

Regulations

Trading Standards Qualifications Awarded by The Chartered Trading Standards Institute

1 DEFINITIONS AND INTERPRETATION

In these regulations:

The “**CTSI Professional Competency Framework**” (**CPCF**) is the description of the knowledge, skills and competences, as determined by the Council of the Institute, which are required to deliver professional Trading Standards services.

The “**Institute’s Qualifications**” are qualifications awarded by the Council of the Institute based on the proven acquisition by individuals of some or all of the knowledge, skills and competences set out in the CPCF.

The “**competency structure**” means all areas associated with the development of competency qualifications and/or CPPD update learning courses.

“**Trading Standards services**” means those services in the public and private sectors whose purpose is to support and protect consumers and businesses by seeking to secure compliance with legislation and published standards that regulate the promotion, sale and supply of goods, services, food and farm livestock. The legislation on which these services are based is enforced principally by Local Government in Great Britain and the Central Government Trading Standards Service in Northern Ireland. It sets, improves and maintains standards of trading practice, thereby helping to ensure fair, open, safe and transparent local, national and international markets.

“**Lead Officer for Education & Training**” means a member of the Institute recognised by the Institute’s executive as having appropriate expertise in matters of training and education and appointed by it to provide advice on all matters related to the education, training and assessment of Trading Standards professionals.

The Institute reserves the right to interpret and amend these regulations.

2. GOVERNANCE

The Council of the Institute

The Council of the Chartered Trading Standards Institute is the Awarding Body, responsible for determining the content of the **CTSI Professional Competency Framework**, the nature of the Institute’s qualifications and the award of the qualification to candidates who have proven that they have the knowledge, skill and competence needed to deliver some or all aspects of Trading Standards services, as set out in the CTSI Professional Competency Framework.

In order to discharge its responsibilities effectively and efficiently the Council shall appoint a panel of members and experts to act on its behalf in developing, delivering and maintaining the CPCF and in awarding the Institute’s Qualifications. This panel shall be known as the **Qualifications and Awards Board (QAB)**. The membership and the specific tasks for which it is responsible are set out in Appendix i to these regulations. It may co-opt additional members of the Institute or other experts to serve on it if it deems that such additional contributions are necessary or appropriate. It may appoint a Vice Chair from amongst its members.

Membership of the QAB shall be reviewed and confirmed by Council as required. The Council members who serve on the QAB shall provide a verbal report on their activities to each meeting of Council. The Institute's executive shall provide each meeting of Council with a written report on the meetings of the QAB and include in that report an update on the overall delivery and operation of the CPCF.

At any meeting of the QAB four members shall constitute a quorum, provided the Chair or Vice-Chair is present. In exceptional circumstances, where this is not possible, the quorum will elect a temporary Chair for the purpose of the meeting.

Decisions of the QAB should be taken by consensus if possible, but where a majority decision is needed every member of QAB has a single vote and the Chair for any item on the agenda has a casting vote in the event of a tie. Co-opted members shall not have voting rights.

The Council and the QAB shall be assisted in the discharge of their responsibilities with regard to the assessment of candidates and the award of the Institute's Qualifications by panel of experts and stakeholders appointed by the Institute's executive. This panel shall be known as the **"Examinations and Assessments Board"** (EAB).

Membership of the EAB shall be determined by the executive of the Institute and may include representation from relevant stakeholders such as central government departments responsible for the legislation on which the CPCF is based, enforcing authorities, business and individuals which the executive considers have appropriate expertise and involvement with the training and qualification process, including moderators, examiners and a lead external verifier appointed by the Institute to deliver the assessment processes. The responsibilities of the EAB are set out in Appendix ii to these regulations. It shall provide appropriate advice to all meetings of the QAB.

The EAB will operate under a Chair and Vice-Chair appointed by the Institute's executive and shall meet at such times and places as the executive may decide.

At any meeting of the EAB four members shall constitute a quorum, provided the Chair or Vice-Chair of the EAB is present. In exceptional circumstances where this is not possible, the quorum will elect a temporary chair of the EAB.

Decisions of the EAB should be reached on a consensus basis, but where majority decisions are needed every member of the EAB has a single vote and the chair of the EAB for any item on the agenda has a casting vote in the event of a tie.

Any business of the EAB may be carried on by a committee appointed by the EAB for that purpose and the EAB or its committee may direct the chair of any meeting to complete any business which it is not possible to complete during the meetings.

