

Examiner's report

CTSI Professional Competency Framework

Stage 1: General Coursework Examiner's Report

Introduction:

The following sets out the **general comments** by the Stage 1 coursework examiners and should be read prior to starting on your coursework submission. Advice given in this report should be considered throughout the drafting of your coursework.

Please also see the [guidance document](#).

Examiner comments:

This cannot be overstated, **read the assessment criteria carefully**. These are detailed and give candidates a clear structure to follow and work from.

Ensure you have addressed **all** assessment criteria. Even when a particular issue has not been relevant to the case, candidates lose marks by failing to address the topic at all. You can gain marks by explaining why it was not considered or relevant to your case and show your understanding.

Stick to the assessment criteria. You have been given a 2,000-word limit for each piece of coursework. It is important that you stay on topic and not wander into other areas that the examiners are not interested in/or asked for.

Don't fall into the trap of writing about everything you know about the area that the examiner has asked you to complete for your coursework. They want to how you have applied your knowledge to the criteria set out to you.

Keep your thoughts clear and concise and set out your coursework in an organised way and is easy to follow.

Better answers are broken down in to sections, using headings and a good, easily followed structure. An introduction, a middle section, including a discussion of the issues, and a summary at the end.

Include real evidence. The purpose of the coursework is to show that you have 'real life' experience. As much as possible, include copies of documentation that evidences this. **Ensure you redact any personal information as per your authorities/organisations GDPR policies.**

Your coursework should be used as a narrative and references made to your evidence as appendices.

If you work outside of the UK legislative jurisdiction, you will be aware that where there are local legislative requirements, these can be referenced within your coursework. However, where this occurs, you should also make reference to the equivalent UK legislation (and relevant sections/regulations) as listed on the syllabus. Where the UK legislation is not referenced, your piece of coursework will be sent back to you for amendment and re-submission.

If you work outside of local authority trading standards departments, in compliance roles, where it fits against the coursework requirement, you may use a compliance issue which has occurred that has either been investigated internally only, or has involved the intervention/investigation of a TS department. Or, for Unit 1 or 2, you could use an issue where you have given advice to your own business. It is understood that in both of these cases you may not be able to show that you have 'real life' experience of undertaking the activities. Therefore, your coursework should explain your involvement internally, but also provide narrative addressing the assessment criteria from a TS enforcement, or business advice, perspective, "as if" you were investigating as a TS officer would.

It is noted by the Units 2 & 3 examiners that many candidates concentrate on the criminal prosecution aspects, without considering looking at alternate methods of enforcement such as advice or training etc. Consider if criminal sanctions are needed?

For Units 1 & 2, candidates, you should consider different ways of giving advice and support to businesses, and consumers, and how this lines up with the objectives of their service and the Regulators Code.

Ensure your coursework sits within the associated syllabus. However, fair trading law, can be applied, where applicable, to all coursework.