

City & Guilds Licentiate (in Youth Management and Training) for Hong Kong Air Cadet Corps (HKACC) Senior Members

AWARD OVERVIEW

This is a vocational award run in conjunction with City & Guilds. The Licentiate provides distinctive and formal recognition of personal achievement and the application of professional and technical expertise within the Cadet Forces.

Learners must demonstrate through their written work, a knowledge and competency equivalent to that which could be expected of a graduate at Foundation degree level or someone who has gained a United Kingdom vocational qualification or UK NVQ at Level 4.

ELIGIBILITY

This award is suitable for those with a supervisory/first line management skills level and is available to any Senior Member who has completed a minimum of 5 years of adult service in the Hong Kong Air Cadet Corps.

Former Armed Forces or Disciplined Forces Personnel

Any Senior Member with a previous Armed Forces, HKSAR Disciplined Forces, Auxiliary Forces or Reservist background and has at least a minimum of 1 year's Cadet Force experience and has previously held one of the specified ranks are eligible to apply. *(Proof of service and rank will be required upon registration.)*

- A Commission
- Inspector (or equivalent)

Or to those who held the rank of

- Petty Officer
- Sergeant (or equivalent)

Civilian Instructors

CVQO has the discretion to accept registrations for Civilian Instructors at all three levels of Senior Awards. Applications will be treated on a case by case basis and candidates will be required to complete the Portfolio Route. If they have previous commissioned or SNCO service, then the Reflective Route may apply. Individuals must have served at least a minimum of 5 years service within the Hong Kong Air Cadet Corps to be eligible for the Licentiate award. A Wing Commander designated by the Commanding Officer, HKACC, will be required to countersign their application confirming their eligibility to apply.

HKSAR Disciplined or Auxiliary Forces Serving Personnel

If you are currently serving in a HKSAR Disciplined/Auxiliary Force as either a Regular or as an auxiliary member and are assisting with the cadet movement, you can also apply for this award, providing you hold one of the aforementioned ranks.

PERSONAL SKILLS AND PERFORMANCE CRITERIA

The Licentiate award requires candidates to demonstrate how they meet the key criteria. As part of your award process, you will need to write a Reflective Report based upon:

- Self Management & Development
- Managing Tasks
- Communicating clearly and effectively
- Working with and relating to others

- Applying Knowledge
- Applying initiative in work problems
- Reflection on own learning outcomes

AND

- Give 3 detailed examples of when you have had to carry out original research

DELIVERY

Two routes are available for completing this award and all Senior Members have two years in which to complete the award:

Reflective Route – open to Senior Members who have attended the:

- Officer Cadet Training Course
- Officer Trainee Training Course
- Recruit Instructor Training Course

You will be required to complete a 'Reflective Report' based upon what you learnt on the above course and how you have since applied these skills to your Cadet Force role. Your major unit commander will be required to endorse in writing your abilities to demonstrate the necessary competencies before your report is returned to CVQO for assessment.

Portfolio Route – open to any Senior Member who meets the criteria, but has not attended one of the above courses. For this route, you will be required to provide a portfolio of evidence (material that supports your claim), a Cadet Force / civilian CV and complete a Reflective Report on how you feel you meet the required criteria. Your major unit commander will be required to comment on your report before this is returned to CVQO for assessment.

ASSESSMENT

Your report will be assessed by a CVQO subject specialist. They will assess your work against City & Guilds criteria. The assessor will feed back your results to CVQO, who in-turn will notify you of your result via HKACC.

SUCCESS

The successful candidate will gain an award which is of comparison to a Level 4 qualification or Foundation degree. City & Guilds Senior Awards carry with them the entitlement to use the post nominal letters **LCGI** (*LicentiateShip City & Guilds Institute*). All successful Senior Award holders will also be invited to attend CVQO's annual graduation ceremony in the United Kingdom.

FEES

The cost of this award is **£230**.

City & Guilds Graduateship (in Youth Management and Training) for Hong Kong Air Cadet Corps (HKACC) Senior Members

AWARD OVERVIEW

This is a vocational award run in conjunction with City & Guilds. The Graduateship provides distinctive and formal recognition of personal achievement and the application of professional and technical expertise within the Cadet Forces.

Learners must demonstrate through their written work, a knowledge and competency equivalent to that which could be expected of a graduate at Honours degree level or someone who has gained a United Kingdom vocational qualification or UK NVQ at Level 6.

