

# BASIS PROMPT

BASIS PROMPT Guidance Notes for new and existing members of BASIS PROMPT



## **BASIS PROMPT®**

The information in this booklet is intended to provide guidance to members and potential members of the BASIS PROMPT Register, and to Training Providers and Event Organisers, on the system used to provide and measure Continuing Professional Development (CPD).

BASIS also administers the BASIS Professional Register for those involved with pesticides in the 'Agriculture' field of use (as identified in FEPA/COPR). From the outset, it was agreed that the system to provide and measure CPD would be the same for both Registers. Since its inception the CPD system for the BASIS Professional Register has changed several times and now specifically includes Environmental Matters and Health & Safety as clearly defined categories. The BASIS PROMPT points requirement is currently 20 per annum.

### **Objectives**

To provide a means of recognising, through the maintenance of a register, suitably qualified persons as professionals in Public Health Pest Control and related activities that would be recognised both within the industry and by the general public and government:

- by maintaining competence through suitable Continuing Professional Development (CPD) training.
- by ensuring professional conduct of members through recognised training and monitoring, including the Code of Ethics and disciplinary systems.

For clarity, the activities of the Register will embrace all pesticides not in the agricultural field of use, as identified in the Food & Environment Protection Act 1985 (FEPA), the Control of Pesticides (Amendment) Regulations 1997 (COPR) and the Great Britain Biocidal Products Regulation (GB BPR)

### **Whistle Blowing Policy**

BASIS Registration Ltd is committed to the highest standards of transparency and accountability. Therefore, we expect employees, candidates and others who work with BASIS who have serious concerns about any aspect of our work to voice those concerns.

To this effect BASIS has a Whistle Blowing Policy. This procedure is designed to allow concerns of a public interest kind within BASIS to be raised, investigated and where appropriate, acted upon. Complaints may be any member of staff, candidates or those contracted to provide services to BASIS.

To view the full Whistle Blowing Policy go to:

<http://basis-prompt.co.uk/portals/0/documents/BASIS%20Whistle>

### **PRIVACY POLICY**

<https://basis-reg.co.uk/documents/uk-gdpr-privacy-notice-for-membership.pdf>

## CONTENTS

About BASIS PROMPT	2
Joining Criteria	4
Continuing Professional Development (CPD) requirements to maintain membership of BASIS PROMPT	7
Code of Ethics	16
Disciplinary Code	17
Bullet Points to remember	19
Appendix	20

## Joining Criteria

BASIS PROMPT is open to all qualified individuals who either provide advice on pest control or provide a treatment service.

Individuals will be accepted for membership of the BASIS PROMPT Register subject to complying with the following conditions.

All potential members will be required to complete an application form for membership indicating their qualifications and details of involvement within the industry. Copies of qualification certificates are also required.

## Membership Types

### Full Membership

For entry to Full membership, entrants are expected to have achieved a CRRU UK approved qualification ([Training & Certification - Think Wildlife](#)) – either current certification or Grandfather Certification. Similarly, if you are in Ireland you must achieve a qualification approved by CRRU Ireland (<https://www.pcs.agriculture.gov.ie/biocides/changestouseofanticoagulantrodenticides/requirementsforregistrationasapestmanagementtrainedprofessionaluser>)

### Full Membership Categories *(This information will appear on membership certificates)*

Full membership is divided into a number of categories relating to the qualifications held and the type of work carried out by the pest technician. The Pest Control (Full) category is required for those who carry out the broad range of pest control work i.e. invertebrate and vertebrate. Pest Control (Rodents) is for those who carry out only rodent control work. Both of these categories are aligned with CRRU requirements and will enable holders of these categories to purchase professional rodenticide products. The Wildlife Management and Bird categories require different qualifications, a list of which can be found in the appendix, on page 20.

- i) **(Full) - RSPH Level 2 Award/Certificate in Pest Management (Rodents) – other CCRU qualification eg. Principles of Rodent Control (Invertebrates) – Principles of Insect Control qualification (Wildlife Management) - specialised qualification (Birds) – specialised qualification**
- ii) **Fumigation**  
Open to PROMPT members with an approved Fumigation qualification, i.e. RSPH Level 3 Certificate/Award in the Safe Use of Fumigants for the Management of Invertebrate Pest Control.
- iii) **Field Biologist**  
Open to PROMPT members who hold. the BPCA Field Biologist training certificate

### Associate Membership

This is considered as a “transitional” membership, as Associates are expected to have achieved the required qualification for Full membership, as highlighted above, within **two years** of joining BASIS PROMPT. Failure to adhere to this transition of membership will result in membership being lapsed for the remainder of the current year plus one full membership year, and they will not be able to apply again until they have obtained the appropriate qualification that relates to the Category of membership they wish to join. (see section on Full membership above).

