The Registration Scheme for Sector Specific Professionals (SSPs)

All enquiries and applications should be addressed to:

GLOBAL BUREAU ACCREDITATED REGISTRARS
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1. **INTRODUCTION**

1.1   This Registration Scheme operates for the benefit of the general public. It is intended that the public are protected from the effects of un-ethical practices by the application of this scheme.

1.2   The Scheme is effective from 1st January 2016.

2.   SCOPE

2.1   The Scheme is a record of the qualifications, competence, and commitment to integrity, of persons registered as qualified Sector Specific Professionals including, where applicable, their ability to co-ordinate and control work undertaken by a team under their leadership.

3.   PURPOSE

3.1   The purpose of the scheme is to register the certification of sector specific professionals.

3.2   The scheme is intended to help demonstrate to members of industry, commerce and the public that the professional person they are dealing with has been trained and examined in the professional and ethical aspects of their work.

4.   REGISTRATION PROTOCOL

4.1   All persons who meet the specified criteria and who can support their application with documentary evidence may make application for registration. Applications must be submitted on form GBAR(F)33, which can be obtained from the Scheme Manager.

4.2   The Scheme Manager may wish to interview candidates before approving registration.

4.3   All registered SSPs are required to maintain a journal GBAR(F)55 or similar, in an acceptable format. Additionally they should maintain records of any training completed after registration. SSPs must inform the Scheme Manager of any change of private address.

4.4   Copies of assessment journals shall be submitted at the time of re-registration or on demand by the Scheme Manager.

4.5   All communications, correspondence, documentation, interviews and presentations in support of any application must be in English or accompanied by a certified translation of the originals - particularly where foreign language qualification certificates are concerned.

5.   REQUIREMENTS FOR REGISTRATION

5.1   SSPs must possess the relevant qualifications and experience specified in Sections 6.7.

5.2   The Scheme Manager reserves the right to consider any experience and/or qualifications in determining the suitability of candidates for registration.

5.3   SSPs must confirm their willingness to observe the Code of Conduct GBAR(G)09.

5.4   Membership of other Professional Bodies is not a requirement for registration, nor does registration as a SSP confer or imply membership of any other organisation or scheme.

6.   REGISTRATION

6.1   The initial registration period is one year.

6.2   A registration certificate will be issued to each successful applicant via www.gbar-ab.org and remains valid until the date specified on the certificate.

6.3   A replacement valid registration certificate will be issued subject to payment of the appropriate annual fee and continuing compliance with the requirements of the Scheme.

6.4   The Scheme Manager will maintain a register that will include:
(a) Names of SSPs.
(b) A list of Training Courses.
(c) References to complaints.

6.5   Registration will be reviewed every year by the ASCB Scheme Manager. Renewal of registration will be dependent upon the assessed ability of the registered person to continue to meet the requirements of the Scheme and an absence of verified complaints and queries regarding them or their organisation.

6.7   QUALIFICATIONS AND EXPERIENCE FOR SSPs

6.7.1   *Skills Qualifications and Experience*
A SSP shall be competent in the product / service being offered and familiar with the relevant management system of the organisation on whose behalf it is being offered. SSP personnel must be able to communicate clearly in writing and orally.

6.7.2   Candidates shall have satisfactorily completed a relevant training course. They must also have completed supervised professional activities.

6.7.3   SSPs registered in other schemes may transfer if qualifications and supervision are equivalent.

6.7.4   Applications for registration shall be complete and shall be supported by documentary evidence of academic and relevant training qualifications.

6.7.5   SSP continuing experience must be defined on SSP Journal form GBAR(F)55, or similar. Failure to provide this information may result in the rejection of the application.

6.8   GRADING SYSTEM

6.8.1   The grading system provides a first measure of a candidate's eligibility for registration. In addition to evidence of professional experience, information gained from interviews, from

performance on training courses and other sources may be used as guidance by the Scheme Manager. There are three grades of registration:-

- **SSP**:
  Sector Specific professional
- **Lead SSP**   (LSSP);
  Sector Specific Professional registered as a manager of a team of SSPs and supervisor of a novice's SSPs training experience.
- **Accredited SSP Trainer** (ASSP);
  Accredited to provide training to Lead and nominal SSPs.

6.8.2   Grading System Qualifications and Experience

Grading will take account of the following:

(i)   Qualified in a relevant professional discipline by either HNC/HND/NVQ (appropriate level) or other equivalent.
Or
(ii) Qualified in a relevant management discipline to degree or equivalent academic/ professional qualification, which meets the requirements of the Scheme Manager.
Or
(iii)   Attended an appropriate SSP course.
In addition:
(iv)   relevant experience, (other than receipt of training).

7.   TRAINING

7.1   Organisations providing training courses in sector specific areas may apply for registration under the Scheme. Information on the requirements and procedure for course registration may be obtained from the Scheme Manager. The Scheme Manager will consider each submission and may require visits or discussions and attendance at the delivery of training courses, to confirm that the course content (See Appendix 1), satisfies the scheme's requirements. The applicant will meet all costs.

7.2   The Scheme Manager reserves the right to withdraw registration of a training course at any time.

8.   REGISTRATION FEES

8.1   Details of current fees for Assessors, Training Organisations and Participating firms are available on request from the Scheme Manager.

APPENDIX 1

Typical SSP Course Content

Definitions.
SSP techniques.
Legal definitions.
Current legal restrictions.
What is 'ethics'.
Typical public perceptions (cooling off) etc.
Contractual matters.
Professional & Trade bodies.
Published standards.
Code of Conduct.
Need for records and CPD.
Exam.   **END**