ELIGIBILITY

This award is available to any Senior Member who has completed a minimum of 10 years of adult service in the Hong Kong Air Cadet Corps and holds:

- A Commission

Or has reached the rank of:

- Warrant Officer

Former Armed Forces or Disciplined Forces Personnel

Any Senior Member with a previous Armed Forces, HKSAR Disciplined Forces, Auxiliary Forces or Reservist background and has at least a minimum of 1 year's Cadet Force experience and has previously held one of the specified ranks are eligible to apply. (*Proof of service and rank will be required upon registration.*)

- A Commission
- Inspector (or equivalent)

Or to those who held the rank of

- Chief Petty Officer
- Staff Sergeant
- Flight Sergeant
- Station Sergeant (or equivalent)

Civilian Instructors

CVQO has the discretion to accept registrations for Civilian Instructors at all three levels of Senior Awards. Applications will be treated on a case by case basis and candidates will be required to complete either a Thesis or Portfolio Route. If they have previous commissioned or SNCO service, then the Reflective Route may apply. Individuals must have served at least a minimum of 10 years service within the Cadet Force to be eligible for the Graduateship award. A Wing Commander designated by the Commanding Officer, HKACC, will be required to countersign their application confirming their eligibility to apply.

HKSAR Disciplined or Auxiliary Forces Serving Personnel

If you are currently serving in a HKSAR Disciplined/Auxiliary Force as either a Regular or as an auxiliary member and are assisting with the cadet movement, you can also apply for this award, providing you hold one of the aforementioned ranks.

PERSONAL SKILLS AND PERFORMANCE CRITERIA

There are two sets of criteria depending upon the route you choose. In order to meet the requirements of the award candidates will be expected to have demonstrated this in their work.

- *Reflective & Portfolio Route:*
 - Your role in enabling the Service to achieve its goals
 - Demonstrates team working and leadership skills
 - Collect information and use it to solve problems and make decisions
 - Manage yourself and your work effectively
 - Take responsibility for developing yourself
- Model good practice *Thesis Route:*

- Self management and development:
- Understanding, application and critical assessment of established practices
- Effective working relationship
- Clear and effective communication

DELIVERY

Three routes are available for completing this award and all Senior Members have two years in which to complete the awards.

Reflective Route – open to Senior Member who have attended the:

- Officers' Command Course and Officer Cadet Training Course/Officer Trainee Training Course

You will be required to complete a 'Reflective Report' based upon what you learnt on the above course and how you have since applied these skills to your Cadet Force role.

Your major unit commander will be required to endorse, in writing your abilities to demonstrate the required competencies before your report is returned to CVQO for assessment.

Portfolio Route – open to any Senior Member who meets the criteria, holds a HK Qualifications Framework (HKQF) Level 4 qualification (e.g. Associate Degree; Higher Diploma), but has not attended one of the courses referred to above.

For this route, you will be required to provide a portfolio of evidence (material that supports your claim), a Cadet Force / civilian CV and complete a Reflective Report on how you feel you meet the required criteria. You must also include a copy of your HKQF Level 4 qualification. Your major unit commander will be required to comment on your report before this is returned to CVQO for assessment.

Thesis Route – open to any Senior Member who meets the criteria, but has not attended one of the courses referred to above and does not hold a HKQF level 4 qualification.

The Thesis route requires you to complete a 2,500 word essay on a topic linked with your cadet service.

ASSESSMENT

Your Reflective Report, Portfolio or Thesis will be assessed by a CVQO subject specialist who will feed back your results to CVQO. You will be assessed on how you meet the key criteria and how you have applied these to your Cadet Force role.

When conducting the assessment, the assessor will take into account

- The degree to which the evidence presented demonstrates that the performance criteria and standards have been met
- The validity and reliability of the evidence
- The quality and sufficiency of the evidence
- How the work relates back to the original synopsis

You may be called for a follow up interview. This interview will be held locally and conducted by a member of the HKACC Vocation Qualifications Unit.

SUCCESS

The successful candidate will gain an award which is of comparison to a Level 6 qualification or Honours degree. Graduates will be entitled to use the post nominal letters of **GCGI** (*Graduateship City & Guilds Institute*). All successful Senior Award holders will also be invited to attend CVQO's annual Graduation ceremony in United Kingdom.

FEES

The cost of this award is **£360**.

City & Guilds Membership (in Strategic Youth Management) for Hong Kong Air Cadet Corps (HKACC) Senior Members.

