



Real Learning Real Benefits

City & Guilds Professional Recognition Awards

Initial Advice and Guidance

Version 1

INDUCTION GUIDE

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About the Professional Recognition Awards

The Professional Recognition Awards represent a vocational route to higher level professional recognition. They are:

- Progressive: there is a clear line of progression from Level 4 to Level 7.
- Accessible: the awards are open to any candidate who meets the requirements and the standards.
- Competence-based: the awards recognise the practical application of professional skills, knowledge and understanding in employment. They offer an experience-based route to higher level qualifications.

Once achieved, the holders will be entitled to use the appropriate designatory post-nominal letters for the City & Guilds Institute of London and are entitled to wear the approved gown, hood and cap.

Levels of Professional Recognition Awards

The successful achievement of an award will attest to the candidate's ability to operate at the standards contained and will also lead to the conferral of City & Guilds awards:

Licentiate	LCGI	Level 4
Affiliate	AfGCI	Level 5
Graduate	GCGI	Level 6
Membership	MCGI	Level 7

Benefits of CVQO-led Professional Recognition Awards

The Professional Recognition Awards enable candidates to build on the skills they have gained during their voluntary activities or in their employed role:

- Becoming a more valuable employee: skills are endorsed with internationally recognised qualifications that are valued in the workplace.
- Becoming a better leader: managerial skills are enhanced and a greater understanding is gained of different methods of learning and self-reflection.

Candidate entry requirements

There are no eligibility restrictions relating to rank or role.

In order to qualify for the Professional Recognition Awards candidates must fulfil two key requirements:

1. The ability to understand and practise a technical or professional activity
2. Have current occupational currency with the ability to demonstrate achievement of a range of pre-defined personal skills and specific competencies. These are the Standards and Standard Statements described below.

In general terms the levels of the Awards correspond to the following grades of responsibility:

Licentiate	Level 4	First Line Manager
Affiliate	Level 5	Line Manager
Graduate	Level 6	Senior Manager
Membership	Level 7	Strategic Leadership Role

The situation may be complicated by the fact that some candidates fulfil more than one volunteer role at the same time. Responsibilities in the first role might appear to lead towards one level. The remit of the second role might involve skills appropriate for a higher level. The skills candidates have acquired in the context of an employed role may also be relevant.

The key question in assessing eligibility is: “Can I demonstrate competence and provide supporting documentary evidence in every standard at this level?”

Award Standards and Standard Statements

City & Guilds have described six underpinning Standards that are common to all four levels of award. These are:


- Standard 1: Commitment to Professional Standards
- Standard 2: Communication and Information Management
- Standard 3: Leadership
- Standard 4: Professional Development
- Standard 5: Working with Others
- Standard 6: Managing Customer Relationships

Each Standard is defined in more detail by a number of Standard Statements. Each Standard Statement explains exactly what skills or competencies the candidate needs to provide evidence for. You have been provided with a complete list of the Standards and Standard Statements for each level of award.

Selecting the correct level of award

The requirements needed to provide evidence for the Standard Statements become more challenging as the level of the Award rises. For example in Standard 3: Leadership the first Standard Statement at each level is:

Standard	Standard Statement 3.1	
3: Leadership	Level 4	<i>Display appropriate leadership skills in own area of responsibility</i>
	Level 5	<i>Demonstrate clear, positive and motivational leadership skills</i>
	Level 6	<i>Take responsibility for achieving organisational objectives through clear and focussed leadership</i>
	Level 7	<i>Promote and champion the organisation's values and objectives and take responsibility for their realisation through strong leadership</i>



Most of the comparable Standard Statements progress in this way between levels and this is how the Awards are differentiated from each other.

How do I decide which Award Level to enrol for?

The first step will be for you to put together a Curriculum Vitae (CV) listing the roles you have fulfilled which are relevant to the Professional Recognition Awards and a timeline. This may include volunteer posts you have held and also relevant parts of your employed role.

Next you should provide outline job descriptions to give a little more detail about the responsibilities you held while fulfilling the roles you have listed in your CV. There needs to be enough detail to inform your decision about the appropriate level of award but you will not need to spend as much time on this as you would for a job application.

You will send both of these documents to CVQO to form part of your submission evidence.

Now you have a clear picture of the roles in which your experience has been gained, look carefully through the list of standards and standard statements for the level of award you are interested in.

