

**PROMPT**<sup>®</sup>  
Register

REGISTERING EXCELLENCE IN PEST MANAGEMENT

**BASIS Registration  
Limited**

# Guidance Notes for Current & Potential Members of BASIS PROMPT<sup>®</sup>

A Register of Managers and  
Technicians Providing  
Professional Pest Control  
Services and Advice

Registered in England No.1365343

Registered Charity No.1077006

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# PROMPT<sup>®</sup> Register

REGISTERING **EXCELLENCE** IN PEST MANAGEMENT





## 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 Biocidal Products Regulations 2001.



## **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 a number of times and now specifically includes Environmental Matters and Health & Safety as clearly defined categories. The BASIS PROMPT members point's requirement is currently 20 per annum.

Finally, training events may be allocated up to 2 points for Personal development (PD) where all or part of the course develops personal qualities necessary for the execution of professional and technical duties. A maximum of 15 PD points may be used towards the required annual total of 20 points. Within the PD category 5-10 of these points can be counted within the Health & Safety sub-category.

### **WHISTLE BLOWING POLICY**

BASIS Registration Ltd is committed to the highest standards of openness and accountability. Therefore, we expect employees, candidates and others who work with BASIS who have serious concerns about any aspect of our work 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-blowing%20Policy.pdf>

### **PRIVACY POLICY**

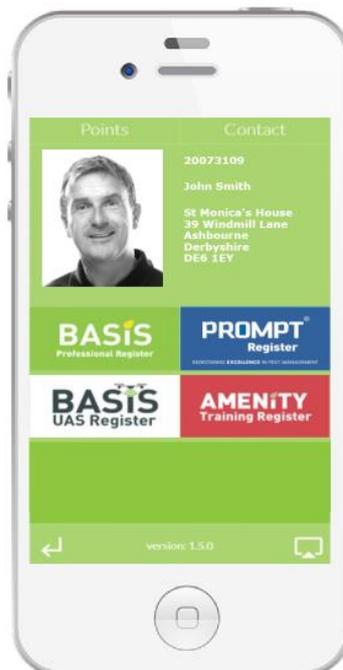
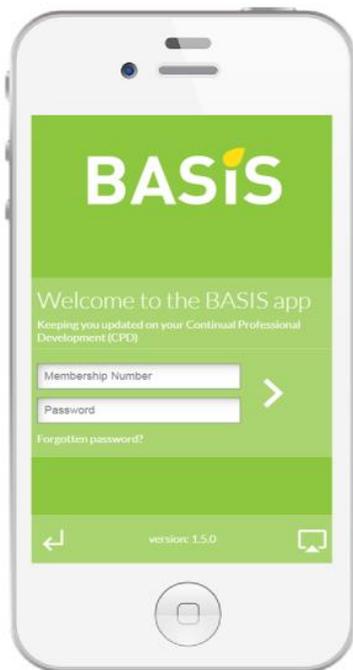
<https://www.basis-reg.co.uk/privacy-policy>



# CONTENTS

The New Progressive Mobile App	10
Joining Criteria	11
Continuing Professional Development (CPD) requirements to maintain Membership of the BASIS PROMPT Register	13
Associate Membership	19
Associate Rodent Specific Membership	19
Associate Bird Specific Membership	19
Field Biologist Membership	19
Code of Ethics	20
Disciplinary Code	21

# The New Progressive Mobile App



Type [www.basis-app.co.uk](http://www.basis-app.co.uk) into your web browser. This will take you to the app log in screen where you will be asked for your membership number and password. If you are not sure of your password we have a 'forgotten password' facility.

Once logged in your details will appear along with the list of registers you are a member of. You can select a particular register by clicking on the logo.

The advantage of the app is that the CPD points total shows on the screen in 'Real Time'.

## Joining Criteria

The BASIS PROMPT Register 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.

1. All potential members will be required to complete an application form for membership indicating their qualifications and details of involvement within the industry.
2. For **FULL** Membership
  - The British Pest Control Association (BPCA) Diploma, Part I or II,
  - the Royal Society of Health Pest Control Certificate,
  - the RSPH/BPCA Level 2 Award in Pest Management or Level 2 Certificate in Pest Control

are recognised for entry to the Register as a full member. As the Public Health Pest Control sector embraces National Vocational Qualifications (NVQ), the relevant level, i.e. Level 2 upwards, will be considered subject to validation by BASIS. Only NVQ's (and other qualifications) relevant to the BASIS PROMPT Register will be acceptable.

3. For **ASSOCIATE** Membership – also see page 19
  - i. individuals born prior to 1957 working within the Pest Control Industry without a recognised industry qualification but with at least 5 years practical experience.
  - ii. newcomers to the industry displaying an aptitude towards professional development and with a commitment to achieving a qualified status within 2 years of joining the industry.
  - iii. individuals who hold an approved Certificate to join the Register under the Associate Rodent Specific or Associate Bird Specific category
  - iv. individuals who hold the BPCA Certificated Field Biologist Qualification (or an equivalent qualification) and members of the Institute of Biology can apply to join the Register under the Field Biologist category

The two types of individual to be considered for Associate membership will fall into the categories 'Grandfather Rights' (1) & 'New Entrants' (2). The allowances to be made for these two groups are outlined below.