The **"Competency and Structures Board"** (CSB) shall assist the QAB in its responsibilities regarding the development of competency qualifications and update learning courses. Reporting to them on areas for development and approval. The CSB consists of Lead Officer group for Education, QAB members and other suitably qualified individuals. Subject expert advisers will be invited to work alongside this board.

The executive of the Institute

The employees of the Institute constitute its executive and its role is to develop, organise and administer all processes needed to deliver and maintain the CPCF in accordance with the decisions of Council and the QAB. It will publish the syllabi and regulations. In fulfilling this role the executive will determine the nature and form of evidence that is required for candidates to demonstrate the acquisition of the knowledge, skills and competences described in the Institute's qualifications. It will devise, organise and administer the assessment processes which are necessary to enable candidates to provide evidence of their knowledge, skill and competence so that the appropriate qualifications may be awarded.

3 THE INSTITUTE'S QUALIFICATIONS

- 3.1 The CTSI Professional Competency Framework comprises of the knowledge, skills and competences needed within Trading Standards service organisations to develop the efficient and effective use of the legislative tools and partnerships available in responding to the needs of consumers and businesses.

The content of the qualifications within the CTSI Professional Competency Framework, as determined by Council, are set out in Appendix iii to these regulations.

- 3.2 The qualifications available within the CTSI Professional Competency Framework, as determined by Council, are as follows:

Trading Standards Practitioner Certificate (TSPC) – Available to all students who have successfully completed the required elements or transitioned into the CPCF at this level. (aligned to Level 4 in the National Qualification Framework; Scotland Level 7).

Trading Standards Practitioner Diploma (TSPD) - Available to all students who have acquired TSPC or successfully completed the required elements at this level or transitioned into the CPCF and at this level 5 qualification. (aligned to level 5 in the National Qualification Framework; Scotland Level 8).

Trading Standards Advanced Practitioner (TSAD) (degree level) – available to all students who have acquired TSPD or transitioned into the CPCF and successfully completed all required elements at this level (aligned to level 6 in the National Qualification Framework; Scotland Level 9).

- 3.3 The following provisions and requirements also apply to the award of the above qualifications:

3.3.1 Where award of a qualification involves undertaking practical and oral examinations, prior to that examination candidates must have submitted for verification evidence in their Portfolio that they have demonstrated all the skills relevant to that qualification. The date by which the Portfolio must have been submitted will be determined and published by the Institute's executive.

3.3.2 In the case of all the above qualifications evidence included in the portfolio must be less than two years old to ensure currency. Evidence which is more than two years old is presumed to be too old to use unless the candidate can demonstrate how the past performance translates into current competence and can evidence this. This will need to be discussed and agreed with an assessor chosen by the Institute's executive for this purpose.

3.3.3 Candidates wishing to use successful completion of examinations more than 5 years prior to their current application for an award of qualification will be required to produce evidence through the Assessment of Prior Learning (APL) which has ensured that their knowledge is up to date.

3.3.4 Candidates for the Weights and Measures aspect must take both the Weights and Measures Practical, Oral and Professional Interview examinations in the same examination cycle on their first sitting of these examinations.

- 3.4 Keeping the Qualifications Framework up to date

In order to ensure the relevance and suitability of the CPCF the Council shall, on an annual basis, update it by adding, amending or removing content or qualifications as it considers necessary, based on recommendations of the QAB. The recommendations of the QAB shall be based on consideration of the views, suggestions and proposals of the Branches and Sections via Council of the Institute via, the CPCF examiners and moderators and the EAB.

The CPCF will be reviewed every five years to ensure currency and fitness for purpose.

3.5 The assessment processes

Assessment of knowledge will be by a variety of assessments, as determined by the Qualifications and Awards Board and in accordance with any specific requirements of stakeholders.

The pass mark for all assessments is 40%.

Candidates achieving marks of 40 – 59 % will be awarded a “Pass”

Candidates achieving marks of 60 – 69 % will be awarded a “Merit”

Candidates achieving marks of 70% or above will be awarded a “Distinction”

Assessment of skill and competence will be by practical demonstration in the delivery of services or by oral examination if appropriate, as determined by the Qualifications and Awards Board.

Examinations of knowledge shall be set by a suitably qualified and experienced person, the “**Examiner**”, appointed by the Institute’s executive to set appropriate examinations of knowledge for the CPCF. Examinations may include written exercise, completion of set tasks or questioning in person.

