

Message for Members – 16th June 2023

During the CTSI Council meeting in the Autumn of 2022, a decision was made to create two working groups to review the governance and flexibility of the qualification. The aim of the working groups was to provide recommendations to Council for final decision.

The Governance Working Group began meeting in November 2022, concluding in February 2023.

The group has conducted a robust review of all aspects of the qualification's governance, inclusive of the regulations of the qualification, the terms of reference for all boards and panels and the structure of responsibilities.

The working group has concluded its deliberations and submitted its recommendations to Council in April.

The following was agreed:

1. To amend and simplify terminology by altering the following:
 - Qualifications Awards Board (QAB) - change to Qualifications Panel (QP)
 - Examinations Assessment Board (EAB) – change to Examinations Panel (EP)
 - The CPCF to be altered to Qualifications Framework (QF)

These changes will be implemented by September 2023.

2. The Competency and Structures Board (CSB) - whilst the CSB has been instrumental in the past few years it was felt the Board was very onerous on its members. As a result, it has been decided to disband this group and create a working group as and when required.

The CSB will be disbanded by the end of June 2023.

3. Additional members for the QP to ensure the four nations are represented and inclusive of employers' (eg Heads of Service) representation. Additionally, a member from the Race and Equalities Committee is to sit on the Panel as well as a student or past student. Panel members can, where deemed appropriate, hold more than one position within the group.

The Race and Equalities Committee will be contacted directly to seek applications by the end of the summer 2023

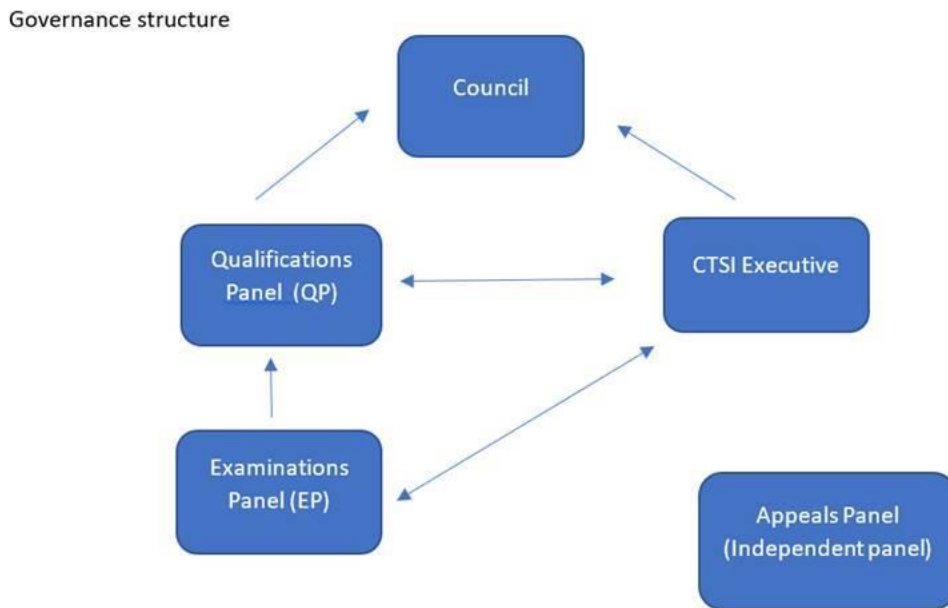
4. The Examinations Panel (EP) will also have a member of the Race and Equalities Committee on the Panel.

The Race and Equalities Committee will be contacted directly to seek applications by the end of June 2023.

5. When experienced members of the QP are stepping down from post this will be staggered to ensure hand over and knowledge of the panel is shared with the incoming member of the Panel. It was also agreed that members of Council should shadow the QP as non-voting qualifications advisors prior to joining the QP.

Further work needs to be undertaken on what the finer detail looks like with staggering people's end of term

6. To be eligible to sit on the QP, applications can only be accepted by those in their first or second term on Council to provide longer periods of tenure.
7. Governance structure



8. Terms of reference will be updated accordingly.

The Flexibility Working Group

The Flexibility Working Group began meeting in November 2022. Due to the volume of elements for this group to review, its meetings will conclude at the end of June. Although work is ongoing some recommendations were put to the Council meeting in April.

