

L6 Food Coursework – Candidate Checklist

Current six-task set

Before you submit — what CTSI needs from you

If you are transitioning to CTSI from the Level 6 Trading Standards Professional apprenticeship for your Food endorsement, please read this before submitting your coursework.

- **Registration:** Complete the online [registration](#) and provide evidence you have completed all workshops to ensure you are eligible to transition into the framework.
- **What you submit:** the six Food coursework tasks (C1–C6) you completed during your apprenticeship. If you completed under an alternative marking scheme you will be required to adjust your submission to align with the current cycles marking scheme for CTSI to audit.
- **The audit standard:** your work is audited against the FSA Competency Framework. CTSI does not set these standards.
- **Use the current tasks:** submit against the current version of the tasks. Work completed against a superseded version cannot be accepted.
- **Currency of evidence:** the evidence you use must be no more than two years old at the point of submission, in line with CTSI's Food Standards portfolio requirement.
- **Passing:** the pass mark is 40%, and you must pass every task.
- **Referencing:** use the correct standard referencing and include an appendix where required, as set out in each task.
- **Redaction:** All identifiable information, such as names, addresses, names of authorities etc must be redacted from your submissions. The only information visible will be your name and candidate number.

How and when to submit: Candidates will be given access to a SharePoint link to upload coursework tasks. Deadlines for submission are set per exam cycle. Please check the website for these deadlines. Coursework must be submitted prior to sitting any oral assessment.

How to use this checklist

This checklist turns the marking criteria for each task into plain checks, so you can make sure your work is ready before you submit. Work through every task and tick each box.

- **The main things** carry the most marks — make sure each is fully covered.
- **Also make sure you've done these** are worth fewer marks each, but they add up and are easily lost.
- Under each item is a note on what **full marks** looks like. Aim to evidence and explain, not just mention — most marks are lost by touching on a point rather than demonstrating it.
- You must pass every task (the pass mark is 40%), so don't leave gaps.

Important note: The Food coursework audit aligns with the FSA Competency Framework and is designed to ensure that officers meet these standards. CTSI does not set these standards.

Task C1 — Scope and Purpose of Main Food Law Legislation

Explain the provisions of the main food law legislation and how it affects your day-to-day work. Part A covers the legislation and how the pieces interact; Part B covers your local and regional priorities and a two-year horizon-scanning exercise.

The main things — these carry the most marks

☐ Have I defined 'food' accurately, with reference to the legislation?

Full marks: Cite the statutory definition rather than describing food in your own words, then show you understand it with practical examples of what is and isn't a food, and why.

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☐ Have I explained each of these key pieces of legislation AND how they interact with one another?

Full marks: This block carries the most marks. For each one, explain what it requires and how it links to the others — naming or describing a law in isolation only earns partial marks. (Note which are assimilated law and which are UK law, and mention EU and UK product-specific measures.)

☐ General Food Law — Regulation 178/2002

☐ Official Controls — Regulation 2017/625

☐ Food Information to Consumers — Regulation 1169/2011

☐ Food Safety Act 1990

☐ General Food Regulations 2004

☐ Food Safety and Hygiene (England) Regulations 2013

☐ Food Information (England) Regulations 2014

☐ How these pieces interact with each other

☐ Have I explained the roles of local authorities, the FSA (including the Food Crime Unit), Defra and DHSC?

Full marks: Explain what each body does and how it relates to your work, with examples of how they interact — not just a list of names.

☐ Have I linked my authority's Service Plan to the Food Law Code of Practice and to national and regional priorities?

Full marks: Show the connection explicitly — how the plan reflects the Code's requirements and current national/regional priorities.

☐ Have I carried out a two-year horizon-scanning exercise, with awareness of national and regional priorities?

Full marks: Identify specific factors, drivers and potential changes, and tie them to your own local and regional priorities and day-to-day work.

Also make sure you've done these

☐ Have I explained the difference between food fraud and food crime?

Full marks: A clear distinction with an example of each, and the role of the National Food Crime Unit.

☐ Have I shown awareness of central government guidance and international standards (e.g. Codex Alimentarius)?

Full marks: Reference specific guidance/standards relevant to your work.

☐ Have I used Harvard referencing and checked spelling, punctuation and grammar?

Full marks: Proofread and cite properly — easy marks that are often lost.

Task C2 — Practical Task: Food Information and Labelling

Choose four foods across the different ways food can be supplied and assess whether their food information is compliant; outline the enforcement action you would take if not.

🔄 Complete this checklist for each of your four foods.

