

**TRADING STANDARDS PROFESSIONAL APPRENTICESHIP PROGRAMME**

**Update & FAQ's for Managers & Apprentices, March 2024**

	<b>For Managers</b>																													
1.	Clarification on RCO L4 & TSP L6 overlaps and exemptions	Officers who have successfully completed the RCO L4 apprenticeship or CTSI TSPC Stage 1 are exempt from year 1 of the TS apprenticeship and eligible for the 2 Year Trading Standards apprenticeship programme.																												
2.	What your apprentices will be doing over the 24 months of learning delivery inc workshop days, coursework etc?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="566 507 1771 596"><b>Set up and project management</b></td> <td data-bbox="1771 507 2145 596"></td> </tr> <tr> <td data-bbox="566 596 1771 644">- Consumer protection part 1</td> <td data-bbox="1771 596 2145 644"></td> </tr> <tr> <td data-bbox="566 644 1771 692">- Consumer protection part 2</td> <td data-bbox="1771 644 2145 692"></td> </tr> <tr> <td data-bbox="566 692 1771 740">- specialism 1 part 1</td> <td data-bbox="1771 692 2145 740"></td> </tr> <tr> <td data-bbox="566 740 1771 788">- specialism 1 part 2</td> <td data-bbox="1771 740 2145 788"></td> </tr> <tr> <td data-bbox="566 788 1771 836">- specialism 2 part 1</td> <td data-bbox="1771 788 2145 836"></td> </tr> <tr> <td data-bbox="566 836 1771 884">- specialism 2 part 2</td> <td data-bbox="1771 836 2145 884"></td> </tr> <tr> <td data-bbox="566 884 1771 932">- Analysis/intelligence/risk man</td> <td data-bbox="1771 884 2145 932"></td> </tr> <tr> <td data-bbox="566 932 1771 979">- Analysis/intelligence/risk man</td> <td data-bbox="1771 932 2145 979"></td> </tr> <tr> <td data-bbox="566 979 1771 1027">- Investigating/evidence gathering</td> <td data-bbox="1771 979 2145 1027"></td> </tr> <tr> <td data-bbox="566 1027 1771 1075">- Investigating/evidence gathering</td> <td data-bbox="1771 1027 2145 1075"></td> </tr> <tr> <td data-bbox="566 1075 1771 1123">- Court day</td> <td data-bbox="1771 1075 2145 1123"></td> </tr> <tr> <td data-bbox="566 1123 1771 1171">- Leadership/environmental</td> <td data-bbox="1771 1123 2145 1171"></td> </tr> <tr> <td data-bbox="566 1171 1771 1219">- End point prep</td> <td data-bbox="1771 1171 2145 1219"></td> </tr> </table> <p>Workshop Hours 9-5pm Monthly or Bi monthly            Coursework per module up to 15 pieces. Core modules 64 hours per module. Specialisms more depending on Module            Coaching Hours = 24 (one per month)            Total OTJ Hours = 682 (this is a minimum). Two specialisms take the learner over the minimum requirement.</p>	<b>Set up and project management</b>		- Consumer protection part 1		- Consumer protection part 2		- specialism 1 part 1		- specialism 1 part 2		- specialism 2 part 1		- specialism 2 part 2		- Analysis/intelligence/risk man		- Analysis/intelligence/risk man		- Investigating/evidence gathering		- Investigating/evidence gathering		- Court day		- Leadership/environmental		- End point prep	
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3.	What are the specialist areas of the L6 TSP, what coursework and assessment is required?	<p>Product Safety Food Standards Animal Feed Animal Health &amp; Welfare Weights &amp; Measures</p> <p>The levy funding will provide a Foundation in each of the 5 specialist areas, offering a basic introduction to the framework and principles of the relevant legislation. Advanced comprehensive learning, more in-depth knowledge of powers and specific sections of legislation in at least 2 of the specialist areas can be decided by the employer. The course work will be assessed by the delivery tutor against the apprenticeship standard. This course work is marked and forms part of the apprenticeship qualification. The Food and Feed modules align with FSA requirements and coursework will be audited by the CTSI. All TSP apprentices must undertake the CTSI oral assessment for Food/Feed. With regard to Weights &amp; Measures, additional paid learning via CTSI will be required if seeking Section 73 Inspector of Weights &amp; Measures recognition. The candidate will also have to sit and pass the current paid assessments required under the Qualification Framework for this subject</p>
4	What the apprentices will need in terms of off the job training?	Exposure to all Knowledge/Skills/Behaviours of the standard and chosen specialist areas. Opportunity to shadow, observe, witness, inspect and carry out tasks relevant to the standard and specialism
5.	What support the apprentices will need from their local authorities?	<p>Assigning work related tasks relevant to the standard, identifying the contacts to liaise with to learn from. Giving the learner the time to complete their course work/workshops/one to ones/additional support strategies and reducing their work load to accommodate that. Minimum 6 hrs per week, better one day per week. Keeping the apprenticeship alive, taking an interest in what they are doing.</p>
6.	What the coach's role at CSA is and how often the apprentice will have contact with their coach?	<p>The coach will set up a one-hour 1-2-1 each month with the learner. The coach is available for any ad-hoc questions the learner may have. They support the learner through the apprenticeship, as a sounding board, assessor of course work and progress and safeguarding support. They help tailor the apprenticeship to suit the learner and their business. They are that consistent person who is with the learner from start to finish.</p>

