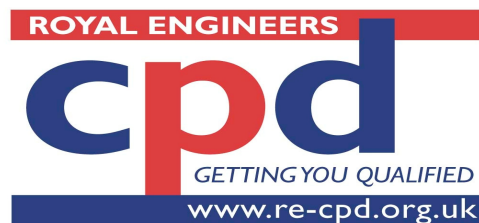




Royal Engineers Vocational Education & Training Trust

*(City & Guilds Centre Number for Senior
Awards 722538)*

*Instructions
for the operation of
the Royal Engineers
Senior Award Scheme*



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EDITION 4

RELEASE 2

18 APR 07

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ROYAL ENGINEERS SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE INSTRUCTIONS

References:

- A. C&G letter dated 17 Nov 04. (Delegated Authority approval document)
- B. C&G letter dated 4 Jul 05. (Eligibility of personnel registered as CEng, IEng or Eng Tech)
- C. C&G e-mail 17:21 10 Oct 06. (Changes to eligibility in the Armed Forces)

INTRODUCTION

1. The City & Guilds of London Institute (CGLI) has offered its Senior Awards (SA) as a vocational route to senior professional qualifications for many years. SA are offered in a wide variety of industrial, commercial and professional fields and entitle the holders to use the appropriate post-nominal letters.
2. Since 1990, CGLI SA have formed a single progressive structure comprising 4 levels:
 - a. Licentiate (LCGI), for those working in first line management and at N/SVQ 4 or Foundation Degree level.
 - b. Graduateship (GCGI), for those working in middle management and at Honours Degree level.
 - c. Membership (MCGI), for those working in strategic management and at Masters Degree level.
 - d. Fellowship (FCGI), for those with the highest level of professional achievement.
3. CGLI's SA scheme is:
 - a. Comprehensive. The awards are offered in all commercial and professional fields and there are no limitations on the areas of employment to which they may be related.
 - b. Progressive. There is a clear line of progression from LCGI, through GCGI and MCGI, to the highest level, FCGI.
 - c. Accessible. The awards are open to any candidate who meets the requirements and the standards.
 - d. Competence-based. The awards require the practical application of professional skills, knowledge and understanding in employment and offer a work-based route to higher level qualifications involving no examinations.

DELEGATED AUTHORITY

4. CGLI has established a growing network of universities, educational institutions and other organisations to which the authority to register and assess its own candidates for one or more of the first 3 levels of SA has been delegated under formal written arrangements. Such Delegated Authority Organisations (DAO) must demonstrate the ability and integrity to manage, maintain and quality assure internal standards to the level required by CGLI in the operation of its SA scheme.
5. Under the terms of Reference A, a joint agreement between CGLI and the Royal Engineers Vocational Education and Training Trust (REVETT), on payment of the appropriate fee the latter became a DAO for an initial 3 year period, with renewal (if any) due in November 2007. Subject to full and continuing compliance with the conditions of the agreement, during that period REVETT may, therefore:
 - a. Register candidates for the award of **Licentiate, Graduateship and Membership only**.
 - b. Establish or endorse appropriate written requirements.
 - c. Establish any necessary additional assessment regime.
 - d. Make recommendations to CGLI's Senior Awards Committee for the award of **Licentiate, Graduateship and Membership diplomas only** to eligible Royal Engineers (RE)¹ personnel.

¹ Includes Queen's Gurkha Engineers (QGE) personnel as appropriate

6. REVETT's Delegated Authority does **not** extend to FCGI. Corps personnel wishing to apply for this SA are advised to contact the Senior Awards Manager, City & Guilds, 1 Giltspur Street, London, EC1A 9DD (Tel: 020 7294 2637) for guidance on CGLI's own arrangements for direct applications. Details of CGLI's generic Special Awards scheme for HM Forces personnel can be found at www.city-and-guilds.co.uk.

LICENTIATESHIPS

7. The Licentiateship is the first level in the CGLI SA structure. Licentiates are entitled to use the post-nominal letters **LCGI** and wear the approved gown, hood and mortar board.

THE STANDARD

8. In order to qualify for the LCGI awards, candidates **must** fulfil 2 key requirements

a. The Ability to Understand and Practice a Technical or Professional Activity. This ability is to be demonstrated in the context of advanced education and training and/or employment. The level of competence required is that which would be expected of a holder of a level 4 N/SVQ with relevant work experience at an appropriate level.

b. The Ability to Demonstrate Achievement of a Range of Pre-defined Skills and Specific Competence. This ability is defined at paragraph 12 below.

