

## **Applying for a Professional Recognition Award: Writing a Personal Statement**

The purpose of writing a Personal Statement is threefold:

- To allow you to link your leadership and management experience with the demands of the Level of Award you are applying for;
- To assist the Adviser in your Initial Advice and Guidance meeting to understand your role, your work setting and your experience in order to confirm that you are applying for the appropriate Award;
- To assist your Mentor in guiding you into launching your Reflective Account

How to construct the Statement:

- Start by reading the requirements for the Level of Award you are interested in.
- Then try to link your experience and actions with these requirements. Choose specific examples always.
- There are between 21 and 27 Standard Statements in each Level; you aren't expected to deal with all of them, just a reasonable selection.
- You can format this in any way you wish; a grid helps some people, but others find it constraining.
- Don't worry too much about length: 500 words is about the most you will want to write, but you'll need to write quite a bit of you're to do this justice.

These examples are very much modified from real candidates. They are intended to give you an idea of what might be helpful in linking your experience with the requirements of the Award.

If you'd like further help, please contact [candg@cvqo.org](mailto:candg@cvqo.org)

<b>Level</b>	<b>Ref</b>	<b>Standard Statement</b>	<b>Example</b>
4	1.1	Apply professional standards to own working practice	I am passionate about the Sea Cadets' aim and core values. I comply with these in terms of ensuring I am fully committed to my responsibilities, set a professional example to all staff and make sure that all session plans and resources are in place.
5	1.3	Make informed judgements to manage a situation where there may have been a breach of professional standards	I recently had to deal with an employee whose timekeeping was poor and her behaviour at work was unreasonable; I also discovered that she had falsified her technical qualifications. Having dismissed her, I then decided to review my hiring and screening policy for new staff, and have set up a more rigorous structure for my business.
6	3.2	Manage a programme of substantial change or development	I set up a new youth group in a seldom used building in the city. I re-opened the building as a new youth unit, created a staff team, appointed a new Unit Manager and recruited new cadets. This involved negotiation with the Council for the building, seeking funding and a great deal of work with many partner organisations.
7	6.1	Establish a strategy for putting the customer at the centre of the organisation or own area of responsibility	A big part of the complaints we were getting when I started with the organisation was due to the customer not really knowing what they could expect, so I created a customer promise that outlines how we will treat our customers and in turn what they can expect. It was originally used for our commercial business and as my remit increased, I expanded its use for all areas of the department. This went along with work in staff induction, on the website and intranet; and I also arranged the mystery shoppers' and other feedback to be collated and used in training and in reflective practice.