Please ensure you read through this portfolio guidance prior to starting your portfolio work for the Qualifications Framework, Trading Standards Practitioners Diploma (TSPD) also known as Stage 2.

This Guidance is for use by **all** candidates, assessors, and verifiers. **This is guidance only.**

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> The deadline for portfolio submissions under each exam cycle are:
> - o   1 April for the May exam cycle
> - o   1 August for the September exam cycle.

The Generic Skills portfolio must be completed, alongside your first subject specific portfolio (unless you completed the Core Skills portfolio under the TSQF and have had it ratified by the QP) and submitted within your first examination cycle in the framework. You will see that some portfolios are marked as Mandatory . these must be completed unless you have the equivalent approved portfolio to use as an exemption.

In addition to the above portfolio, there are a further three portfolios that are mandatory portfolios that must be completed alongside the generic skills portfolio.

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 on completion of this portfolio, you will be able to:

- Demonstrate that they understand this specific subject area.
- Undertake samples with UK statutory framework.
- Methods of sampling.
- Secure evidence of malpractice or illegal activity.
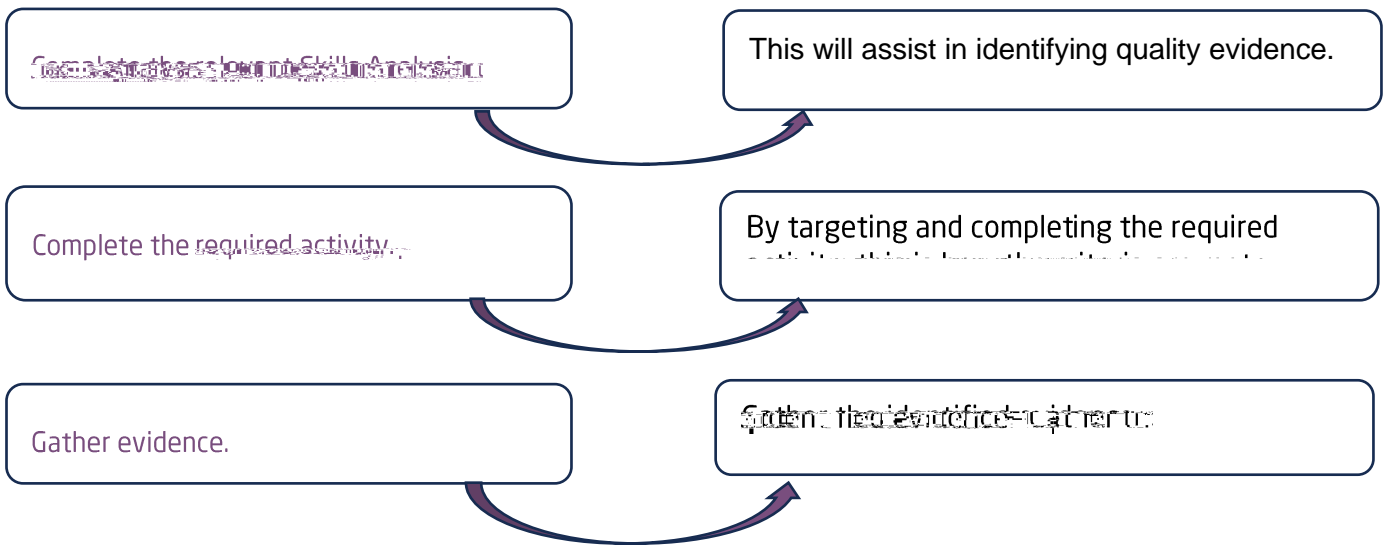- Work in partnership to achieve required outcomes.

Portfolio

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

- Undertake samples with UK statutory framework.
- Methods of sampling. Secure evidence of malpractice or illegal activity.
- Undertake practical enforcement.
- Work in partnership to achieve required outcomes.

Portfolio

This portfolio is designed to allow a candidate to 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 noticies.

Read the Skills Analysis

This will assist in identifying quality evidence.

Complete the required activity.

By targeting and completing the required activity this is how the criteria are met.

Gather evidence.

Gather the evidence to then...

There are 6 main types of evidence that can be used to prove competence.

> Work based.
> Assessor Observation.
> Witness Observation.
> Witness Testimony.
> Assessor Testimony.
> Questions and Answers.

There needs to be least 3 types of evidence per task.

SharePoint

> Once registered, candidates will receive from CTSI:
> - o Link to their personal SharePoint area; and
> - o A guide on how to use SharePoint.
>
> Once these details have been received, candidates are responsible for requesting access to be given to their SharePoint area for their assessors.
>
> Verifiers are responsible for requesting access for SharePoint areas, direct from the Qualifications Team at CTSI.

For further information on Portfolio Building, refer to the CTSIs website.

The Assessor plays an important part of a person's qualification as you provide the guiding influence c@[ˇ * @¸ ˇ c⁄c@⁄ ⁄⁄å^ç^|[ ] { ^} c⁄ ⁄⁄c@⁄ ⁄&cæ} åãacæ^q ⁄‚[¦c⁄ |ã¸ Ḡ D̄Ÿ ãc@¸ ˇ c⁄c@ã ⁄[|^Ḗ&cæ} ⁄ã å ãçã˘ æ⁄&cæ} ⁄⁄[ç^⁄ 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.

The types of evidence used can be varied and examples are given below (please note this is not an exhaustive list):

Reports.	Letters.
Computer printouts.	Photographs.
Observation reports.	Case files.
Emails.	

All evidence should be two years old or less, however, your assessor can allow slightly older evidence but will need to prove that you are up to date on any latest changes to policy, procedure etc and they can do this by completing a question and answers session with you.

It is important to note that any document/piece of work can be used if it meets the criteria set out in the portfolio.

The criteria may ask that you produce more than one piece of evidence to meet a task, but this evidence may meet more than one task. In these cases, cross reference rather than providing a brand-new piece of evidence each time but ensuring you have provided the correct number of pieces of evidence per task.

The assessor is there to review and agree that you have met the criteria within each task and sign off the piece of evidence.

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:

˝Á⁄@⁄æ•⁄∞•⁄•[¦Á¸ ā|Ádecide 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