AWARD CRITERIA

9. The Licentiateship may be awarded to RE applicants as a result of successful applications to REVETT, to which CGLI has delegated the authority to register, assess and recommend candidates. In order to be eligible for the award of LCGI, candidates applying via REVETT must achieve the appropriate standard through vocational education and experience. Candidates **must** provide acceptable proof of each of the following:

- a. Membership of the Institute of Royal Engineers (Inst RE).
- b. A vocational qualification at level 3 or above (or equivalent²).
- c. At least one of the career extension qualifications listed at Annex A.
- d. Relevant work experience in the Corps.

10. Acceptable proof of full compliance with these requirements must be submitted with the candidate's application, for verification by REVETT.

PERSONAL SKILLS AND PERFORMANCE CRITERIA

11. The Licentiateship award takes into account the development of the candidate's proficiency in a work context and his/her personal skills. It covers both specific technical ability and the practical skills required to operate effectively in a professional or managerial context.

12. The criteria applicable to RE LCGI applicants are listed at Annex B.

ELIGIBLE RE PERSONNEL

13. REVETT regards the categories of RE personnel listed at Annex C as being automatically eligible to apply for the award of LCGI, provided that they can meet the career extension qualification requirement detailed in sub-paragraph 9b above, as they are deemed to have met both the award standard outlined at paragraph 8 above **and** the personal skills and performance criteria specified at paragraph 12 above through training, education and experience.

GRADUATESHIPS

14. The Graduateship is the second level in the CGLI SA structure, and is aimed primarily at individuals with a number of years of management experience within a work-related environment. Graduates are entitled to use the post nominal letters **GCGI** and wear the approved gown, hood and mortar board.

² An appropriate Class 1 RE Career Employment Qualification is acceptable.

STANDARD

15. In order to qualify for the GCGI awards, candidates **must** fulfil 2 key requirements
- a. The Ability to Understand and Apply the Principles of a Technical Subject or Professional Activity. This ability is to be demonstrated in an employment-based context through the design, development, improvement or critical assessment (where necessary under supervision) of an artefact, process, system or service. The level of competence required is that which could be expected of a graduate of a recognised European university with at least 3 subsequent years of relevant experience.
 - b. The Ability to Demonstrate Achievement of a Range of Pre-defined Skills and Specific Competence. See paragraph 19 below.

AWARD CRITERIA

16. The Graduateship may be awarded to RE applicants as a result of successful applications to REVETT, to which CGLI has delegated the authority to register, assess and recommend candidates. In order to be eligible for the award of GCGI, candidates applying via REVETT must achieve the appropriate standard through general education and experience. Candidates **must** produce acceptable proof of each of the following:

- a. Membership of Inst RE.
 - b. The achievement of at least 4 years' relevant experience at a professional level during their Army careers.
 - c. The ability to understand and apply the principles of a technical subject or professional activity at the required level.
 - d. Competence in specified personal skill areas.
17. Acceptable proof of full compliance with the requirements of the award must be submitted with the candidate's application, for verification by REVETT.

PERSONAL SKILLS AND PERFORMANCE CRITERIA

18. The Graduateship award takes into account the development of the 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.

19. The criteria applicable to RE GCGI applicants are listed at Annex D.

ELIGIBLE RE PERSONNEL

20. REVETT regards the categories of RE personnel listed at Annex E as being automatically eligible to apply for the award of GCGI, as they are deemed to have met both the award standard outlined at paragraph 15 above **and** the personal skills and performance criteria specified at paragraph 19 above through training, education and experience.

MEMBERSHIPS

21. The Membership is the third level in the CGLI SA structure, and is aimed primarily at individuals with a number of years of strategic management experience within a work-related environment. Graduates are entitled to use the post nominal letters **MCGI** and wear the approved gown, hood and mortar board.

STANDARD

22. In order to qualify for the MCGI awards, candidates **must** fulfil 2 key requirements
- a. The Ability to Exercise Personal, Professional Responsibility for the Design, Development or Improvement of an Artefact, Process, System or Service. The emphasis is on individual competence and application of knowledge. The level of competence required is that which could be expected of the holder of a Master's degree, with subsequent years of strategic management or advanced technical experience similar to that required for full membership of a major professional body.

- b. The Ability to Demonstrate Achievement of a Range of Pre-defined Personal Skills and Specific Competence. See paragraph 26 below.