Associates should be working towards an industry relevant qualification e.g. RSPH Level 2, other CRRU UK approved qualification ([Training & Certification - Think Wildlife](#)) – both current certification and Grandfather Certification, or other qualification relevant to the category of Full membership desired. If you are in Ireland you must achieve a qualification approved by CRRU Ireland

<https://www.pcs.agriculture.gov.ie/biocides/changestouseofanticoagulantrodenticides/requirementsforregistrationasapestmanagementtrainedprofessionaluser>

Once the application has been approved by the BASIS PROMPT Team, an invoice will be sent to the individual member OR the employer, if they have requested to pay the invoice for the individual member.

**Please note: The BASIS PROMPT Register is an individual membership.**

## Membership Benefits

- ❖ All up-to-date and current Full members in the BASIS PROMPT Register will be entitled to use designated letters after their name: e.g. MBPR (Pest Control - Full), MBPR (Pest Control – Rodents)
- ❖ A dedicated telephone hotline and email address – 01335 301311 – [prompt@basis-reg.co.uk](mailto:prompt@basis-reg.co.uk)
- ❖ All the BASIS PROMPT Team who answers your calls / emails have sat and passed the Killgerm Pest Awareness Training Course and received Customer Services training
- ❖ A dedicated BASIS PROMPT website and secure online Membership Area – [www.basis-prompt.co.uk](http://www.basis-prompt.co.uk) , [Member Login \(basis-prompt.co.uk\)](#)
- ❖ A BASIS Classroom Hub with free online courses - [Prompt Classroom - Login \(streamlpx.com\)](#)
- ❖ Exclusive webinars and podcasts
- ❖ Logo usage for Full Members, to be approved by the BASIS PROMPT Team
- ❖ CPD opportunities
- ❖ An Independent Register of Pest Technicians
- ❖ Training Record card which can be downloaded at any time and follows you through your career path and job role
- ❖ Membership ID with expiry date and Full/Rodent category to comply with CRRU requirements

## Continuing Professional Development (CPD) requirements to maintain membership of BASIS PROMPT

In order to maintain membership of BASIS PROMPT, an individual must demonstrate maintenance of competence by CPD to an agreed standard. The standard is measured by a points system, points being gained by attendance at approved courses and similar events. New members will have their points requirement pro-rata'd in their first year of membership. CPD is a key part of BASIS PROMPT as it demonstrates to colleagues, industry, clients, and government that they are 'keeping-up-to-date' with changes and developments in the industry.

1. CPD is the structured maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners' working life. Members are required to accrue CPD points annually in the specified year.
2. Full and Associate members will be required to obtain a **minimum of 20 CPD points** annually (1 January to 31 December). **Points cannot be carried forward from one membership year to another.**
3. The points rating system will be continually monitored (and may be amended) in the light of experience gained.
4. Members who are unable to meet the points requirement due to mitigating circumstances, e.g., sickness, maternity leave, etc., may, on written application to the Membership & Audit Manager, be eligible for a reduction in points or temporary exemption, by completing an Extenuating Circumstances Form and providing the relevant evidence e.g., medical note.
5. Members must demonstrate maintenance of competence by achieving the annual points requirement from a breadth of subject matter/activity types (see page 13). In particular, it should include items related to changes in legislation, rodent control, pest control, safety, and environmental awareness.
6. Members who are unable to achieve the annual CPD requirement **will not** be classed as an up-to-date member and therefore **will not** receive a Membership ID card or be able to access the current year's Membership Certificate on their online member area [Member Login \(basis-prompt.co.uk\)](http://basis-prompt.co.uk).
7. The renewal date for BASIS PROMPT is on the 1<sup>st</sup> of January each year. For the first year (or part year), members will be required to achieve their pro-rata number of points. Please see below the table as guidance.

### Pro-rata table for Full and Associate members requiring 20 points per annum.

Month Joined	Annual points required	Pro-rata points
January	20	20
February	20	18
March	20	17
April	20	15
May	20	13
June	20	12
July	20	10
August	20	8
September	20	7
October	20	5
November	20	3
December	20	2

8. Organisations applying for CPD points for training activities should notify the Memberships Department, via [prompt@basis-reg.co.uk](mailto:prompt@basis-reg.co.uk), at least 10 working days **BEFORE** training commences. Retrospective applications will not normally be considered.
  