Moderation of results will be conducted by means of a suitably qualified and experienced person, the “**Moderator**”, appointed by the Institute’s executive to act as a senior examiner for the CPCF.

A “suitably qualified and experienced” person in respect of the Examiner and Moderator roles means a person determined by the Institute’s executive to hold appropriate qualifications in the subject matter, to have undertaken relevant Continuous Professional Development and to have experience which will enable them to undertake the process robustly and fairly.

The Trading Standards Advanced Practitioner (degree level) may be demonstrated by means of a service project which is accepted as suitable by the Institute’s executive and is successfully completed in the employing organisation.

Assessment in service delivery situations will be by trained assessors registered with the Institute. In order to ensure a robust and consistent regime of assessment there are two stages of verification in the process. These are set out below:

Portfolio assessment

Assessment, using appropriate techniques such as observation, of the candidate’s skill and competence in service delivery situations will be conducted by an “**Assessor**”, i.e. a suitably qualified person trained by and registered with the Institute. An Assessor may be employed within the candidate’s employing organisation or external to that organisation. Written evidence of the candidate’s satisfactory performance, as confirmed by the Assessor, will be included in a portfolio of evidence held by the candidate.

Verification

The adequacy of completed portfolios to be submitted as evidence that the candidate has satisfactorily demonstrated all the skills and competences required by one of the Institute’s qualifications will be assessed by an “**Verifier**”, i.e. a suitably qualified person trained by and contracted to the Institute to review the adequacy of portfolios of candidates. Verifiers are appointed directly by the Institute. When a verifier determines that a portfolio which has been submitted for qualification purposes is not adequate, feedback on the reasons for its rejection will be given to the candidate.

“Suitably qualified” assessors and verifiers are those trained by the Institute’s executive in the relevant stages of the above process. They must hold appropriate qualifications and have undertaken Continuous Personal and Professional Development, as determined by the Institute’s executive. The training must include attendance at update meetings when required.

3.6 Transitional provisions

In deciding on the award of the above qualifications the QAB shall take into account relevant qualifications awarded by the Institute prior to the introduction of the CPCF, as set out below:

Candidates holding passes in the CSCATS, DCATS, specific subject module certificates qualifications are deemed able to meet the knowledge requirements for correlating units within the Institute's qualifications. Candidates holding those qualifications, and wishing to claim credit for them within the Institute's Qualifications, need to have been awarded within the timescales determined by Council.

There will be a three-year period that students can use to transfer current/relevant subjects into the CPCF, starting from 1 January 2019. Two years' grace period for extenuating circumstances after this, but no further transfers after 2024.

3.7 External qualifications and APL

Candidates for the Institute's Qualifications and who are in receipt of an appropriate award achieved through the study of a programme accredited/recognised by the Institute's executive may be credited with having achieved the standards required of any of the qualifications in 3.2 to such extent as the Institute's executive may from time to time determine. Candidates will still be required to successfully complete any other required assessment, where appropriate, before any qualification is awarded.

Any qualifications considered for the above purpose must not be more than 5 years old, subject to the following exception:

Where the qualifications referred to above are more than 5 years old candidates have the option, on payment of the appropriate fee, of submitting supporting evidence to a prior learning panel appointed by the Institute's executive to demonstrate that their knowledge is current and up to date. This panel will consider documentation as supplied by candidates who may be seeking to demonstrate successful completion of various parts of the CPCF.

4 REGISTRATION IN THE CPCF AND FOR THE ASSESSMENTS

- 4.1 Candidates for the Institute's Qualifications must be registered with the Institute's executive as participants in the CPCF prior to engaging in related activities. Registration as a participant in the CPCF requires applicants to confirm that they have read and agree to adhere to the Institute's Code of Professional Conduct. The Institute's executive may accept the registration of any person it deems to be suitably qualified.

Registration is by the completion of an application and payment to the Institute's executive. Where a local authority or other employing organisation is making payment, a purchase order number is required.

Upon registration candidates and local authorities are committing to the completion of the requirements of the qualification within the CPCF and within the specified timelines as determined by Council.

Each qualification's specific requirements; coursework, assessments and portfolio are to be submitted prior to taking examinations, any submission date will be determined by the Institute's executive.

Candidates undertaking stage 1 for the first time are required to complete all examinations, coursework and resits within the same assessment diet.

A candidate cannot progress to stage 2 until they have successfully completed Stage 1.

A candidate is limited to re-sitting any one assessment 3 times consecutively.

A candidate cannot progress to Stage 3 until the successful completion of stage 2.

