Chartered Trading Standards Institute

Qualifications Framework Stage 2 Professional Interview guidance for candidates

Overview

Stage 2 assessments
This stage of the framework utilises a number of different types of assessment.

- Written exam
- Practical
- Oral
- Reflective Learning
- Professional Interview
- Portfolio

Each Unit, and in particular each subject, will utilise different assessment methods. For Weights and Measures, Investigations and Regulating Markets, the professional interview will be utilised to determine the knowledge and skill of the candidate. This will be completed within a 20min exam.

The Objective

The purpose of the professional interview is to apply your knowledge of process and requirements, to the assessment being asked.

The professional interview will recognise and identify the application of the knowledge you have learnt. You will demonstrate to the examiner (and moderator), **for example**, elements on:

- procedure, or
- effective intelligence gathering.

The examiner will have the breadth of the syllabus to draw on when setting scenarios and the associated questions they will ask you during the interview. They will utilise set assessment criteria to mark your performance against.

The following guidance sets out how this will be achieved. Please ensure you have read through this guidance sheet.

Assessment

The examiner will ask you set questions that are linked to the scenario you were assigned. The answers you give during your interview, allows for the evaluation of your learning and knowledge. The professional interview allows for the examiner to judge first-hand how well you know the specific processes.

You will need to meet specific assessment criteria to a sufficient degree to meet a minimum of 40% to enable a pass.

Ensure you are fully aware of the entire syllabus. Use your portfolio as part of your revision preparation to ensure the linked skills requirement has an equal basis within your knowledge base to help you through your examination.

The professional interviews are carried out virtually. You will receive a Teams invite from CTSI. A recording of your exam will be taken. They will utilise this recording during the marking process.

As with written answer booklets, the audio file is not available to candidates post the results being emailed to candidates.

Professional Interview – the basics

Assessment Medium: Professional Interview
Format: 30 min examination
Preparation time: 10 mins
Pass mark: 40%

i   The assessment will be carried out by a 20-minute interview. You will have 10 mins to review the scenario and make notes.

Where a scenario may include references to particular products, for example food products, feed products, toys etc, however, the focus of the scenario will be on the process and requirements. This will not be a test of, for example, your food knowledge. All scenarios and their associated questions asked by the examiner will be appropriate for **all** candidates to answer. **Any references to food, toys etc, are there for context only.**

You will be presented with a scenario that you will have a set timeframe to prepare for. The scenarios will be assessed/marked against set criteria.

No communication other than any instructions given at the start of the preparation time will be allowed.

The examiner will monitor you during your 10minute reading time. The examiner will provide you with any final instruction at that point. This will not affect the preparation that you have completed.

The examiner will share on screen the scenario assigned to you. During your exam time/period, you will have on screen the questions the examiner will be asking you. You will not have sight of these questions during your preparation time.

All results will be confirmed during the QP ratification meetings and you will receive your results on the published date via email.

To enable you to sit the professional interview, you will have submitted the relevant portfolio(s), (for weights and measures, you will also have submitted your reflective statement) associated to the Unit you are completing by the published deadline[*]. This will be submitted to your assigned regional Verifier. If the portfolio is not submitted, you will be withdrawn from the exam.

     * unless any superseded deadline dates notified by CTSI.

What will the professional interview demonstrate?

For the subject you are taking your professional interview in, the areas below indicate what the examiners will be looking at during the course of the examination:

- The application of knowledge.
- Width/depth of the syllabus.
- Problem solving.
- Powers.
- Communication.
- Comprehension.
- Ability to verbally relay knowledge in a confident manner.

General tips

The following provides some general information relating to the interview.

- The examiner's purpose is to establish **your** knowledge level. They **will not** provide prompts to you to remind you of information/areas etc. Their job will be to directly question you using pre-set questions and record your answers.

  The answers you give will show them how much you understand the processes and requirements aligned to the scenario provided during your 10 minute preparation time.

- Try to remain relaxed and calm. This will help you during your exam. This enables you to clearly communicate with the examiner and will help with ensuring you get across your answers in a concise manner.

* The deadline for portfolios is 1 April, of each year. If you are completing the Weights and Measures unit, you will also be required to submit your reflective statement for this date also.

CTSI can issue a general extension (where approved by the Qualifications Panel) if the profession has been affected by an incident that prevents its from completing the requirement. For example, a portfolio extension.

An example of a general incident is the Covid-19 pandemic.

Unless a general extension has been approved by the QP, to gain a personal extension to submission, you will be required to go through the extenuating circumstances, process.