

Message for Members – 1 September 2023

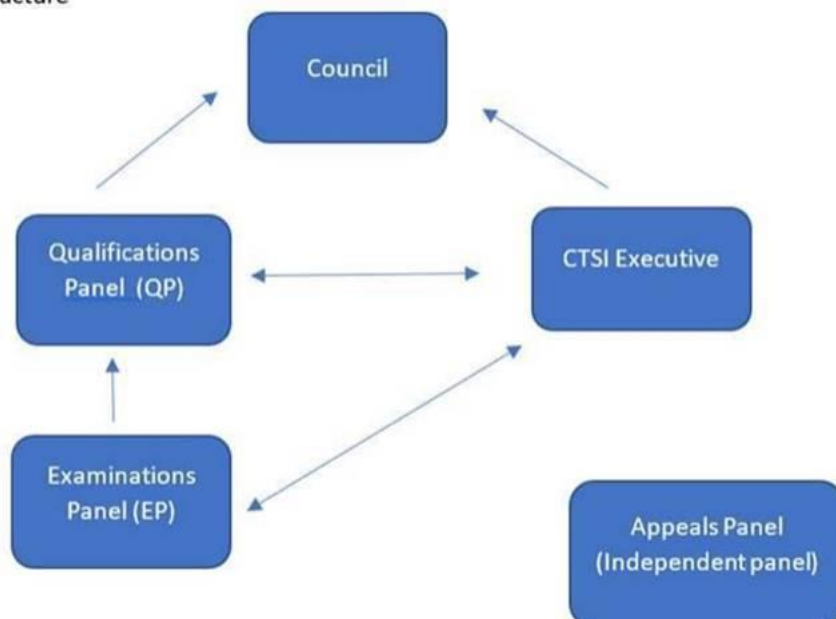
To, all CTSI Members, Heads of Service and Regional Coordinators,

We are delighted to confirm that CTSI Council has recently made some further positive decisions to provide greater flexibility to the CTSI qualification framework alongside the decisions to improve and strengthen the governance structure made earlier in the year.

A selection of CTSI Council Members kindly volunteered to form the governance and flexibility working groups, who were tasked to review and focus on making recommendations back to CTSI Council. During the April 2023 Extraordinary Council Meeting (ECM), CTSI Council established improvements to the governance of the qualification framework. A message was sent to members in June - [click here to review](#) the full message, further details below:

- CTSI will simplify terminology by altering the following:
 - a) Qualifications Awards Board (QAB) - change to Qualifications Panel (QP)
 - b) Examinations Assessment Board (EAB) – change to Examinations Panel (EP)
 - c) The CPCF to be altered to Qualifications Framework (QF)
- CTSI will be constructively widening both the Qualifications Panel and the Examinations Panels requesting a member of the Race and Equalities Committee to join each panel, whilst also ensuring all four nations are represented on both panels.
- CTSI will also take positive steps to improve our processes ensuring that new members to the Qualifications Panel and the Examinations Panels are supported and mentored by experienced panel members prior to the end of their tenure.
- The updated qualifications governance structure is provided below:

Governance structure



- Understanding the benefits that apprenticeships can bring to Local Authorities by gaining access to the apprenticeship levy to support their staff, CTSI worked closely with the Level 6 Trading Standards Professional (TSP) apprenticeship trailblazer group to successfully map the Level 6 TSP apprenticeship to the Qualification Framework. CTSI Council members were delighted to confirm the alignment of the following elements from the L6 TSP apprenticeship which will be trained and assessed to the following Qualification Framework elements:

- a) Unit 1 Regulatory Environment and enforcement
- b) Unit 2 Business and Consumer legal frameworks
- c) Unit 3 Trading Standards Law part 1
- d) Unit 5 Investigations
- e) Unit 6 Regulating Markets