4.2 Registration Fees

Fees for registration and participation in the CPCF shall be set by the Institute's executive.

4.3 Registration for assessments

Upon registration for a specific qualification in the CPCF the candidates will automatically be entered to complete all required assessments for that stage by a date specified and published by the Institute's executive.

Upon registering to sit any professional interview requirement at Stage 2, you are automatically giving your permission for CTSI to video your interview for marking purposes.

Candidates with additional needs are responsible for making requests in advance with an appropriate period of notice to the Institute's executive regarding any specialist need during examinations and assessment. The Institute's executive will ensure that arrangements are made to accommodate such needs where reasonably practical. Candidates making such requests will be asked to provide appropriate independent documentary evidence of their additional need and how performance in the examination may be affected.

4.4 Academic misconduct and integrity declaration

On registering into the CPCF, you will automatically abide by the Academic Misconduct and Integrity Declaration (please read Appendix v). All candidates are required to ensure they abide by this declaration during the course of completing their qualification(s).

5 LEARNING OUTCOMES, SYLLABI AND PORTFOLIOS

5.1 The learning outcomes and syllabi for each unit's examination, coursework, project and oral examination will be published by the Institute's executive.

5.1.1 Word limits on assessments:

The word limit for an assignment is part of the assessment criteria. There is a tolerance of 10% in excess of the word limit (e.g. 2000 word limit = + or - 200 words). Any excess over the word limit beyond the 10% will result in a maximum mark of 40%.

5.2 Candidates will be examined on the legislation that is in place on the day of their examination (see syllabus), unless otherwise stipulated by the Institute's executive prior to the exams.

5.3 The Institute's executive will publish the skills to be evidenced in the Portfolio which are required to be submitted by a candidate for any qualification within the CPCF by the specified date as identified by the institute's executive.

6 THE AWARD OF THE QUALIFICATIONS

6.1 The Qualifications and Awards Board shall award the appropriate qualifications to candidates whom it is satisfied have met the requirements of the Institute's Qualifications and these regulations, based on evidence from the assessment processes conducted and administered by the Institute's executive.

6.2 The Institute's executive will notify candidates of the decisions of the QAB.

Meetings of the Qualifications and Awards Board for the above purposes will take place as determined by the Council of the Institute on dates to be advised by the Institute's executive. The award of qualifications to candidates may be officially confirmed and recorded only if a quorum of at least four members of the QAB, including the Chair or nominated Chair, are in attendance.

7 IRREGULARITIES AND MISCONDUCT

7.1 Where it is alleged that:

- any irregularity has occurred in the conduct of an examination, whether generally or in relation to a particular candidate, or
- a candidate has been guilty of misconduct, cheating, falsification of evidence, unauthorised co-operation with any other person or plagiarism with a view to unjustly gaining a qualification.

The Institute's executive may appoint a disciplinary panel of not less than three individuals made up of moderators and/or examiners to investigate the allegation and report its conclusions to the EAB and the Institute's executive. After consideration of the panel's conclusions the EAB shall make appropriate recommendations to the QAB.

- 7.2 Any candidate against whom an allegation referred to above is made, shall receive notice of any meeting of the disciplinary panel and shall be entitled to attend its meeting and make representations either in person, in writing or through a representative.
- 7.3 As part of any investigation candidates may be requested to attend the disciplinary panel at which they may be accompanied by a representative.
- 7.4 After consideration of the recommendations of the EAB, the Qualifications and Awards Board shall take appropriate action. It may make a report to Council for its consideration regarding the action to be taken if it decides it necessary to do so. Any appeal against the final actions of the QAB or Council shall be made in writing and considered by a panel consisting of the Chair, Vice-Chair and Chief Executive of the Institute. The panel's decision shall be final.
- 7.5 Where it is felt that a candidate has failed to abide by the Institute's Code of Professional Conduct, the Institute's Council reserves the right to take such action as it thinks fit.

