
CTSI Professional Competency in Food Standards

Case Study Requirements for Candidates

A requirement for completion of the CTSI Professional Competency in Food Standards is that a 3,000-word case study be submitted as part of the qualification.

You are required to carry out an inspection, supervised by a qualified food officer, of a food business operator that is a food manufacturer or producing food in a food service environment.

A copy of a redacted inspection report must be provided as part of your case study.

Following the visit, you should identify a relevant area for further consideration for your case study. You should link your inspection to the choice of this further area of study in the introduction of your report. The choice of subject is up to the candidate; however, it is important that it links back to the site inspection.

There is no expectation for samples to be taken. However, if these have been obtained, you should include the sampling report(s) as part of the case study.

Your case study may draw on examples and material separate from the inspection that you have undertaken, but they must be relevant.

Case studies may include:

- Further consideration of a piece of legislation or area of legislation which was applicable to the inspection, including critical consideration of its effectiveness, any limitations, any relevant guidance etc
- A particular area of food standards law which may pose a challenge for enforcement officers, or the business in its implementation, and discussions around the challenges faced.
- An area of policy, and how it may apply to the operations taking place during the inspection.

Some examples may be:

- a) A consideration around products with compositional requirements, including a discussion of the effectiveness of the legislation, challenges to enforcement, any current guidance, how the legislation impacts other relevant legislation.
- b) Consideration around issues with allergen control in a business and the challenges around enforcement of allergens legislation.
- c) The legislative landscape around prepacked food for direct sale and the consideration of any limitations or effectiveness of the law implementing it.
- d) A consideration of a withdrawal or recall procedure in a business and the effectiveness or limitations of the legislation surrounding this.

Remember – the case study must have a link to the inspection that you have carried out! You do not have to use one of the examples above, and we look forward to a whole range of subjects being used as the basis for your investigative case study.

Primary production inspections are outside of the scope for the case study and the inspection.

There is no requirement for formal referencing to be included. However, where you are taking your research from a source, it is expected that you do cite this; and where the legislation is cited, it is expected that the full title and SI number is referenced in footnotes.

The case study must contain the candidate's number in the header of the document.

Candidates **MUST NOT** include their name in the header.

The case study must contain:

- a title
- an introduction of no more than 500 words
- the core report
- a conclusion of no more than 500 words
- a copy of the sanitised inspection report as an appendix
- any other appendices

No penalty will be applied where a candidate is within 10% of the total 3,000-word count (under or over). However, for every 1% outside of this 10% degree of variation, five marks will be deducted from the overall award. It is therefore important that 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 candidate's own work and there must be no plagiarism. No lengthy extracts from the legislation may be included, as this uses valuable word count and will lose marks. No individual, local authority or business must be named in the case study unless it is referencing relevant case law.

Any personal data must be redacted in accordance with general data protection rules.