7.	Do the apprentices still need 20% “off the job training” a week?	<p>The Institute for Apprenticeships now refers to hours, and requires 6 hours of “off the job training” per week for each apprentice.</p> <p>Off-the-job training delivers new skills that are directly relevant to the apprenticeship standard. It can include:</p> <ul style="list-style-type: none"> <li>• The teaching of theory (e.g. lectures, role playing, simulation exercises, online learning and manufacturer training);</li> <li>• Practical training (e.g. shadowing, mentoring, industry visits and participation in competitions);</li> <li>• Learning support;</li> <li>• Time spent writing assignments; and</li> <li>• Revision (where this is specifically required for achievement of the apprenticeship).</li> </ul> <p>There are four key tests. To be considered as off-the-job training, the activity must:</p> <ul style="list-style-type: none"> <li>• Teach new knowledge, skills and behaviours;</li> <li>• Be directly relevant to the apprenticeship standard;</li> <li>• Take place in the apprentice’s normal working hours; and</li> <li>• Exclude ineligible activities such as initial assessment and English and maths.</li> </ul>
8.	Maths and English	Learners who are completing Maths and English need 30/60 mins per week to prepare for their assessments. This time is not classed as off the job but should still be in work time as it is related to the apprenticeship.
9.	Do the apprentices need a mentor within their authority?	It’s good practice for an apprentice to have a mentor, but it’s not mandatory. All of the apprentices will be allocated a CSA coach and the coach, apprentice and manager (or mentor) will have quarterly catch ups
10.	How do I view my learner’s progress?	<p>CSA use an online learner portal, Bud, which the apprentice will use to upload their assignments. Bud tracks their activities and uses a RAG rating to give managers a view of progress. As a manager you can view this progress at any time and download reports.</p> <p>Have regular one to ones with your learner and discuss the apprenticeship.</p> <p>Progress reviews are also held with manager and learner every 12 weeks.</p>

	<b>For Apprentices</b>	
11.	How do I enrol for the L6 TSP apprenticeship?	Initial contact is Dianne Moralee from CSA Learning ( <a href="mailto:Dianne.moralee@csa-uk.com">Dianne.moralee@csa-uk.com</a> ). Dianne will help with the eligibility check and pre-enrolment
12.	What support is in place?	<p>For those who need additional support, CSA can tailor a training and support plan to suit each individual:</p> <ul style="list-style-type: none"> <li>• Additional Monthly Support Calls</li> </ul>

		<ul style="list-style-type: none"> <li>○ We can schedule a support call to discuss how best to embed tailored support for you as you progress through the apprenticeship. We would check that the adjustments we put in place are appropriate and helping you with your learning.</li> <li>● Extra Time <ul style="list-style-type: none"> <li>○ We can make sure that you are given additional time to complete your activities and End Point Assessment if we all agree this would be beneficial.</li> </ul> </li> <li>● Learning Accessories <ul style="list-style-type: none"> <li>○ We can provide a Dictaphone and overlays as well as a Reader Pen and a Reader for Assessments.</li> <li>○</li> </ul> </li> </ul>
13.	What if apprentices can't attend one of the workshop days?	CSA will offer 'mop up sessions' if the absence of the learner is unavoidable, ie through sickness.
14.	How do I submit my assignments?	The online learner platform, Bud, is the system all learner will use to upload their coursework. It will keep track of the learner's progress.
15.	The allocated hours in Bud are less than my research hours	<p>The hours in BUD reflect what we have allocated as the minimum it should take to produce a robust and comprehensive piece of work/time taken to effectively research a topic and so on. Learners complete tasks at different speeds based on prior learning, style and experience.</p> <p>If you take less time than the minimum required, we may need to review if additional tasks need to be set. That been said, we often build our curriculums to allow for this.</p> <p>If more time is taken than we have allocated, that isn't a necessarily a bad thing. It all depends on how effective that time was in terms of research or submitted work. There will of course be an impact to your employer and if it looks like you are going to need more time for a piece of work, you should raise it with your tutor and line manager.</p>
16.	What does End Point Assessment entail?	<p>The apprentice's employer must confirm that they think their apprentice is working at or above the occupational standard. The apprentice will then enter the gateway. The employer may take advice from the apprentice's training provider(s), but the employer must make the decision.</p> <p>The apprentice must meet the gateway requirements before starting their EPA.</p> <p>These are:</p> <ul style="list-style-type: none"> <li>● achieved English and maths qualifications in line with the apprenticeship funding rules</li> </ul>

- for the work-based project with presentation and questioning the apprentice must submit a Project scoping document

The apprentice must agree the subject, title and scope for their project proposal with their employer and EPAO by submitting a scoping document which will be no more than 500 words.

- for the professional discussion underpinned by a portfolio the apprentice must submit a Portfolio of evidence which will typically contain 18 discrete pieces of evidence. Evidence sources may include:
  - workplace documentation and records, for example:
  - workplace policies and procedures
  - witness statements
  - annotated photographs
  - video clips (maximum total duration 5 minutes); the apprentice must be in view and identifiable

### **Work based project with presentation and questioning**

#### **Overview**

A project involves the apprentice completing a significant and defined piece of work that has a real business application and benefit.

This assessment method has 2 components:

- project with a project output
- presentation with questions and answers

Together, these components give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. They are assessed by an independent assessor.