9. Annual training details will be collected by BASIS on receipt of Attendance Records via the Event Organisers. It is the responsibility of the member to sign the Attendance Record in a legible fashion and of the Event Organiser to return the form to BASIS, in order for points to be allocated accurately. **Members must ensure that they sign the attendance register and provide their BASIS account number starting 20.... at each event they attend, in order for their training record to be updated.** If there is no attendance register at an event, then members can submit evidence of that CPD event, and it will be pointed for them, and points added to their training record. Members can view their record on line at <http://basis-prompt.co.uk/member-login>.  
  
Members can input their BASIS account number, starting 20..., then use the 'Forgotten Password' button to receive their password via email.
  
10. Programmes which include product knowledge, problem identification, etc., should also, where applicable and appropriate, include aspects of training relating to legislation, safety, and the environment.
  
11. BASIS PROMPT reserves the right to audit events by attendance by a member of the PROMPT Team or by persons appointed by them.
  
12. Members who are also involved as trainers on recognised courses may claim the relevant CPD points for that course. However, they may be required to demonstrate how they themselves keep updated in order to deliver the course.



## How are CPD points allocated and awarded?

These notes are complementary to, and should be read in conjunction with, Notes 1 – 8 on the previous pages. They are intended to assist, both members of the Register and those providing training in Pest Control, in determining the eligibility of activities/events for acceptance as a contributor to CPD.

Events are pointed against:

- 1) Type of training activity/type
- 2) Duration of activity
- 3) Number of attendees

Points cannot be accrued solely from one type of training event (see table on page 10). Points allocated for participative training and technical conferences/seminars will be based on technical content. Event Organisers must liaise with BASIS to agree the allocation of points prior to the event. All Event Organisers must apply for points, preferably on-line, and return a completed Record of Attendance to BASIS after the event or log into their CPD secure area and add attendees on to the relevant event. Failure to provide this information will result in members not receiving their points in a timely manner. One-off training courses will be considered with the individuals/delegates concerned.

The underlying principle is that training must enhance knowledge on a broad front; the objective is to encourage training across a range of activities and subject matters, so if in doubt about the merit of a course or activity, please ask the Membership Department in advance of the event.

### Basic rules of pointing

<b>Applications</b>	need to include a timed agenda/programme of the topics
<b>Objectives</b>	should be clearly defined and measurable
<b>Trainers</b>	ideally qualified in instructional techniques
<b>Trainee numbers</b>	dependng on training structure, where numbers exceed 15, the event will be classified as non-participative, e.g: a seminar, technical update or conference attracting a lower point allocation – i.e: 1 point per hour. Participative events may attract 2 points per hour of training/learning activity This can sometimes change if there are smaller break-out / discussion groups – then the duration of the break-out/discussion group can be pointed as 2 points per hour – 1 point per half-hour. CPD Event organisers are required to provide a full breakdown of the agenda highlighting the break-out/discussion groups.
<b>Length of day</b>	a normal day is <b>6 hours</b> – shorter days attract points on a pro-rata basis. This excludes lunch and break times (see below).

**Course content** internal company seminars may include external presentations

**All** applications should have a detailed agenda/programme of the event to include the following:

Start time  
Break times  
Lunch times  
End times

**Break times and lunch time will be deducted from the day**

## Pointing from the online application

- ❖ Make a note of the start and end time.
- ❖ Make a note of how many attendees.
- ❖ Look at the description box to see if any timings in there as well as opening the attachment (if one is supplied) – if there is not enough information from the content or the times etc don't match up then pass back to the team members or contact the CPD event organiser and ask for more information.
- ❖ Calculate the number of hours that are relevant to CPD and **not** tea breaks, lunch breaks, travel to a venue etc – we normally class a full day as 6 hours.
- ❖ We do **not** allocate half points.

**Attendee numbers**      **1-15 – participative = 2 points per hour**  
                                  **15 + non-participative = 1 point per hour\***

**\*This can sometimes change if there are smaller break-out / discussion groups – then the duration of the break-out/discussion group can be pointed as 2 points per hour – 1 point per half-hour.**

## CPD points categories

Code	Description	Examples of wording used
PC	Pest Control	Pest control, pest identification, birds, cockroaches, moles, wasps, bedbugs, bugs, control of, species, insecticide, pesticide, fumigation, infestation, disinfestation, commensal, parasite. predator etc
AP	Application Practice	Applying insecticides, pesticides, bait stations, residual, non-residual, desiccant, non-target species, traps etc
E	Environment	Environment, environmental risk assessment, etc
IPM	Integrated Pest Management	Beneficials, IPM, BioPest, integrated pest control
HS	Health & Safety	Working at Heights, Health, Safety, COSHH, FACEFIT training etc
RC	Rodent Control	Rats, rodent control, mole control
PD	Personal Development	Sales – management courses – anger management, fork-lift truck etc

## Type of training / activity

The following examples are indicative of the relative value of different training activities; points will be allocated on a specific basis, according to course content. Training must be spread over several types of events and there is a maximum limit to the number of points that may be obtained from any one type of event in any year (see below).

