



Credit Services Association **Level 6 Trading Standards Professional Apprenticeship (Tobacco & Vapes legislation)**



Programme Overview





CSA Apprenticeships

Raising standards and building careers through tailored, personal and flexible training.

CSA Learning

An award-winning learning and development specialist and an Approved Apprenticeship Training Provider, CSA Learning* supports firms and employers to train, improve and assess their workforces in our specialist areas including credit, debt collection, compliance, counter-fraud, trading standards and governance.

CSA provides employers with training to reskill existing staff, as well as a means of introducing new employees to your company and sector. Our tutors are all specialists in their fields, with learner feedback consistently highlighting the exceptional standard of workshop delivery.

Credit Services Association (CSA)

The CSA is the only national trade association in the UK representing organisations in the debt collection and purchase industry.

Drawing upon this extensive experience of working within highly-regulated environments, the CSA develops and delivers learning & development solutions designed to increase capability, professionalism, standards, talent retention, and social mobility in this complex sector.

We use this specialist expertise and experience to assist employers from the public and private sectors to upskill and reskill existing or new employees in business-critical areas.

To learn more contact:

E: apprenticeships@csa-uk.com

T: 0191 217 2948

W: www.csa-uk.com/csa-learning

What to expect from CSA Apprenticeships



Free consultancy on your skills and talent requirements and how they can be met through the delivery of our specialist apprenticeships and other L&D solutions.

Advice and guidance on the Apprenticeship Levy and specific Government incentives for apprenticeships, and how these can be used to maximise ROI.



Integration and mapping of your own policies, procedures, training content, and competence frameworks into the apprenticeship programmes to ensure relevance and business impact.

Dedicated account management and support through the entire process, including regular progress reports, from a friendly and knowledgeable team.



Expert professional coaching, training, and assessment of your apprentices using innovative approaches to blended learning which add real value to your organisational performance.

Digital delivery for flexible work-based learning throughout the apprenticeship.



Scheduled group workshops that support the development of the knowledge, skills, and behaviours required for the role – 96% of CSA apprentices say they can directly apply learning from these workshops to their daily work*.

Personal development, safeguarding, and pastoral support for learner wellbeing and mental health including free access to CSA's Employee Assistance Programme.



Robust quality assurance policies and procedures.



CSA Level 6 Apprenticeship

Trading Standards Professional (Tobacco & Vapes legislation)

Our expert team of account managers and tutors guide learners and their line managers/mentors through the apprenticeship from enrolment to End Point Assessment. Following initial learning assessments we tailor the programme to individual learners' needs.

Duration

29 months maximum (24 months for learning delivery plus 5 months for End Point Assessment)

Qualifications

Level 6 Apprenticeship (equivalent educational level: Bachelor's Degree) plus Chartered Trading Standards Practitioner (CTSP) status from the Chartered Trading Standards Institute. As well as the mandatory

Tobacco & Vapes module, learners also have the opportunity to choose another specialism to study from Food Standards*, Animal Feed*, Animal Health & Welfare, Weights & Measures**, or Product Safety and become competent in enforcement in those areas.

*Option to transition to FSA certification via a CTSI oral exam and successful coursework assessment.

**Designed as an introduction to Weights & Measures. Learners can opt for additional study with the CTSI for the Section 73 Certificate to become a qualified Weights & Measures Inspector.

Funding

We will work with you to maximise **Apprenticeship Levy** funds and access any other support or incentives that are available to fund the programme.

CSA blended learning delivery

Flexible combination of group workshops, e-learning, structured workplace learning, tutorials, and mini projects – can be fully integrated with wider internal training and organisational needs.

Programme Overview

CSA Learning is proud to be supporting the Government's initiative to stop harmful tobacco and vape products finding their way into neighbourhood shops and stopping underage sales. The Tobacco and Vapes Bill 2024-25, if enacted, would create the first "smoke-free generation" by ensuring children born on or after 1 January 2009 can never be legally sold tobacco.

The bill includes other provisions which focus on making vaping less attractive and accessible to children and young people, strengthening smoke-free restrictions, and strengthening enforcement around the sale of tobacco and vaping products. In summary, the bill contains provisions:

- on the supply of tobacco, vapes and other products, including prohibiting the sale of tobacco to people born on or after 1 January 2009
- on the licensing of retail sales and the registration of retailers
- to enable product and information requirements to be imposed in connection with tobacco, vapes and other products
- to control the advertising and promotion of tobacco, vapes and other products, and;
- on smoke-free places, vape-free places and heated tobacco-free places.

In collaboration with Trading Standards partners we have built a bespoke training programme to provide specialist training for the Trading Standards sector starting with 80 designated local authorities. Our aim is to develop a highly skilled team of enforcement officers to support the drive to make our communities a safer place.

We will be delivering this Level 6 Trading Standards Professional apprenticeship programme via a series of online Workshops over a shorter, more intensive period of no longer than 29 months (including End Point Assessment) and incorporating the new Tobacco & Vape legislation into a specialist module that all apprentices will undertake. We have altered the running order of the current Level 6 Trading Standards modules to enable Trading Standards teams to deploy competent officers earlier in the programme.