AWARD CRITERIA

23. The Membership may be awarded to Royal Engineers applicants as a result of successful applications to REVETT, to which CGLI has delegated the authority to register, assess and recommend candidates. In order to be eligible for the award of MCGI, candidates applying via REVETT must achieve the appropriate standard through general education and experience. Candidates **must** produce acceptable proof of each of the following:

- a. Membership of Inst RE.
- b. The achievement of relevant experience at a managerial level during their Army careers.
- c. The ability to exercise personal, professional responsibility for the design, development or improvement of an artefact, process, system or service.
- d. Competence in specified personal skill areas.

24. Acceptable proof of full compliance with the requirements of the award must be submitted with the candidate's application, for verification by REVETT.

PERSONAL SKILLS AND PERFORMANCE CRITERIA

25. The Membership award takes into account the development of the 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.

26. The criteria applicable to RE MCGI applicants are listed at Annex F.

ELIGIBLE RE PERSONNEL

27. REVETT regards the categories of RE personnel listed at Annex G as being automatically eligible to apply for the award of MCGI, as they are deemed to have met both the award standard outlined at paragraph 22 above **and** the personal skills and performance criteria specified at paragraph 26 above through training, education and experience.

OPERATION OF THE SCHEME

28. Scheme Management. REVETT accepts in full the rights, responsibilities and obligations concomitant with CGLI Delegated Authority and the management of the scheme. In this regard, with the cooperation of RE authorities, REVETT has established a RE Senior Award Scheme (RESAS) Committee (RESASC) to manage the scheme. RESASC's composition and terms of reference are at Annex H.

29. External Verification. RESASC is to ensure that an independent authority is invited to externally validate the operation of the scheme and is supported and assisted in so doing. Details of the appointee are to be notified to the City & Guilds Senior Awards Manager (see paragraph 6 above), and updated, by the Executive Secretary. The duties of the External Verifier are described at Annex I.

30. Point of Contact. The initial point of contact for all communication in respect of SA and Delegated Authority matters is the Executive Secretary RESASC, currently:

Name: Major C N D Capel Chartered MICPD Hon MInstRE
Job Title: CE RE CPD
Address: c/o HQ RSME, Brompton Barracks, Chatham, Kent, ME4 4UG
Telephone: 01634-822958 (Military 94661-2958)
Fax: 01634-822928 (Military 94661-2928)
E-mail: nigel.capel@re-cpd.org.uk (Military [RSME HQ-RECPD-CE](#))

APPLICATION PROCESS

31. Submission of Applications. Applications for LCGI are to be made in the format at Annex J, those for GCGI in the format at Annex K, and those for MCGI in the format at Annex L. Each completed application form is to be submitted, together with the requisite supporting documentation, to the Executive Secretary RESASC, by the countersigning officer. Where evidence is required in the form of certificates, certified true copies of the original should be submitted, and **not** the originals.

32. Processing of Applications. Each application will be considered by the Executive Secretary, who will seek guidance from the appropriate member of RESASC before ratifying any application not appearing to meet the award criteria in full. The decision of RESASC is final.

33. Unsuccessful Applications. Unsuccessful applications will be returned to the applicant by the Executive Secretary, with an explanatory letter.

34. Successful Applications. Where an application is ratified, the RE VQ Team will forward the recommendation as instructed in Annex M. The team will also complete a Form SA/DA/CAND in respect of each applicant for the Executive Secretary's signature. The latter forms are to be retained for 6 years for audit purposes.

CERTIFICATES

35. Content. Certificates will specify the candidate's name, the organisation through which he or she was recommended for Licentiate, Graduate or Membership (REVETT) and the occupational area within which the award has been made.

36. Timescales. CGLI undertakes to process applications as quickly as possible. Certificates are usually produced within a week and sent to the Executive Secretary for error checking prior to distribution under covering letters. Certificates will be sent to the applicants' units, with the covering letter being copied to the Institution RE.

37. Storage of Information. All candidate information is stored and transmitted digitally, as this greatly reduces the likelihood of typographical errors on certificates. As with all other aspects of RESAS, data storage will be conducted under the applicable provisions of current legislation.

FEES

38. As at 1 Oct 07, the fees charged by City & Guilds for RESAS applicants will be as follows:

- a. LCGI candidate - £55.00 (50% of the normal fee).
- b. GCGI candidate - £85 (10% of the normal £800 fee).
- c. MCGI candidate - £95 (10 % of the normal £900 fee).

However, until further notice, these fees will be paid by REVETT.

APPEALS PROCEDURE

39. A flowchart outlining the procedure to be followed in cases where applicants are dissatisfied with the outcome of their applications is given at Annex N. Appeals may only be submitted in the format at Annex O.

