

Continuing Professional Development Programmes (CPD)

CTH CPD assessments may be taken at any time as long as the student has been registered on the qualification. At the start of each course Centres should schedule all exams together with resit opportunities, should they be required. Centres will be asked to complete a form indicating the proposed dates of practical and theory exams.

CPD results will be issued typically one month following submission of scripts or online submission of evidence to CTH and will be declared on electronic transcripts. Certification will be two weeks later, after allowing time for appeals.

Assessment Series	Student qualification registration deadline	Assessments	Assessment script / evidence submission	Results declared
Rolling assessment is available year-round	<p>Students must be registered with CTH for each qualification within one month of starting the course.</p> <p>(NB. Total course fee payable includes registration & assessments)</p>	<p>CPD assessments or examinations may be taken at any time as long as:</p> <ul style="list-style-type: none"> the student has been pre-registered on the qualification and the assessment date has been notified to CTH with at least three weeks' notice. <p>All assessment registration fees must be received by CTH prior to each exam.</p>	<p>With the exception of online assessments, completed examination answer booklets or assessment evidence must be sent back to CTH immediately (within 24 hours of sitting the assessment / examination)</p>	<p>Results will be declared approximately one month from when completed examination answer booklets / online examinations / assessment evidence is received by CTH.</p>

- All assessment registration fees must be received by CTH prior to each assessment. For resits, registration is required and an assessment fee is payable.
- All evidence for Career Skills qualifications specified in the relevant Qualification and Assessment Handbook should be submitted at one time, except where indicated.
- Completed exam papers / assessment evidence must be sent back to CTH immediately (within 24 hours of sitting the exam).
- CTH marking and moderation will take place after evidence is received. Where evidence is missing, CTH will not moderate the work and an absent grade will be awarded, and students must be registered for a resit for the affected units.