

## Stage 2 Candidate

Please see below prompts to assist with your Stage 2 progression:

### **Have you contacted your verifier?**

Have you contacted your regional verifier? This will be the person responsible for signing off your portfolios. There is a regional verifier for each region across the United Kingdom. This information can be found in the Stage 2 info tab:

- Who is the verifier for my Local Authority?

### **Do you have an assessor for each of your portfolio's?**

For each of your portfolios you will need an internal assessor. This will be the person responsible for assessing each element of your portfolio. This person will need to be somebody internal within your Local Authority. Each assessor will need to be competent in the Unit subject that they will be assessing, as well as completing a yearly CPPD course to confirm their competency with assessing portfolios. We offer both a yearly online course for experienced assessors as well as a New & Upskilling assessors' course, for new assessors or those who haven't assessed a portfolio in some years.

- [New & Upskilling Assessors Training Course 2023/24](#)
- [Qualification Framework Experienced Assessor Course 2023/24](#)

### **Have you received your SharePoint link?**

Your SharePoint file is where you will upload each piece of work for your portfolio. This is a shared area where we can provide your assessor/s and your verifier a link to be able to upload content/make notes on your content. Please request a link for yourself and those involved with the compilation of your portfolio via the [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) email address.

- [SharePoint User Guide](#)

### **Have you completed your assessment plan for each of your portfolios?**

The assessment plan is the first step in completing your portfolio. This is vital to be completed as your initial document. For each portfolio you will need to complete an assessment plan which will then need to be signed off by your assessor.

- [Portfolio Information](#)

## **Have you looked at our additional training courses?**

If you are looking for some additional training to assist you with completion of Stage 2, we offer a wide range of training courses.

All available course details can be found here

- [Qualification Framework Training Courses](#)

## **Have you looked at our professional training courses?**

We also offer professional training courses and competencies to further expand your Trading Standards knowledge.

All available course details can be found here:

- [CTSI Professional Training Courses](#)

## **Do you have any reasonable adjustments?**

If you have any reasonable adjustments that may impact your examinations, please contact the team so we can ensure you are accommodated for.

Please note that we will require your adjustment(s) to be evidenced.

For further information on special requirements please see here:

- [Reasonable Adjustments for Examinations](#)

## **Do you know your dates and deadlines?**

The exam cycle may be in May but there are many dates and deadlines throughout the year that you will need to meet to ensure you achieve your qualification.

Dates and deadline document with everything you need to know:

- [Timelines & Deadlines](#)

## **Do you know where to find your exam information?**

We have an exam information page regarding each examination cycle. This page will have all the information regarding your exams including timetables, venue information and nominated person information.

Exam information for the upcoming cycle:

- [Exam Cycle Information](#)

Do you have any questions or concerns regarding your qualification: Please do not hesitate to contact a member of the team!

- [@Qualifications@tsi.org.uk](mailto:Qualifications@tsi.org.uk)
- 01268582242