



## Level 4, 5, 6 or 7 Professional Recognition Award (Leadership and Management)

The Professional Recognition Awards have been developed for those at the highest professional level within their chosen careers. They will enable you to demonstrate your knowledge and skills within any sector or role.

It has been designed for those who wish to gain recognition for the practical application of professional skills, knowledge and understanding in employment, offering an employment-based route to higher level qualifications.

### Who is it for?

#### **Level 4 Professional Recognition Award (Licentiatehip) candidate 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

#### **Level 5 Professional Recognition Award (Affiliateship) candidate 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 focused culture of the organisation
- analyses, 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





## **Level 4, 5, 6 or 7 Professional Recognition Award (Leadership and Management)**

### **Level 6 Professional Recognition Award (Graduateship) candidate 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 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
- use autonomy to make judgements, demonstrating an ability to understand different perspectives, approaches and schools of thought

### **Level 7 Professional Recognition Award (Membership) candidate 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
- establishing 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



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### How does it Work?

A standard takes approximately 2-4 months to achieve. This is done by collating evidence of your competency for each standard. Ensuring that each piece of evidence which is provided has an explicit and documented link to the standard for which it is presented.

Included in your portfolios you will have access to full guidance on evidence and sufficiency of evidence, as well as work related projects, reflective accounts, training, qualification references and all tracking forms to help you link to the standards.

### What Careers Can This Lead To?

The qualifications are designed for those who wish to gain recognition for the practical application of professional skills, knowledge and understanding in employment, offering an employment-based route to higher level qualifications.

### What will I Gain?

On successful completion of this award, candidates are issued a City and Guilds Certificate of Professionalism along with their portfolio which has recorded their achievement to keep as a reference. Graduation ceremonies are also held annually by C&G for you to attend for your achievement.

Level 4 candidates will have met the **Licentiate** level and will be able to use post nominal letters **LCGI**

Level 5 candidates will have met the **Affiliate** level and will be able to use post nominal letters **AfCGI**

Level 6 candidates will have met the **Graduate** level and will be able to use post nominal letters **GCGI**

Level 7 candidates will have met the **Membership** level and will be able to use **MCGI**

### Course Modules

The award is made up of 6 standards which have to be met for which they also have set standard statements with the different levels of the award:

- Commitment to Professional Standards
- Communication and Information Management
- Leadership
- Professional Development
- Working with Others
- Managing Customer Participation and Expectation