Activity code	Type of Training Event	Max points Awarded per day.	Annual Maximum per annum
a	Participative Event – Active Discussion/training course <15 attendees	12	30
b	In-House Training/meeting- Participative <15 attendees	12	30
c	In-House meeting, – Conference Style >15 attendees	6	24
d	Technical Updates and Seminars >15 attendees	6	24
e	Open Technical Conferences >15 attendees	6	18
f	Open Technical Events e.g., PestTech, PPC Live	4	12
g	Pest Control related publications, newsletters, magazines.	2 per subscription	6
h	Distance Learning (e.g., BPCA Online, BASIS PROMPT Hub, and Pest Tests)	4	12
i	Personal Development e.g., Management Training, First Aid	2	6
j	An organisation providing technical notes and a website	2	6
k	Registered use of relevant website	2	12
l	Health and Safety e.g., COSHH, H&S Audit	6	15
m	Membership of Organisations	2	4

Definitions of the above activities can be seen below:

### a, b] **Participative Training, Seminars and Conferences.**

See details under “Trainee numbers” on the previous page. Where a larger number of trainees are involved but split into syndicate groups for part of the course, this can be considered where written details of the group activities are provided.

Courses such as refresher training and courses organised in-house or by external providers are included under this type of activity.

### c] **In-house meeting** – conference style More than 15 attendees and organised in-house – no external attendees

- d] **Technical Updates and Seminars** includes teleconferences, regular group and/or company meetings. Product briefings and updates may be included within these sessions provided specific details are given such as new data available on the product, efficient use, trials data including statistics, etc.
- e] **Open Technical Conferences/Symposia** such as those organised by BPCA, NPTA, Killgerm, Barretine and Pest Magazine etc. can qualify for up to 6 CPD points per day
- f] **Open Technical Events** are split into two groups - specific technically guided demonstrations which can attract 4 CPD points each, and general demonstrations where no guidance is given. The latter group, along with trade shows and exhibitions will be allocated up to a maximum of 6 CPD points per day – i.e. 2 for attendance and up to a maximum of an additional 4 per day for seminar attendance or participating in the BASIS PROMPT approved Knowledge Trails where applicable. (A Knowledge Trail is where members can gain points for answering already approved questions (by BASIS PROMPT), at exhibitor stands - 1 point per questionnaire and up to a maximum of 4 additional points per day). Event organisers wishing to include a Knowledge Trail at their event/s should discuss its suitability with BASIS PROMPT at least three months before the event. Requests received within the three month timeframe will likely be declined. Note that events can have either a Knowledge Trail or seminars, not both.
- g] **An organisation providing technical notes/journals** – this includes all trade publications, press, newsletters, e-bulletins, and other regular updates in this category.
- h] **Distance Learning** – information from electronic sources (e.g., BPCA Online CPD Quizzes, Pest Magazine’s “Pest Test”). The use of the web as an information source will be treated as a technical journal – as item (g) above and no additional points will be awarded. The use of the web as a ‘Distance Learning’ activity will, provided there is an approved assessment system, be allocated CPD points as decided by the Memberships Manager based on the information provided.
- i] **Personal Development** – any training event which is of relevance to developing personal skills in the day-to-day workplace – i.e. First Aid, Computer Literacy, Customer Service.  
Personal Development is considered important in the development and maintenance of a professional standard and most training events will make a contribution to such development. However specific events that are directed to personal development will normally attract an allocation of 1 or 2 CPD points, with a maximum of 6 points per annum.
- j] **An organisation providing technical notes and a website** - membership of an organisation that provides technical updates on a regular basis and access to a unique website specifically for members.
- k] **Website** – registered use of a website with content relevant to the pest control industry.
- l] **Health and Safety** - Health and Safety awareness is recognised by BASIS as a significant part of continuing professional development. Legislation is also recorded under the Health and Safety category.
- m] **Membership of organisations** – such as NPTA, BPCA

### **Points and membership categories**

Not only should members obtain points from a range of activities, as explained above, but they should also bear in mind that they need to gain points in the full range of event categories listed in the table below. This is particularly important for Pest Control (Full) and Pest Control (Rodent) members who must ascertain a minimum of 3 Rodent Specific points as per CRRU requirements.