Choose foods with NO specific compositional standards or reserved descriptions — this task is about the general food labelling requirements. Specific standards are covered in later tasks. Your four foods should reflect the different points of sale: pre-packed; prepacked for direct sale (PPDS); loose; and catering.

The main things — these carry the most marks

☐ Have I identified the specific pieces of legislation that apply and applied them to this food?

Full marks: Name the exact regulations and provisions, then apply them to the product — applying, not just citing, is where the marks are. Make your reasoning easy to follow.

☐ Have I considered relevant government and industry guidance, and shown what is law versus best practice?

Full marks: Make the distinction explicit — which requirements are legal duties and which are recommended practice — and how that shapes the advice you give and the decisions you take.

☐ Have I assessed the labelling and information against the legal requirements and stated the degree of compliance?

Full marks: The highest-value item. Go requirement by requirement and reach a clear, reasoned compliance judgement — not a general impression.

☐ Have I identified whether a sample for analysis is needed to establish compliance?

Full marks: Say when and why it would be required for this food (or why it isn't).

- ☐ Have I identified the range of enforcement options, formal and informal, including co-operation with other bodies?

Full marks: Match the action to the non-compliance and justify it; mention the FSA, Primary Authority or NFCU where relevant.

- ☐ Have I shown how I would provide advice and education to help the business comply?

Full marks: Give concrete, practical advice, making the difference between compliance and best practice clear.

Also make sure you've done these

- ☐ Have I correctly identified the point of sale for each food (pre-packed, PPDS, loose, catering)?

Full marks: State it clearly — it determines which rules apply.

- ☐ Have I included the whole label or a photo for each food, and explained how the legislation interacts?

Full marks: Attach clear images and refer to them in your assessment.

- ☐ Have I used Harvard referencing and an appendix as required?

Full marks: Proofread and cite properly.

Task C3 — Sampling

Take four samples of different food products — three formal (including a one-part and a three-part sample) and one informal — exploring the appropriate sampling options for each.

Part A — explain once (applies to all your samples)

- ☐ Have I explained the enforcement powers and the relevant sampling legislation?

Full marks: Set out the powers and the legislation that govern sampling.

- ☐ Have I explained the roles of the officer, the public analyst and the Government Chemist?

Full marks: Explain each role and the circumstances in which samples go to the Government Chemist.

- ☐ Have I referred to the associated guidance, including the Food Law Code of Practice, and my own LA policies and Service Plan?

Full marks: Cite the specific guidance and link it to your authority's approach.

- ☐ Have I explained why sampling matters for consumer protection, and its limitations?

Full marks: Cover both the value and the limits of sampling.

- ☐ Have I shown a risk-based approach to sampling, and set out the pre-visit work and equipment?

Full marks: Explain the risk basis, the pre-visit preparation, and list the general and any additional sampling equipment.

Complete Part B for each of your four samples (three formal — including a one-part and a three-part — and one informal).

Part B — for each sample

- ☐ Have I identified the relevant food labelling and sampling legislation and guidance for this product, and how they apply?

Full marks: Cite the specific legislation and guidance for this particular food.

- ☐ Have I explained when to sample, versus using visual or physical assessment, and why this method was chosen?

Full marks: Justify the sampling method for this specific product and circumstances.

- ☐ Have I explained how the sample was taken — the circumstances, method, equipment, hygiene practices and paperwork?

Full marks: Walk through it step by step, showing the correct method was followed.

- ☐ Have I identified the correct person to send the notice of sampling to?

Full marks: Name the right recipient.

- ☐ Have I explained the process for ensuring continuity of evidence, and why it matters?

Full marks: Show an unbroken chain of evidence so the sample would be admissible.

- ☐ Have I interpreted the sampling results?

Full marks: Explain what the results mean for compliance (use a previous authority result if yours hasn't arrived in time).

- ☐ Have I set out what action could be taken if non-compliant, including formal options and appeals, plus advice and education?

Full marks: Match action to findings, include appeal routes, and make the compliance / best-practice distinction clear.

- ☐ Have I commented on whether the decision to sample was appropriate, and how I used IT systems (intelligence databases, recording on the IDB)?

Full marks: Reflect on the decision and evidence your use of the correct systems.

Task C4 — Accompany Local Specialist Teams on Routine / Enforcement Work

Shadow experienced officers at three different food businesses (including one manufacturer with a food safety management system), lead one inspection under supervision, and draft a Food Standards Improvement Notice.

U Cover these for each of your three visits.

You must lead one of the inspections yourself, under the supervision of an authorised/competent officer, while being accompanied.

