

Portfolio Extensions for 2022/2023

CTSI understand that during the pandemic, the work commitments of trading standards staff has meant that you are dealing with the on-going covid-19 planning or have been asked to work from home which is impacting on your portfolio completion.

In order to accommodate these circumstances, as much as possible, the QAB have allowed for extensions to try and give all candidates time to complete the assessment requirements, associated with the subjects being completed and obtaining your qualifications as close to the original timeframe as possible.

The CPCF regulations require portfolios to be submitted prior to taking practical, oral, and professional interview assessments. However, the QAB have agreed that candidates can continue to take these examinations in the May 2022 exam cycle, regardless of whether they have submitted their required portfolio(s).

Please do bear in mind, this will have an impact on when you will be awarded your certificate/diploma.

The QAB strongly recommends for candidates sitting in the May 2022 cycle, that all effort should be made to submit portfolios prior to taking examinations, as per the required deadline, as this will 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. The QAB encourages candidates to work with their regional verifier and assessor and to discuss how you can complete the required tasks. (More information is provided below.)

Please continue to work with your assessor and verifier as you can submit your portfolio anytime from now until the **1 April 2023 submission deadline**.

The below application for your portfolio deadline transfer to 2023 must be completed by 1 January 2022. Click on link below:

- [Portfolio Deadline Transfer Application](#) Form

Ideas for Verifiers and Assessors thinking outside the box

CTSI needs to ensure that a candidate is clearly demonstrating competency through the portfolio process and that local authorities, by signing off evidence, are confirming that their candidate is competent.

CTSI needs to continually ensure that candidates demonstrate competency therefore, candidates are still required to meet 3 types of evidence for their portfolio. However, assessors and verifiers can be more flexible with the evidence that goes into the portfolio during these current times. Please see some ideas below.

CTSI Verifiers need to have the confidence in the local authority and their assessor's abilities, that they are looking at the candidates, the evidence being submitted, and that the candidate is competent and has the required skills to do the job. The competency of candidates needs to remain at the forefront of everything.

Possible ideas of flexibility:

- Desktop exercises such as screen testing, food sampling, agriculture sampling and product document examinations can be recorded with an assessor's feedback.
- Online inspections of businesses with the submission of the appropriate paperwork and report.
- Virtual sampling training course for food can be used as evidence – training will provide observation reports.
- COVID-19 Investigations and inspections can be included
- Online investigations can be included.
- Online/remote advice given to businesses/Primary Authority businesses
- Additional Question and Answer sessions between the assessor and candidate and/or assessor and verifier.
- Access to a laboratory (if one close by and accessible) to complete some testing with an observation report.
- If an assessor is unsure if evidence will be acceptable to the verifier, they can discuss together. If needed, they can talk with the lead verifier/group for consideration and standardisation purposes.

It is important that verifiers circulate good ideas they have seen from authorities to all verifiers, to share best practice and ideas.

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