

Governance of the TSQF and Structure

This guidance helps students understanding how the Trading Standards Qualifications Framework is structured, how awards are granted and who oversees the framework.

Structure

Level Two

**Diploma in Consumer Affairs and Trading Standards (DCATS) Award**

complete a minimum of 3 or 4 Service Delivery Modules (SDMs)\*

(must have met requirements for CSCATS Award)

Level One

**Core Skills in Consumer Affairs and Trading Standards (CSCATS) Award**

Written Exams

Legal Systems Law of Contract Consumer Protection Environment

Core Skills Portfolio of Skills

Service Delivery Module Subjects

* Advice Resolution and Redress (Written Exam– must have completed Core Skills Portfolio)
* Agriculture (Written Exam, Practical and Oral Exams – must have completed Core Skills Portfolio)
* Animal Health and Welfare (Written Exam and Skills Portfolio)
* Fair Trading Civil (Written Exam)
* Fair Trading Criminal (WrittenExam)
* Food Standards (Written Exam, Practical and Oral Exams – must have completed Core Skills Portfolio)
* Intellectual Property (Written Exam)
* Intelligence and Investigative Principles (Written Exam)
* Legal Metrology Law (Legal Metrology Technology and Legal Metrology Law Written Exams, Practical and Oral Exams, Skills Portfolio) (Double module – only further two SDMs required to gain DCATS)
* Product Safety (Written Exam)

\* 3 modules only required if Legal Metrology is one of the modules making up the award

Governance

The following diagram explains the governance structure.

Has overall responsibility and will make all decisions regarding content and structure.

Awarding Body: CTSI Council

**Council Members** **are**  
Mark McGinty  
Alexandra Connell  
Tim Keohane  
Eleanor Lake  
The QAB Council members are your contacts on the QAB

The group is responsible for the operational delivery of the TSQF and carries out the ratification on all results (both exam and portfolio) and Awards. They will make recommendations to Council on any content/structure changes.

Qualifications and Awards Board (QAB)  
Members appointed by Council

4 Council members (required to report back to Council)  
2 appropriate officers of the Institute's Executive  
2 of the Institute's Lead Officers for Education  
Experienced advisor on qualifications  
Chaired by an experienced academic

The group oversees the delivery of examinations, portfolios. Consider extenuating circumstances.  
Confirm exam results and ensure administrative procedures are delivered as required. The Group carry out investigations on behalf of the QAB.

Examinations and Assessments Board (QAB)  
Members consist of:

Lead portfolio verifier  
Examiner and Moderator representative  
Stakeholder representatives (FSA, BIS Regulatory Delivery)  
Experienced Chair and Vice Chair

CTSI Executive  
Director of Policy has overall responsibility

Supported by Education Team

Appeals Panel  
CTSI Chief Executive  
College of Fellows representative  
Chair of CTSI  
ACTSO representative  
Immediate Past Chair

Focus Group  
Regional Representatives  
Chief Officer Representatives  
Stakeholders  
Educational Advisors

The panel review appeals regarding circumstances that affected a person on the day of their exams.  
Reports to the QAB.

Has overall administrative responsibility for the TSQF and its delivery  
Reports to QAB

The group supports the framework and any developmental work required and makes recommendations to the QAB.

Confirmation of Awards  
When do I receive them?

As indicated in the Governance structure, the QAB are responsible for confirmation of Awards. The most asked question CTSI receive is 'when does this happen'? The diagram below outlines when ratification of awards occur and what is needed to enable this to happen.

**Useful tips – Portfolios:**If you want your portfolio ratified at this meeting ensure you know when your portfolio needs to be with your EV. Ask them what their latest date of submission is and work to this date. Don't end load your submission, work with you r EV and have your evidence and paperwork signed off and submitted to your EV throughout the process. When your portfolio is submitted ensure the portfolio submission form is completed and sent into the Education Team.  
**Useful tips – Exemptions**  
Exemptions must be confirmed in writing by the Education Team. Provide the team with copies of your results transcripts and certificate. All exemptions used for awards attract a fee. Fill out the exemption application form including a purchase order (if your authority is paying) or attach a cheque or provide contact details to enable payment to be taken by card.  
  
See **tips for CPPD requirements** below.

July ratifications

**Ratification of Portfolios and Awards**  
All portfolios signed off by EVs and any exemptions claimed.

**Useful tips – Portfolios:**The same advice applies as above, but if you are intending to sit practical and oral exams, the required portfolios need to be with the EV by 1 October. If this date is missed then you will have to defer your exams (deferring attracts a fee).  
**Useful tips – Exemptions**  
The same advice applies as above.  
**Useful tips – CPPD**  
If your exemption (gained externally or via the DCA qualification) or exam sat previously within the TSQF is 5 years or older you will need to provide CPPD (see CPPD requirements guidance).   
  
Dependent on which subject needing CPPD will determine the number of hours you will need to supply. All CPPD evidence must be linked to the syllabus. It is the **responsibility of the student** to ensure that CTSI have seen your evidence and that it is approved. If you are not sure whether you need to supply CPPD, contact the Education Team who can confirm what is needed.

**Recommendation**: CPPD evidence should be with the Education Team 6 weeks prior to the meeting to enable for it to be approved. See date published on the website.

If evidence is not supplied, you may have to wait until the next ratification meeting to gain the Award.

Results will be posted 1 week after the meeting – the date of release for the results will be published on the website. We cannot give out results over the phone. They will be posted to you. Please do not ask the Education Team to give them to you.

Awards confirmations are posted two weeks after the meeting.

February ratifications

**Ratification of Portfolios and Exam Results and Awards**  
All portfolios signed off by EVs, results confirmed and Awards ratified.\*