



Level 6 Trading Standards Professional Apprenticeship - Learning Scenarios & Frequently Asked Questions

Introduction

There is commitment from the Trailblazer Group (made up of Trading Standards employers), CTSI and statutory awarding bodies such as the FSA and OPS&S to recognise and support different mechanisms for training, developing, and assessing the competence of Trading Standards Officers of the future.

Apprenticeships (both the Level 4 Regulatory Compliance Officer and Level 6 Trading Standards Professional) are an attractive offer for employers in England due to the funding provision. Mechanisms by which the apprenticeships can be recognised by CTSI, OPS&S and the FSA are well underway, and we are confident that suitable recognition can be gained through the apprenticeship route. The apprenticeships provide flexibility so that candidates can become competent in areas delivered by their respective employers.

Similar apprenticeships are not yet available in the other nations so currently CTSI's CPCF qualification route is a suitable mechanism for competence, when supported through an appropriate training provider. A current review of the CPCF by CTSI will aim to give greater flexibility to candidates and employers. CTSI will continue to offer support to apprenticeship steering groups across the four nations when and if required.

Learning Scenarios & Frequently Asked Questions

The purpose of this paper is to provide clarity regarding a chosen learning pathway. The following scenarios provide a snapshot of the various learning pathways / entry points, how they are funded, timeframe and what you will achieve at the end of your learning programme. The questions and answers aim to provide further information to support candidates and employers make the best choices, dependent on their needs.

A glossary of acronyms is provided at the end.

Learning Scenarios




	Chosen pathway / entry point	Funding position	Timeframe	What do I achieve?
1	Undertake Level 6 apprenticeship	Fully funded by the apprenticeship levy, including appropriate CTSI membership	3 years to complete	<p>You become a fully rounded, skilled and knowledgeable Trading Standards Professional with specialist knowledge in Fair Trading and two additional technical subjects (for the employers and candidate to decide).</p> <p>These modules will need to directly benefit your role either currently or post completion of the standard.</p> <p>Eligibility to gain Chartered Trading Standards Practitioners status –(CTSP) in line with other qualification routes and an agreed commitment by CTSI to include, subject to their governance arrangements / formal confirmation by CTSI Council in April 2023.</p>
2	Undertake RCO & Level 6 apprenticeship	Fully funded by the apprenticeship levy, including appropriate CTSI membership	3 ½ years to complete	<p>You will become a fully rounded, skilled and knowledgeable Trading Standards Professional with specialist knowledge in Fair Trading and up to three additional technical subjects (for the employers and candidate to decide).</p> <p>These modules will need to directly benefit your role either currently or post completion of the standard.</p> <p>On successful completion of the L6 TSP there is eligibility to gain Chartered Trading Standards Practitioners (CTSP) status, in line with other qualification routes and an agreed commitment by CTSI to include, subject to their governance arrangements/ formal confirmation by CTSI Council in April 2023.(CTSP)</p>
3	Undertake Stage 1 CPCF & Level 6 apprenticeship	Part funded by the apprenticeship levy, including appropriate CTSI membership when undertaking the apprenticeship	3 years to complete	<p>You will become a fully rounded, skilled and knowledgeable Trading Standards Professional with specialist knowledge in Fair Trading and up to three additional technical subjects (for the employers and candidate to decide)</p> <p>These modules will need to directly benefit your role either currently or post completion of the standard.</p>

				On successful completion of the L6 TSP there is eligibility to gain Chartered Trading Standards Practitioners (CTSP) status, in line with other qualification routes and an agreed commitment by CTSI to include, subject to their governance arrangements / formal confirmation by CTSI Council in April 2023.
4	Undertake Stage 1 & Stage 2 CPCF – Level 5 qualification	Not funded by the apprenticeship levy	3 years to complete	<p>This would result in the Statutory Weights & Measures qualification and another technical specialist area as well as Fair Trading (one of which could be a statutory area such as Feed and Food). This will be a Level 5 qualification.</p> <p>On successful completion there is eligibility to progress to Stage 3 of the CPCF and subsequent Chartered Trading Standards Practitioner (CTSP) status. See learning scenario 5.</p>
5	Undertake Stage 1, Stage 2 and Stage 3 CPCF	Not funded by the apprenticeship levy	3 years to complete	<p>This will result in the Statutory Weights & Measures qualification and another technical specialist area as well as Fair Trading (one of which could be a statutory area such as Feed and Food). This will be a Level 6 qualification.</p> <p>On successful completion there is eligibility to gain Chartered Trading Standards Practitioners (CTSP) status.</p>

For Learning Scenarios 1 – 3 involving the Level 6 Apprenticeship:

- a. An employer can recognise it as wide-ranging competency for the officer without any further assessments with recognition achieved through CTSI by applying for Chartered Trading Standards Practitioner status (subject to CTSI's governance process).
- b. If an employer/candidate opt for Product Safety and Animal Health as technical areas, no further external assessment is needed.
- c. If an employer/candidate opt for any one of the statutory areas (Weights & Measures, Food and Feed) then currently CTSI, OPSS & FSA require assessment to be taken under the CPCF for these subjects. No further learning is required for Food and Feed but there would be a further element of training needed for Weights & Measures due to the current detail contained within the Section 73 certification. (NB we are currently speaking to OPS&S concerning the content requirements)