Events should contain elements of the following subject matter and the range of points required for each element is detailed in the brackets below:

- ❖ **Application Practice (5-15)**
- ❖ **Legislation / Health & Safety (5-15)**
- ❖ **Environment (5-15)**
- ❖ **Integrated Pest Management (5-10)**
- ❖ **Rodent Control (3-10)**
- ❖ **Personal Development (0-5)**

To remain on BASIS PROMPT, members need to accrue their full quota of points in the year prior to renewal of membership. In the case of specialist activities, the required number of points and the approved training should be agreed with the Membership & Audit Manager.

**When registering events for point allocation, organisers will be required to complete an online form which contains the following key.**

**OBJECTIVES:** To be clearly defined with measurable objectives and to state what trainees will be “able to do” at the end of training.

**TRAINERS:** Trainers should normally be qualified in instructional techniques or working towards a Level 3 Award in Education and Training (L3EAT - formerly PTLLS), or by length of experience in tutoring. Copies of C.V.s will be requested where trainers are not known to BASIS.

**TRAINEE NUMBERS:** For participative training numbers should not normally be more than 15, otherwise participation by trainees within the group cannot take place. Where numbers exceed 15 then training will normally be classified as a seminar or conference attracting a lower points rating.

**LENGTH OF DAY:** The normal length of a training day will be **six** hours excluding lunch breaks. Shorter training days will attract points on a pro rata basis.

**COURSE CONTENT:** Internal company seminars may include external presentations.

#### **POINTS ALLOCATION BY TRAINING PROVIDERS Including ‘In-house Company Events’.**

It is a key requirement that all events are allocated a reference number and points, including allocation to type of event, before the event takes place. All event organisers should fill in an application form, online, on the BASIS web site, and send it back to BASIS with any available additional information (e.g., programme or agenda) at least 10 working days prior to the commencement of the event. A reference number and points allocation will then be provided, together with a blank Attendance List. The final letter in the Reference Number (a-l) indicates the type of Training Event. Event Organisers are encouraged to advertise recognition by BASIS of the events by reference to CPD allocation, but the course reference number must be advised only to attendees and only at the end of the event. In the absence of such data, attendees should request the information.

A new reference number must be allocated for each training year so course organisers will need to re-submit course information annually.

## CPD FAQ

Please find below a list of commonly asked questions regarding Membership of BASIS PROMPT and Continuing Professional Development (CPD). If you have any further questions or queries, please don't hesitate to contact one of the PROMPT team on: 01335 301311 or [prompt@basis-reg.co.uk](mailto:prompt@basis-reg.co.uk).

### 1. How long does the application process take?

If a fully completed application form is received, with a photograph and supporting Certificates, then the process should take no longer than five working days after receipt. The application form, qualifications and photos can be submitted by post, e-mailed to [prompt@basis-reg.co.uk](mailto:prompt@basis-reg.co.uk) or submitted through the website <https://basis-prompt.co.uk/join>.

### 2. Once registered, can I access my training record on-line?

Yes, you will need your current e-mail address, this will also need to be the one you submitted with your application form, and this email will also be used for your log-in to the BASIS Classroom PROMPT Hub [Prompt Classroom - Login \(streamlxp.com\)](#) and your BASIS PROMPT account number starting 20 .. to login to your secure members area [Member Login \(basis-prompt.co.uk\)](#) where you can view a copy of your training record.

### 3. How do I register my CPD points and can somebody else do it for me?

Points should be registered automatically for qualifying events by the event organiser, so make sure you always sign the attendance lists or have your BASIS PROMPT Membership card scanned. Your points log builds over the year and can be viewed at any time (see question 2 above) so there is no need to keep your own training and CPD log. However, you may want to keep a list so that you can check that all your points have been allocated to you (see question 6). If you feel points are missing, call us on our CPD Hotline on 01335 301311. If you have attended a meeting/course/seminar etc that has not been awarded PROMPT CPD points, please email the BASIS PROMPT team with details of the event, date, length of event, topics discussed etc and the PROMPT team will be able to allocate points to this event for you and add this to your training record.

### 4. I haven't got access to a computer or the internet. Can I still be a member?

Yes of course, however in order to maintain or obtain your CPD record, you will need to phone the PROMPT Register team on our CPD Hotline - 01335 301311 who will be happy to assist. Most local libraries have internet services which anyone can use, or maybe your employer can help with access to the internet.