COMMENTS/QUERIES

40. Constructive comments on and queries about RESAS are welcome from any source and should be submitted to the Executive Secretary in the first instance. All such comments will be acknowledged and promptly tabled at RESASC meetings for consideration.

THE NATIONAL QUALIFICATIONS FRAMEWORK 2004

41. The National Qualifications Framework (NQF), which allocates specific levels to nationally recognised qualifications, was revised in September 2004. To assist applicants and their sponsors, the new NQF is summarised at Annex P. Applicants with qualifications more likely to be listed in the Scottish Credit & Qualifications Framework (SCQF) are advised to contact Executive Secretary for guidance.

STATUS OF PERSONNEL REGISTERED WITH THE ENGINEERING COUNCIL

42. Reference B announced that, regardless of other criteria, any RE personnel registered with the Engineering Council at the following levels are eligible for the SA indicated:

- a. CEng – MCGI (Engineering)
- b. IEng – GCGI (Engineering)
- c. Eng Tech – LCGI (Engineering)

RETIRED PERSONNEL

43. Individuals may apply for RE Senior Awards up to 2 years after retiring from uniformed service provided that, in combination, their circumstances at the time of retirement and application render them eligible. Fees for awards for such applicants cannot be paid by REVETT.

44. Such applicants should submit the standard forms of application (Annexes J, K or L), **leaving Part 7 blank** and attaching a cheque made payable to “The Institution of Royal Engineers” for the amount shown for the award concerned at paragraph 38 above. The Institution of Royal Engineers will then liaise with the Executive Secretary RESASC regarding the processing of applications and payment of fees.

Annexes:

- A. LCGI Applicants – Mandatory Career Extension Qualifications.
- B. LCGI Applicants – Personal Skills and Performance Criteria.
- C. Eligibility for Award of LCGI.
- D. GCGI Applicants - Personal Skills and Performance Criteria.
- E. Eligibility for Award of GCGI.
- F. MCGI Applicants - Personal Skills and Performance Criteria.
- G. Eligibility for Award of MCGI.
- H. Royal Engineers Senior Awards Committee (RESASC) - Terms of Reference.
- I. Duties of the External Verifier.
- J. Royal Engineers Senior Award Scheme – Application for Licentiate CGLI.
- K. Royal Engineers Senior Award Scheme – Application for Graduateship CGLI.
- L. Royal Engineers Senior Award Scheme – Application for Membership CGLI.
- M. Royal Engineers Senior Award Scheme – RE CPD Team Procedures.
- N. RE Senior Awards Scheme (RESAS) – Appeals Procedure – Flowchart.
- O. RE Senior Awards Scheme (RESAS) – Appeal Proforma.
- P. New (2004) National Qualifications Framework.

ANNEX A TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

LCGI APPLICANTS - MANDATORY CAREER EXTENSION QUALIFICATIONS

1. All applicants must be members of the Institution of Royal Engineers
2. Under guidance issued by City & Guilds, any member of the RE registered with the Engineering Council as EngTech is automatically eligible to apply, regardless of rank or the mandatory career extensions required of others.
3. All other RE applicants must hold at least one of the following general qualifications:
 - a. EngTech status conferred by the Engineering Council or one of its licensed members.
 - b. A recognised level 4 (or higher) national qualification in management, information technology, training and development, education or other subject accepted as relevant.
 - b. An appropriate grade of membership of a professional body or institution accepted as relevant (eg Institution of Civil Engineers, Institution of Electrical Engineers, Chartered Institute of Building, Institute of Clerks of Works (GB), Chartered Institute of Building Service Engineers, Institution of Incorporated Engineers, Institute of Leadership and Management, Institute of Explosives Engineers, Chartered Institute of Personnel Development, Institute of Munition Clearance and Search Engineers, Institute of Administrative Management).
3. Candidates who are over the age of 26 and who do not hold either of the qualifications listed at paragraph 2 above may meet the career extension requirements if they have completed one of the following:
 - a. A period of 5 years in a managerial or supervisory position and can provide confirmation certified by their employer (Officer Commanding or Line Manager), on headed notepaper, of satisfactory performance and relevant experience.
 - b. A range of short training/education courses and can provide confirmation certified by their employer (Officer Commanding or Line Manager), on headed notepaper, of the successful application of the knowledge thus gained in their work.

