

Continuing Professional Development Programmes (CPD) 2023

CPD PROGRAMMES WITH ROLLING ASSESSMENT

Most 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.

Important note - The exception to this are CPD programmes with more traditional written examinations which may only be taken on four set examination dates each year. **These are listed on the next page.**

Assessment type	Student qualification registration deadline	Assessment registration	Assessment script / evidence submission	Results declared
Standard CPD qualifications with rolling assessment available all year-round	<p>Students must be registered with CTH for each qualification within two weeks of starting the course.</p> <p>NB. No charges apply at the point of qualification registration.</p>	<p>CPD assessments 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>Centres will be invoiced for the whole qualification following the candidate's first assessment registration.</p>	<p>With the exception of online assessments, all assessment evidence must be uploaded to the Centre folder on the CTH Share Point Server. Exams and supporting documents must be uploaded within 24 hours of the 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> <p>Results will be declared on electronic transcripts sent to Centres. Certification will be two weeks later.</p>

* £15 late assessment entry fee applies per assessment

Note 1 - All evidence for Career Skills qualifications should be submitted as specified in the relevant Qualification Delivery and Assessment Handbook, and uploaded to the Centre folder on the CTH Share Point Server.

Note 2 - 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 unit/s.

Note 3 - Transcripts showing unit results will be issued when all evidence for the qualification has been received, moderated, reviewed and scrutinised by CTH Exam Board.

Note 4 - For resits, registration is required and an assessment fee is payable.

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CPD PROGRAMMES WITH MORE TRADITIONAL WRITTEN EXAMINATIONS

Certain CPD programmes include more traditional written examinations which may only be taken on four set examination dates each year. These include: Level 2 Diploma in Cruise Hospitality Services, Level 3 Foundation Diploma in Hospitality Practice (FBO and RDO units only - see the Management Programmes Assessment Schedule for the GTH unit), (IoH) Level 3 Diploma in Hospitality Management, Level 4 Certificate in Environmental Sustainability Management in Hospitality and (IoH) Level 4 Diploma in Advanced Hospitality Management. At the start of each course, Centres should schedule all exams together with resit opportunities, and other assessment deadlines where applicable.

Assessment series	Student qualification registration deadline	Assessment registration deadline	Late / Final Assessment Registration Deadline	Assignment submission deadline	Examination dates	Results declared
March 2023	Students must be registered with CTH for each qualification within two weeks of starting the course. NB. No charges apply at the point of qualification registration.	Monday 6 th February 2023	Monday 13 th February 2023	Monday 20 th February 2023	Monday 27 th February - Thursday 2 nd March 2023	Friday 21 st April 2023
June 2023		Monday 8 th May 2023	Monday 22 nd May 2023	Monday 29 th May 2023	Monday 5 th June - Thursday 8 th June 2023	Friday 28 th July 2023
September 2023		Monday 14 th August 2023	Monday 28 th August 2023	Monday 4 th September 2023	Monday 11 th September - Thursday 14 th September 2023	Friday 3 rd November 2023
December 2023		Monday 13 th November 2023	Monday 20 th November 2023	Monday 27 th November 2023	Monday 4 th December - Thursday 7 th December 2023	Friday 26 th January 2024

Note 1 - A late registration fee of £15 per assessment will be applied to assessment registrations received after the registration deadline.

Note 2 - Assignments must be submitted electronically and uploaded to the Centre folder on the CTH SharePoint server by the assignment deadline above with all other required documents. A late submission fee of £15 per assessment will be applied to assessments submitted up to 1 week after this date. No assessments will be accepted 1 week after Assessment Submission deadline and will be deferred to the next session.

Note 3 - Completed examination answer booklets and other required documents must be scanned and uploaded to the Centre folder on the CTH SharePoint server immediately (within 24 hours of sitting the exam). Failure to do so may lead to missing the result declaration date and transfer to the next assessment series, at a cost to the Centre. See CTH Examination Schedule for days & times of each examination.

Note 4 - Results are declared on these dates via electronic transcripts; final qualification certificates will be sent to Centres two weeks after the results declared dates.

Note 5 - For resits, registration is required by the above registration deadlines, and an assessment fee or late assessment fee is payable.

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EXAM SCHEDULE 2023 (CPD PROGRAMMES WITH MORE TRADITIONAL WRITTEN EXAMINATIONS)

Day	Monday	Tuesday	Wednesday	Thursday
Morning examinations, with a start time of 09.20 for 09.30	Level 2 - Effective Customer Service & Corporate Grooming (2ECSCG)	Level 2 - Food & Beverage Services (2FBSVS)	Level 2 - Culinary Theory (2CT)	Level 2 - Basics of Cruise Ships (2BCS)
		Level 3 - CTH (IOH) Diploma in Hospitality Management - Synoptic		Level 4 - Environmental Sustainability Management in Hospitality Industry - Synoptic
		Level 3 - Foundation Diploma in Hospitality Practice - Synoptic		
		Level 4 - Diploma in Prof. Bartending Management - Synoptic		
Afternoon examinations, with a start time of 14.20 for 14.30	Level 2 - Restaurant Setting & Management (2RSM)	Level 2 - Cruise Housekeeping (2CH)	Level 2 - Alternate Communication in Tourism & Hospitality Services (2ACTH)	