

# CPCF – CTSI Professional Competency Framework

Open surgery session 18<sup>th</sup> February 2021

## Structure of Framework

### Stage 1

Unit 1	Regulatory Environment & Enforcement
Unit 2	Business & Consumer Legal Framework
Unit 3	Trading Standards Law part 1

### Stage 2

Unit 4	Trading Standards Law part 2 comprising of:
	<ul style="list-style-type: none"> <li>• Weights and Measures</li> <li>• Food / Feed or Product Safety</li> </ul>
Unit 5	Investigations
Unit 6	Regulating Markets

### Stage 3

Unit 7	Project
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### Qualification achieved

1. Trading Standards Practitioner Certificate
2. Trading Standards Practitioner Diploma
3. Trading Standards Advanced Practitioner (degree level)

# The Regulatory Compliance Officer apprenticeship (RCO)

Candidates who complete the CPCF qualification will receive exemptions for the 2 units listed below:

- Unit 1 Regulatory and Environment & Enforcement
- Unit 2 Business & Consumer Legal Framework

The Unit 3 Trading Standards Law part 1 written exam must be sat by the RCO candidates.

Exemption from Unit 3 Trading Standards Law part 1 coursework is available via the project completed in the ROC but it must be written within a trading standards area of work.

New all inclusive fee structure in place

# 2021 Exam cycles

- May – written assessments commence week 10<sup>th</sup> May
- June - practical and oral assessments commence week 7<sup>th</sup> June

Due to the reduced volumes of candidates for the May cycle all candidates will be required to sit all their written assessments at local authorities.

Each local authority will require a nominated person who will be responsible for the assessment, supporting documentation will be provided to the nominated person to enable them to conduct the assessment.

Professional interviews will be held virtually  
W&M P&O assessments will be held at Teddington.

**Registration closes on 1<sup>st</sup> April**



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## 2021 Exam cycles continued

- September will be a full cycle, open to all students to register into if they wish.
- We are planning for the written assessments to be held at venues across the UK, obviously depending on the Government guidance.
- Due to the impacts of COVID, all students currently registered for May 2021 exam cycle have been advised that they are able to transfer to either September 2021 or May 2022 without impacting their qualification timelines or incurring any cost
- Any amends are required to be confirmed to the Qualifications team and completed by the 1<sup>st</sup> April

## Coursework & Portfolios

- CTSI has recognised how challenging 2020 has been for our candidates, the pandemic has impacted many candidates ability to gain experiences externally which aid the completion of coursework and portfolios.
- The original extension given in August 2020 was April 2021. In November 2020 we extended this again to September 2021 stage 1 & 2 portfolio and coursework submissions.
- Candidates need to keep in mind that this will have an impact on when you will be awarded your certificate/diploma. If students decide to use the extension and submit in September, they will not be awarded their certification at the July ratification Board but instead be awarded at the December ratification Board.



## Coursework & Portfolios continued

- The QAB strongly recommends for candidates sitting in the May/June 2021 cycle, that all effort should be made to submit coursework, portfolios, weights and measures reflective statements prior to taking examinations, as these all aid in the preparation for exams.
- It has also been decided that for those unable to complete certain elements of their portfolio, for example sampling/investigations, other avenues can be taken. CTSI has provided further information to Verifiers on how to support candidates throughout this process. We encourage candidates to think outside the box and to contact your verifier for further support.

### Deadlines

Stage 1 coursework deadline - 1 March 2021

Stage 2 reflective statement - 1 April 2021

Stage 2 portfolio - 1 April 2021

### Extensions

Stage 1 coursework extension 1<sup>st</sup> September 2021

Stage 2 portfolio extension 1<sup>st</sup> September 2021 (delegates can sit p&o and professional interviews prior to submissions)

**All extensions must be applied for in writing [extension application](#)**

# Collaborative Training

- CTSI works with our Collaborative partners to deliver blended learning to candidates across the UK
- During 2020 we altered our approach to training due to the pandemic, we were unable to provide face to face training sessions, but we have provided virtual sessions.
- All course material is available on the Learner Management System (LMS) for candidates to access from the start of their course. We have also provided guidance of how candidates can print from the LMS.
- All courses now commence in September/October, timetables and further training details are available on the website
- Training information is also provided to candidates via the newsletter on a monthly basis





# Animal Health & Welfare qualification

- The AHW qualification is suitable for students across England, Scotland and Wales and will provide students with the knowledge and key understanding of the application of animal health and welfare law, enforced by regulatory bodies across the UK.
- Students will learn about the legal requirements in relation to the animal health and welfare regulatory framework and the relationship between animal health, animal welfare, the official food and feed controls and public health.
- There will be a total of four classroom-based days\* with the trainer delivering face to face tuition, on completion of the tuition there will be an oral exam with the trainer to assess the learner's knowledge. In addition to this, there will be access to an on-line portal that provides you with on-going detailed course notes and inter block assessments plus remote sessions, with the trainer and other trainees.

## AHW continued

In order to gain the qualification, not only is it expected that students will attend the virtual/classroom-based training, but you will also complete the following:

**Multi-Choice Exam:** You will register for and complete the associated on-line multi-choice exam and demonstrate the knowledge requirements for this subject with 50 questions to be answered.

**Oral exam:** This exam supports the on-line examination. The exam will follow the contact day training when you will answer specific questions asked by the examiner. Answers will be marked against set criteria.

You may not take the Oral examination until you have completed the contact days and the multi-choice online assessment. **3000 Word Report:** You will complete a 3000-word report to demonstrate the skills requirement for this subject.

**Classification of Marks** All examinations are marked out of 100% and with a pass mark of 60% across all areas. All effort should be made to gain the highest mark possible throughout the examining process

# Communications

- CTSI introduced a Qualifications Newsletter two years ago, we email this to candidates, regional coordinators and HoS on a monthly basis, 2 months prior to examination dates we increase these newsletters to bi-weekly.
- We also provide regular announcements to candidates, CTSI members, regional coordinators and HoS via email.
- All newsletters and announcements can also be located on the CTSI website: [qualification resource page](#)
- We also communicate with our audience via social media, the Journal of Trading Standards and the Head Office update

## Qualifications team

- Sue Steward – Head of Client & Commissioning
- Jackie Fisher – Education Executive
- Marianne Rickwood – Education Coordinator
- Becky Taylor - Education Coordinator
- Alex Jones – Education Administrator

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# Any questions?

