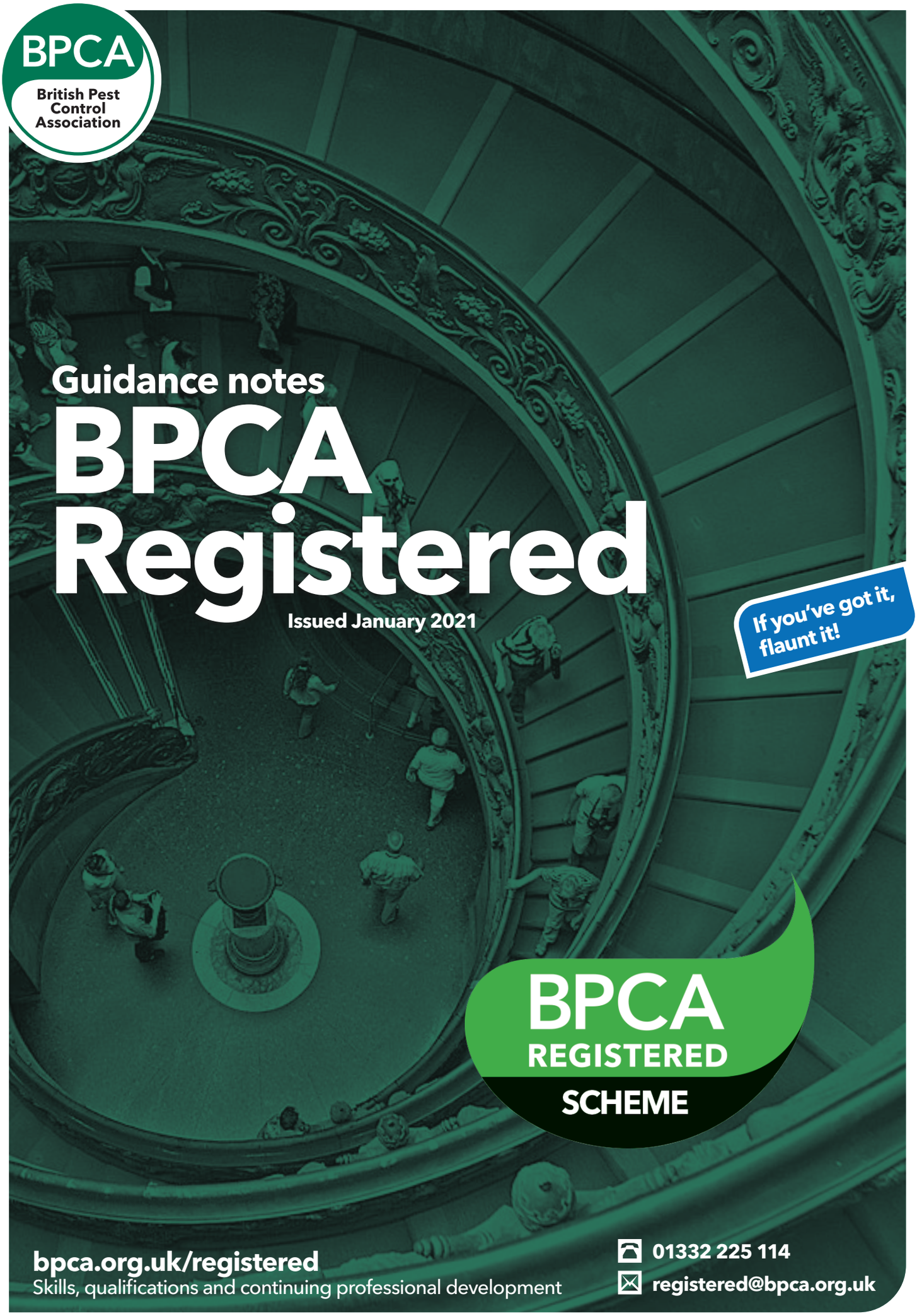


BPCA
British Pest Control Association

Guidance notes

BPCA Registered

Issued January 2021

If you've got it, flaunt it!

BPCA REGISTERED SCHEME

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

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registered@bpca.org.uk

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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 Level 2 Award in Pest Management (or equivalent**).
BPCA Registered Bird Specialist	Only applicable where a technician is only carrying out bird control work. Technical* job role. Holds BPCA Certificate in Bird Management.
BPCA Registered Technician	Technical* job role. Holds at least one of: • Level 2 Award in Pest Management • Level 2 Certificate in Pest Management • Level 2 Certificate in Pest Control • BPC Diploma Part I [previously BPC Diploma].
BPCA Registered Fumigation Specialist	Only applicable where a technician is only carrying out fumigation work. Technical* job role. Holds the Level 3 Award in Safe Use of Fumigants for the management of Invertebrate Pests (Unit 1 and a minimum of 1 additional unit).
BPCA Registered Advanced Technician	Technical* job role. Holds at least one of: • BPCA Advanced Technician in Pest Management • Level 3 Award in Pest Management • BPC Diploma Part II.
BPCA Registered Technical Inspector	Technical* job role. Holds the BPCA Certificated Technical Inspector.
BPCA Registered Biologist	Technical* job role. Holds the BPCA Certificated Field Biologist.
BPCA Registered Master Technician	By application only. Must be able to demonstrate commitment and influence within the sector.

*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 for the scheme will be managed by the organisation in Membership of BPCA.

