org.uk/registered**
**Skills, qualifications and continuing professional development**

# Event and training partners

**BPCA event and training partners can run activities where participants can receive BPCA Registered CPD points by signing a register.**

## Submitting an event

All event and training organisations wishing to have their events accredited with CPD points through BPCA Registered must complete an Event Application Form at least 14 working days ahead of an event taking place.

The training syllabus or seminar programme must be provided when the application form is submitted. Applications received retrospectively will not be considered.

Any promotion of events or training programmes must include the BPCA Registered point allocation.

## Allocating points

For all events and training applications the following criteria need to be included in the application form:

- Duration of the programme
- Number of learning hours applicable to the event
- Delivery format
- Participation levels
- All relevant dates that the programme is taking place.

Points will be allocated based on the number of hours and the level of engagement candidates have during the programme. Levels are participation are categorised into:

| | |
|---|---|
| **Low** participation | Seminars, online tutorials, roundtable discussions. |
| **Medium** participation | Training which includes breakout sessions or similar. |
| **High** participation | Practical training or coaching. |

Training or events that include a higher level of participation will be awarded higher points values.

Measurement of outputs and outcomes will be identified through the training syllabus or the full event programme submitted with the application.

## BPCA Registered packs and registers

BPCA Registered packs will be sent out to event and training organisations 5 working days before the event or training takes place.

These packs will be sent to the contact named on the application form.

If this should change you should notify BPCA at least 14 working days before the event or training takes place. Requests to change the contact for the packs should be sent to **registered@bpca.org.uk**

Where an event or training course is taking place in a physical environment, attendance lists must be returned to BPCA within 5 working days of the event or training taking place.

Where a training programme is offered as an online course, training providers must provide BPCA Registered with an online attendance list within 2 working days of the programme taking place.

## Audits

Events or training courses may be subject to spot audit through the attendance by a member of the BPCA Registered team. Organisers will be notified of attendance no later than 3 days prior to the event taking place.

## CPD points for trainers and tutors

BPCA Registered individuals who are recognised as trainers on recognised courses may also claim the relevant CPD points for that course.

`This will be done through the "unstructured" route where reflection on what they have learned in the development of the course can be undertaken.

**bpca.org.uk/registered**
**Skills, qualifications and continuing professional development**

# Adding your own CPD points

BPCA Registered lets you collect CPD points through unstructured learning. This is any learning that takes place outside of the traditional classroom or online environment. Examples include coaching, mentoring, non-technical reading, media output, or informal staff briefings. For each hour of learning you undertake you can collect 1 CPD point.

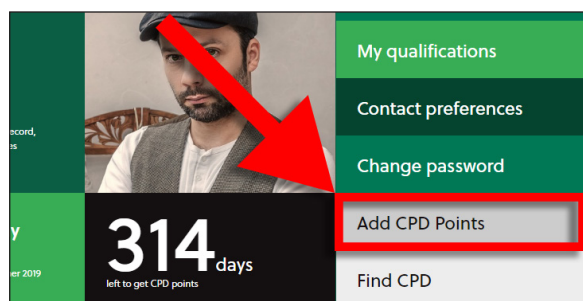Follow this simple five step process and start uploading your points now!
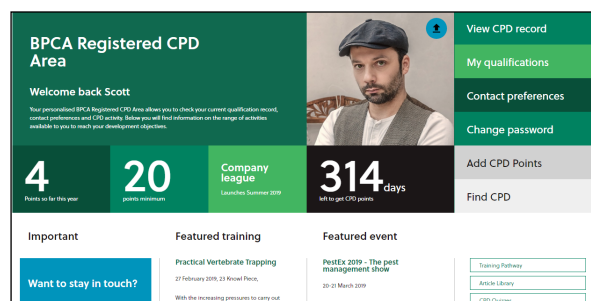


**1**

Log in

Log in to your BPCA Registered CPD area to record unstructured CPD points.
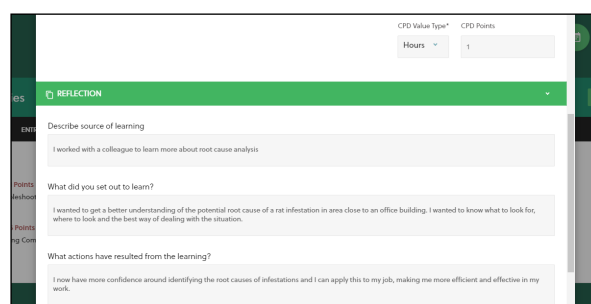
Go to **bpca.org.uk/cpd-area**



**2**

Add

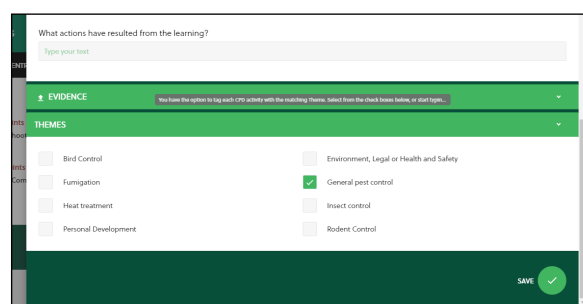Navigate to the **Add CPD Points** quick button on the side of your CPD Area.

All of your CPD activities are listed here in your CPD record.
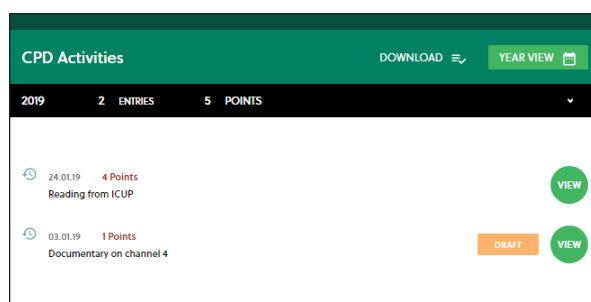


**3**

Reflect

Click the blue '+' button in the bottom right hand corner. Fill out your **CPD record**, remembering to complete your reflection and upload your evidence, eg photos, links to videos, title of an article and publication, etc



**4**

Log it

Choose the **themes** most relevant to your learning activity and enter the number of hours you have spent on the activity.



**5**

Save it

Remember to **press save**! Your points should now appear on your account.

If you've missed any fields, the record will say 'draft' until you go back in and complete the record.

## NEED HELP?

**Contact our BPCA Registered team for support with all your continuing professional development.**

- bpca.org.uk/registered
- registered@bpca.org.uk
- 01332 225 114