



Product Safety Professional Qualification

Case Study

Case Study Medium:	Report
Word Limit:	3000 word (+/- 10% allowance)
Submission date:	3 months post completion of attending the course and successfully passing the online and oral examinations.

The following outlines specific information provided to the candidate on how for each area shown below, where the weighting on marks will be achieved.

Marking Guidelines:

Structure	10%
Objectives	10%
Knowledge:	25%
Analysis:	40%
Research	10%
Referencing	5%

The marking guidelines above provide you with an overview of the emphasis on what is important for the submission of your case study. At the end of this document is the specific assessment criteria being applied to your submission.

A 60% pass mark across all areas of the qualification is required to achieve a pass.

No penalty will be applied where a candidate is within 10% of the total 3000-word count (under or over), however for every 1% outside of this 10% degree of variation, 5 marks will be deducted from the overall award. It is therefore important the candidates stick to the word count. Where an appendix, graph or illustration is included in the case study, this is excluded from the word count. The case study must be the candidates own work and no plagiarism.

No individual, local authority or business must be named in the case study unless it is referencing relevant caselaw. All personal data must be redacted in accordance with general data protection rules.

Assessment Criteria:

	Skills to be demonstrated	Marking requirements	% of marks
1.	Structure	<p>Structure of report clearly defines the introduction, main text and conclusions to the case study and presented with a clear and logical manner.</p> <p>Spelling & Grammar</p> <p>Where there is a use of acronyms there is an explanation and there is no assumption that the reader knows the subject matter.</p> <p>References, appendices, and footnotes as appropriate</p> <p>Word count within +/- 10%</p>	10
2.	Objectives	<p>The objectives of the case study are fully met.</p> <p>Good understanding of the report subject area</p> <p>Thorough explanation of the subject matter discussed in the written report.</p>	10
3.	Knowledge	<p>Understanding of the relevant legislation, case law and available guidance to support the case study.</p> <p>Correct legislation accurately cited and referenced.</p> <p>No excerpts of the legislation to be included to bulk out word count.</p> <p>Demonstrate an understanding of the background relating to the objectives of the case study.</p>	25
4.	Analysis	<p>Analysis of any data available,) qualitative and quantitative)</p> <p>Analysis of the relevant aspects of the applicable legislation.</p> <p>Depth of discussion relevant to the objectives of the case study and supported elements.</p> <p>Conclusions drawn from the analysis and case study</p>	10 10 10 10
5.	Research	Is any research carried out accurate	10
6.	Referencing	Is referencing correct and any foot notes included	5

Use of attachments

Any attachments relevant to the case study need to be included as appendices. These will not be included in the word count of the case study and the supporting document will not be recognised within the marking system. You must include sanitised copies of the inspection records that form part of the case study and include all other relevant literature including sanitised copies of test reports, conformity assessment documentation.

GDPR and compliance process

For any submission that includes information that falls within GDPR regulations, where an individual can be identified either directly or indirectly from data submitted this data must be anonymised. Where a submission contains information that falls within GDPR, it will be rejected.

Please ensure that you do not identify, by name, businesses or individuals (unless referencing relevant case law), in line with your responsibilities under data protection and trading standards legislation.