### 5. How can I find how many points I've still got to collect?

The annual requirement is 20 CPD points per membership year – 1 January to 31 December. If you join partway through the membership year, then your CPD points for that year will be pro-rata'd as explained in the guidance notes. Once you have accessed your training record (see question 2) this will show your current points achieved and areas where you will still need to obtain CPD. You can also call us on the BASIS PROMPT CPD Hotline number - 01335 301311.

### 6. I've just accessed my training record on-line and not all the points I've earned are there. What do I do?

If any events are missing from your record, then please phone our PROMPT CPD Hotline 01335 301311 for help. Or if possible, print a copy of your record, write on the events which are missing and return the amended training record to the PROMPT team who will amend your record to include the missing events. You can also email us with details of any missing events on [prompt@basis-reg.co.uk](mailto:prompt@basis-reg.co.uk)

### 7. I can't remember how many points were available for an event I attended last year. Where can I find out?

There is no need to refer to past events unless an event has been missed from your training record, in which case please contact the BASIS PROMPT team on 01335 301311 and we will be happy to help. The online events diary on the BASIS PROMPT Website lists current and future events only, to avoid confusion when there are many events listed.

### 8. Where can I see a list of points available for future events?

Visit the events page on the PROMPT website: [www.basis-prompt.co.uk/events](http://www.basis-prompt.co.uk/events)

### **9. What is the minimum number of hours I'm required to complete?**

You are required to obtain a minimum number of CPD points per annum, which may take up to 20 hours of qualifying activities depending on content and level of participation. Many members gain in excess of 20 points per year and are clearly benefiting from this additional CPD. Please remember that points don't have to mean an expensive training course. It could be an internal team meeting, tool-box talk, company regional meeting, supplier day, attendance at an exhibition, a BASIS Classroom course, on-line course, or an update from your own technical reading and or research. Points are available for industry memberships and subscriptions to magazines. If you are unsure if something is worth points, please call 01335 301311, you may be surprised by what you can gain points for.

### **10. I've recorded more points than I need for the year. Can the surplus be carried forward?**

Unfortunately, the scheme does not allow CPD points to be carried forward as the purpose of CPD is to record current training and learning activities.

### **11. I've not managed to get my points total this year. Will my membership be cancelled?**

Not necessarily, the PROMPT team make every effort to determine reasons for any shortfall and if there is an extenuating circumstance, e.g., illness, maternity / paternity leave, change of job role etc, then we have an exemption request form that members can complete and this will be assessed by the PROMPT team and an exemption applied if applicable – please note – that sometimes supporting evidence will be requested - please call us on 01335 301311 for advice.

### **12. Many customers ask me for ID. Can BASIS PROMPT help and what does it mean to the customer?**

The BASIS PROMPT ID card demonstrates that members have up to date knowledge and skills to perform their duties and employers / clients can be assured that a BASIS PROMPT member is recognised as being suitably qualified with the relevant knowledge to carry out his / her work in a professional and efficient manner.

### **13. I've lost my ID card. Can I get a replacement?**

Yes, please contact the BASIS PROMPT team at BASIS to arrange for a replacement on 01335 301311.

### **14. My employer won't pay the BASIS PROMPT subscription. Can I still join personally?**

Yes, BASIS PROMPT membership is for individuals and although many employers pay employees' registration fees, there is no reason why individuals can't pay for themselves. This can be stipulated on the application form or just call the BASIS PROMPT team on 01335 301311.

### **15. I've changed employers. Will my points earned with them be lost?**

No, BASIS PROMPT is a register of the individuals CPD activities, retained under the individual's name. Companies may sponsor employees, but it is NOT a company scheme. The member's points will follow them through their career.

### **16. My company holds weekly team briefings. Does this count towards CPD and how is it registered?**

Yes, team briefings can be awarded CPD status. Your employer will need to apply to be an event organiser, this can be done through the BASIS PROMPT website at <https://basis-prompt.co.uk/cpd-organiser-application/0> They will then need to register the team briefings as CPD events. Points will then be assigned and processed in the normal way. The employer will simply need to submit an attendance list following the meeting for the individuals records to be automatically updated.

### **17. And finally, how can I get the CPD points I need?**

There are many ways to take part in CPD including in-house training, visiting exhibitions such as PestEx, PPC Live, PestTech, conferences, technical updates, BASIS Classroom hub, etc. Most manufacturers and distributors have CPD available in a variety of forms, including online and paper tests. To see if something qualifies, please contact the BASIS PROMPT team on 01335 301311.

