

# CPCF Stage 2 Coursework - Weights and Measures Reflective Statement Coursework coursework guidance for candidates

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This guidance document will outline what requirements are needed for the weights and measures coursework. Where we require you to take note of a specific element, you will see the Information for candidate symbol.

## Overview

### Stage 2 assessments

This second stage of the CTSI Professional Competency Framework (CPCF) consists of three Units.

Unit 4: Trading Standards Law Part 2 (consisting of Weights and Measures, Food, Feed and Product Safety);

Unit 5: Investigations;

Unit 6: Regulating Markets.

The following will provide you with guidance on the setting of the weights and measures reflective statement coursework as agreed by the Qualifications and Awards Board (QAB).

## The Objective

The Weights and Measures reflective statement will be used to determine specific set areas of knowledge and skill and will show



## Assessment

Assessment of an exam paper, or in this case a piece of coursework is the process of evaluating a candidate's learning. The examiner will generate and collect evidence of a candidate's attainment of knowledge and skills and determine whether their submission of work has been met against the assessment criteria.

The assessment criteria identified by the examiner and moderator will be included within the coursework documents, published on the website. This outlines where the marks can be found within the coursework requirement.

Example Assessment Criteria:

(The above may change for each year dependent on what the examiner and moderator want you to concentrate on.)

**Important:** As part of the assessment process, in addition to ensuring you meet the assessment criteria, you are expected to ensure that you have provided all the relevant areas of information needed for each piece of coursework and to sufficient detail. You should research what a reflective piece of work should include.

Marks are available for well set out, presented, concise piece of work. That you have shown you have you understood what the examiner has requested.

Please pay attention to where the higher marks are available in the weights and measures coursework. As shown in the example above, in the **% of Marks** column. This shows you where the majority of marks can be found.

## - the basics

Coursework Medium:	Reflective Statement
Word Limit:	2000 word (+/- 10% allowance)
Format:	Word document. Ariel 11; 1.5 line spacing
Submission medium:	Electronic – contact Qualifications Team prior to submission on <a href="mailto:qualifications@tsi.org.uk">qualifications@tsi.org.uk</a> – <b>DO NOT SUBMIT YOUR COURSEWORK TO THIS EMAIL ADDRESS</b>
Pass mark:	40%
Anonymous marking:	Yes
Submission date:	1 Oct

