

L6 Food Coursework – Candidate Checklist

Current seven-task - set for 2026 exam cycles only

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 seven Food coursework tasks 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 Work completed against a superseded version cannot be accepted.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 the parts which are worth fewer marks each, 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 1 — Main Food Standards Legislation

Detail the provisions of the main food standards legislation relating to the work of local authorities, and outline the main legislation on food standards and the information to be supplied with food products. (Guide: approx. 1500 words.)

The main things — these carry the most marks

☐ Have I shown an understanding of the roles of local authorities?

Full marks: Explain what LAs actually do in food standards work, not just mentioning that they're involved. Remember this may be more than one section of an LA eg. EH and TS.

- ☐ Have I explained the different responsibilities of Defra, the FSA and DHSC, including the food crime unit?

Full marks: Distinguish each body's role clearly.

- ☐ Have I shown an understanding of, and provided a definition of, food?

Full marks: Give the full legislative definition, referenced and show you understand it, demonstrating what may or may not be covered by the legislation.

- ☐ Have I shown an awareness of the legal requirements for pre-packed food?

Full marks: Set out the specific labelling and information requirements in a clear and easy to follow format.

- ☐ Have I shown an understanding of the legal framework for PPDS, loose foods and catering?

Full marks: Cover each setting's requirements distinctly.

Also make sure you've done these

- ☐ Have I explained the difference between food fraud and food crime, the types of each, and how they can be identified?

Full marks: A clear distinction with examples.

- ☐ Have I demonstrated an understanding of the relationships between different food legislation?

Full marks: Show how the pieces interlink.

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

Full marks: Reference specific guidance/standards.

- ☐ Have I shown awareness of the provisions of each of these, and how they interlink?

Full marks: Smaller-mark items seem less relevant individually, but they add up — link each to the others rather than treating it in isolation.

- ☐ Food Safety Act 1990 (and how it forms a framework)
- ☐ Regulation 178/2002
- ☐ Food Information Regulations 2014
- ☐ Assimilated Regulation (EU) No 1169/2011
- ☐ Food Standards Act 1999

Task 2 — Practical Task — Food Information and Labelling

Choose four foods reflecting different points of sale and examine their food information to assess compliance; where non-compliant, outline what enforcement action could be taken.

The main things — these carry the most marks

- ☐ Does my assessment clearly show the degree of compliance — is the labelling and information compliant?

Full marks: The highest-value item. Go requirement by requirement and reach a clear, reasoned compliance judgement.

- ☐ Have I referred to relevant materials (legislation, codes of practice, guidance, policies and procedures)?

Full marks: Cite the specific legislation and guidance and apply it.

- ☐ Have I identified the appropriate type of action and explained why it was chosen?

Full marks: Justify the enforcement choice against the non-compliance found.

- ☐ Have I demonstrated that education and advice was provided to support compliance and best practice?

Full marks: Give practical, concrete advice and provide an example of that eg. an email to the trader.

Also make sure you've done these

- ☐ Have I clearly identified and examined four different foods?

Full marks: Confirm four distinct foods.

- ☐ Do the four choices clearly reflect the different points of sale (PP, PPDS, Loose, Catering)?

Full marks: Cover the range of settings.

- ☐ Have I determined whether co-operation with other organisations should be considered (e.g. FSA, Primary Authority, NFCU)?

Full marks: Mention where another body would be involved or why they would not be involved.

Task 3 — Sampling

Take formal samples of three different food products and explore the appropriate formal sampling options, including a one-part and a three-part formal sample.

The main things — these carry the most marks

- ☐ Do the products chosen explore the appropriate formal sampling options, including a one-part and a three-part formal sample?

Full marks: Show you used the range of formal sampling options.

- ☐ Do I clearly know how, and have I participated in, procuring formal samples in accordance with the required codes of practice?

Full marks: Evidence your own involvement in taking the samples correctly eg. photos, visit sheets, anecdotes.