ANNEX B TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

LCGI APPLICANTS – PERSONAL SKILLS AND PERFORMANCE CRITERIA

1. RE LCGI candidates are expected to apply the following personal skills, the performance criteria for which are based on those required in the NVQ Level 4 Key Skills Standards:

- a. Personal Skill 1 – Self-Management and Development. Performance criteria:
 - Maintains appropriate attitudes to work and colleagues.
 - Exercises self-control when faced with work-related difficulties.
 - Completes work on schedule.
 - Demonstrates a willingness to seek appropriate advice.
 - Demonstrates a willingness and ability to learn new skills.
 - Implements improvements to working relationships.
- b. Personal Skill 2 – Managing Tasks. Performance criteria:
 - Provides plans for work.
 - Develops appropriate timetables.
 - Obtains the appropriate authority and/or agreement regarding work to be done.
 - Deals with difficulties effectively.
 - Monitors progress and takes any necessary corrective action.
 - Meets deadlines.
- c. Personal Skill 3 – Communication Clearly and Effectively. Performance criteria:
 - Uses the relevant working language effectively.
 - Written communications are accurate.
 - Spoken communications are clear and concise.
 - Style, manner and tone of communication are appropriate.
 - Communications are effective and achieve the requisite outcome.
- d. Personal Skill 4 – Working with and Relating to Others. Performance criteria:
 - Maintains good working relationships with subordinates, peers and seniors.
 - Demonstrates the ability to work effectively in groups.
 - Offers help to overcome difficulties and avoids conflict within the team.
 - Manner and attitude to others are appropriate.
 - Appreciates the role and function of others
- e. Personal Skill 5 – Applying Knowledge. Performance criteria:
 - Seeks to apply knowledge appropriately.
 - Always uses a systematic approach.
 - Identifies, analyses and resolves problems in a professional way.
 - Uses professional knowledge to improve work methods and outcomes.
 - Uses professional knowledge in dealing with colleagues and others.
 - Uses knowledge of management when dealing with colleagues and others.
- f. Personal Skill 6 – Applying Initiative to Work Problems. Performance criteria:
 - Takes the lead when appropriate.
 - Demonstrates self-motivation and initiative.
 - Demonstrates the ability to identify forward plans and provide new ideas.
 - Takes the lead in solving problems.
 - Demonstrates an appropriate inventiveness and flair.
 - Contributes suggestions about work matters appropriately.

g. Personal Skill 6 – Reflection on Own Learning Outcomes. Performance criteria:

- Has the ability to identify what has gone well or badly.
- Evaluates various learning situations critically.
- Articulates areas for self-improvement.
- Can summarise the learning outcomes from specific situations.

ANNEX C TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

ELIGIBILITY FOR AWARD OF LCGI

Occupational Area (a)	Eligible RE/QGE Personnel (b)
Amphibious Engineering	Lieutenant ⁴ or minimum Sgt with Class 1 ME (Amph) or fully qualified diver
Cartographic Operations	Lieutenant ⁴ or minimum Sgt with Class 1 ME (Geotech)
Construction Engineering	Lieutenant ⁴ or minimum Sgt with CoW(C), MPF or Class 1 ME (Des Dtmn), (B&C), (C&J), (B&SF), (Well Driller), (POM), (Svy Engr), (CMT), (Cbt) or (Armd)
Electrical Engineering	Lieutenant ⁴ or minimum Sgt with COW(E) or Class 1 ME (Elec) or (Dtmn E&M)
Engineering Logistics	Lieutenant ⁴ or minimum Sgt with Class 1 ME (Dvr), ME (Res Spec), ME (Dvr Spec (Crane)), (Dvr Spec (Plt Tptr)), (Dvr Spec (ABLE)) or (Dvr Spec (TBT))
Engineering Telecommunications	Lieutenant ⁴ or minimum Sgt with Class 1 ME (C3S)
Explosives Search or Disposal	Lieutenant ⁴ or minimum Sgt with Class 1 ME (BD) or RESA qualified
Mechanical Engineering	Lieutenant ⁴ or minimum Sgt with CoW(M) or Class 1 ME (H&P), (Fab), (Wldr), (Bsmth), (Snr Art), (Ftr (Gen)), (Ftr (Eqpt)), (Ftr (U&P)), (Ftr (Mach)), (Ftr (ACR)), (Snr Ftr) or (Dtmn E&M)

Notes.

