

BRCS



PPP Guidance notes

Professional Progress Programme

DESIGN YOUR OWN PROFESSIONAL DEVELOPMENT

A fundamental part of any career, continuing professional development demonstrates your commitment to best practice and innovative trends, keeping you at the forefront of your industry.

Our Professional Progress Programme is designed for you to maintain your BRCGS Professional status whilst giving you the flexibility to tailor your own professional development based on your needs and goals.

Exclusively available to those who have achieved the BRCGS Professional status, progressing through the Professional Progress Programme will:

- Extend your BRCGS Professional status for an additional 24-months
- Keep you up to date with industry and maintain a global benchmark of skills
- Raise your status as a valuable employee

Requirements

The PPP operates on a 24-month cycle, commencing the day you achieve the BRCGS Professional status. To extend your BRCGS Professional status you must comply to three requirements; [Eligibility](#), [Professional Progress Points](#) and [Your Standard](#).

ELIGIBILITY

You must have achieved BRCGS Professional status before you can commence through the Professional Progress Programme.

PROFESSIONAL PROGRESS POINTS

You have 24-months from the date you achieved your BRCGS Professional status to accumulate 20 Professional Progress Points (PPP). Your points can be made up of any professional development activity relevant to your career.

Your PPP points but be made of activity taken **after** receiving your Professional qualification – the training you took during the Professional scheme can not be logged towards your 20 PPP points.

Activities vary and can include courses (face-to-face and virtual), e-learning modules, events, conferences, webinars, mentoring and on the job learning and are open to activities of BRCGS. Points are pre-allocated per type of activity as outlined in the below matrix.

1^{*}
POINTS

- Self-managed professional development
- Work-based learning
- Volunteering
- Mentoring

10
POINTS

- Industry course: 3 to 4 day
- BRCGS approved course: 2-day
- Industry conference

2
POINTS

- Industry course: ½ to 1 day
- Industry events and lectures
- Soft-skill courses
- Webinars (min. 1 hour)
- Publishing articles
- E-Learning modules

15
POINTS

- BRCGS approved course: 3 to 4 day
- BRCGS conference

5
POINTS

- BRCGS approved course: ½ to 1 day
- Industry course: 2-day
- BRCGS events
- BRCGS category learning modules

20
POINTS

- Complete a formal industry related tertiary qualification

* 1 point per hour for activity claimed and capped at 4 points per 24 months

YOUR STANDARD

You have 12-months from the release of your new Standard to complete a conversion course to the latest issue. The course must be a BRCGS course, delivered either by the BRCGS Academy or one of our many Approved Training Partners.

A new Standard issue is generally released every three years. If a new issue isn't released during your 24-month PPP period, you can still renew your BRCGS Professional status if you completed 20 PPP points.

You will be notified when your new Standard is released.

How to manage your PPP

As of May 2022, we have changed our PPP system to a manual log that you will need to send into our PPP inbox.

Along with your graduation email, you will have received an excel workbook file called **PPP points log**. This is for you to save to your computer and fill in during the 24 months following your graduation. As soon as you have reached your 20 PPP points, please send the completed form back to us at PPP@brcgs.com and we will save your cycle as completed.

Once your new cycle begins, we will send you another log to complete for the next 24 months.

BRCGS Professional Progress Points Log				Types of Activities:	Points Available:
Name of Delegate:	Cycle start / Graduation date:			Work-based learning	1
Date of Submission:	Cycle end date: (To be filled in by BRCGS upon submission)			Volunteering	1
Type of Activity	Points allocated	Date of activity	Reflection/Description	Mentoring	1
				Industry course: 1/2 to 1 day	2
				Soft-Skill courses	2
				Webinars (min 1hr)	2
				Publishing articles	2
				E-Learning modules	2
				BRCGS approved course: 1/2 to 1 day	5
				Industry course: 2 days	5
				BRCGS events	5
				BRCGS category Learning modules	5
				Industry course: 3 to 4 days	10
				BRCGS approved course: 2 days	10
				Industry conference	10
				BRCGS approved course: 3 to 4 day	15
				BRCGS conference	15
				Formal industry related tertiary qualification	20
Total PPP points:		0 /20			

The PPP system is a self-managed process, so it is down to you to ensure that you send us a completed log within 2 years of graduating in order to maintain your Professional status.

RECORDING YOUR PPP

To record your PPP you must select/enter the following in the screenshot above.

Please enter Name, Date of Submission and Cycle start/Graduation date into the boxes before submitting

Type of Activity: Select the relevant activity from the drop-down box.

Each activity has its points preassigned in the table on the right hand side which you will log in the next column.