8 EXTENUATING CIRCUMSTANCES

- 8.1 Where a candidate wishes to make known to the EAB and QAB any extenuating circumstances affecting their performance in any assessment they should inform the Institute's executive prior to the assessment or on the examination day or immediately after the examination. Any such notification should be confirmed in writing immediately and in any case within 5 days of sitting the examination, enclosing any supporting evidence.
- 8.2 If a candidate believes their performance in any assessment was materially affected on the grounds of ill health, they must contact the Institute's executive within 5 days of the examination taking place, and where appropriate have sought medical attention within that timeframe. Should an appeal result, the candidate will be then asked to supply all relevant medical documentation, including that from any post examination consultation.
- 8.3 An application for consideration of extenuating circumstances may be submitted by the candidate personally or their line manager in respect of the candidate's performance in the examination.
- 8.4 If the request complies with the above requirements of these regulations the Institute's executive shall provide the QAB with all the information submitted by the candidate. After due consideration of the candidate's request and supporting evidence of the extenuating circumstances, the QAB will decide such action thereon as it may think fit. The QAB's decision shall be communicated to the candidate by the Institute's executive.

9 ASSESSMENT APPEALS

9.1 A candidate may appeal against a decision of the QAB on the grounds that:

- (a) there was a material irregularity in the conduct of any given assessment method or its assessment;
- (b) there were circumstances affecting the candidate's performance which were unknown to the QAB at the time of their decisions. Evidence that should have been submitted under the provisions of Regulation 8 will carry less weight if subsequently submitted under these provisions.

9.2 A candidate wishing to appeal against a decision of the QAB must do so within 20 days of the date on the notification of the result of the relevant examination or other assessment. An appeal application may be submitted only by the candidate personally and in respect of their own performance in the assessment.

9.3 An appeal shall be accompanied by such fees as may from time to time be prescribed.

9.4 The Institute's executive has the right to refuse appeals which are based solely on marks awarded being too low, or any other matter of academic judgement.

9.5 The Institute's executive shall appoint an appeal panel of not less than three persons to consider an appeal under this section, with representation from the following: Institute's Chief Executive, the Chair of the Institute, a Member of the College of Fellows, a representative of the Chief Officer Sections and a previous Chair of the Institute.

9.6 The appeal panel shall consider any representations and evidence submitted by the candidate and may, if it considers the appeal to be well founded, vary the decision of the QAB to such extent as it may think fit, provided that the appeal panel shall not have the power to vary any mark approved by the QAB except in the case of a material irregularity in the conduct of the examination or its assessment, when the outcome of an investigation under Regulation 7 may be relevant.

9.7 The appeal panel has the right to consult with relevant examiners, moderators and invigilators on whether the circumstances being complained of were likely to impact on the performance of the student

9.8 The appeal panel's decision is final.

9.9 The appeal panel will inform the QAB of its decision and the Institute's executive will inform the candidate in accordance with the instructions of the appeal panel.

Appendix i

CTSI Professional Qualifications Framework Regulations - Appendix i

Membership and Responsibilities of the Qualifications and Awards Board

Members of the Qualifications and Awards Board are appointed by Council and shall include:

- 4 Council members
- 2 appropriate officers of the Institute's executive
- 2 of the Institute's Lead Officers for Education
- 1 invited person (advisory capacity)
- a Chair with appropriate expertise
- The Chair will choose a Vice Chair from within the QAB members

The responsibilities of the Qualifications and Awards Board are to:

- a. satisfy itself that all examination and assessment procedures and processes needed to determine whether or not candidates have met the requirements of the Institute's qualifications are adequate and have been correctly implemented and followed;
- b. decide on the award of qualifications to individual candidates following receipt of reports and recommendations from the Examinations and Assessment Board;
- c. consider any applications by candidates for the consideration of extenuating circumstances in relation to their performance in any assessment and make appropriate recommendations to the Institute's executive.
- d. instruct the Institute's executive regarding the notification and publication of awards;
- e. ensure that any appeals or exceptional circumstances notified by candidates have been fully considered in a consistent and moderate manner;
- f. consider and respond appropriately to any recommendations or suggestions for changes to the CPCF made by Branches, Sections and executive of the Institute and the advice or recommendations of the Examinations and Assessment Board regarding such changes;
- g. oversee and implement on behalf of Council any review or modification of the CPCF, including the update of syllabi for assessments and portfolio requirements;
- h. report to Council any recommendations or decisions regarding the form and content of the CPCF, setting out the reasons for those decisions.

Appendix ii

CTSI Professional Qualifications Framework Regulations - Appendix ii

Responsibilities of the Examinations and Assessment Board

It is the responsibility of the Examinations and Assessments Board to:

- a. receive the marks achieved by candidates in all of the assessments and make appropriate recommendations to the Qualifications and Awards Board regarding the award of qualifications;
- b. advise the Qualifications and Awards Board and the Institute's executive in relation to any matters relating to use, content, development, maintenance and delivery of the Qualifications Framework;
- c. consider the results of any investigations instigated by the Institute's executive in respect of allegations of irregularity in the conduct of an examination and make appropriate recommendations to the Qualifications and Awards Board and, if necessary, Council;
- d. consider the results of any investigations instigated by the Institute's executive in respect of allegations of misconduct by a candidate with a view to unjustly gaining a qualification and make appropriate recommendations to the Qualifications and Awards Board and, if necessary, Council. [See page 13 for further information on what constitutes misconduct.]

