

## reflective statement for proof of Trading Standards knowledge

The reflective statement is available to individuals who were full members on 1 April 2011, who no longer have the opportunity to gain trading standards qualifications.

This should not be mistaken for a formal trading standards qualification, and does not give enforcement powers to its holders.

### Guidance to complete your statement

To satisfy this element, you must show that you have the equivalent trading standards knowledge level of someone who has completed a qualification that meets the full member level category. This requires you to show knowledge up to the level of DCATS from the Trading Standards Qualifications Framework (TSQF) or going forwards Trading Standards Practitioner Diploma from the CTSI Professional Competency Framework (CPCF).

The **criteria** you need to meet for your reflective statement will need to show your knowledge against the following TSQF/CPCF syllabi:

- Legal Systems
- Law of Contract
- Consumer Protection Environment

Plus **four** subjects from the following list

- Product Safety
- Consumer Credit
- Intellectual Property
- Advice, Resolution and Redress
- Fair Trading Civil
- Fair Trading Criminal
- Money Advice
- Animal Health and Welfare

### *What is a reflective statement?*

A reflective statement is a statement written by you, which discusses **how you have attained this knowledge, how your knowledge is current and still relevant to your current circumstances**, and most importantly, will provide examples to support this claim.

Prior to starting your reflective statement, **question yourself**:

(1) have you met the criteria? and

(2) how have you met the criteria?

We do not want, for example, a statement on what the law says, or details of the structure of your local authority. We want details on the nature of your role and how this relates to the relevant criteria.

There is no right or wrong way of writing a reflective statement. In writing it, you need to maintain a balance between

- Description;
- Evaluation; and
- Reflection.

and it should provide a general appraisal of the syllabus, rather than a line by line coverage.

You will need to concentrate on the following areas in regard to your statement:

- Why you chose to develop certain skills/knowledge?
- Are they relevant to your current role?
- As your role has developed/evolved, did your goals remain relevant? – have you explained why?
- What approach did you take to ensure your knowledge has been kept current/up-to-date?
- Have you highlighted and reflected on key problems and issues and stated how these were managed and resolved?

To ensure validity, the reflective statement must be signed and dated by your line manager as well as yourself.

You should clearly indicate where you are using this statement to cover specific areas within the syllabus. You only need to complete **one** reflective statement per submission, however, ensure you have covered **all required areas** for **all subjects**. Where a cross over from more than one subject occurs (ie the same information you have provided covers more than one area/subject), clearly reference which areas this is being used for (eg Legal Systems, Consumer Protection Environment), against the paragraph in question. You can use further pages to complete the reflective statement if you do not have enough space below.

Ensure you have read through the guidance information before completing.

**Reflective statement:**

In writing it, you need to maintain a balance between:

- Description;
- Evaluation; and
- Reflection.

When using this area, the panel will want you to focus on the following areas:

Why you chose to develop certain knowledge
Why it is relevant to your current role
As your role has developed/evolved, did your goals remain relevant? Have you explained why?
What approach did you take to ensure your knowledge has been kept current/up-to-date?
Have you highlighted and reflected on key problems and issues, and state how these were managed and resolved?

[Please write your statement here. Please use further sheets if necessary.]

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