- ☐ Have I referred to relevant legislation and support materials (codes of practice, guidance, policies and procedures)?

Full marks: Cite and show how you are applying the specific legislation, codes and guidance.

- ☐ Have I shown I understand the pre-work for a sampling visit — the paperwork, equipment and information required?

Full marks: Detail the preparation thoroughly and ensure it is specific for each sample, rather than generic.

- ☐ Have I gathered and stored information and materials so they are admissible as evidence?

Full marks: Show an unbroken continuity of evidence.

- ☐ Have I conducted an investigation eg. responded to a complaint or picked something up on a visit, assessed compliance, decided if sampling is appropriate, gathered relevant evidence?

Full marks: Show the full process end to end.

- ☐ Where non-compliances were found, have I considered appropriate action or alternative interventions, with follow-up?

Full marks: Proportionate action and follow-up with practical evidence of what you did.

- ☐ Have I explained the role of the Officer — their responsibilities, powers and obligations when undertaking these activities?

Full marks: Set out and show how you followed the powers and duties that apply.

- ☐ Have I explained when to take samples versus using visual and physical assessment to judge if food is safe and fit?

Full marks: Show the judgement about when sampling is the right tool. Many authorities encourage this due to the cost of sampling so can be critical.

- ☐ Have I explained the sampling results and shown an ability to interpret them?

Full marks: Interpret what the results mean for compliance. If your results are not back, interpret results from a similar product that are already on record.

- ☐ Have I explained how each formal sample was taken, including the circumstances and why that sample was chosen?

Full marks: For each sample, give the circumstances and reasoning.

- ☐ Have I demonstrated an understanding of risk-based samples being procured in accordance with policies and procedures?

Full marks: Show sampling was risk-based and policy-compliant. Explain when sampling may not be the best approach.

- ☐ Have I recognised the role of sampling in consumer protection and assessing compliance, including its limitations?

Full marks: Include what sampling can and cannot tell you. Explain real world experiences.

- ☐ Have I demonstrated that education and advice was provided to support compliance and best practice?

Full marks: Practical advice to support the business. Provide copies of visit sheets or emails to traders containing advice.

Also make sure you've done these

- ☐ Have I evidenced the taking of a formal sample of three different food products?

Full marks: Confirm three different products were sampled and sampled in different ways.

Task 4 — Research Report on One Piece of Legislation

Choose a piece of legislation (not covered in Task 1) relevant to food standards work and explain why it is important in that context.

The main things — these carry the most marks

- ☐ Has the candidate demonstrated practical application of the legislation?

Full marks: The highest-value item — show it applied to real food standards work.

- ☐ Have I chosen one piece of legislation and provided a relevant link to current food standards work?

Full marks: Pick something genuinely relevant and make the link explicit, think of current issues or newsworth items

- ☐ Have I made references to relevant guidance from government and industry bodies?

Full marks: Cite specific guidance and show how it impacts upon the actions you would take.

- ☐ Is the intent of the legislation clearly explained?

Full marks: Say what it is designed to achieve.

- ☐ Is the effectiveness of the legislation discussed?

Full marks: How well it works in practice, with reasons.

- ☐ Is the impact/importance of the legislation explained and evidenced?

Full marks: Back your view with evidence, not assertion.

Also make sure you've done these

- ☐ Does my work show an understanding of the difference between law and best practice?

Full marks: Make the distinction clear.

Task 5 — Accompany Local Specialist Teams on Routine / Enforcement Work

Accompany officers to two different food businesses on routine or enforcement work.

The main things — these carry the most marks

- ☐ Have I gathered, recorded and stored information and materials effectively, and shown how to use them?

Full marks: Show the handling and use of evidence, with continuity.

- ☐ Did I plan, conduct and report on the intervention (audit, inspection, monitoring or surveillance)?

Full marks: Cover the full cycle from planning to reporting. Explain what you did.

- ☐ Have I explained the role of the Officer — responsibilities, powers and obligations?