1. **'Grandfather Rights'**.

The individual's date of birth must fall on or before 1st January 1957. The individual must have extensive knowledge & practical experience of general pest control. It is expected that the individual will have been continuously working within the industry for at least 5 years leading up to the date of application. The individual must be able to show recent evidence of CPD. The individual will provide written endorsement of their knowledge and experience from:

- a) their employer;
- b) other industry professional who can vouch for them.

## 2. 'New Entrants'

The individual will be expected to have been working in the industry for the last 12 months, or

The individual will be undergoing 'Induction Training' within an organisation known to BASIS. BASIS will have approved the 'Induction Training' prior to commencement.

All new entrants will be expected to be trained up to the RSPH/BPCA Level 2 qualification (or equivalent) within a maximum 2-year period from joining the Register. Upon successful completion of a recognised industry qualification the membership will be upgraded to 'Full' membership from the previous 'Associate' status.

Individuals must have paid the registration fee and first year's subscription. The registration year is 1 January to 31 December.

## FULL MEMBERSHIP CATEGORIES

*(This information will appear on membership certificates)*

### i) **Pest Control**

This is the standard membership category, open to all Full Members.

### ii) **Fumigation**

Open to PROMPT members with an approved Fumigation qualification.

*e.g. RSPH Level 3 Certificate/Award in the Safe Use of Fumigants for Invertebrate Pest Control.*

### iii) **Wildlife Aware**

Open to PROMPT members who are current and up to date Wildlife Aware Accredited Technicians.

<http://basis-prompt.co.uk/courses>

### iv) **Field Biologist**

Open to PROMPT members who hold an approved Biology qualification.

*e.g. BPCA Certificated Field Biologist.*

All members of the BASIS PROMPT Register will be entitled to use designated letters after their name:

**MBPR (Pest Control)**  
**Member of the BASIS Professional Register**

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

In order to maintain membership of the BASIS PROMPT Register 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. Whilst new members are not expected to collect all the CPD points requirement in their first year, individuals are expected to obtain some points, to demonstrate 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 skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners' working life.
2. Members are required to accrue CPD points annually.
3. Members will be required to obtain a minimum of 20 points annually. Associate Members will be expected to attain at least 50% of the above requirement.
4. The points rating system will be continually monitored (and may be amended) in the light of experience gained.
5. Points cannot be carried forward from one registration year to another.
6. Members who are unable to meet the points requirement due to unforeseen circumstances, e.g. sickness, maternity leave, etc., may on written application to the Professional Register Manager, be eligible for a reduction in points.
7. Members must demonstrate maintenance of competence by achieving the annual points requirement from a breadth of subject matter. In particular it should include items related to changes in legislation, safety and environmental awareness.
8. Points cannot be accrued solely from one type of training event. (See Table on page 12). 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. Failure to provide this information will result in members not being able to claim these points. One-off training courses will be considered with the individuals concerned.
9. Organisations applying for CPD points for training activities should notify the Professional Register Manager, preferably on-line, at least 10 working days BEFORE training commences. Retrospective applications will not normally be considered.
10. 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 in on the attendance register at each event they attend, in order for us to update their training records. Members can view their record on line at <http://basis-prompt.co.uk/member-login>. Members can input their BASIS account number, then use the 'Forgotten Password' button to receive their password via email.

11. 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.
12. Training related to personal development may attract points but will be considered in relation to the total training package (see “Definitions;” on page 13).
13. Training courses may be subject to audit through attendance by a member of the Committee or by persons appointed by them.
14. 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.
15. The following points rating by category of activity are required for the individual membership category:

Category	Total	Environment	Application Practice	Personal Development	Pest Control	Health & Safety
Associate	10	0 - 5	0 - 5	0 - 5	0 - 5	0 - 5
Biology	20	0 - 15	0 - 10	0 - 15	5 - 15	5 - 15
Fumigation	20	0 - 15	0 - 10	0 - 15	5 - 15	5 - 15
Pest Control	20	0 - 15	0 - 10	0 - 15	5 - 15	5 - 15
RAMPS	TBC	0 - 15	0 - 10	0 - 15	5 - 15	5 - 15
Wildlife Management	20	0 - 15	0 - 10	0 - 15	5 - 15	5 - 15

These notes are complementary to, and should be read in conjunction with, Notes 1 - 14 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.

To remain on the BASIS PROMPT Register 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 Professional Register Manager.

Training must be spread over several types of event 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 Table and 'Definitions' on pages 12 &13).

The underlying principle is that training must enhance knowledge on a broad front; the objective is to encourage training so if in doubt about the merit of a course or activity, please ask the Professional Register Manager in advance of the event.