1. Applicants may only choose one occupational area.
2. All applicants must be members of the Institution of Royal Engineers.
3. All applicants not registered with the Engineering Council as EngTech must hold an acceptable national qualification at Level 4 (as described in the revised QCA National Qualifications Framework (NQF) 1 Sep 04 – see www.qca.org/493html) or above **and/or** have an appropriate level of membership of a professional body or institution accepted as relevant (eg, Institute of Leadership and Management, Institute of Munition Clearance and Search Engineers, Chartered Institute of Personnel Development, Chartered Management Institute, Institute of Administrative Management, Institution of Logistics and Distribution Management, etc).
4. Most Lieutenants will already have been offered LCGI on completion of commissioning courses, under other Army schemes.
5. WO2 with less than 2 years in rank may apply for this award; those with more than 2 years in rank are usually eligible for GCGI.
6. Eligible QGE personnel may apply.

GCGI APPLICANTS – PERSONAL SKILLS AND PERFORMANCE CRITERIA

1. RE GCGI candidates are expected to apply the following personal skills:
 - a. Personal Skill 1 – Self-Management and Development. Performance criteria:
 - Has and maintains a personal and professional development plan.
 - Sets realistic and challenging personal goals.
 - Works to improve performance.
 - Keeps up-to-date with advances and changes in the relevant occupational areas.
 - b. Personal Skill 2 – Understanding, Application and Critical Assessment of Established Practices. Performance criteria:
 - Implements and maintains systems to record requisite work data correctly.
 - Defines problems and recommends solutions to improve the efficiency and effectiveness of operations.
 - Understands the Army's mission and the role of the Corps of Royal Engineers within it.
 - Aware of the social and economic implications of the work undertaken.
 - c. Personal Skill 3 –Effective Working Relationships. Performance criteria:
 - Establishes and maintains good working relationships with subordinates, peers and senior colleagues.
 - Resolves conflict in an appropriate and effective manner.
 - Provides timely and effective guidance and support to colleagues.
 - d. Personal Skill 4 – Clear and Effective Communication. Performance criteria:
 - Communicates clearly in both speech and writing.
 - Achieves the desired outcomes through effective communication.
 - Communicates in an appropriate style, manner and tone.

ANNEX E TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

ELIGIBILITY FOR AWARD OF GCGI

Occupational area (a)	Eligible RE Personnel (b)
Amphibious Engineering	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and Class 1 ME (Amph) or fully qualified diver
Cartographic Operations	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and Class 1 ME (Geotech)
Construction Engineering	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and CoW(C), MPF or Class 1 ME (Des Dtmn), (B&C), (C&J), (B&SF), (Well Driller), (POM), (Svy Engr), (CMT), (Cbt) or (Armd)
Electrical Engineering	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and COW(E) or Class 1 ME (Elec) or ME (Dtmn E&M)
Engineering Logistics	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and Class 1 ME (Dvr), ME (Res Spec), ME (Dvr Spec (Crane)), (Dvr Spec (Plt Tptr)), (Dvr Spec (ABLE)) or (Dvr Spec (TBT))
Engineering Telecommunications	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and Class 1 ME (C3S)
Explosives Disposal or Search	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and Class 1 ME (BD) or RESA qualified
Mechanical Engineering	Minimum Captain with 2 years in rank or Staff Sergeant with 2 years in rank and CoW(M) or Class 1 ME (H&P), (Fab), (Wldr), (Bsmth), (Snr Art), (Ftr (Gen)), (Ftr (Eqpt)), (Ftr (U&P)), (Ftr (Mach)), (Ftr (ACR)), (Snr Ftr) or (Dtmn E&M)

Notes.

1. Applicants may only choose one occupational area.
2. All applicants must be members of the Institution of Royal Engineers.
3. All applicants not registered with the Engineering Council as IEng must hold an acceptable national qualification at Level 5 (as described in the revised QCA National Qualifications Framework (NQF) 1 Sep 04 – see www.qca.org/493html) or above **and/or** have an appropriate level of membership of a professional body or institution accepted as relevant (eg, Institute of Leadership and Management, Institute of Munition Clearance and Search Engineers, Chartered Institute of Personnel Development, Chartered Management Institute, Institute of Administrative Management, Institution of Logistics and Distribution Management, etc).
4. GCGI is also open to eligible WO2 with 2 years in rank and eligible WO1 with less than 2 years in rank (WO1 with over 2 years in rank should apply for MCGI).
5. Eligible QGE personnel may apply.

