



**Please ensure you read through this**

### Investigations Skills portfolio (mandatory)

This portfolio is designed to allow a candidate to demonstrate specific skills relating to the area of Investigations, an essential skills area for officers. On completion of this portfolio, you will be able to show:

Planning skills  
Partnership skills

Investigative skills  
Reporting skills

### Regulating Markets Skills portfolio (mandatory)

This portfolio is designed to allow a candidate to demonstrate that they understand this area and how it affects a number of different TS areas. On completion of this portfolio, you will be able to:

Interpret technical information

Corrective action through the supply chain  
Examining a product to ascertain compliance  
Sampling and screen testing

You will be required to pick one further portfolio and complete it as part of the CPCF Stage 2 portfolio requirements as your unit 4 option.

Depending on the areas you intend to work in, will determine which portfolio you are required to complete.

### Food Skills portfolio

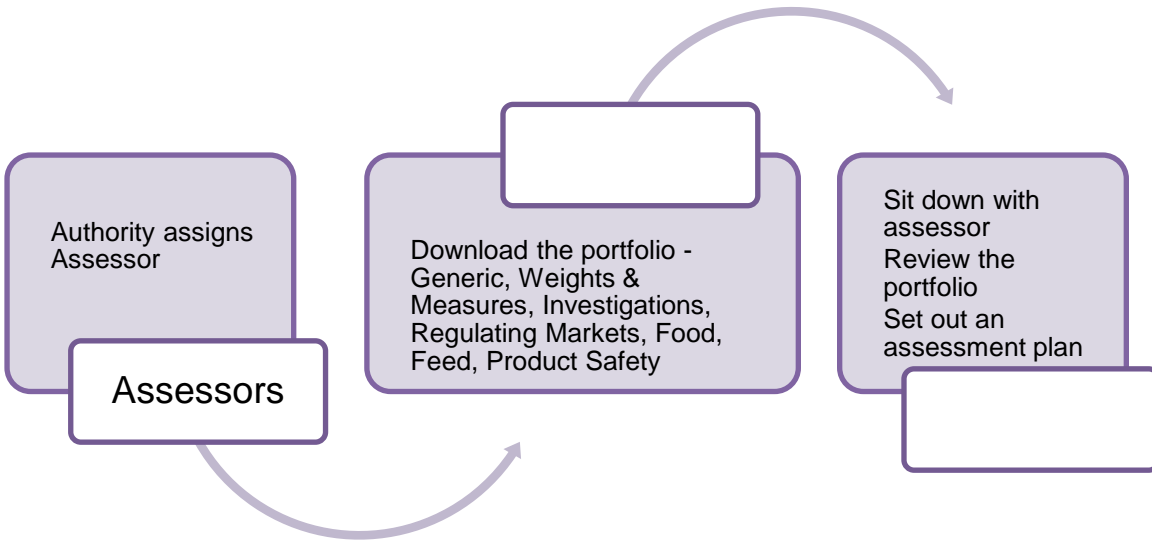
This portfolio is designed to allow a candidate demonstrate that they understand G( )TJETQ( )TJW39 322.357