AWARD OVERVIEW

This is a vocational award run in conjunction with City & Guilds. The Membership provides distinctive and formal recognition of personal achievement and the application of professional and technical expertise within the Cadet Forces. Successful candidates must show academic ability, equivalent to that which could be expected of someone holding a Master's degree or someone who has gained a United Kingdom vocational qualification or UK NVQ at Level 7. Individuals must be able to demonstrate skills and competencies at a strategic management level.

ELIGIBILITY

This award will suit those in a senior management role and is available to any Senior Member who has completed a minimum of 10 years service in the Hong Kong Air Cadet Corps and holds the rank of :

- Squadron Leader or above

Or those with the rank of:

- Warrant Officer with an established or co-opted Wing or Corps role

Former Armed Forces or Disciplined Forces Personnel

Any Senior Member with a previous Armed Forces, HKSAR Disciplined Forces , Auxiliary Forces or Reservist background and has at least a minimum of 1 year's Cadet Force experience and has previously held one of the specified ranks are eligible to apply. *(Proof of service and rank will be required upon registration.)*

- Lieutenant Commander
- Major
- Squadron Leader
- Superintendent (or equivalent)

Or to those who held the rank of

- Warrant Officer Class One
- RAF Warrant Officer
- Station Sergeant (or equivalent)

Civilian Instructors

CVQO has the discretion to accept registrations for Civilian Instructors at all three levels of Senior Awards. Applications will be treated on a case by case basis and candidates will be required to complete a 5000 word Thesis. Individuals must have served at least a minimum of 10 years service within the Cadet Force to be eligible for the Membership award. A Wing Commander designated by the Commanding Officer, HKACC, will be required to countersign their application confirming their eligibility to apply.

HKSAR Disciplined or Auxiliary Forces Serving Personnel

If you are currently serving in a HKSAR Disciplined/Auxiliary Force as either a Regular or as an auxiliary member and are assisting with the cadet movement, you can also apply for this award, providing you hold one of the aforementioned ranks.

PERSONAL SKILLS AND PERFORMANCE CRITERIA

In order to meet the requirements of the awards candidates will be expected to have demonstrated personal skills and specific competence in:

- Working to improve performance and keep abreast of advances in the field
- Implementing and maintaining systems correctly to monitor quantity, quality, cost and time
- Defining problems and recommending solutions to improve efficiency of operations
- Working methods and activities being consistent with current management priorities and organisational objectives
- Understanding and being able to critique the organisations mission and the social and economic implications of work undertaken
- Managing innovation and change
- Exercising responsibility for technical and managerial duties
- Providing effective guidance and supervision of colleagues

- Communicating clearly and effectively with subordinates peers and line managers

DELIVERY

All candidates upon registration will receive the required resource material and appropriate tutorial support by the HKACC Vocational Qualifications Unit for the successful completion of this award.

Membership is achieved by the completion of a Thesis which must be accompanied by a CV of progressive Cadet Force career development.

Your chosen Thesis subject must be on a strategic management topic linked to your cadet service and should include objectives, scope, methodology and outcomes, with appendices and illustrations, as appropriate. Your work will form two parts:

- Synopsis – outlines *proposed* scope and methodology for completing the Thesis. Approx 400 to 800 words.
- Thesis – must be approx 5000 words and support in depth your identified approach outlined in your Synopsis.

Adults have two years in which to complete the award

ASSESSMENT

Your Synopsis and Thesis will be assessed by a CVQO subject specialist who will feed back your results to CVQO. You will be assessed on how you meet the key criteria and how you have applied these to your Cadet Force role.

When conducting the assessment, the assessor will take into account

- The degree to which the evidence presented demonstrates that the performance criteria and standards have been met
- The validity and reliability of the evidence
- The quality and sufficiency of the evidence
- How the work relates back to the original synopsis

Interview

You may be called for a follow up interview upon your CVQO assessor's recommendation. This interview will be held locally and conducted by a member of the HKACC Vocational Qualifications Unit.

SUCCESS

Successful candidates will gain an award which is of comparison to a UK NVQ Level 7 qualification or Master's degree. Graduates will be entitled to use the post nominal letters of MCGI (*Membership City & Guilds Institute*). All successful Senior Award holders will also be invited to attend CVQO's annual Graduation ceremony

FEES

The cost of this award is £600.



ILM LEVEL 3 AWARD IN FIRST LINE MANAGEMENT

ILML3QIFLM/0508



Introducing the qualification

The ILM Level 3 Award in First Line practising or aspiring first line managers a solid foundation in their formal development as a manager.

