

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.

Apprentices will need to have completed all workshops and coursework before being eligible to transition into the framework. The CSA will provide apprentices with confirmation of their workshop completions via email. This confirmation will be required as part of the transition registration process.

Apprentices wishing to use their Food, Feed or Weights and Measures option for transition, can register using the subject transition booking options 3, 4 or 5.

If an apprentice has not completed Weights and Measures as an option, but requires the section 73 award, they can transition via the Stage 2 transition booking options 1 or 2.

Candidates can apply for their transition completion certificate by supplying their apprenticeship end point certificate/confirmation letter to the qualifications team.

CTSI would advise candidates to register before September Training cohorts start to ensure all training is available for attending. CTSI Training cycles run from September to April in preparation for the May examination cycle.

There are Five options available. These are detailed below.

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

After you have completed all workshops, you can apply to transition into Stage 2 of the QF alongside completion of your L6 apprenticeship. All Training is provided with this package.

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

After you have completed all workshops, you can apply to transition into Stage 2 of the QF alongside completion of your L6 apprenticeship. No Training is provided with this package.

Option 3 – 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).

Option 4 – recognition of Weights and Measures (section 73) and complete all training

Apprentices who wish to finalise their weights and measures unit status, will be required to undertake all CTSI weights and measures assessments.

Option 5 – recognition of Weights and Measures (section 73)

Apprentices who wish to finalise their weights and measures unit status, will be required to undertake all CTSI weights and measures assessment. No training is provided with this package.

Registration Process & Guidance:

- Candidates should arrange a purchase order number with your finance team, for the cost of the transition package.
- Use the provided purchase order number to register your place via the [online booking page](#).
- Enter all details required to ensure a smooth process.
- Evidence of eligibility will be required.
- A registration confirmation letter will be sent from the CTSI Education Team once the booking has been processed.
- 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 inbox.
- Candidates will be required to upload their coursework and or portfolio content submissions into their CTSI 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

Additional Information

Candidates will in addition be able to complete Food/Feed 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.

Option 1 - Stage 2 Transition Package - recommended

Costs: £4367+VAT members / £4772+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.

This package is intended for apprentices who did not take Weights and Measures as part of their apprenticeship but wish to obtain the Section 73 qualification or wish to be awarded the full Trading Standards Practitioner Diploma.

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 & Full Training days
Weights & Measures Practical & Oral Training
Weights & Measures Professional Interview Training
Weights & Measures Maths for Metrologists Training
Unit 4 Option Training notes and Contact 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.

Option 2 - Stage 2 Transition Package

Costs: £2477+VAT members / £2722+VAT non members

These package fees are for a candidate to complete all required examinations 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).

This package is intended for apprentices who did not take Weights and Measures as part of their apprenticeship but wish to obtain the Section 73 qualification or wish to be awarded the full Trading Standards Practitioner Diploma.

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
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.

Option 3 - 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 and feedback will be provided where applicable. A resubmission, if needed, will be given a 2-week deadline from the date of response.

Option 4 – Weights and Measures Transition Package

Costs: £3072+VAT members / £3493+VAT non members

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

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

This package is intended for apprentices who did Weights and Measures as part of their apprenticeship and wish to obtain the Section 73 qualification.

Level 6 Weights and Measures training and examination Package
Stage 2 Registration
Unit 4 Weights & Measures examinations
Weights & Measures training notes & Full Training days
Weights & Measures Practical & Oral Training
Weights & Measures Professional Interview Training
Weights & Measures Maths for Metrologists Training

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*

Option 5 - Weights and Measures Transition Package

Costs: £2197+VAT members / £2504+VAT non members

These package fees are for a candidate to complete all required examinations.

Candidates will be able to complete these elements over a 4-year period to be awarded the Weights and Measures transition and section 73.

This package is intended for apprentices who did take Weights and Measures as part of their apprenticeship and wish to obtain the Section 73 qualification.

Level 6 Weights and Measures examination package
Stage 2 Registration
Unit 4 Weights & Measures examinations
Access to online learning materials

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*