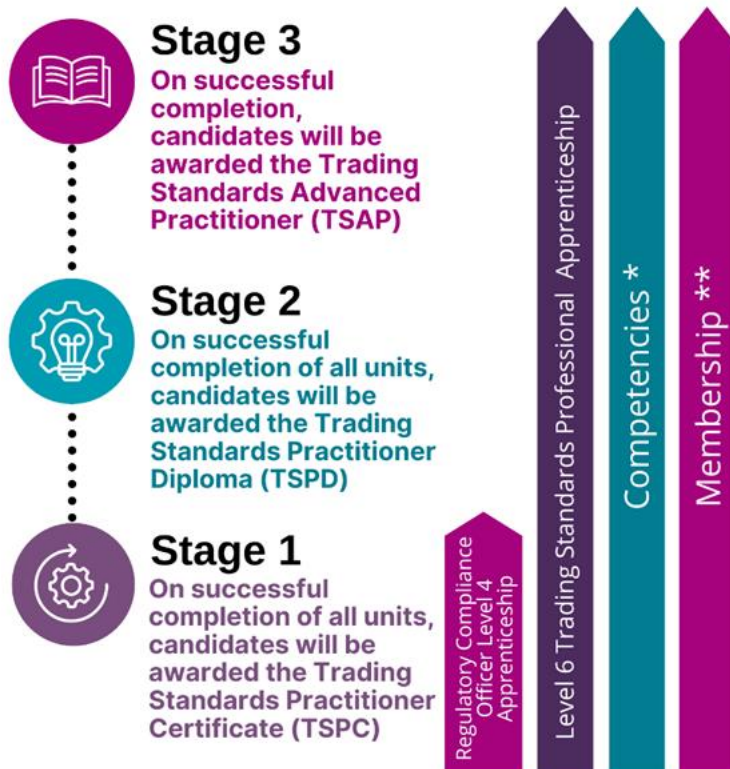
In collaboration with the FSA and OPSS, it has been confirmed that CPCF assessments would be required for the technical elements:

- a) Weights & measures
- b) Food
- c) Feed

- It is a pleasure to confirm that CTSI Council concluded that 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.
- Recognising feedback from both candidates and local authorities highlighting the 3-year timeline to complete the Qualification Framework can be challenging, CTSI Council has increased the timeline to 4 years to complete the framework. This will not impact on any extenuating circumstance application for additional time, which can be applied for in the normal way.
- CTSI Council has also tasked CTSI to work collaboratively with the Qualifications Panel and the Qualification framework examiners to review the stage 1 syllabi. Additional investigation knowledge will be added into Stage 1.
- Throughout the last year CTSI has considerably increased CPPD offerings, and CTSI Council are in favour of these offerings. Moving forward CTSI will increase CPPD offerings across the profession and will work collaboratively with Branches and regions to prevent competition and duplication.
- Recognising the diverse audience of both the profession and businesses across the UK, CTSI will be undertaking a dedicated project to ensure all qualification and training information is clear, concise and in a transparent format, whilst also ensuring it is accessible for all audiences.
- Continuing in the same vein to remove confusion to provide transparency, an infographic has been created to clarify the qualification pathways. CTSI will utilise this to explain the pathways:

Qualifications pathway

Chartered Trading Standards Practitioner (CTSP)



* Competencies are suitable for the Trading Standards profession as well as businesses

** Membership runs alongside the CTSI Qualifications Framework (QF) with the final outcome of CTSP status

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- We are extremely pleased to announce the launch of the new Learning Management System (LMS) on 4 September for new students entering CTSI training. Over the past year we have gathered feedback from students, trainers and the profession and taken this feedback on board whilst developing the new LMS. We will continue improving the LMS during the next year or so to ensure we provide the best service possible for our students.

- We also seek to improve the offerings CTSI can make to both the profession and to businesses, understanding that there will be a further need for competencies that sit outside of our professional qualification framework. CTSI will deliver individual competencies for Feed and Food in the first quarter of 2024.
- CTSI will formalise an application process for competencies, the Executive will ascertain if a dedicated and appropriate working group should be set up to consider the need/requirement for a specific competency in a particular area. The Executive and the Qualifications Panel will collaborate throughout this process.
- CTSI will collaborate with the Office for Product Safety and Standards (OPSS) to discuss updating the assessment process for the Weights & Measures unit. Progress updates and/ or recommendations will be shared with Council.
- After careful consideration, Council confirmed that the generic portfolio will be retained at Stage 2. CTSI will highlight to students/Local Authority managers that the portfolio work can commence whilst working on Stage 1 of the framework - or at any time - should the students/Local Authority have the ability to do so.
- CTSI are also very pleased to welcome a new Education & Training Manager alongside additional further resource in the Education team to further support workstreams with further plans for infrastructure.
- The profession is at the heart of the qualification and we have created two documents to help support both the candidate and the local authority/employer throughout their journey through the qualification framework click [here](#) to review

CTSI Head of Education & Training would be more than happy to host update meetings for members, managers, candidates and/or branches. Please contact the qualifications team to schedule an update, highlighting your preferred date and time: qualifications@tsi.org.uk. Alternatively, please click [here](#) to book a slot on the qualification teams Q&A sessions.