

## Exemption Guidance

The TSI qualifications framework enables candidates to seek exemption from the written elements of the qualifications, where that knowledge is deemed appropriate.

Candidates who already possess a TS qualification, and whose qualification is 5 years old or less at the point of registration into the framework will be granted automatic knowledge transfer until the end of July 2009.

Candidates whose TSI qualifications are more than 5 years old at the point of registration can seek potential exemption by utilising the Assessment Panel. The panel is also open to those possessing an accredited degree which is more than 5 years old at the point of registration, and those who have achieved qualifications in other subject areas and believe they may be able to claim some credit against the TS professional qualifications.

Exemption can only be sought against the written elements of the TSI qualifications. Detailed below is the evidence required for assessment, dependent on your circumstances. Candidates need to provide evidence which demonstrates that they have the knowledge requirement for the examination from which they are trying to gain exemption.

### How:

Assessment is against the TSI qualification framework syllabus for each subject area. As a candidate you will need to demonstrate that they have met 80% of the syllabus. This can be demonstrated throughout **all** of the evidence provided by the candidate.

Candidates seeking exemption will need to evidence their original qualifications and experiences and demonstrate that their knowledge is relevant and valid to the current framework and to current legislation and practice.

All evidence should be within the last 5 years to demonstrate that the candidate has currency of knowledge.

Candidates must demonstrate formal assessment within each subject area e.g. examinations passed.

## Evidence required by the candidate:

You are constantly learning and increasing your base knowledge, whether it is via structured courses or through work undertaken within your role. As TSI has developed a new qualification framework we need to ensure that if you acquired qualifications prior to the stipulated timeframe of 5 years, you have kept abreast on changes in legislation, changes in TS roles etc.

Currency of knowledge and skills is at the heart of the qualification framework. Therefore TSI will require the following documentation from you when applying for exemption from examinations.

Previous qualifications:	Evidence requirement to TSI:
Non Accredited degrees	<ul style="list-style-type: none"><li>• Mapping exercise against the syllabus</li><li>• Copies of syllabuses and module descriptors</li><li>• Copies of degree certificate and transcript</li><li>• CPPD or equivalent, including relevant training courses</li><li>• Reflective statement</li><li>•</li></ul>

Previous qualifications:	Evidence requirement to TSI:
Accredited degrees	<ul style="list-style-type: none"><li>• Mapping exercise against the syllabus</li><li>• Copy of degree certificate and transcript</li><li>• Reflective statement</li><li>• CPPD or equivalent, including relevant training courses and other evidence of knowledge</li><li>•</li></ul>
DCA (full or part passes)	<ul style="list-style-type: none"><li>• Mapping exercise against the syllabus</li><li>• Reflective statement</li><li>•</li><li>• CPPD evidence, including relevant training courses and other evidence of knowledge</li></ul>

You will need the subject syllabus from which you are seeking exemption and should match the evidence, as stipulated in the table above, to ensure that you meet the required elements.

The assessment panel are looking for a variety of learning tools within your submission.

### What will the assessment panel be looking for?

The panel will be looking to see that you have provided evidence that demonstrates both your current knowledge and practice in the subject area from which you are claiming exemption.

For example: Have you demonstrated that you have the required knowledge within the subject area?

Have you demonstrated your ability to utilise your knowledge within the workplace?

Have you evidenced up to date knowledge of current legislation and practice?

Have you demonstrated you have covered 80% of the syllabus?

Have you evidenced competency in the subject area?

Have you mapped the evidence against the syllabus?

Have you supplied all relevant evidence?

## Mapping Criteria

You are required to undertake a mapping exercise. This exercise identifies to the assessment panel where the evidence that you supply meets the syllabus.

The evidence you supply the panel should demonstrate how you have gained your up to date knowledge and should not be older than 5 years.

Each piece of evidence should be given a reference number. This number should then be marked onto the mapping documentation in the box next to the element of the syllabus that you believe it meets. .

By using the mapping documentation you will be able to directly correlate your evidence and subsequently enable you to identify that you have met a minimum of 80% of the syllabus.

The assessment panel should be able to use your mapping documentation as their main point of reference to your evidence.

## CPPD Hours/Training Courses

Training courses are very important as this demonstrates that you have updated your knowledge.

Where submitting CPPD hours and training courses attended as evidence, you must map this information against the syllabus using the mapping documentation.

For the panel to successfully use this evidence you must supply course aims and objectives and identify how this relates to the syllabus. This allows the panel to effectively use this evidence and it will demonstrate your up to date knowledge.

Always remember to provide copies of all course information including attendance certificates with your submission.

## E-Learning College

The TSI e-learning college is a useful learning tool for you to use where you have identified that you have gaps in your currency of knowledge.

**You will need to print out the learning outcomes for your course prior to completion so that you can submit these with your course certificate to the assessment panel.**

## The Reflective Statement:

*What is a reflective statement?*

A reflective statement is written by you, discussing ***how your knowledge is current and still relevant*** from when you originally took your exams, and most importantly, providing the panel with examples within your narrative. Question yourself, have you met the criteria? How have you met the criteria?

The panel do not want, for example, a statement on what the law says, or the structure of local authority. They want details on how you operate i.e. giving advice, within these areas. This is especially relevant where physical evidence is not available for you to provide as part of your submission.

There is no right or wrong way of writing a reflective statement. In writing the statement you need to maintain a balance between description, evaluation and reflection. It should provide a general appraisal of the syllabus, rather than a line by line coverage.

