


End Point Assessment Organisation (EPAO)

Trading Standards Professional





ICA is an end-point assessment organisation (EPAO) working with training providers and employers to deliver high quality, robust end-point assessment (EPA) across a range of apprenticeships. We are part of the leading professional body for the regulatory and financial crime compliance community.

ICA's vision is to inspire, educate and enable the international compliance community to think more, perform better and help the right business be conducted in the right way.

Why choose ICA as your End Point Assessment organisation?

We will provide:

- dedicated independent end-point assessors who are subject matter experts
- robust processes and quality assurance
- quick turnaround of results
- friendly, flexible and responsive staff
- a flexible, fair and easy-to-understand pricing structure
- a simple scheduling process, with a team on hand to support you at each stage
- an online platform for apprentices to use for collating and submitting portfolios, and
- guidance sessions for apprentices on how the EPA will be conducted

Trading standards professional

Level 6

Route: Business and administration

Typical duration to gateway: 36 months
(not including the EPA period)

Maximum funding: £22,000

ICA Standard EPA Fee: £2,750 per
apprentice

The fee quoted is our standard fee - we can offer
discounts based on the number of apprentices.

Apprenticeship occupation overview:

Trading Standards professional help to ensure safe, fair, and legal marketplaces, helping businesses succeed and protecting communities. They do this by safeguarding buyers of goods and services, and the public, against unfair practices in the marketplace.

This occupation is found in local authorities, government departments and compliance teams within businesses in the private sector.

The occupation is found where there is a need for the organisation to comply with consumer protection legislation and regulatory requirements or where the organisation has a duty or responsibility for ensuring that businesses and individuals comply with those standards, specifications and legal requirements.

In the public sector they ensure consumers are protected, working with businesses, or taking formal action to ensure compliance with consumer protection and trading standards law. Examples include where an organisation advertises that their goods and services are environmentally friendly, but they are not, or selling a product that is unsafe.

In the private sector they ensure relevant law is implemented and complied with, and employees follow company direction, which creates a fair-trading environment.





Role Profile

Trading standard professionals can work autonomously to provide highly specialist legal and technical expertise, advice and guidance, and direction delivering effective consumer protection.

They require legislative knowledge (alongside enforcement and investigative skills) to enable them to lead and manage inspections and interventions to ensure an organisation's compliance with consumer protection legislation, including any actions and improvements applied to meet legislation. They operate in both the public and private sector.

Trading standards professionals advise businesses to prevent them from engaging in fraudulent and unfair practices to maintain fair and safe trading environments.

They specialise in protecting consumers and/or advising businesses in one or more of the following areas: animal health, fair trading, feed & agriculture, food standards, hallmarking, intellectual property, petroleum & explosives, environmental climate change, product safety, weights, and measures.

Duties within this role will include:

- leading and managing inspections, investigations, and other interventions
- to assess levels of consumer protection and compliance
- analysing, interpreting and evaluating data, applying judgement and technical expertise to identify risk, support the resolution of issues and enable decision making
- interviewing potential offenders for breaches of regulatory requirements in accordance with evidential requirements and best practice
- presenting evidence in court and at other hearings, complying with the relevant rules of evidence, procedure, and professional standards
- promoting and championing improvement of compliance standards and processes for consumer protection within the organisation
- promoting social inclusion, and developing and implementing practices that uphold the organisation's equality and diversity policies and promote equal opportunities in employment and in-service delivery

- promoting an approach that upholds the organisation's climate change and net carbon zero policies and promotes sustainable approaches in delivery
- leading and managing projects from inception to completion, and
- delivering support to the organisation, business community and suppliers to achieve business productivity and growth.

Knowledge, Skills, and Behaviours: What apprentices need to learn

The required knowledge, skills and behaviours of the Data Protection and Information Governance Practitioner apprenticeship standard are found on the Skills England website.

Professional recognition

This apprenticeship aligns with Chartered Trading Standards Institute for Chartered Trading Standards Practitioner Membership.





Gateway Requirements

The EPA gateway is when the ICA checks and confirms that apprentices have met any requirements required before they start the EPA.

At the end of the on-programme training period, the training provider and employer will need to agree that the apprentice has met the knowledge, skills and behaviours required for the apprenticeship standard.

Apprentices without Level 2 English and Maths will need to achieve these prior to taking the EPA.

At gateway, apprentices must submit:

- a summary of the project that will be assessed as part of the EPA, and
- a portfolio of evidence that will be used within the professional discussion.

End Point Assessment

All apprentices must take an independent assessment at the end of their apprenticeship training to confirm that they have achieved occupational competence. Rigorous, robust and independent EPA is essential to give employers confidence that apprentices completing an apprenticeship standard can actually perform in the occupation they have been trained in and can demonstrate the knowledge, skills and behaviours set out in the apprenticeship standard.

EPA can only be conducted by an independent EPAO.

The Assessment Plan for each standard outlines the assessment methods to be used. The EPA for this apprenticeship consists of the following mandatory elements.

Work-based project report, presentation and questions and answers

The apprentice submits a 4,500-word report on a work-based project. The project will involve the apprentice completing a significant and defined piece of work that has a real business application.

Apprentices will then prepare and deliver a 20-minute presentation based on the project and report. This is followed by a 40-minute Q&A oral assessment then seeks clarification on aspects of the project or presentation and to assess those knowledge, skills and behaviours that the apprentice did not have the opportunity to demonstrate through the project or report.

Professional discussion, underpinned by a portfolio of evidence

This assessment will take the form of a 90-minute professional discussion and will provide an opportunity for the apprentice to demonstrate their competence and excellence, and to cover the knowledge, skills and behaviour assigned to this assessment method.

Grading

Both assessments are mandatory and must be passed in order to attain an overall pass grade. The overall EPA will be graded fail, pass or distinction based upon the performance across the two assessments.

Independent assessors will individually grade each assessment method – distinction, pass or fail.

To achieve an overall pass, the apprentice should achieve at least a pass in all the assessment methods.

To achieve an overall EPA distinction, the apprentice must achieve a distinction in both assessment methods.

A professional discussion is a two-way discussion which involves both the assessor and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the knowledge, skills and behaviours mapped to this method.

Apprentices will collect evidence for a portfolio during their on-programme training and development, to evidence their learning and application of technical knowledge in practice, core regulatory competencies and their values and behaviours.

The discussion verifies the content of the portfolio and that the apprentice has developed all of the knowledge, skills and behaviours listed in the apprenticeship standard.

Results and Certification

Following the EPA, ICA will issue an EPA result letter and grade notification, and apply to the Department for Education (DfE) to produce the final apprenticeship certificate.

**Get in touch to
discuss your
EPA service
requirements**

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International Compliance Association - Head Office

Suite 215/216 2nd Floor, Fort Dunlop, Fort Parkway, Birmingham, B24 9FD,
United Kingdom
+44 (0) 121 362 7503 | epa@int-comp.org