The main things — these carry the most marks (per visit)

- ☐ Have I carried out a risk assessment using the Food Standards Delivery Model, with justified sources?

Full marks: Central to the approach — use the FSDM and justify the intelligence you relied on and how reliable it is.

- ☐ Have I conducted a risk-based inspection and assessed compliance against the relevant legislation?

Full marks: Verify scope/ownership, check traceability and supplier specifications, and reach a compliance judgement against specific law.

- ☐ Have I applied appropriate inspection techniques and gathered admissible evidence?

Full marks: Observation, questioning, inspecting processes, auditing records/labels/websites — recorded so it would be admissible.

- ☐ Have I identified enforcement options, given advice and guidance, and responded to unexpected issues?

Full marks: Proportionate enforcement plus how you handled anything unexpected (e.g. fraud, substitution, labelling issues) on site.

Also make sure you've done these

- ☐ Have I done my pre-visit preparation, including registration requirements and online checks?

Full marks: Cover registration (including online businesses and food brokers) and any online content.

- ☐ Have I considered the inspection type, alternative interventions and sustainability, and any other stakeholders?

Full marks: Explain why this intervention and what else you considered.

- ☐ Have I assessed the food safety management system and considered relevant government/industry guidance?

Full marks: Comment on the HACCP-based system's suitability and the guidance that applied.

- ☐ Have I completed the post-inspection risk rating, earned recognition and follow-up work?

Full marks: Close the loop after the visit.

Part B — Food Standards Improvement Notice

- ☐ Have I drafted an Improvement Notice, correctly addressed and ready to serve, with a summarising paragraph on service and appeals?

Full marks: Produce an actual notice (real or the café/allergen scenario), identifying the non-compliance, the actions and date to comply, the correct recipient, and the appeals process — justified against the Food Law Code of Practice.

Task C5 — Research: Importance of a Piece of Legislation (Briefing Note)

Choose a piece of legislation relevant to food standards work (not already covered in C1 or C6), explain why it is important, and produce a briefing note for colleagues.

The main things — these carry the most marks

- ☐ Have I produced a briefing note that a colleague could actually use in the field?

Full marks: The highest-value item — a clear, practical briefing note, with links to legislation and guidance, and ideally a simple checklist officers can use.

- ☐ Have I explained why the legislation is important, with evidence of its impact?

Full marks: Cover impact on consumers, businesses and regulators; consider where colleagues' confidence may be lower or guidance is new.

- ☐ Have I explained how the legislation should be applied, and summarised the offences and enforcement options?

Full marks: Show scope, where relevant products are encountered, application, offences and formal/informal enforcement.

- ☐ Have I provided a relevant label or information and assessed its compliance, with enforcement options if non-compliant?

Full marks: Include a label, assess it, and state the enforcement options for a non-compliant label.

- ☐ Have I considered whether the information would help other teams or departments?

Full marks: Note who else it could support and how.

Also make sure you've done these

- ☐ Have I made the difference between law and best practice clear?

Full marks: Distinguish legal duties from recommended practice.

- ☐ Have I used Harvard referencing and an appendix as required?

Full marks: Proofread and cite properly.

Task C6 — Research / Legislation: Compositional Standards

For each food type in Section A and six chosen items from Section B, write a combined 250–500 word summary; then choose one additional Section B item for a short presentation to colleagues.

The main things — these carry the most marks

- ☐ For each item, have I explained the key requirements, the assimilated EU legislation it links to, and how it applies within general food standards law?

Full marks: Cover all of these for each item — and note any unique features, e.g. specific sampling or enforcement requirements.

- ☐ Have I identified relevant guidance and any current reviews, consultations or proposed changes?

Full marks: Include current guidance and anything in the pipeline.

- ☐ For each Section A item, have I included a clear whole label and assessed its compliance?

Full marks: Section A: Health & nutrition claims; Food Supplements; Products containing meat; Beef and Veal; Cocoa and chocolate products — a label and compliance comment for each.

- ☐ Have I identified the enforcement options (formal and informal) for a non-compliant label?

Full marks: State the actions available for each.

- ☐ Have I prepared a short, clear presentation on one further Section B item for colleagues?

Full marks: Explain the main requirements and highlight key issues, challenges and points of interest.

Also make sure you've done these

- ☐ Have I commented on how product-specific compositional standards interact with general food labelling requirements?

Full marks: Make the interaction explicit.

- ☐ If I already covered a regulation in an earlier task, have I referenced that task instead of repeating it?

Full marks: List which items were done before and where.