

GRADUATESHIP IN YOUTH MANAGEMENT & TRAINING - PORTFOLIO ROUTE (SCC)

THE APPLICATION PROCESS

A HND/C or a Level 4 qualification will count towards gaining the Graduateship award. Any candidate who holds any of these qualifications may therefore apply for the Graduateship award as outlined below.

Candidate notifies their Area Commander of their wish to apply for the award.

Candidate submits registration form to CVQO. This must have been countersigned by their Area Commander.

This will include:

- The current fee (£200) in the form of a cheque or postal order made payable to ACFA.

CVQO will issue 2 letters following receipt of registration

- Letter to the Area Commander – confirming registration
- Letter to the Candidate – confirming registration plus Portfolio documentation

Candidate completes and returns Portfolio pack to CVQO

This includes:

- Reflective Report, including Area Commander's personal comments
- Portfolio of Supporting Evidence – a variety of documents that display evidence of the 7 key award criteria's
 - Achievement of goals
 - Demonstrates team-working and leadership skills
 - Collects information and application of this to solve problems and make decisions
 - Effective management of themselves and their work
 - Takes responsibility for developing themselves
 - Demonstrates good practice
 - Demonstrates effective research
- Military CV – includes military and civilian qualifications with supporting certificates (Photocopies will suffice)

CVQO assesses report and evidence. A request is then submitted to City & Guilds to process certification

CVQO receives certificate and writes to Candidate and Area Commander informing them of the pass