Appendix iii

CTSI Professional Competency Framework Regulations - Appendix iii

Elements of the Framework

The structure of the CTSI Professional Competency Framework qualifications is as follows:

Trading Standards Practitioner Certificate

Practitioners will gain the knowledge of the following subjects and areas of law as they relate to the delivery of elements of professional Trading Standards Services:

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

Trading Standards Practitioner Diploma

Practitioners will gain the knowledge of the specific service delivery areas of law plus any necessary skills or competences relevant to the specific subject area.

- Unit 4 – Trading Standards Law part 2 (comprising of):
 - Weights and Measures; and one of
 - Food Standards or
 - Feed or
 - Product Safety.
- Unit 5 – Investigations
- Unit 6 – Regulating Markets

Trading Standards Advanced Practitioner (degree level)

Practitioners will gain the skills and knowledge to evaluate and implement advanced aspects of trading standards.

- Unit 7 - Project

Note: The learning outcomes and syllabuses for the CPCF are published by the Institute's executive on the Institute's website at:

[Stage 1 learning outcomes and syllabi.](#)

[Stage 2 learning outcomes and syllabi.](#)

[Stage 3 information.](#)

CTSI Professional Competencies Framework - Appendix iv

Responsibilities of the Competencies and Structures Board (CSB)

Purpose of Board: This board will review the CPPD and competency needs of the trading standards profession and make recommendations to the QAB on subjects for development.

Members: Education Lead Officers Group, QAB members, CTSI's Head of Client and Commissioning (or nominated person from the Education Team)
Chair: Education Lead Officer member (principal officer)

Reports to: Qualifications and Awards Board (QAB)

It is the responsibility of the Competencies Structures Board:

- a. to discuss and review potential subjects for development either as a short CPPD course or as a competency course.
- b. to look at the evidence provided by CTSI / Lead Officers / Stakeholders to ensure it meets the initial criteria for consideration. A minimum set of requirements must be met to enable the board to proceed.
- c. to review any CPPD or competencies that are developed and available for completion; to maintain accuracy and relevance to the profession.
- d. to utilise subject experts (Lead Officers or others) to work with the Board on any development or review of courses already available.
- e. to set out processes to be followed/adhered to and notify the QAB where necessary of any issues arising from the development of courses.
- f. to make recommendation to the QAB of any suggested CPPD/Competency courses. Work on the course may not commence until permission to proceed is given by the QAB. On completion of development work, provide all information to QAB for agreement to publish.
- g. to appoint Advisors, who will sit on the Board in a non-voting capacity to provide essential knowledge and advice to Board members. These may be CTSI Lead Officers / Stakeholders / or general acknowledged subject experts.

Academic Misconduct and Integrity Declaration

The following sets out what all candidates registering into the CPCF will abide by:

Academic Misconduct in any form is in violation of the Chartered Trading Standard Institute's Regulations and will not be tolerated. This includes, but is not limited to: copying or sharing answers on tests or assignments, plagiarism and/or having someone else do your academic work. Depending on the act, a candidate could receive a Fail grade on their project/assessment.

All academic work should be your own. Academic dishonesty (plagiarism and cheating) may result in automatic failure of the project/assessment or Stage. Where concerns are raised, the Qualifications and Awards Board (QAB) will carry out an investigation.

You are plagiarising when you:

1. Copy material from a source without using quotation marks and proper citation.
2. Follow the movement of the source, substituting words and sentences but keeping its meaning, without citing it.
3. Lift phrases or terms from a source and embed them in your own prose without using quotation marks and proper citation.
4. Borrow ideas (that are not common knowledge) from a source without proper citation.
5. Produce a paper wholly or partially written by someone else.

All candidates must ensure they fully understand the information contained above both specifically as well as its intent. Where any case of misconduct is alerted to CTSI or is found during the Executive's role as the administrator of the framework, a full investigation will be conducted.

If you are aware of any misconduct during the course of examinations/assessment, please contact the Qualifications Team via email on: qualifications@tsi.org.uk.