All individuals to be registered on the Scheme must be correctly recorded as employees of a BPCA Member organisation. The easiest and quickest way to do this is online at **bpca.org.uk/member-area** or by email to **registered@bpca.org.uk**

The details of any non-technical employees wishing to register must also be included.

Cost and payment

Payment for BPCA Registered will be included as a separate line on the 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, 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 requiring BPCA Registered status of Technician or above, evidence that they have achieved, as a minimum, the Level 2 Award in Pest Management (or equivalent**) needs to be received ahead of ID cards being issued.

This must be the awarding body certificate (digital copies accepted) and can be provided by:

- Upload to the individual's BPCA Registered CPD Area (preferred)
- Email **registered@bpca.org.uk**
- Post to BPCA, 4A Mallard Way, Pride Park, Derby DE24 8GX.

Note:

1. If providing evidence by email or post the individual's name and unique identification number should be included within the body of the email or the covering letter
2. If qualifications are added online, you will be required to upload a copy of the certification.

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.

A professional qualification is 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.

Identification cards

Identification cards will be issued once all of the following are satisfied:

- Membership payment has been received
- 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 or logo
- Individual's name and unique ID number
- Individual's headshot photograph
- Individual's BPCA Registered category
- Current qualifications.

Cards will be issued within 14 working days of the individual's account profile being completed, membership compliance being confirmed and membership fees paid. 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 identification card, notification should be made to BPCA via email to **registered@bpca.org.uk** before qualifications are confirmed.

Headshot photograph

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.

Changes to headshot photographs should be notified

to **registered@bpca.org.uk**. New cards in these circumstances will ONLY be issued at the start of a new Scheme year. Any exception to this will be at the discretion of the Scheme Manager.

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 two 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.

Replacement 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 identification 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.

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
- On the job learning
- Webinars
- Podcasts.

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 Scheme 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 can relate to learning gained as part of the natural experiences the individual member has doing their job or activities that are unplanned and have no predetermined formal learning outcomes.

Examples of unstructured learning would include:

- On the job learning
- Peer coaching or shadowing
- Job rotations
- Informal technical meetings
- Advice and guidance
- Media activity (videos, magazines etc).

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 Scheme year.

Auditing of individual members' accounts will be ongoing throughout the Scheme 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 scheme year 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 BPCA Registered individual accounts to fully validate their 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 respectively.

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 scheme 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 (over) indicates the minimum 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, Trainee, Technician, Advanced Technician, Technical Inspector, Biologist, Master Technician	20 minimum	2 minimum	10 minimum	As required	As required	As required	As required	As required
BPCA Registered Bird Specialist	20 minimum	2 minimum	NA	NA	18 minimum	NA	NA	NA
BPCA Registered Fumigation Specialist	20 minimum	2 minimum	NA	NA	NA	As required	NA	As required

Specialists

CPD around general pest control is mandatory in most cases.

Specialist technicians working only in one sector of pest management, eg fumigation or bird control, are 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.

Adding your own points

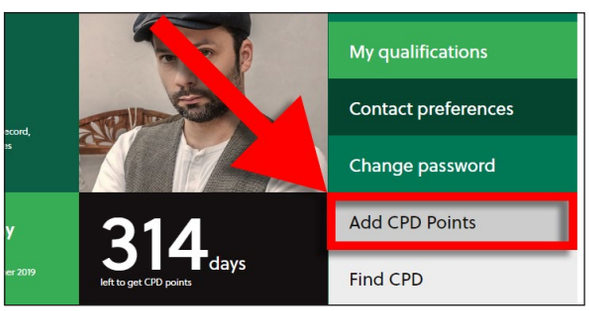
BPCA Registered lets you collect CPD points through unstructured learning (see page 6). For each hour of learning you undertake you can collect 1 CPD point.

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

Step one
Log in to your BPCA Registered CPD area to record unstructured CPD points.

Go to **bpca.org.uk/cpd-area**

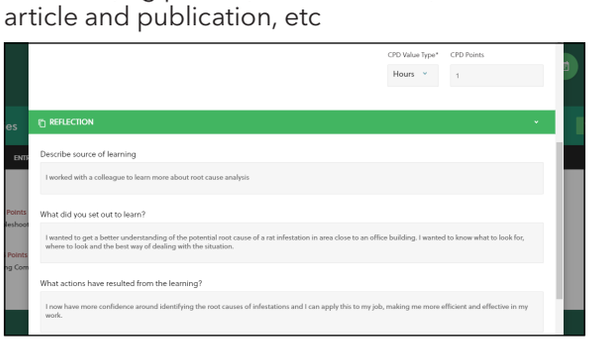
Step two



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

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

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



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

Step five
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.

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.

Applications can be made online at **bpca.org.uk/event-submission**. Upon completion you will receive a reference number. This number must be quoted in all correspondence relating to the event.

Alternatively you can submit an event by email using a document available from **registered@bpca.org.uk**. This document will be returned to you with a reference number which must be quoted in all correspondence relating to the event.

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 of 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 changes BPCA should be notified 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 any learning gained in the development of 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 demonstrated.

Compliance and complaints

BPCA Registered members are required to commit to the Scheme's Code of Conduct. A copy of the Code of Conduct can be found here **bpca.org.uk/cpd-area.**

Any complaints about BPCA Registered are subject to the complaints procedure in place for BPCA itself. A copy of the complaints procedure can be found here **bpca.org.uk/complaints**