The following was agreed.

1. To allow four years for candidates to complete Stages 1 and 2 of the frameworks. Extenuating circumstances application process, to be followed for additional time, will be carried out

This will be implemented from the May 2024 exam cycle.

2. Additional investigative knowledge to be added to Stage 1, with the QP to review and advise where within the syllabi.
3. A review of the syllabi is required to confirm the work entailed and a confirmation of timings will be provided in due course. Additional competencies will be introduced including food / feed and product safety

Competencies sit outside of the framework and are not reliant on the exam cycles. We aim to increase the competency offering by Jan 2024.

4. CTSI will increase CPPD offerings across the profession and to work collaboratively with Branches and regions to prevent competition and duplication.

Work will commence in this area in the summer 2023.

An Extraordinary Council meeting had been scheduled for 6 June, however, it was agreed to postpone this meeting to July to allow all stakeholders to have the ability to feed back. Council also agreed recognition of the Level 6 apprenticeship - the apprenticeship is available for students from April 2023.

Level 6 Trading Standards Professional Apprenticeship

Since autumn 2022, CTSI has been collaborating with the Level 6 TSP Apprenticeship trailblazer group, Office for Product Safety & Standards (OPSS), Food Standards Agency (FSA), Qualifications Awards Board (QAB), Credit Services Association (CSA) (apprenticeship training provider) and FAAB Training (sub-contractors of the apprenticeship training provider), CTSI's education team, CPCF examiners and moderators studied the L6 TSP apprenticeship standard and the knowledge, skills and behaviours provided by the trailblazer group and the CSA to undertake a dedicated mapping exercise to the qualification framework.

Following this robust evaluation, CTSI is able to confirm the mapping of elements from the L6 TSP apprenticeship which will be trained and assessed to the following CPCF elements:

- Unit 1 Regulatory Environment and enforcement
- Unit 2 Business and Consumer legal frameworks
- Unit 3 Trading Standards Law part 1
- Unit 5 Investigations
- Unit 6 Regulating Markets

In collaboration with the FSA and OPSS, it has been confirmed that CPCF assessments would be required for the technical elements:

- Weights & measures
- Food
- Feed

The Animal Health competency continues to be a standalone element and is not incorporated into the CPCF or mapped to the L6 TSP apprenticeship.

Students currently undertaking the Level 4 Regulatory Compliance Officer (RCO) apprenticeship will also be able to map into the first year of the L6 TSP apprenticeship.

CTSI has also discussed the L6 TSP apprenticeship with the QAB which has confidence in the mapping process and the alignment of the L6 TSP apprenticeship standard and the CPCF.

Students who demonstrate their successful completion of the L6 TSP apprenticeship will also be offered the opportunity to apply for Chartered Trading Standards Practitioner (CTSP) membership. CTSI recognises and believes that the L6 TSP apprenticeship students will be achieving the required standard of a level 6 qualification and an appropriate TS qualification.

The requirements of CTSP are:

- Full CTSI Member
- Provide a completed CTSP application form
- Provide evidence of up-to-date CPPD or evidence of employer CPPD. Copy certificates only. 20 hours total required (for the calendar year)
- Registration into the CTSI CPPD scheme
- Provide evidence of Degree or NQF Level 6 form of study (Level 9 SCQF) or a reflective statement in lieu of a Level 6 Qualification (Level 9 SCQF)
- Provide a copy of appropriate TS Qualification (DTS/DCA 1&2/DCATS/Trading Standards Practitioner Diploma or antecedent) or a reflective statement demonstrating TS knowledge
- Provided evidence of a Personal Development Plan (for the calendar year), using the Mandatory Form 2
- Completed Evidence Schedule using the Mandatory Form 4.

It is felt that offering the CTSP membership would be extremely beneficial to both the apprentices and local authorities to help identify the level of learning, skill and knowledge of their students as well as highlighting the value they will bring to the profession.