**For all training, the following criteria will be applied in allocating points.**

**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 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.

**DISTANCE LEARNING:** Information on a wide range of topics is now available on the web or specific 'channels' from companies. Use of such material as an information base will normally be regarded as information in the same way as a journal. However, where such electronic data includes questionnaires or similar learning checks, points may be granted subject to the provider registering with BASIS and being allocated a point's rating.

In order to attract maximum points, courses will need to contain elements of the following subject matter;

PEST BIOLOGY  
LEGISLATION

PESTICIDE TECHNOLOGY  
ENVIRONMENT  
PERSONAL DEVELOPMENT

APPLICATION PRACTICE  
HEALTH & SAFETY

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.

Type of Training Event		Maximum Points Allocated per Day	Annual Maximum for this type of Event
<b>a</b>	Participative Event – Active Discussion/Syndicate work	12	30
<b>b</b>	In-House Training - Participative	12	30
<b>c</b>	In-House Training – Conference Style	6	24
<b>d</b>	Technical Updates and Seminars	6	24
<b>e</b>	Open Technical Conferences/Symposia	6	18
<b>f</b>	Open Technical Events	4	12
<b>g</b>	Pest Control related publications, newsletters, magazines.	2 per subscription	8
<b>h</b>	Distance Learning (e.g. BPCA Online CPD and Pest Tests)	4	12
<b>i</b>	Personal Development (Other)	2	6
<b>j</b>	An organisation providing technical notes and a website	2	6
<b>k</b>	Registered use of relevant website	2	8
<b>l</b>	Health and Safety	6	15

Attendance at **Local Authority Pest Liaison Meetings** that include a technical content qualifies for CPD, as does attendance/participation at **in-house staff meetings** (e.g. in relation to product application, treatment strategy, etc) and attendance at **Trade Association, Technical Committee and Regional Meetings** (again depending on technical content).

#### **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, on-line, 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.

## DEFINITIONS:

### a, b & c] **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 safety and refresher training and courses organised in-house or by external providers are included under this type of activity.

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, SoFHT, Barrettine and Pest Magazine etc. can qualify for 6 CPD points per day.

f] **Open Technical Events** are split into two groups - specific technically guided demonstrations and trials events which can attract 4 CPD points each, and general demonstrations where no guidance is given. The latter group, along with trade shows, will be allocated 2 points.

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 Professional Register 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 work place – 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 15 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 specific to 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.

## AUDITING

An important part of the CPD system is the auditing of both attendance and course quality. Signed attendance records must be returned to BASIS after an event. 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.

Telephone checks will be made to discuss course content with some of those attending an event.

Representatives of the BASIS Professional Register & BASIS PROMPT will attend a number of selected events each year. This will be arranged with organisers a few days before an event.

## ASSOCIATE MEMBERSHIP

*Please refer to the Joining Criteria on Page 11 for details.*

The Associate members will be expected to collect 50% of the agreed CPD points' requirement of Full members - which will initially be set at 10 CPD points.

Any 'Induction Training' is to be assessed and approved by BASIS prior to new applicants being accepted onto the Register. When 'Induction Training' is used as a joining criterion, any CPD allocation for that training will **not** be accepted as CPD towards annual membership.

Anyone falling into category (1) who achieves the RSPH/BPCA Level 2 Certificate or equivalent will be upgraded to a Full member.

## ASSOCIATE RODENT SPECIFIC MEMBERSHIP

Applicants who have successfully completed any of the following approved courses will be eligible to join BASIS PROMPT under the 'Associate Rodent Specific' category.

- Killgerm - Principles of Rodent Control (2004 onwards, now through BASIS).
- RSPH Level 2 Award in the Safe Use of Rodenticides
- BASIS/BPCA – Using Rodenticides Safely
- LANTRA: Responsible and Effective Control of Commensal Rodents (2015 onwards)
- City & Guilds NPTC Level 2 Award in the Safe Use of Pesticides for Vertebrate Pest Control for Rats and Mice

*Members of this category will be expected to gain 10 CPD points per year.*

## ASSOCIATE BIRD SPECIFIC MEMBERSHIP

Applicants who have successfully completed the BPCA Certificate in Bird Management will be eligible to join BASIS PROMPT under the 'Associate Bird Specific' category.

*Members of this category will be expected to gain 10 CPD points per year.*

## FIELD BIOLOGIST MEMBERSHIP

The BPCA Certificated Field Biologist Qualification requires individuals to show membership of a CPD scheme. The current recommendation from the BPCA is for candidates to be members of the BASIS PROMPT Register.

Individuals who hold an equivalent qualification and members of the Institute of Biology may apply to join the Register under the Field Biologist category

## 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 the BASIS PROMPT Register. 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 the BASIS PROMPT Register 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 the BASIS PROMPT Register, 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 destroying any pest.

## DISCIPLINARY CODE

Any allegation of a breach of the Code of Ethics will be investigated by the BASIS Professional Register Manager. In the event that the BASIS Professional Register 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 Professional Register 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 Professional Register 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 penalties:
  - 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 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 Professional Register 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.