MCGI APPLICANTS – PERSONAL SKILLS AND PERFORMANCE CRITERIA

1. RE MCGI candidates are expected to apply the following personal skills:
 - a. Personal Skill 1 – Self-Management and Development. Performance criteria:
 - Has and maintains a personal and professional development plan.
 - Sets realistic, achievable and challenging personal goals.
 - Works to improve performance and keep abreast of advances in his/her field.
 - b. Personal Skill 2 – Effective Supervision of Others in the Application and Development of Established Practice. Performance criteria:
 - Manages work planning and staff effectively.
 - Achieves a balance between work methods and management priorities.
 - Understands the social and economic implications of the work undertaken.
 - c. Personal Skill 3 – Application and Critical Appraisal of New Developments. Performance criteria:
 - Uses resources effectively in managing change.
 - Evaluates outcome of change against expectation.
 - Implements modifications to resolve problems.
 - d. Personal Skill 4 – Effective Working Relationships. Performance criteria:
 - Establishes and maintains good working relationships with subordinates, peers and line-managers.
 - Resolves conflict in ways that maintain respect.
 - Provides effective guidance and supervision to colleagues.
 - e. Personal Skill 5 – Clear and Effective Communication. Performance criteria:
 - Communicates clearly both verbally and in writing.
 - Achieves the desired outcome through effective communication.
 - Communicates in an appropriate style and manner.

ELIGIBILITY FOR AWARD OF MCGI

Occupational area (a)	Eligible RE Personnel (b)
Amphibious Engineering	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Cartographic Services	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Construction Engineering	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Electrical Engineering	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Engineering Logistics	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Engineering Telecommunications	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Explosives Search or Disposal	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1
Mechanical Engineering	Minimum Major with 2 years in rank, or WO1 with 2 years in rank, LE Offr having had 2 years as a WO1

Notes.

1. Applicants may only select one occupational area.
2. All applicants must be members of the Institution of Royal Engineers.
3. All applicants not registered with the Engineering Council as CEng must hold a national qualification at Level 7 (as described in the revised QCA National Qualifications Framework (NQF) 1 Sep 04 – see www.qca.org/493html) or above **and/or** have an appropriate level of membership of a professional body or institution accepted as relevant (eg, Institute of Leadership and Management, Institute of Munition Clearance and Search Engineers, Chartered Institute of Personnel Development, Chartered Management Institute, Institute of Administrative Management, Institution of Logistics and Distribution Management, etc).
4. Eligible QGE personnel may apply.

ANNEX H TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

ROYAL ENGINEERS SENIOR AWARD SCHEME COMMITTEE (RESASC)
TERMS OF REFERENCE

1. **Background.** The RESASC was established at the direction of the Engineer-in-Chief (Army) [EinC(A)] to control and support the processing of applications from eligible RE personnel for City & Guilds of London Institute (CGLI) Senior Awards (SA), at the Licentiateship, Graduateship and Membership levels, under the terms of authority delegated in writing to the Royal Engineers Vocational Education & Training Trust (REVETT) by CGLI.
2. **Tasks.** The detailed tasks of RESASC are as follows:
 - a. To ensure that applications are valid, authentic and comply with the requirements of the scheme, and that the latter are applied rigorously, consistently and fairly.
 - b. To ensure that eligible applicants are recommended for the appropriate SA.
 - c. To ensure that the appropriate CGLI procedures are followed correctly.
 - d. To ensure that SA certificates are correct and are distributed to candidates promptly.
 - e. To ensure that unsuccessful applicants are notified promptly of the reason(s) for rejection of their applications.
 - f. To ensure that all CGLI fees are processed for payment when due.
 - g. To ensure that details of each application and its outcome are recorded.
 - h. To ensure the scheme's continuance, as required.
 - i. To ensure that a Self Assessment Report on the scheme is produced and submitted annually to CGLI.
 - j. To support and assist the External Verifier in his/her work.
 - k. To ensure that the Executive Secretary or another RESASC member attends the biannual C&G SA DA seminars.
 - l. To ensure that a suitable External Verifier is appointed to monitor the operation of the scheme without fear or favour, reporting shortcomings or potential improvements to RESASC or CGLI as appropriate, in accordance with the duties described at Appendix 9.
 - m. To consider and, where appropriate, action the comments of the External Examiner.

Any or all of the tasks listed at sub-paragraphs 2a-j above may be delegated to the Executive Secretary from time to time at the Chairman's discretion, always provided that the External Verifier is aware of this decision.