Frequently Asked Questions

	Question	Response
1.	Who will be delivering training for the Level 6 apprenticeship?	<p>CSA and FAAB Training are the current Training providers. There are ongoing discussions with a university regarding training provision.</p> <p>CSA - As well as being a well-established industry trade body, the CSA* is also an award-winning learning & development specialist and an Approved Apprenticeship Training Provider. In 2017, they became an Approved Apprenticeship Training Provider (find us on the Register of Apprenticeship Training Providers here) and are also an accredited centre for Functional Skills Assessment. They recently achieved the highly sought-after Ofsted GOOD rating. Both employer and apprentice feedback reviews are listed as “Excellent” on the gov.uk website for apprenticeships – you can view the reviews here.</p> <p>FAAB Training - was established by two TS Professionals with 50 years’ experience between them. FAAB work with over 20 other TS experts to develop and deliver training to local authority officers and others involved in consumer protection and have used this range of expertise to develop the content for the Apprenticeship to be delivered by their trainers in support of the CSA.</p>
2.	When will the CSA Training programme start?	<p>The CSA plans to deliver several cohorts throughout 2023 with the first programmes scheduled to start on 25th April (3-year programme) and 17th April (2-year programme for those with the Level 4 RCO, or Stage 1 CPCF).</p> <p>It’s also possible to enrol learners on any of the upcoming Level 4 RCO cohorts which are running throughout the year.</p>
3.	What will the £22k apprenticeship funding levy cover?	<p>The 22k will provide content, training and support to deliver the apprenticeship standard of 15 core and 2 specialist modules to produce well-rounded competent officers, covering a wide range of both technical and operational knowledge and skills.</p> <p>Please see 3 documents embedded for more detail.</p> <ol style="list-style-type: none"> 1. Document 1 - Module Framework 2. Document 2 - Modules and Learning Outcomes 3. The Delivery Plan <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>TSSE Doc 1-L6 TSP Module Framework 2</p> </div> <div style="text-align: center;">  <p>TSSE Doc 2-L6 TSP Modules & Learning C</p> </div> <div style="text-align: center;">  <p>L6 Trading Standards Delivery Plan 01.02.2:</p> </div> </div>

	Question	Response
4.	<p>Will the £22k apprenticeship levy cover all of the external training and assessment fees that need to be paid to recognise someone as a TSO? (i.e. no extra exam fees or training costs to CTSI etc)</p>	<p>It can do, depending on what specialist modules of learning are chosen and the needs of the employer:</p> <ul style="list-style-type: none"> a) Successful completion of the Level 6 with any specialist modules will, subject to the required governance, be recognised so that a candidate holding this apprenticeship can achieve Chartered Trading Standards Practitioner (CTSP) status awarded by CTSI. b) If the employer wishes to have the candidate competent in Weights & Measures, additional paid learning will be required in addition to that learnt under the Level 6 (due to the currently depth and complexities, but this is currently being reviewed by OPS&S). Furthermore, due to the statutory Section 73 requirement, the candidate will also have to sit and pass the current paid assessments required under the CPCF for this subject. c) If the employer wishes to have the candidate competent in either or both Food and Feed, no additional paid learning will be required but due to the statutory requirements, the candidate will also have to sit and pass the current paid assessments required under the CPCF for the respective subject. <p>Work is ongoing to explore other more integrated alternative assessment options within the Level 6 rather than having to undertake assessments via the CPCF, which it is hoped will be confirmed later in 2023.</p>

	Question	Response
5.	<p>What approach is being taken regarding tuition for the 5 specialist areas?</p> <ol style="list-style-type: none"> 1. Food 2. Feed 3. Product Safety 4. Animal Health 5. Weights & Measures 	<p>The levy funding will provide a Foundation in each of the 5 specialist areas, offering a basic introduction to the framework and principles of the relevant legislation and Advanced comprehensive learning, more in-depth knowledge of powers and specific sections of legislation in at least 2 of the specialist areas, which can be decided by the employer. An additional 3rd specialist area is fundable on the 2 year programme where you can demonstrate these modules will directly benefit your role either currently or post completion of the standard.</p> <p>Any further advanced learning and assessment, if required, would need to be purchased separately by the employer and would fall outside of the levy funding.</p> <p>It is really important that all employers are fully aware that the only external accreditation is that supplied by the End Point Assessment (EPA). This is OFQUAL regulated and is a Level 6, equivalent to undergraduate degree qualification.</p> <p>End Point Assessment Organisations are responsible for the overall assessment of the apprenticeship. Currently there is only one EPA organisation (ICA). They are entirely regulated by the assessment plan in the standard.</p> <p>See Question 4 for an explanation as to recognition by statutory bodies and CTSI.</p>
6.	<p>Will I have to pay extra if I wish my apprentice to study more than 2 of the specialist areas in more depth and do I pay the provider direct?</p>	<p>If your apprentice is on the 3 year programme then Yes and Yes. The levy funding will only provide a Foundation in each of the 5 specialist areas, offering a basic introduction to the framework and principles of the relevant legislation and Advanced learning (more in-depth knowledge of powers and specific sections of legislation) in 2 of the specialist areas, which can be decided by the employer.</p> <p>Any further advanced learning would need to be purchased separately by the employer and would fall outside of the levy funding.</p> <p>On the 2 year programme, 1 additional module, so a total of 3 can be funded, but you must be able to demonstrate this will directly benefit the role you perform.</p> <p>CTSI will be offering local authorities this advanced learning for their apprentices. Timeline yet to be confirmed.</p>

