

## Licentiatehip (LCGI)

1. The Licentiatehip is the first in our Senior Awards progressive structure. This section outlines the procedures to be followed
  - The standard of the award
  - Eligibility requirements
  - Personal skills and performance criteria
  - Delivery mechanisms

### The standard of the award

2. In order to qualify for the LCGI award candidates must fulfill two key requirements
  - *The ability to understand and practise a technical or professional activity.* This ability is to be demonstrated in the context of advanced education and training and/or of employment. The level of competence required is that which could be expected of a holder of a National Vocational Qualification (NVQ) at level 4, with relevant work experience at an appropriate level
  - *The ability to demonstrate achievement of a range of pre-defined personal skills and specific competence.*

### Eligibility requirements

3. The Licentiatehip may be awarded as the result of direct application to City & Guilds or through an organisation with delegated authority to register, assess and recommend candidates for the award. In order to be eligible for the award, candidates applying via a delegated authority organisation may achieve the appropriate standard through one of three possible ways

#### 3.1 Vocational education and experience

Normally, a candidate must have each of the following

- a specific vocational qualification at City & Guilds level 3 (or equivalent),
- a career extension qualification as specified by City & Guilds (see Appendix 1),
- industrial achievement – an agreed form of recognition or proof of at least five years' relevant work experience in industry, commerce or the public services.

#### 3.2 Advanced education and training

A candidate must have both

- successfully completed six terms (or four semesters) of a full-time undergraduate course at a recognised European university or an equivalent course or demonstrated learning equivalent to university levels 1 and 2, and

- successfully demonstrated the application of knowledge over an agreed period (normally at least one academic year) of related training or relevant work experience assessed by a delegated authority.

## **Personal skill and performance criteria**

4. The Licentiate award takes into account the development of a candidate's proficiency in a work context and his/her personal skills. It covers both specific technical ability and an assessment of the practical skills required to operate effectively in a professional or managerial context.
5. City & Guilds assess candidates against the seven key personal skills listed below. (performance criteria are based on the NVQ Level 4 key skills standards)

### 5.1 Self management and development

#### Performance criteria

- appropriate attitudes to work and colleagues are maintained
- self control is exercised when faced with work-related difficulties
- work is completed to a timetable
- willingness to seek appropriate advice is demonstrated
- willingness and ability to learn new skills are demonstrated
- ways of improving working relationships are implemented.

### 5.2 Managing tasks

#### Performance criteria

- plans for work are provided
- appropriate timetables are developed
- agreement of others about the work to be done is obtained
- difficulties are dealt with effectively
- progress is monitored and any corrective actions taken
- deadlines are met.

### 5.3 Communicating clearly and effectively

#### Performance criteria

- good use of the English language
- written communications are accurate
- spoken communications are clear and to the point
- style and manner of communications are appropriate
- communications are effective and achieve the desired outcome
- approach to others is tactful and polite.

### 5.4 Working with and relating to others

#### Performance criteria

- good working relationships are maintained

- ability to work well in groups is demonstrated
- conflict is avoided and help is offered to overcome difficulties
- manner and approach to others are appropriate
- works well under supervision
- appreciates the role and function of others.

### 5.5 Applying knowledge

#### Performance criteria

- seeks to apply knowledge whenever appropriate
- uses a systematic approach at all times
- identifies, analyses and resolves problems in a professional way
- uses knowledge to develop new designs, products and methods
- uses course knowledge in dealing with customers and clients
- uses knowledge of management when dealing with others.

### 5.6 Applying initiative in work problems

#### Performance criteria

- takes the lead when appropriate
- self-motivation and initiative are demonstrated
- an ability to provide new ideas and identify forward plans is demonstrated
- takes the lead in problem solving
- appropriate inventiveness and flair are demonstrated
- suggestions about work matters are made in an appropriate way.

### 5.7 Reflection on own learning outcomes

#### Performance criteria

- ability to identify what has gone well/badly
- critical evaluation of various situations
- articulation of areas for improvement
- summary of learning outcomes from specific situations.

6. Alternatively, delegated authorities may assess Licentiateship candidates against their own list of personal skills and performance criteria. This allows the skills to match each organisation's internal course/programme aims more closely. In such cases, any modifications to the above criteria must be approved by City & Guilds in advance.
7. In general, candidates who apply for the Licentiateship through either the Vocational education and experience route or the NVQ route, will do so on the basis of existing qualifications and experience. In such cases, the documentary evidence presented by the candidate should meet the stated requirements.

## **Delivery mechanisms**

8. The LCGI diploma will specify the candidate's name, the organisation through which the candidate was recommended (in case of delegated authorities) and the occupational area within which the Licentiatehip is awarded.
9. The whole process including assessing, verifying information and certificate issuance normally takes 3 months. It highly depends of the eligibility and integrity of application.
10. Holders of the award are entitled to use the post nominal letters LCGI and wear the approved gown, hood and mortar board upon City & Guilds invitation.