

## L6 Trading Standards Professional Apprenticeship

### L6 Trading Standards Professional Apprenticeship (L6 TSP) Transition Information

This guidance is for L6 TSP apprentices wishing to transition into the Qualifications Framework (QF), alongside completing their Level 6 apprenticeship.

There are two options available. These are detailed below.

**Option 1 – to be awarded the Trading Standards Practitioner Diploma (Stage 2) of the QF.**

After you have completed the first year of your apprenticeship you can apply to transition into Stage 2 of the QF alongside completion of your L6 apprenticeship (see Stage 2 transition information below).

**Option 2 – FSA endorsed recognition of Food/Feed unit.**

Apprentices who wish to finalise their food/feed unit status, will be required to submit their Food/Feed coursework and undertake a CTSI oral assessment. (See Food / Feed individual unit transition).

### Registration Process & Guidance:

- Candidates should arrange a purchase order number with your finance team, for the cost of the transition.
- Use the provided purchase order number to register your place via the online booking page.
- Enter all details required to ensure a smooth process.
- A registration confirmation letter will be sent from the CTSI Education Team once the booking has been processed fully.
- Details of the examination cycle week commencement dates are available on the [Exam cycle information](#) tab on the website.
- All queries should be directed to the [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) inbox.
- Candidates need a Microsoft account (this can be either your work account or a personal Microsoft account). This will be required for your portfolio and coursework requirements.
- Guidance on creating a SharePoint account can be found here: [SharePoint User Guide](#)
- Candidates will be required to upload their coursework and or portfolio content submissions into their SharePoint file by the required deadline based on the examination cycle they are registered into:

Element	Cycle	Candidate Deadline
Coursework	May Cycle	1 March
Portfolio	May Cycle	1 April
Coursework	November Cycle	1 September
Portfolio	November Cycle	1 October

Option 1 - Stage 2 transition package info on next page.

## Stage 2 Transition Package

**Costs: £3241+VAT members / £3622+VAT non members**

These package fees are for a candidate to complete all required examinations and training at a discounted rate.

Candidates will be able to complete these elements over a 4-year period to be awarded the Trading Standards Practitioner Diploma (TSPD).

Training and revision dates are scheduled on the CTSI website Training course page.

Level 6 Stage 2 Package
Stage 2 Registration
Stage 1 exemptions in full
Unit 4 Weights & Measures examinations
Unit 4 option examinations
Unit 5 exemption in full
Unit 6 exemption in full
Weights & Measures training notes & L6 Training days
Weights & Measures Practical & Oral Training
Unit 4 Option Training notes and Revision Day attendance
Generic portfolio submission

## Dates and Deadlines

Candidates transitioning will be adhering to the QF dates and deadlines set by CTSI.

Portfolio and coursework submissions for review will need to be uploaded into the dedicated SharePoint folder by the following deadlines:

Cycle	Delegate Deadline
May Cycle	1 April*
November Cycle	1 October*

\*Candidates must have submitted their corresponding portfolio and any coursework required by the deadline, for entry to the Professional Interview, Practical and/or Oral assessments. When sitting the weights and measures practical, oral and professional interview assessments for the first time, these must be sat together in the first exam cycle.

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## Food / Feed individual unit transition

**Costs: £450+vat (per subject)**

As part of the L6 Trading Standards Practitioner Apprenticeship, CTSI will be conducting an audit of coursework a candidate has submitted for their Food / Feed elements of the apprenticeship.

CTSI will be administering and assessing the oral examination which you will sit as part of the Food / Feed qualification.

Revision days are scheduled on the CTSI website Training course page.

Level 6 Food / Feed Package
CTSI Membership
Registration fee
Unit 4 Food / Feed written exam exemption
Coursework Auditing fees
Oral examination entry
Unit 4 Option Training notes and Revision Day attendance

## Dates and Deadlines

Candidates will need to provide the details of the coursework being submitted for review, the date of submission and in which examination cycle they wish to take the oral assessment as part of the registration process.

Candidates transitioning into the QF will be adhering to the QF dates and deadlines set. This includes the training dates available.

Apprenticeship Coursework submissions for review will need to be uploaded into the dedicated file by the following deadlines. Please note, if coursework is not submitted, you will be unable to sit the Oral examination and be automatically moved to the next exam cycle.

Cycle	Delegate Deadline
May Cycle	1 March
November Cycle	1 September

Coursework submissions will be reviewed by the examiner and moderator and feedback will be provided where applicable. A resubmission, if needed, will be given a 2-week deadline from the date of response.

**Commented [MR1]:** Is the oral assessment dependent on them submitting the coursework beforehand, like it is for those completing the QF Food/Feed unit?

**Commented [RT2R1]:** Do they get have to registering for 1 cycle? so it's the only option or a failed attempt?

**Commented [RC3R1]:** The oral assessment is dependent on candidates submitting the coursework for auditing, first.

**Commented [RC4R1]:** We need clarity on whether the candidate has 4 years to complete their oral and coursework assessment from the moment they registered?

### **Additional Information**

Candidates will in addition be able to complete both options at alternative stages, using the Food/Feed transition & L6 as an exemption from Stage 2. The fee of the Food/Feed package will be discounted from the Stage 2 package fee.

### **Important Information for Apprentices**

It is recommended that apprentices transition into the framework at the earliest opportunity once the food or feed elements/training has been completed with the CSA. These transition options apply to apprentices taking either the two-year or three-year training route. There is no requirement for an apprentice to have fully completed their apprenticeship first to be able to transition into the CTSI Qualifications Framework.

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