

HONG KONG AIR CADET CORPS

Vocational Qualifications Unit

Appendix 1 – FCGI Application Guidelines

1. The Fellowship award:

Holders of the MCGI will not automatically be considered for FCGI. Applications are reviewed and afforded to those

- who have made outstanding achievements in sectors relevant to the Institute;
- shows appreciation to those who have given distinguished service to the Institute;
- identifies champions and role models for City & Guilds' learners;
- pays tribute to the worth and status of practical achievement;
- creates a formal link with eminent, influential people;
- invites support for the work of the Institute;
- enhances the profile of vocational education and training;
- attracts publicity for the Institute's work and adds value to the achievement of City & Guilds' candidates
- encourages interaction and good fellowship.

2. Direct application by the candidate:

A candidate should:

- complete form FCGI/1 (obtained via City & Guilds)
- obtain signatures of at least two referees (see below)
- add a current, customised curriculum vitae. This should be no more than 4 sides of A4 paper and include, with dates:
 - education
 - qualifications
 - honours, awards and other external forms of recognition
 - career – posts held with brief outline of responsibilities and achievements
 - evidence of contribution to the community
 - evidence of why City & Guilds Fellowship would be relevant and of value

Candidates are encouraged to include a short statement of how they might contribute to the work of City & Guilds.

The application should be sent, with the non-refundable registration fee, to City & Guilds' Corporate Relations Manager. Additional information may be requested from the candidate at any stage in the process. The contact person of the City & Guilds is Dr Fiona Burford, Corporate Relations Manager, Policy & Corporate Affairs: fiona.burford@cityandguilds.com.

3. Referees:

The referees should

- be personally known to the candidate
- have first-hand knowledge of the candidate's achievement
- include at least one referee of the same profession
- be of equivalent, or senior, status to the candidate.

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For overseas candidates, it is particularly recommended that at least one of the referees is known to City & Guilds (for instance a Fellow, a member of Council or an international figure whose status would be known and respected in the United Kingdom). Please see the Appendix 2 for the list of Fellows for your reference.

Reference Letters should not be included with the application. City & Guilds will contact the referees and may seek advice from additional referees.

4. Guidance for referees:

Referees will be asked

- how long they have known the candidate and in what capacity
 - for their assessment of the candidate's achievement within their professional field
 - for evidence of the candidate's contribution to the community, charitable or voluntary work and/or commitment to vocational education
 - for the relevance of the award: its value to the candidate and the benefit to CITY & GUILDS
- Referees should submit short commendations, normally no longer than one side of paper, giving their personal views as to the candidate's eligibility for Fellowship, and reasons for their support of the candidate's application.

5. Notification of outcome:

A candidate whose proposal is not supported will be informed as soon as practical. Successful candidates will be notified once Council has approved the award. A single lifetime fee will then be requested.