## Code of Ethics

This Code, to which all members of BASIS PROMPT prescribe, is designed to set the standards of professional conduct for advisers and technicians who are members of BASIS PROMPT. The Code concerns sale, use and advice of pest control products, including Pesticides<sup>1</sup> formulated for professional use, as identified under the Food and Environment Protection Act 1985 (FEPA), the Control of Pesticides (Amendment) Regulations 1997, and the Biocidal Products Regulations 2001.

No Code of Ethics can provide for all eventualities; all members of BASIS PROMPT should order their affairs such that they always uphold the dignity of the Pest Control Industry. The rules set out below are designed to assist members in the achievement of appropriate professional conduct.

1. At all times a member must ensure that the advice given, and any sales of product or service resulting from this activity, is in accordance with current legislation and, in particular:
  - a) has due regard to any environmental impact.
  - b) gives priority to the health and safety of those that purchase/use the products or services concerned and the general public.
2. Members shall respect the confidentiality of information relating to a customer/ client/employer.
3. Members shall maintain awareness of progress and knowledge in their roles as pesticide practitioners in order to maintain a high standard of professional competence relative to their sphere of activity in line with the CPD requirement.
4. Members shall publicise their professional service with dignity and not create an invidious distinction between other members, nor bring the profession into disrepute.
5. Members shall co-operate with professional colleagues so that customers/clients, the public and the environment may benefit.
6. A member should carry out his/her professional work with a proper regard for the technical and professional standards expected of him/her. A member should not undertake professional work that he/she is not competent to perform.
7. Members should note that failure to comply with the Code may lead to disciplinary action, including suspension or removal from BASIS PROMPT, in accordance with the Disciplinary Code of the Register.

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<sup>1</sup> "Pesticide" means any substance, preparation or organism prepared or used for any pest.



## Disciplinary Code

Any allegation of a breach of the Code of Ethics will be investigated by the BASIS Membership & Audit Manager. In the event that the BASIS Membership & Audit Manager believes that there has been a *prima facie* breach of the Code it will be reported to the Disciplinary Committee (DC). Should the BASIS Membership & Audits Manager decide that there is no case to answer, no further action will be taken with the member.

***NB - No action will be taken regarding any allegation unless substantiated written evidence is produced by the complainant.***

1. The DC is a sub-Committee of the BASIS PROMPT Committee and is made up of:
  - a) The Chairman of the BASIS PROMPT Committee
  - b) Two other members of the BASIS PROMPT Committee, one of whom must be engaged in the same discipline as the member under investigation.
  - c) One member of the BASIS Registration Board
  - d) The BASIS Membership & Audit Manager (ex-officio) who will act as Secretary to the DC.
2. The DC shall consider the allegation made against the member. If it considers that there is no case to answer (or the matter is so trivial) it may dismiss the case without further reference to the member. No record of such a case will be retained but the DC has the power to comment on the case to the complainant.
3. In all other cases, the DC will advise the member of the complaint made and will seek the member's views on it. If, after considering the member's views, the DC is of the opinion that there is no case to answer - no further action will be taken.
4. In the event that the DC is of the opinion that there is a case to answer, then the member shall be so advised by the BASIS PROMPT Committee and at the same time the member will be advised of:
  - a) the date on which the DC will meet to consider the case (such date to be agreed with the member where possible).
  - b) the member's right to be present at the hearing and to nominate a representative.
  - c) his/her right to call witnesses.
  - d) his/her right to present further written information before the hearing.
  - e) copies of correspondence can be made available to the member, on request.
5. Should the member fail to acknowledge the BASIS PROMPT Committee's advice of the DC hearing within 21 days, then the DC may proceed with the case without further reference to the member and may take such action as it considers appropriate to the case.
6. At the DC hearing the member may present his/her case, or have it presented for him/her, and may call witnesses, but may not cross examine his/her own witnesses.
7. The DC shall have the right to impose any of the following:
  - a) warn member as to future conduct.
  - b) issue a strong reprimand.
  - c) suspend the member for a period.
  - d) recommend to the BASIS PROMPT Committee that the member be expelled from the BASIS PROMPT Register.