You should be able to look down through the Standards comparing the requirements at two adjacent levels for example Licentiate versus Affiliate or Affiliate versus Graduate and so on.

For your choice of level to be appropriate you must be able to provide evidence to fulfil every Standard Statement listed for that level.

Do not worry if the meaning of a Standard Statement is not clear to you. CVQO will discuss your choice of level with you before your enrolment is confirmed and there will be an opportunity to ask questions about this.

Completing a Professional Recognition Award

The Professional Recognition Awards are reflective in nature. They do not involve a course of study followed by an exam. The starting point will be the experience that has already been gained in a leadership or management role. Each level of Award is defined by a set of Standards which a successful candidate will have met.

To complete an Award you must reflect on your own experience and make comparisons with the standards City & Guilds have set up as benchmarks.

- When you have judged that you can meet these standards, the next task will be to explain to the assessor how you have achieved this.
- This will be done by writing a Reflective Account which will describe exactly what you did in your leadership role. Your writing must address all aspects of each standard and there must be clear links to show this.

Your Reflective Account will form a major part of the evidence for the assessor but your report must also be supported by a portfolio of documentary evidence. The evidence is there to show that your statements are true.

- Your portfolio evidence must be relevant and there should be enough of it to corroborate the statements you have made about yourself in your Reflective Account.
- The evidence must also be valid. This means that the link to you and your actions must be completely clear.
- The evidence must also be presented in a way which allows the assessor to see clearly how it supports your statements.

Work Related Project

You may already have evidence of project work you have completed in your role. This may have been the outcome of a particular task you worked on. Examples could include: "Solving problems of adult recruitment ..." or "Increasing participation in adventurous training ..."

These are both examples of Work Related Projects.

- You may already have produced a formal Project Report as the outcome of this work. A Project Report usually has a defined structure incorporating objectives, scope, methodology and outcomes.
- Even if the details of this work were not collated as a formal Project Report they may still be readily accessible in another format. In this case the material could be converted into a less formal Reflective Report about the project.

Evidence comprising a Work Based Project (either a Project Report or a Reflective Report about a project) can also be used as evidence to show that the Standard Statements have been achieved.

All candidates must complete a Reflective Account to explain how their experience links to the Standard Statements of the Awards.

If the portfolio of supporting evidence includes a significant Work Related Project then the Reflective Account might consist simply of a description, with appropriate references, of the ways in which particular aspects of the Work Related Project cover each of the Standard Statements. In this case the Work Related Project would be the major item of supporting evidence and fewer documents of portfolio evidence will be needed. If the Work Related Project does not cover every standard completely then it will be possible to increase the detail in the relevant section of the Reflective Account and provide portfolio evidence to cover these gaps.

Support from CVQO

CVQO will provide detailed written guidance to explain how to complete your award. In addition we will support your completion within the following framework.

- 1) Initial advice and guidance. We will help you to make sure that:
 - We know about any specific needs you may have so that we can cater for these as far as we can.
 - You have chosen an appropriate level of award
 - You have a clear understanding of the way in which you are going to complete your award and the timescale for completion you have agreed upon. This will incorporate review points when we will contact you to find out how your submission is progressing.

- 2) Mentoring and review. When you have completed your enrolment we will nominate a Mentor at CVQO as your personal point of contact while you are working towards your award. Your Mentor will :
 - Contact you near the dates you initially agreed as review points
 - Offer specific advice about the things you need to do next
 - Suggest additional review points for your agreement if these are needed

- 3) Submission and assessment. The submission of your work should form the final review point. CVQO will appoint a subject specialist to assess your work and provide detailed feedback on the outcome of assessment. If a resubmission is needed your assessor will provide detailed guidance about this.