Example: If you're recording PPP for a one-day BRCGS course, you'd select 'BRCGS Approved Course: 0.5 to 1-day'.

Points allocated: Select the correct points from the drop-down box.

Each activity has its points preassigned in the table on the right hand side. Once you log enter the amount of points, the total at the bottom of the page will automatically update.

Example: If you're recording PPP for a Soft-skills course, you would select 2 points

Or

If you're recording PPP for a BRCGS approved course that was 3 days in duration, you would select 10 points.

Date: The date you completed the activity.

This date must fall within your 24-month PPP cycle.

Reflection/Description: A short description of the activity including its title, and its relevancy and impact on your day-to-day practice.

Example: if the activity type you selected is 'BRCGS Approved Course: 0.5 to 1-day', then your description would be the course title - 'Food Issue 8 Conversion Course for Sites'.

Reflection plays an integral role in learning and improving practice, which is why this a requirement in recording your PPP.

Questions to ask yourself when completing this requirement are;

1. Why did I choose this activity for my PPP?
2. What did I learn from this activity?
3. How am I going to apply this to my work?

You will not be able to submit your PPP without entering reflection/comments.

Every PPP log will be reviewed by a member of the Professional team once it is sent in, so please make sure that the points selected are relevant to the type of activity logged. If they are not accurate you will be contacted and asked to review before we can accept your log as successful.

All PPP records will be subject to annual random audits by BRCGS to maintain the programme's integrity. If you are selected and we require further information on your recorded activity, we

will contact you. In such instances you may be required to submit evidence of your activity.

What happens when I complete the PPP?

Your PPP cycle will refresh at the end of the 24-month period. If at this time you have completed 20 PPP points and you are up to date with Your Standard, you'll be able to continue using your digital credentials and will still have your BRCGS Professional status.

You will be sent a new log to complete for your new 24 month cycle.

Please note that whilst you are permitted to log more than 20 points per 24-month cycle, your points will not be carried through to your next cycle.

Frequently asked questions

What happens if I don't meet the PPP requirements at the end of my 24-month cycle?

Your BRCGS Professional qualification will expire 24 months from the date you achieved your status. If you haven't met the PPP requirements at that time (i.e. if you haven't completed your 20 PPP points and/or if applicable, have not completed a conversion course to your Standard) then your BRCGS Professional status expires.

Your BRCGS Professional certificate and badge will be revoked if you do not log your 20 points within your 24-month time frame. You will no longer be considered an active BRCGS Professional, and you will be removed from the Professional directory.

What is self-managed professional development?

Self-managed professional development refers to an informal learning activity you undertake at your own initiative outside of your workplace. This activity must be relevant to your industry and career.

Example of this can include reading an industry magazine, attending an industry expo or participating in an online forum discussion.

There are no strict guidelines as to what counts as self-managed professional development. Upon recording your PPP you must provide a genuine reflection covering what you learnt from the activity and how you will apply it to your work.

If you are in doubt as to what activity can go towards your PPP, you can contact us on professional@brcgs.com and we will be happy to help.

What is work-based learning?

Work-based learning indicates any professional development activity you undertake whilst on-the-job.

Examples of this can include; on the job research, annual performance appraisals, supervising colleagues, delivering presentations, developing new procedures, visiting external sites etc.

There are no strict guidelines as to what counts as work-based learning. Upon recording your PPP you must provide a genuine reflection covering what you learnt from the activity and how you will apply it to your work.

What is a soft-skill course?

Soft-skill courses teach you the personal attributes required to succeed in business. These courses can be delivered by any training provider and do not need to be BRCGS approved.

Examples of these can include; 'How to handle difficult conversations', 'Critical thinking & problem solving', 'How to be an effective leader' etc.

I completed a formal tertiary qualification within my 24-month PPP cycle. How can I record it as a PPP activity on BRCGS Educate?

If you complete a formal tertiary qualification (i.e. Bachelors, Masters or PhD) that is directly related to your field of work within your 24-month PPP cycle, please email us at professional@brcgs.com. We will require evidence and if approved we will allocate it to your PPP record.

What is an industry course?

An industry course applies to all courses that are neither BRCGS or an approved BRCGS course delivered by an Approved Training Partner (ATP). The course can be delivered by any training provider of your choice, as long as the course content is directly relevant to your industry.

The industry course activity you select is dependent on the duration of the course; i.e. if you attended a 1-day course on Allergen Control by a training partner not affiliated with BRCGS, you would select the 'Industry Course: ½ to 1 day' activity when recording your PPP in BRCGS Educate.

What is a BRCGS approved course?

A BRCGS approved course is an official BRCGS course delivered either by us directly, or by one of our Approved Training Partners (ATPs).