

What are Professional Recognition Awards?



The Professional Recognition Awards are a vocational route to higher level professional recognition and are:

Comprehensive - The awards are offered in commercial and professional fields. There are no practical limitations on the areas of employment to which they may be related.

Progressive - There is a clear line of progression through from Licentiate (LCGI), Affiliate (AfCGI), Graduate (GCGI), to the highest level of professional competence Membership (MCGI).

Accessible - The awards are open to any Learner 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 employment-based route to higher level qualifications.

Study Routes

There are two routes available for completing these awards*:

A **Work Related Project** such as an account of how a programme of change was introduced and managed or other work related management activities. The subject matter should be directly relevant to the learner's role. The Work Related Project must demonstrate the project's objectives, scope, methodology and outcomes, with appendices and illustrations if required.

For the **Portfolio Route** the learner will be required to produce a portfolio of evidence. The Portfolio may include a variety of documentary evidence relating to a variety of different detailed projects or activities. Examples of evidence that would support this could be a policy of procedure that the learner has introduced or been involved in delivering.

The selected evidence must be supported by Personal Statements that demonstrate its relevance and the depth of context in which the evidence was used. Both the Personal Statements and evidence should be cross referenced to the Award Standards to ensure all the requirements have been met.

*Only Portfolio Route available to both Licentiate and Affiliate.



Professional Recognition Awards

3 Archipelago, Lyon Way,
Camberley, Surrey, GU16 7ER
01276 601715
avq@cvqo.org
www.cvqo.org

CVQO Ltd is a Company Registered in England & Wales No 5736932
Charity Registered in England & Wales No 1115234 Charity Registered
in Scotland SC039261



The levels of Professional Recognition Awards

The Professional Recognition Awards have been developed in line with the OFQUAL regulatory arrangements for developing qualifications. Successful achievement of an award will attest to the Learner's ability to operate at the following levels:

- Licentiateship (LCGI) - comparable to Level 4
- Affiliateship (AfCGI) - comparable to Level 5
- Graduateship (GCGI) - comparable to Level 6
- Membership (MCGI) - comparable to Level 7

The benefits of Professional Recognition

There are many benefits to be gained through an association with the City & Guilds Professional Recognition Awards. Through the Professional Recognition Awards, you may:

- Certify achievement of your volunteer roles within a wide range of vocational fields – Provides you with the 'Value Added' and builds on your abilities to be a better leader
- Certify achievement of your leadership and management skills to employers
- Supports own self-development
- Extend opportunities for those seeking professional development
- Encourages continued learning and development
- Derive explicit recognition of transferable skills
- Recognises assessed training from within your youth organisation
- Provide a basis for CPD across your chosen youth organisation and with your employer

Learner entry requirements

In order to qualify for the Professional Recognition Awards Learners must fulfill two key requirements:

- The ability to understand and practice a technical or professional activity
- Have current occupational currency with the ability to demonstrate achievement of a range of pre-defined personal skills and specific competencies

The following descriptors are provided to indicate the type of roles and responsibilities applicable:

Licentiateship – the Learner would typically:

- have first line responsibility for managing day to day activities
- manage resources in own area of responsibility
- constructively work with others to develop and maintain good working relationships
- develop and maintain good customer relationships
- identify and access opportunities for professional development
- be able to apply professional standards* in own area of responsibility
- communicate effectively and manage information in line with organisational and legal requirements
- consistently meet aims and objectives
- exercise autonomy and judgement in work role
- consider the views and perspectives of others in decision making
- address problems that are well-defined but non-routine

Open to any Instructor, Constable or equivalent (DSVS).

Affiliateship – the Learner would typically:

- have line management responsibilities
- anticipate, plan and lead change
- manage resources
- constructively work with others to develop and maintain good working relationships
- set direction and inspire others to work together to achieve challenging outcomes
- generate creative ideas to inform best practice and continual improvement
- monitor compliance with professional standards*
- implement an effective communication strategy
- develop and maintain good customer relationships to support the customer focussed culture of the organisation
- analyse, identify and access professional development
- address problems that are well-defined but complex and non-routine
- exercising autonomy and judgement in decision making which takes into account the views and perspectives of others

Suggested line management*: Sergeant Instructor, Sergeant or equivalent (DSVS).

Graduateship – the Learner would typically:

- have senior management responsibilities
- take responsibility for achieving organisational objectives
- take responsibility for managing a programme of substantial change or development
- identify and manage resources to meet organisational objectives
- take responsibility for motivating, delegating and empowering others
- promote innovation and generate ideas for improvement
- take responsibility for promoting, monitoring and maintaining compliance to professional standards*

- establish, lead and maintain effective communication
- develop and implement standards for customer service
- evaluate the impact of professional development on self and the organisation
- address problems that are complex and non-routine
- use autonomy to make judgements, demonstrating an ability to understand different perspectives, approaches and schools of thought

Suggested line management*: Sqn/Unit Commander, Sqn Warrant Officer, Station Sgt or equivalent (DSVS).

Membership – the Learner would typically:

- have strategic leadership responsibilities
- articulate a vision for the future of the organisation or own area of responsibility
- take responsibility for leading the organisation or own area of responsibility through complex change
- have an in depth understanding of resources and manage them to meet organisational objectives
- establish a culture of mutual support and cohesion which values the contribution of others and recognises success
- promote innovation and generate ideas for improvement
- establish an environment and culture that assures and promotes compliance with professional standards*
- develop a communication strategy for the organisation or own area of responsibility
- represent the organisation to communicate on matters of importance and sensitivity and establish robust methods for managing information
- establish a strategy for putting the customer at the centre of the organisation or own area of responsibility
- champion professional development within the organisation

Suggested line management*: Officer Commanding Wg/Major Unit Wg Warrant Officer, Superintendent or equivalent (DSVS).

* Professional standards include but are not limited to legislation, policies and procedures for health, safety and security, equality and diversity, management of information, professional codes of conduct and other organisational policy and procedure

* Subject matter experts could be eligible for GCGI/MCGI if they play a strategic role in the policy and procedural decision making.

For more information contact the HKACC VQU on (852) 2712 8900 or vqu@aircadets.org.hk.