### Product Safety Skills portfolio

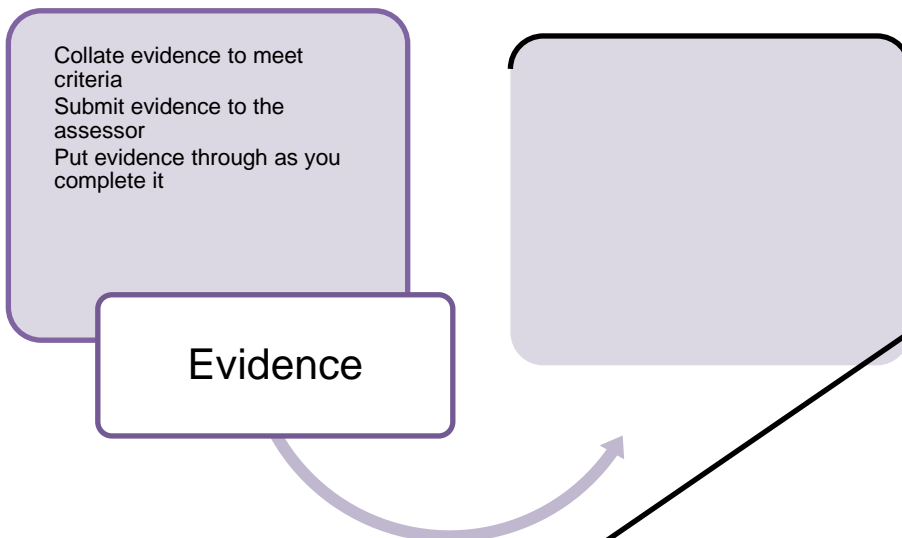
This portfolio is designed to allow a candidate demonstrate that they understand this specific subject area. On completion of this portfolio, you will be able to:

Market Surveillance relating to product safety.  
Product conformity / risk within the scope of regulatory requirements.  
Conduct product-based risk assessment.  
Determining appropriate circumstances for statutory safety notices.

The following outlines the process you will need to do in relation to completing a portfolio:



Followed by



Final stage

The Assessor plays an important part of a person's qualification as you provide the guiding influence throughout the development of the portfolio(s). Without this role, an individual can't move forward in their career.

Assessors and Verifiers will be qualified and have the experience to support those going through the process of qualifying. Their experience will help students to work through their portfolios.

## Assessor

The primary role is to assess the candidates' performance against a range of tasks using the evidence they have submitted. As the Assessor, you will sign off on their evidence and confirm they have met the assessment criteria.

Assessors will be occupationally competent in the subject areas they will be assessing in. For example, if you are assessing a Metrology portfolio, you must be Metrology qualified and have completed the on-line assessor training course (a fee is applicable when completing for the first time) thereafter, the on-line CPPD course must be completed each year.

## What paperwork is used during the assessment process

As part of the assessment process the Assessor and Verifier will need to use specific paperwork that helps to standardise this process.

The list below details the paperwork used for each area:

### Assessor paperwork

- Assessment plan (Assess1)
- Observation report (Assess3)
- Assessment feedback (Assess4)

When the portfolio is ready for submission to the Verifier, the following paperwork must be submitted.

### Verification paperwork

- Sampling report from (V01)
- Monitoring assessor via observation (V02)
- Monitoring via candidate interview (IV02a)
- Monitoring via assessor interview (IV02b)





## How is my portfolio assessed?

There are two levels of assessment that your portfolio will go through, Assessment and Verification.

The assessment that occurs within your department will look at the following:

The assessor will make a decision against each one of the assessment criteria and the evidence you have provided whether it is your performance completing something or evidence (for example an investigation and the documentation included with that process).

If the assessor decides you have provided enough evidence demonstrating your skills for set criteria, you won't need to provide anything further.

If after reviewing your evidence, your assessor may ask you to provide further evidence; they will help you understand what it is they are looking for to assist you in putting this further evidence together.

## Why do I need to have written observations?

- some

assessment criteria to help you with your testimony;  
being asked to make an assessment decision, merely give a record of  
anything about the candidate's performance.  
endorse what you actually see.  
When you endorse a candidate's record of events, please sign and date and put your  
name on every sheet.  
If the date wants you to make an observation of their performance and record of what you  
complete, they will supply you with the necessary form.

to candidate or assessor.







## Appealing against a Verifier decision

If you are appealing against the decision of the Verifier, then the matter will be referred to an appeals board consisting of:

- an independent assessor
- an independent verifier
- a member of the CTSI examinations assessments board  
chaired by the lead verifier or nominee

The appeal board may choose to conduct its business electronically or in person. The board will attempt to reach a determination on any appeal made to it within one calendar month of receipt and its decision shall be final and binding in all cases.

## SharePoint

Please note that from 2019 onwards we introduced the use of SharePoint when a candidate is submitting portfolios. For further information please check the [SharePoint guide](#)