The panel might consider elements such as:

- Why you chose to develop certain skills/knowledge?
- Were 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 state how these were managed and resolved?

To ensure validity the reflective statement must be signed and dated by the Head of Service as well as the candidate.

***Do not rely solely on your reflective statement as the evidence for your submission. These will be returned to you without submitting to the panel.***

## Employers guarantee

Your employer needs to sign the statement of validity regarding all evidence within the assessment panel submission was completed and undertaken by yourself.

## Legal Metrology

Exemptions from the Legal Metrology Service delivery module can only be credited against the written examinations and only with accredited university degrees.

## Frequently Asked Questions:

### How important are courses?

Any training courses and update training that you have undertaken are very important as this demonstrates to the panel that you have been keeping your knowledge current. The most straightforward applications tend to be those that include significant training records covering the syllabus requirements.

### Do I need to include a certificate of attendance?

Yes.

### What information should I provide concerning the training course?

It is not usually sufficient just to list the training course attended. The assessor will need to check exactly what the course provided and check it against how you mapped it in the training exercise. You should include therefore a full course outline, the learning outcomes or the detailed timetable. It is not necessary to include the notes provided during the course.

Remember that your assessor may never have heard of the training course that you have attended and therefore you need to provide sufficient evidence for them to base their decision on.

### I have a training record going back 20 years. Should I include these courses as well?

No. You need to demonstrate that the knowledge is up to date only. Only evidence of courses attended in the last 5 years is relevant. All information older than this will be ignored.

### Shall I include copies of the course notes?

No

### Is there any training courses you are particularly interested in?

If there has been a change in the law then the assessors are particularly interested in checking that your knowledge in this area is up to date. For example There have been some significant changes in fair trading legislation, consumer credit and animal health recently. Have you been given any update training in relation to these changes?

Remember the fact that you have not been on a training course is not fatal. How else could you demonstrate that your knowledge is up to date? Have you written a letters of advice to traders or undertaken some project work in relation to this area. You may well have taken some enforcement action which you could use to demonstrate that your knowledge is up to date.

### I haven't been on any training courses on this subject since sitting the exam. Is this a problem?

If you have not attended a relevant recent training course then your submission is likely to be more complicated than somebody who has attended a lot of recent training events as we would normally expect to see some evidence of courses attended.

However, it is not necessarily fatal. You will need to provide other evidence that your knowledge is up to date. This would normally be via examples of work undertaken which clearly demonstrate that you are aware of any changes in the law, recent case law or updated enforcement practices.

If the gap is an areas of law which you are unlikely to gain enforcement experience of (for example some elements of the Legal Systems FCATS paper which relate to the constitutional elements) then evidence of completed modules from the e-learning system or equivalent would be relevant

### Other than complaint work, what other evidence could I use?

Evidence of project work or other enforcement work undertaken are two examples. Perhaps you have prepared leaflets, are in charge of updating the website or given talks on a particular area. You may be responsible for providing the internal training on a particular subject.

### I haven't been on many training courses but have provided you with 30 examples of complaints I have dealt with in the last two years. Is this enough?

The issue is not the quantity of complaints but their quality. One complaint may be relevant to a number of syllabus requirements. Others may only cover one small element.

### How much detail do you need on each complaint?

Some complaints provided in the past have been very short in detail and therefore it can be very difficult to know whether your knowledge is up to date. For example if all the complaint says that you sampled the food product in accordance with the Food Safety Act 1990 then it is impossible to know whether the sampling procedure was correct or not. In contrast including complaints which clearly details the advice given or includes the actual email or letter sent to the business is often an excellent mechanism by which officers are demonstrating their knowledge.

### Should I map each complaint / investigation / project work or training course against the individual syllabus requirements?

Yes. The assessors can then check each individual complaint against the individual criteria. There may of course be a number of complaints which relate to more than syllabus element.

Note that mapping them individual is a very useful check for you to do before submission so that you can check that you do meet the 80% requirement. You may otherwise find that you have included 15 complaints but they all relate to the same criteria.

Please be careful with the complaints you select. It is not unknown for the complaints provided to include an incorrect summary of the law!

### What is the purpose of the reflective statement?

The reflective statement gives you an opportunity to reflect on the training and experiences you have gained. If you do have any gaps then these should be addressed within the reflective statement. You would not however normally expect an application to be solely based on the reflective statement. The reflective statement needs to be supplemented by evidence of training courses and actual work undertaken.

### Can I include internal training events?

Yes, but ensure you include sufficient detail to identify who delivered the training, when and for how long. The weight attached to internal training may vary. A quick update at your monthly meeting is likely to be treated differently by the assessor than attending a half day course provided by a national expert on a subject who just happens to be employed by your authority or by an external consultant. Any application is likely to consist of a combination of a number of different elements which will include internal training events.

### What evidence should go into the submission?

You should provide as much evidence as you require that will demonstrate to the panel that you have meet 80% of the syllabus. The evidence must be relevant to the area of the syllabus you are meeting and should be identified on the mapping criteria.

### How many mapping documents do I need to complete?

There is a mapping document for each subject area and therefore you will need to complete one for each subject you are seeking exemption for. The mapping documents outline the subject syllabus, you need to meet 80% of the syllabus to gain exemption.

### How do I complete the mapping documents?

Each piece of evidence you supply should be given a reference number and this number should be put onto the mapping documentation against the aspect of the syllabus you believe the evidence meets.