The Award is a concise qualification which gives an introduction to the basic skills, knowledge and understanding required by today's first line manager.

The mandatory unit 'Solving Problems and Making Decisions' is designed to develop practical techniques for tackling managerial problems and making decisions from gathering and interpreting information through to the effective communication of outcomes.

Qualification overview

Level 3 Award in First Line Management

Credit value	• Minimum 5 credits
Guided learning	• Minimum 34 hours
Duration	• Completion within one year
Structure	• Induction – one hour • Tutorial support – at least two hours • One mandatory unit with a credit value of 2 • Optional units with a minimum total credit of 3
Assessment – mandatory units	• Work-based assignment
Assessment – optional units	Depending on the units selected, a choice of: work-based assignments, reflective reviews, knowledge reviews, oral presentations, role-play/scenarios, written reports or centre-devised alternatives
Entry requirements	There are no formal entry requirements but participants will normally be practising or aspiring first line managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme



ILM LEVEL 3 AWARD IN FIRST LINE MANAGEMENT

Overview of units

Ref	Unit title	CV*	Mandatory
M3.01	Solving problems and making decisions	2	A
M3.02	Understanding change in the workplace	2	
M3.03	Planning change in the workplace	2	
M3.04	Achieving objectives through time management	1	
M3.05	Writing for business	1	
M3.06	Managing creativity and innovation in the workplace	1	
M3.07	Obtaining information for effective management	2	
M3.08	Managing customer service	1	
M3.09	Giving briefings and making presentations in the workplace	1	
M3.10	Introduction to leadership	2	
M3.11	Building the team	1	
M3.12	Motivating to perform in the workplace	2	
M3.13	Developing yourself and others	2	
M3.14	Managing conflict in the workplace	1	
M3.15	Managing stress in the workplace	1	
M3.16	Managing the employment relationship	2	
M3.17	Recruiting, selecting and inducting new staff in the workplace	3	
M3.18	Coaching and training your work team	2	
M3.19	Providing quality to customers	2	
M3.20	Planning to work efficiently	2	
M3.21	Organising and delegating	1	
M3.22	Managing projects	2	
M3.23	Managing health and safety at work	3	
M3.24	Understanding organisations in their context	2	
M3.25	Understanding culture and ethics in organisations	2	
M3.26	Managing performance	1	
M3.27	Working with costs and budgets	1	
M3.28	Managing the efficient use of materials	1	
M3.29	Managing the effective use of equipment	1	
M3.30	Understanding the communication process in the workplace	1	
M3.31	Influencing others at work	1	
M3.32	Communicating one-to-one at work	1	
M3.33	Effective meetings for managers	2	
M3.34	Understanding workplace information systems	1	
M3.35	Marketing for managers	1	

Learning resources

ILM offers learning providers a range of support materials for the ILM Level 3 First Line Management qualifications:

- **ILM Super Series 5** (published by Elsevier, April 2007) A fully revised fifth edition of this text-based open learning material which provides a direct match to each unit
- Unit assessments. A range of ready-to-use assessments, complete with mark sheets, covering units and clusters of units
- Videos. Choose from 'Teams that Work' and 'Vision for Change'. Both videos feature real case studies, not actors, and are supplied with full support materials

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at www.i-l-m.com/activate. At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

ILM Corporate Membership for Hong Kong Air Cadet Corps (HKACC) Senior Members.

Is this you?

- Thinking of going for promotion?
- Changing jobs or settling into a new role?
- Managing people for the first time?
- Dealing with change and uncertainty?
- Want external recognition for your achievements?
- Want to learn more about leading teams, management and leadership?
- Happy to invest less than £2 a week in your future?

CVQO has become a corporate member of the Institute of Leadership and Management. The Institute is the partner of choice for over 17,000 people like you who are keen to develop their talents and advance their careers. As an ILM Corporate Member, CVQO are offering you all the advantages of individual ILM membership - with an immediate saving on your membership subscriptions, reducing the cost from £95 to just £78 per year.

What are the benefits?

Through CVQO, ILM can help you by providing personal and professional support and information:

- o Edge – ILM's award-winning magazine on leadership and management
- o Career development services
- o Member events for input on topical management and leadership issues
- o On-line resource centre
- o Discount on childcare, hotels, financial and insurance services
- o Membership post nominals
- o And many more...see www.i-l-m.com for full listing

Who can apply?