8. After the hearing, the DC shall consider the case in the absence of any third parties and will deliver its conclusion and penalty if any. The conclusion and penalty shall be confirmed in writing.  
to the member, the BASIS Registration Board, the Chief Executive of BASIS, BPCA or NPTA, and RSPH.
9. The member may appeal against the decision taken by the Committee, in writing, within fourteen days of notification of the decision. In the event of an appeal, an independent arbiter, agreeable to both the Committee and member, shall be appointed. The arbiter may need to appoint assessors if it is a very difficult technical case, especially if a company's product is involved.
10. The BASIS Membership & Audit Manager shall make an estimate of the costs of the Appeal and shall inform the member. The member will be required to lodge the estimated costs with the BASIS Professional Register Manager prior to the Appeal. Should the Appeal be successful, the costs will be returned to the member and all other costs will be borne by the BASIS PROMPT Register.
11. The arbiter's decision shall be final and binding.

## KEY POINTS TO REMEMBER

- ❖ Full membership – must have gained the appropriate qualification based on the category desired e.g Full category requires RSPH Level 2 Award/Certificate in Pest Management,. Rodent category requires any other approved CRRU UK or CRRU Ireland ([Training & Certification - Think Wildlife](#)) qualification
- ❖ Associate membership – must be working towards an approved qualification related to the category of Full membership desired - see appendix
- ❖ Associate members – expected to transition to Full membership within 2 years of joining BASIS PROMPT
- ❖ Associate members – failure to adhere to this transition of membership will result in membership being lapsed for the remainder of the current year plus one full membership year, and they will not be able to apply again until they have obtained the appropriate qualification that relates to the Category of membership they wish to join. A re-join fee will apply.
- ❖ Membership Year – 1 January to 31 December annually
- ❖ CPD Points – 20 per membership year
- ❖ CPD Points - cannot be carried over from one membership year to the next (January to December)
- ❖ CPD Points Exemptions request form - available for extenuating circumstances e.g., illness, maternity/paternity, change of role etc. Documented evidence will be required.
- ❖ CPD points – any meeting, training, exhibition, update meetings etc can be allocated points - we just need the information. Please encourage event organisers to send the attendance list and event registration forms to BASIS PROMPT – [prompt@basis-reg.co.uk](mailto:prompt@basis-reg.co.uk) in a timely fashion. BASIS PROMPT cannot be held responsible for delays in allocating points to member's records that are due to event organisers failing to return the attendance evidence in good time
- ❖ CPD Points – annual requirement pro-rata'd, if a member joins part-way through the membership year
- ❖ BASIS PROMPT Classroom - online courses - [Prompt Classroom – Login \(streamlxp.com\)](#)
- ❖ BASIS PROMPT Membership Login – CPD points record - [Member Login \(basis-prompt.co.uk\)](#)

### BASIS PROMPT Contact details:

Telephone:	01335 301311
Email:	<a href="mailto:prompt@basis-reg.co.uk">prompt@basis-reg.co.uk</a>
Website:	<a href="http://www.basis-prompt.co.uk">www.basis-prompt.co.uk</a>
BASIS PROMPT Classroom:	<a href="#">Prompt Classroom – Login (streamlxp.com)</a>
BASIS Members Area:	<a href="#">Member Login (basis-prompt.co.uk)</a>

## **Appendix – relevant qualifications as referred to on page 4 of this document**

### **BASIS PROMPT Membership Category Qualifications**

#### **Pest Control (Invertebrates) – Principles of Insect Control qualification**

BPCA Certificated Advanced Technician  
BPCA Advanced Technician in Pest Management  
Killgerm Principles of Insect Control  
Killgerm Flying Insect Management  
BPCA Stored Product Pests in Food Factory Environments  
Pelsis Public Health Insects  
1Env Practical Insect Control  
Pestfix Wasp & Hornet Course  
Pestfix Active Methods of Insect Control

#### **Pest Control (Wildlife Management) - specialised qualification**

BASIS Wildlife Aware  
BPCA Certificated Advanced Technician  
BPCA Advanced Technician in Pest Management  
Killgerm Trapping Techniques  
BPCA Introduction to Wildlife Management  
BPCA Non-Native Pests and Their Control  
BPCA Mole Control  
BPCA Grey Squirrel Control for Pest Professionals  
RSPH Level 2 Award in the Safe Use of Aluminium Phosphide for Vertebrate Management  
1Env Mole Control  
Pestfix Professional Mole Control  
Pestfix Active Methods of Vertebrate Control

#### **Pest Control (Birds) – specialised qualification**

BPCA Certificated Advanced Technician  
BPCA Advanced Technician in Pest Management  
Killgerm Safe Use of Air Weapons for Bird Control  
Killgerm Bird Control Theory & Practical  
BPCA Certificate in Bird Management  
Pelsis Advanced Bird Management  
1Env Practical Urban Bird Control  
Pestfix Complete Bird Control  
Pestfix Advanced Bird Control