



CTSI Professional Competency Framework (CPCF) Portfolio Skills

- ~~Metrology~~ (Northern Ireland Candidates)

Portfolios are used within the CPCF as a method to assess candidates through the performance of specified tasks where competency is determined against performance criteria. The skills specified in this document are recognised as the required skills for all officers to demonstrate and will come from within their daily work life.

Both CTSI and Local Authorities work collaboratively together to develop student's skills during the course of their progression through the Stage 2 Trading Standards Practitioner Diploma (TSPD) Award requirements. Additionally, the portfolio allows employers to see that their staff have the appropriate skills to go out and carry out their duties within their appointed work area.

Assessments

The assessment of the portfolio will be conducted using a two-tiered system.

Employer led: your employer will provide you with an appropriately qualified **Assessor** who will determine when you have demonstrated the skills required in the portfolio criteria and will sign off the portfolio for Verification (external verification). **Your Assessor needs to ensure they are passing your evidence to the Verifier on a regular basis.** The following link will take you to information on your assigned Verifier. Information will be found under the Portfolio Information section.

<https://www.tradingstandards.uk/practitioners/training-development/qualifications-resources#qualificationreview>

An appropriately qualified assessor means: the person has completed CTSI's Assessor training (previously delivered as a one-day training, offered under the TSQF framework) and has completed the ongoing yearly CPPD training. Assessors must hold the current CPPD certificate to undertake assessment on any portfolio each year. Assessors are required to be 'deemed competent' to assess portfolio subjects/areas.

'Deemed competent' explained: a person is deemed competent where they hold an appropriate qualification. For areas with statutory or code of practice requirements, it is expected that the Assessor will hold the equivalent qualification for example Weights and Measures S73 certificate; Assessors will have one of the following qualifications: DTS, DCATS (including Legal Metrology), or the Modular Certificate in Legal Metrology.

CTSI led: on completion of the portfolio the **Verifier** (formerly known as External Verifier) employed by CTSI, will assess your portfolio. Their main area of concern will be to ensure that the assessment of the portfolio has been carried out correctly. They will sample a percentage of the evidence provided as part of this verification process.

What happens after verification?

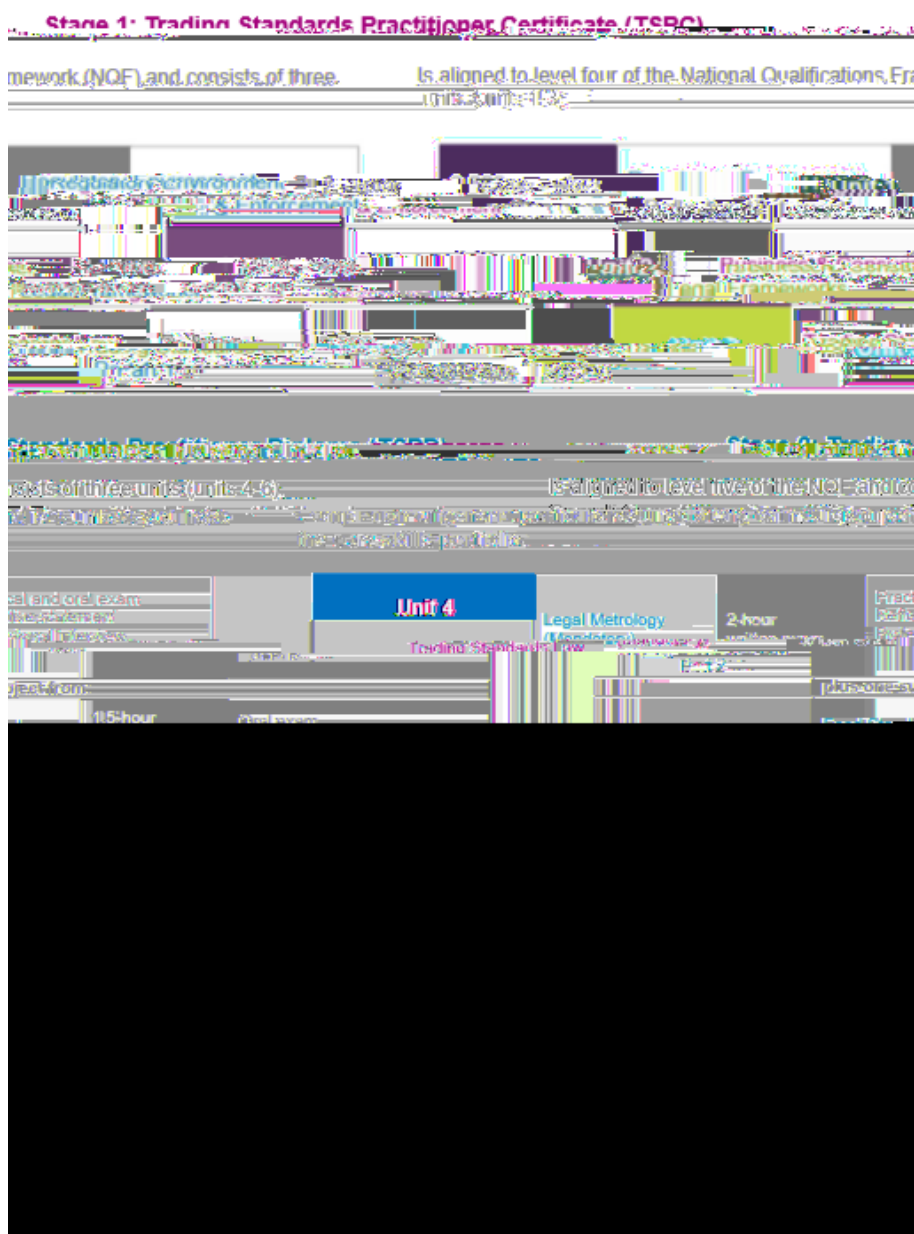
Education Team with a sign off report. The outcome will be taken to the next available ratification meeting.

CTSI will write to you (via email) with the final ratified outcome. When you have completed all aspects of the award, you will be written to separately (via email) with confirmation of your award. You will be given a period of time to contact the team should you want your name to be shown on your certificate in a particular way. After a set period of time that will be indicated in your Award letter, the team will then provide you with your certificate.

Education Department Contact information

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Email: qualifications@tsi.org.uk

CTSI Professional Competency Framework (CPCF) Structure



The Laboratory Equipment . Metrology unit sets out the knowledge and skills that have been identified for Northern Ireland candidates undertaking the CPCF.

This portfolio is a tool which allows you, as a candidate, to demonstrate the skills associated with this unit. It will allow you to provide

Task B: Mass

This task focusses on standards for mass and addresses the skills which are specific to ensuring that assessment and calibration is carried out in accordance with laboratory and other relevant protocols. To complete this task the candidate must:

1. Perform Comparator evaluations (micro mass) Linearity, repeatability in the range 25 kg to 1mg.
2. Prepare uncertainty budgets to support comparator suitability at M1, F2, F1 and E2 in the range 1 mg to 25 kg.
3. Prepare uncertainty budgets to support comparator suitability when conducting group weighing, for example imperial weights at F2 uncertainty.
4. Conduct an intra laboratory comparisons with at least 5 different masses at different accuracy classes.
5. Involve participation in inter laboratory comparison.

Performance criteria:

1. Has the candidate demonstrated that they were able to plan, conduct and report on each evaluation,