Anyone can apply. It does not matter if you are starting to think about becoming a team leader or whether you are at the peak of your career, as the membership grades are based on a mix of experience and qualifications from any recognised awarding body, so there is a grade to suit everyone at all stages of their career.

Your membership profile is determined by ILM which is decided upon receipt of your application.

ILM Membership Grades

Affiliate (AInstLM)

- o A qualification at level 2 **or**
- o At least 10 days CPD within the last 3 years **or**
- o Newly appointed managers with less than 3 years experience **or**
- o Aspiring managers with a development plan

Associate (AMInstLM)

- o At least 5 years management experience **or**
- o A qualification at Level 3 **or**
- o At least 20 days CPD within the last 5 years

Member (MInstLM)

- o At least 5 years management experience **and**
- o A qualification at Level 3 **or**
- o At least 20 days CPD within the last 5 years

Fellow (FInstLM)

- o At least 7 years management experience including 5 years as a senior manager **and**
- o Either a qualification at degree level **or**
- o At least 35 days CPD within the last 7 years

What is CPD?

CPD is the means by which members of professional associations maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.

Applying for ILM Membership

Interested in becoming a member? Then **download** an application form and return it to CVQO with the accompanying fee. CVQO will complete section 9 of the form.

Payment of subscription should preferably be by direct debit. However, should you choose to pay by cheque ILM will add a £7 surcharge to your membership fee. Total fee payable would therefore be £85. All cheques should be payable to 'ILM'.

If you are applying for Fellowship you will need to provide additional information as set out in the notes on the application form. The subscriptions for Fellowship at £103 per year are higher than for other membership grades, but still offered at a discounted rate.

CVQO would coordinate your membership application with ILM, who upon receipt will write to you at your specified address detailing your membership grading, membership number and benefit entitlements.

Notes on completing the application form:

- o Sections 1 – 6 of the membership application form are aimed at your civilian job rather than your cadet force role
- o Section 7 is targeted at Service personnel. However, please complete this Section stating 'Cadet Force Volunteer' within this section
- o Section 8 you can list your Cadet Force qualifications and training as well as your professional qualifications. Feel free to use an annex if required.

- Section 9 is completed by CVQO. Please leave BLANK.
- If you feel it is appropriate to your application you can include a copy of your CV as well as photocopies of your certificates.
- Please return the application direct to CVQO and not to ILM. If you return your application to ILM this may result in your application being processed outside of the Corporate Membership route and thus will result in a higher subscription fee.

Studying Membership

ILM have made some significant changes to their Membership programme. Effective as of 1st October ILM now offer one year's **FREE** 'Studying Membership' for anyone who registers for ILM qualifications.

CVQO will therefore be able to pass this offer on to those Instructors who are eligible for the ILM Level 3 Introductory Certificate in First Line Management award. For eligibility details see ([weblink to CVQO ILM qual page](#))

So how do you qualify?

To qualify for the free Studying Membership offer:

- You must be registering for an ILM qualification through CVQO
- You must provide an email address on your CVQO application form. Without this detail candidates will be excluded from the studying membership as the offer is entirely electronic
- Studying members will be required to complete a short ILM on-line registration form the first time they visit ILM's 'Members Only' area. If you do not provide this information then you will be unable to access the membership benefits and will be excluded from ILM's offer.

Unfortunately, this offer can not be gained retrospectively and alas is unavailable to those instructors who have previously completed the Introductory Certificate in First Line Management award. However, you are eligible for full ILM Membership if you wish to join. See **CVQO Corporate Membership**.

How is your Studying Membership generated?

CVQO will process your award registration with ILM as normal. Upon receipt of registration ILM will automatically register you for the studying membership scheme.

ILM will subsequently send candidates:

- An email to outline the studying membership offer and how to access the studying membership benefits.
- Periodic emails during your year's membership with further information about your membership, the services you can access and how to upgrade your membership, if this should apply.
- A reminder that your studying membership year is about to expire and an option to join the full membership programme
- An 'unsubscribe' option appears on all ILM emails which allows candidates to cancel their membership and ensures that no further information is sent to them by ILM about studying membership.

What are the benefits?

Well aside from the fact you get one year's free 'Studying Membership', members will receive free access to a range of membership benefits, although these are slightly more limited to those available to full members (Affiliates, Associate Members, Members, and Fellows). Log on to ILM's website to find out more (www.i-l-m.com).

Free studying membership will automatically expire after one year regardless