	Question	Response
7.	When do you choose what specialist subjects that you'll do?	This is confirmed at enrolment with the CSA. It is important to note that specialist modules should be a reflection of the areas you currently work in or will work in post apprenticeship.
8.	On what basis should students choose specialist subjects?	Apprenticeship funding rules and OFSTED guidelines mean apprentices must actively be using the specialism in the workplace for it to be eligible for funding. CSA are not able to deliver any specialist modules purely for the purpose of studying an area.
9.	Do these 5 specialist areas match the CTSI subjects – Animal Health, Food, Feed, Product Safety, W&M?	Yes, CTSI have confirmed the content of the Level 6 specialist training areas match and map adequately to their CPCF modules in the related specialist subjects, with the exception of W&M which will require additional learning if seeking Section 73 Inspector of Weights & Measures recognition. Animal Health sits outside the CPCF however the Level 6 learning outcomes are equivalent to the CTSI standalone Animal Health Qualification, but this module has not currently been mapped by CTSI. The assessment of the statutory subjects Food, Feed, and W&M will need to be assessed through the existing CPCF framework as explained in Question 4.
10.	Is the specialist area of Fair Trading covered by the apprenticeship?	Yes, all candidates will study the Fair Trading specialist subject area within the apprenticeship.
11.	I assume you are not “competent” if you only do Food, Feed or Weights & Measures to foundation level?	There is a need currently to confirm competency through CTSI on behalf of the FSA and OPS&S in the areas of Food, Feed and Weights & Measures. In other areas, it is the employer that can decide competency, but the apprenticeship has been designed to produce well-rounded Trading Standards Professionals.
12.	How does mentoring work? I assume like RCO that students will be assigned a mentor from us and from apprenticeship provider?	All of the CSA apprentices will attend 1 day workshops every two months with possible additional days to support the specialist modules and the court room day. They will also be assigned coach/tutor who will meet digitally with them every month and provide feedback and support throughout the apprenticeship. The CSA coach will be responsible for working with the line manager or mentor to carry out quarterly progress reviews which track progress against Knowledge, Skills and Behaviours. Please see delivery plan for more details.

	Question	Response
13.	Does the End Point Assessment Organisation (EPAO) / apprenticeship provider now do all of the assessing externally for the qualification, inc any subject specific portfolios? Or do we still need internal assessors for subject specific portfolios?	<p>No. The Level 6 Apprenticeship scheme is responsible for the overall assessment of the apprenticeship not CTSIs qualification. Currently there is only one EPA organisation (ICA). They are entirely regulated by the assessment plan in the standard. This is OFQUAL regulated and is a Level 6, equivalent to undergraduate degree qualification.</p> <p>Approvals and accreditations provided by CTSI is out of the remit of the apprenticeship but the linkage and recognition of the apprenticeship to qualifications is covered in Question 4.</p>
14.	Are any universities interested in running this level 6 assume there is no commitment from the universities? (I know Babington have pulled out). Are we thinking CSA will be the only provider in the end?	We are in discussion with one University who would look to work with the existing training provider regarding the level 6 achieving degree status. These discussions are positive. There is no other interest currently from any other Uni unless the level 6 becomes an integrated degree.
15.	Have we firmed up how someone transitions from RCO apprenticeship into the new TS apprenticeship?	Those who have completed Level 4 RCO will only require two years to complete the Level 6 Trading Standards Apprenticeship.
16.	Can you transfer into the apprenticeship from being part qualified under the CTSI qualification route?	Yes, this is possible with the mapping exercise undertaken between the Trailblazer Group and CTSI confirming that prior learning under both the RCO apprenticeship and CPCF qualification will be recognised. See the scenario table above.

Glossary of Acronyms	Organisation
CSA	Credit Services Association
CPCF	CTSI Professional Competency Framework
CTSI	Chartered Trading Standards Institute
CTSP	Chartered Trading Standards Practitioner
EPA	End Point Assessment
EPAO	End Point Assessment Organisation
FAAB	FAAB Training
FSA	Food Standard Agency
ICA	International Compliance Association
IfATE	Institute for Apprenticeship and Technical Education
OPS&S	Office for Product Safety & Standards
RCO	Regulatory Compliance Officer
TSSE	Trading Standards South East Limited
W&M	Weights & Measures