

## Additional reflective statement guidance, academic knowledge

CTSI has received numerous requests on how a reflective statement should be structured, and what should be included.

There is no definitive answer to the above questions. Each candidate's strengths and weaknesses will differ from another.

In order to assist candidates when they are compiling their statement, we can provide the following information.

The CTSP evaluation panel evaluates each statement against the following categories of evidence:

1. Systematic understanding of key aspects of Trading Standards, including the limits of knowledge
2. Ability to deploy techniques of analysis & enquiry
3. Conceptual understanding to sustain arguments and/or to solve problems at the forefront of the discipline
4. Identification and management of the specific needs for own learning and making use of appropriate resources to undertake further training of a professional nature
5. Apply the methods they have learned to carry out projects
6. Critically evaluate arguments, ideas and data to make judgements and identify solutions to a problem
7. Communicate information, ideas, problems and solutions to specialist and non-specialist audiences
8. Exercise initiative and personal responsibility
9. Make decisions in complex and unpredictable contexts



These categories are then graded against the following

<b>Statement</b>	<b>Explanation</b>
No evidence	Evidence in a particular area is absent
Inadequate evidence	Evidence cited does not demonstrate appropriate level six activities
Insufficient evidence	Probably demonstrated, but not sufficient evidence to confirm
Sufficient evidence	Evidence to demonstrate the achievement of threshold standards
Strong evidence	Comprehensive evidence of the achievement of standards that exceed required minima

The above should allow ongoing candidates to provide more structured statements. The above criteria will of course be subject to periodical review. CTSI will ensure candidates are made aware of any changes.