Full marks: Set out the powers and duties that applied and how you used them in this instance.

- ☐ Have I referred to relevant materials (legislation, codes of practice, guidance, policies and procedures)?

Full marks: Cite and apply all the relevant materials, not just the legislation.

- ☐ Did I take appropriate and proportionate action relating to my findings, including any non-compliance?

Full marks: Match action to findings and justify it.

- ☐ Have I identified the correct person to serve notices on, and can I draft, serve and withdraw notices and orders?

Full marks: Show you understand the notice process, correctly targeted. If you redact information, still explain how you know the notice is being served on the right person.

- ☐ Did I identify the correct legislation and offence, with dates and times?

Full marks: Be precise on the law, the offence and the detail.

Also make sure you've done these

- ☐ Have I evidenced two separate visits?

Full marks: Confirm two distinct visits, preferably to different types of business.

- ☐ Have I shown knowledge of, and reference to, the Food Law Code of Practice as outlined by the FSA?

Full marks: Reference the Code and show how you applied it.

- ☐ Have I shown an understanding of earned recognition, Primary Authority arrangements and FSA assurance schemes?

Full marks: Note where these apply or why they are not relevant.

- ☐ Have I demonstrated that education and advice was provided to support compliance?

Full marks: Practical advice, provide evidence of what advice was provided.

- ☐ Have I discussed the food safety and QA systems in operation, and how they are validated and risk-assessed?

Full marks: Comment on the systems seen and their adequacy.

- ☐ Have I demonstrated an awareness of common food production techniques, processes and their hazards?

Full marks: Show awareness relevant to the sites visited.

Task 6 — Research — Compositional Standards

Research the legislative requirements, including labelling and compositional requirements, for four different food products — one of which references a health or nutrition claim.

The main things — these carry the most marks

- ☐ Have I demonstrated the ability to practically apply the legal requirements to a product on the market?

Full marks: The highest-value item — apply all the relevant compositional and labelling law to a product actually on sale.

- ☐ Have I shown an understanding of the legislative requirements of the compositional standard?

Full marks: Cover the specific compositional requirements in full.

- ☐ Have I referred to relevant support materials (codes of practice, guidance, policies and procedures)?

Full marks: Cite and apply the specific materials.

- ☐ Have I discussed appropriate and proportionate action relating to my findings, including any non-compliance?

Full marks: Match action to findings.

- ☐ Have I applied all other food legislation relevant to the product, and recognised its interaction with the compositional standard?

Full marks: Show how the compositional standard interacts with wider food law.

Also make sure you've done these

- ☐ Have I clearly chosen four different food products, including one that references a health or nutrition claim?

Full marks: Confirm the four products, one with a claim. If this product contains more than one claim, do a comprehensive review, do not just pick one claim to comment on.

Task 7 — Signposting / Further Study

For the legislation listed in the task, provide a summary of each of the food specialist areas, and complete the practical labelling applications.

The main things — these carry the most marks

- ☐ Have I clearly summarised the legal requirements of the chosen pieces of legislation, including their scope?

Full marks: The highest-value item — clear, accurate summaries covering scope for each piece, showing the ability to explain complicated legislation simply and concisely.

- ☐ Have I reported on all relevant pieces of legislation not already covered, and evidenced this effectively?

Full marks: Cover everything on the list, with evidence.

- ☐ Have I completed the practical label application accurately for each of the three required pieces of legislation?

Full marks: There are three label applications, each carrying marks — complete each correctly.

- ☐ Have I referenced any guidance, ongoing reviews or consultations relating to the legislation?

Full marks: Include current guidance and any live reviews.

Also make sure you've done these

- ☐ Is all my work within the word count (+/- 10%)?

Full marks: Stay within the limit, one of the aims of this is to demonstrate your ability to explain legislation to the traders.

The task lists the legislation to cover in two categories: Category 1 needs detailed information on each piece; Category 2 needs less detail (a table is acceptable). Make sure every piece listed in the task is covered.