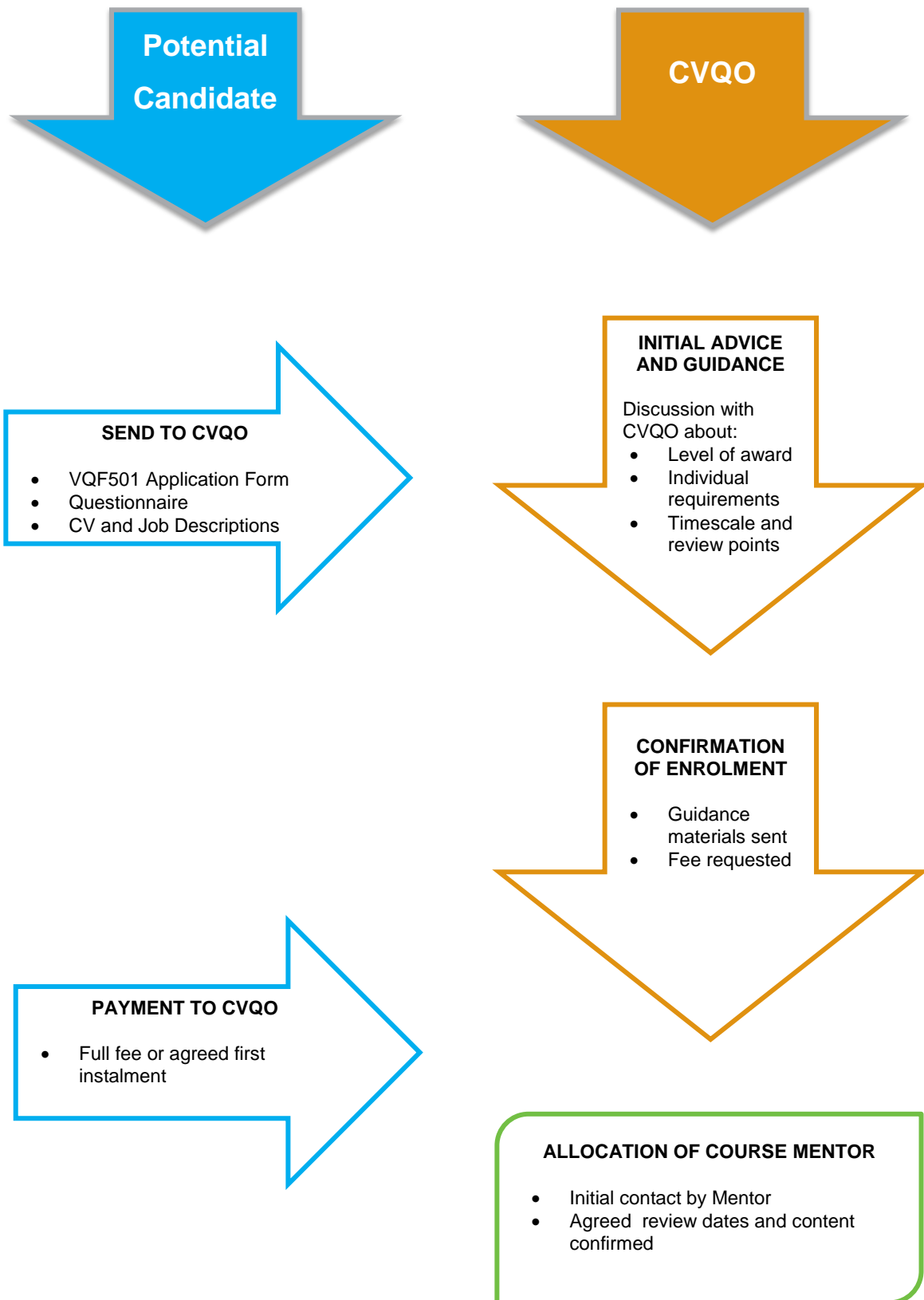
Timescales for the Professional Recognition Awards

The time allowed to complete an award is two years. Completing an award should take much less time than this. You will be asked to decide on formal review points and a submission deadline well within this period which suits your personal circumstances.

PRA Assessment Appeals Procedure

An appeals procedure exists to assist candidates in the event of a disputed assessment decision following submission.

Applying for a Professional Recognition Award



Items to send to CVQO by recorded delivery:

- VQF501 Application Form
- Questionnaire
- CV + Job Descriptions

**CVQO
3 Archipelago
Lyon Way
Frimley
Camberley
Surrey
GU16 7ER**

Alternatively forms can be scanned and emailed to **avq@cvqo.org**. Please ensure your scanned documents are legible before emailing.

Recognition of achievement
 Make your future count
 Life-changing
Real Learning
Real Benefits
 Learning

Supportive
 Lifelong learning
 Unique
 Development

Life-skills
 Professional
 Quality
 Training
 Better prospects
Reward
 Forward thinking

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