The new programme will require the learners to undertake the new Tobacco and Vapes specialist module as well as one other from the standard list (Weights & Measures, Feed, Food, Product Safety, Animal Health and Welfare).

Learner profile

The Department of Health and Social Care (DHSC), as the funding body, has specified that use of the funding provided to Local Authorities is for new apprentices only onto the three-year Level 6 programme. These apprentices must be new recruits and not existing staff transferred over from another course. These apprentices should also be new to the profession, with no prior associated qualifications (Regulatory Compliance Officer or CTSI Stage 1), and be specifically recruited to the role.

Enrolling

Once your new apprentice Trading Standards Officer is in post you will be able to reserve a place on one of the eight cohorts that will be launching between July and October 2025. Please follow the link to the pre-enrolment form below to register your learner. Once we receive the completed form, a member of our Enrolment Team will be in touch to start the onboarding process. This involves an eligibility check, learner portal registration and functional skills/cognitive assessments. Cohort Start Dates:

- 14 July 2025
- 29 August 2025
- 1 September 2025
- 5 September 2025
- 7 October 2025
- 13 October 2025
- 4 November 2025



Modules

Module 1: Business and Strategy

- Analysis at Level 6
- Central & Local Government
- Regulatory Compliance
- Business Understanding
- The Wider Business Environment
- Growth Duty
- Primary and Home Authority

Module 2: Business Environment & The Regulators Code

- Regulators Code
- Risk Based Approach
- Supporting Business in Compliance
- Understanding the Business Environment

Module 3: Communication, Decision Making, and the Inspection Process

- Inspection Process
- Macrory Report
- The range of UK Consumer Protection Organisation
- Devolved Government
- Partner Organisations and Collaborative Working
- Self-regulation in Business
- Codes of Practice
- Working and Communication Stakeholders
- Environmental Sustainability

Module 4: Enforcement & Dispute Resolution

- Investigatory Powers
- Complaint Handling
- Conducting Root Cause Analysis
- Alternative Dispute Resolution
- Prosecution
- UK System of Law

Module 5: Consumer Protection

- CPA Powers
- DMCC Intro & Misleading Practices
- DMCC Aggressive Practices
- Professional Diligence
- Fraud
- Scams
- Intellectual Property
- Underage Sales
- Due Diligence

Module 6: Illicit Tobacco & Vapes

- Legislation
- Powers
- Products – compliant and non-compliant
- Alternative Enforcement
- Risk & Intelligence Development
- The Current Landscape and Horizon Scanning
- Threats and Trends
- National, Regional and Local Strategic & Tactical Assessments and Control Strategies
- Partnerships
- Reporting Mechanisms

Module 7: Investigation & Evidence Gathering

- Prosecution
- Types of Evidence
- PACE
- Criminal Procedures and Investigations Act
- Safeguards
- Human Rights Act
- RIPA Surveillance
- Executing Warrants
- Briefings
- Interviewing Suspects
- PEACE Model
- Live Witness Training – in-person role-play with qualified barrister

Module 8: Change & Project Management

- EPA – Getting ready
- Wider Context
- Techniques
- Forming Own Project
- Change Management
- Effective Communication
- The English Court System

Module 9: Leadership & Management

- Leadership Values
- Leading Teams
- Delivering Results
- Creating Effective Relationships



ADDITIONAL MODULES

Select up to two additional modules (modules A - E) to undertake.



Please note the modules undertaken must be relevant to your current employment.

■ Additional Modules

Learners are given the choice of one additional module as part of their apprenticeship programme. The choices are as follows:

Module A: Product Safety

- Legislative Overview – New Approach v Old Approach
- Standards
- CPA
- GPSR
- Powers and Duties
- DD
- Toys
- Electrical Equipment
- Cosmetics

Module B: Weights and Measures

- Introduction to Weights and Measures Legislation
- Roles of TS and other Major Organisations
- The Weights & Measures Act
- Powers and General Enforcement
- Units and Standards of Measurement
- Types of Weights & Measures Equipment
- Introduction to Weights and Measures Controls over prescribed equipment used in the field of weighing
- Introduction to UK Weights & Measures Legislation concerning packing food and commodities
- Weights & Measures Controls over prescribed equipment used in the field of volume

Module C: Food

- Introduction to Food Law
- Fundamental basis of food standards law
- Relevant Codes of Practice
- The duties and responsibilities of food authorities and their relationship with central government departments
- Legal framework for sampling food products
- Legislation retain to specific foods
- Regulation that apply more generically to food products

Module D: Animal Feed

- Introduction to Feed
- Overview of Feed Legislation
- The Animal Feed Industry and Different Types of Feed
- Enforcement Powers
- Case Studies of Feed Safety Issues
- Feed Labelling and Feed Additives
- Sampling and Undesirable Substances

Module E: Animal Health & Welfare

- Introduction to Animal Health & Welfare Legislation
- Animal Health Act
- Animal Welfare Act
- Roles of Regulators and Other Organisations
- Disease Control
- Animal Welfare
- Enforcement



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