



CVQO

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Keep learning

CVQO-led qualifications | City & Guilds



www.cvqo.org | candg@cvqo.org | 01276 601701



What is a City & Guilds qualification?

The City & Guilds Professional Recognition Awards in Leadership and Management (PRAs) are regulated qualifications which represent a vocational route to higher education.

They don't involve new learning and you won't have to attend a course. Instead you must demonstrate through your reflective writing and supporting evidence, that you have sufficient experience of leadership and management to justify your award.

We offer four levels of Professional Recognition Award:



- Level 4 - comparable to a Certificate of Higher Education
- Level 5 - comparable to a Foundation Degree
- Level 6 - comparable to a Bachelor's Degree
- Level 7 - comparable to a Master's Degree



How are the awards completed?

You need to show us that you have the leadership and management experience required by writing a reflective account to provide real-life examples of your management actions.

This must be supported by a portfolio of evidence to show that your reflective writing is accurate.

Each level of award has six broad standards to be met:

- ▶ Commitment to Professional Standards

- ▶ Communication and Information Management

- ▶ Leadership

- ▶ Professional Development

- ▶ Working with Others

- ▶ Managing Customer Relationships

We will provide you with resource materials and your own CVQO mentor who will help you with deadlines and give advice on your work in two formal reviews as you complete your submission.



How are the awards assessed?

Your submission will be assessed at CVQO and we'll provide detailed feedback about your work if resubmission is advised.

In some circumstances your assessor may want to help you complete your award by discussing your submission with you.

The overall assessment and recommendation for certification will be based on:

- ▶ The range of supporting evidence and the Reflective Account

- ▶ An assessor's report

The assessor's report will take into account:

- ▶ The degree to which the evidence presented demonstrates that the criteria have been met

- ▶ The validity and reliability of the evidence

- ▶ The quality and sufficiency of the evidence

"I firmly believe the qualifications offered by CVQO are the most valuable opportunities the cadet organisation provide to its adult volunteers."

Christopher Rondel



What will I gain?

Successful candidates will have the opportunity to attend CVQO's Annual Graduation Ceremony. In addition to gaining a formal qualification, completing a PRA will also entitle you to use the appropriate post-nominal letters for the City and Guilds of London Institute.

- ✓ Licentiateship – LCGI
- ✓ Affiliateship – AfCGI
- ✓ Graduateship – GCGI
- ✓ Membership – MCGI



Enrolment and eligibility

You can enrol at any time of the year and the PRAs are open to anyone who has the experience of leadership and management that is required. This experience must be current (no more than five years old) and could have been gained either in an employed or in a volunteer role.

The awards are available for candidates who demonstrate the following skills and responsibilities.

Level 4

Candidates with supervisory experience, who:

- Have first line management 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
- 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



Level 5

Candidates with line management responsibilities, who:

- 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
- Exercise autonomy and judgement in decision making which takes into account the views and perspectives of others

Level 6

Candidates with middle or senior management responsibilities, who:

- 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 maintaining 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



“This qualification has enabled me to compete at the same level as my graduate friends. I’ve been interviewing for jobs recently and it has given me something that stands out on my CV, and which is tangible, demonstrable and unique.”

Jacob Hannis

Level 7

Candidates with strategic leadership responsibilities, who:

- 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



How do I apply for a CVQO-led Professional Recognition Award?

If you would like to find out more about the City & Guilds Professional Recognition Awards, please request an application pack by emailing candg@cvqo.org or by calling **01276 601709**.

The application pack will include a letter, an application guide, a list of the City & Guilds criteria for each level of award and an application form.

If you would like to enrol for a Professional Recognition Award, the next step will be for you to send us your application. We will discuss this with you in order to answer any questions you might have and to agree your enrolment at a particular level.



“I have used my CVQO-led PRA to become a Chartered Manager. I never would have thought that having this award would enable such professional recognition.”

Steve Moynham



Learner focused | Caring & Supportive | Professional
Go the extra mile | Innovative & Leading

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CVQO Ltd, 3 Archipelago, Lyon Way, Camberley, Surrey, GU16 7ER

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