3. **Membership.** RESASC will be chaired by SO1 People with SO2 level participation from principal organisations involved in RE individual training and from other training organisations as and when necessary.
4. **External Verifier.** The person appointed as External Verifier – often, but not always, the Training development Adviser (TDA), RE TDT (an Adjutant General Corps (Education & Training Services) Officer) – has right of access to all RESASC meetings and should attend at least one per year.
5. **Meetings.** Meetings will normally take place bi-annually in Feb and Sep, immediately after Royal Engineers Training and Employment Committee (RETEC) or RETEC Training Issues Working Group (TIWG) meetings. The Chairman may also convene meetings of selected Core Members on a more regular basis to review progress. Business may also be conducted out-of-committee, as appropriate.

6. Agenda. Standing agenda items and lead appointments are:

- | | | |
|----|---|---------------------|
| a. | Introduction | Chairman |
| b. | Applications Received | Executive Secretary |
| c. | Recommendations Made | Executive Secretary |
| d. | Applications Rejected | Executive Secretary |
| e. | External Verifier's Comments | External Verifier |
| f. | Take-up Rates | Executive Secretary |
| g. | Expenditure | Executive Secretary |
| h. | Scheme Maintenance and Renewal | Executive Secretary |
| i. | Issues and Suggestions | Chairman |
| j. | Self Assessment Report (Sep Meeting only) | Executive Secretary |
| k. | Any Other Business | Chairman |

ANNEX I TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

DUTIES OF THE EXTERNAL VERIFIER

1. **Introduction.** As part of its commitment to maintaining the integrity, quality and consistency of the REVETT SA scheme, RESASC has undertaken ensure that an independent authority provides a suitably qualified person to be the scheme's External Verifier. The External Verifier is to monitor and evaluate the operation of the scheme, reporting any concerns or recommendations regarding necessary changes to the appropriate authority.
2. **Suitability.** The person appointed, who is not to be a serving or retired Royal Engineer, should have:
 - a. A level 5 qualification.
 - b. At least 5 years' experience of higher-level management.
 - c. A background in training and further and higher education.
 - d. A comprehensive knowledge of the career, professional and personal development and qualification policies, procedures and opportunities open to Royal Engineers, including this scheme.
3. **Duties.** The External Examiner is to:
 - a. Monitor the scheme's eligibility requirements, ensuring as far as possible that these requirements:
 - (1) Are applied consistently, reporting perceived inconsistencies to the Chairman RESASC promptly.
 - (2) Remain appropriate, achievable and fit for the purposes of selecting nominees for GGLI CGLI, LCGI and MCGI SA, reporting any concerns to the Chairman RESASC promptly.
 - b. Monitor all aspects of the operation of the scheme with regard to maintaining its integrity, efficiency, consistency and quality, reporting any concerns and/or suggested changes to the Chairman RESASC promptly.
 - c. Attend at least one RESASC meeting per year.
 - d. Contribute as necessary to the production of an annual Self Assessment Report on the scheme for submission to CGLI, liaising with the RESASC Executive Secretary as necessary.
 - e. Report serious breaches of the spirit and letter of this Instruction to the Senior Awards Manager, City & Guilds, 1 Giltspur Street, London, EC1A 9DD (Tel: 020 7294 2637).
4. **Succession.** The person appointed as External Verifier is requested to notify the Executive Secretary RESASC, in writing and at the earliest opportunity, of any intention or need to relinquish the post, so that CGLI may be informed and a successor sought and appointed. The outgoing External Verifier is also requested to brief his or her successor, either orally or in writing.

ANNEX J TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

To: Executive Secretary RESASC
c/o RE CPD Team, HQ RSME, Brompton Bks, Chatham, Kent, ME4 4UG

ROYAL ENGINEERS SENIOR AWARDS SCHEME
APPLICATION FOR LICENTIATESHIP CITY & GUILDS INSTITUTE (LCGI)

PART 1 – PERSONAL DETAILS

SURNAME	FORENAME(S)
RANK	ARMY NO
UNIT	SUB-UNIT
JOB TITLE	TEL NO / EXT

KEY DATES			
BIRTH	ENLISTMENT	COMMISSION (if applicable)	PROMOTED TO CURRENT RANK

ADDRESS	
---------	--

PART 2 – QUALIFICATIONS

A. ARMY QUALIFICATIONS HELD	
Qualification	Date Obtained

B. LEVEL 3 OR ABOVE NATIONAL QUALIFICATIONS HELD (HIGHEST FIRST)	
Qualification	Date Obtained

C. MEMBERSHIP(S) OF PROFESSIONAL INSTITUTES/BODIES/ASSOCIATIONS	
Organisation	Category
Institution of Royal Engineers	Member

PART 3 – EMPLOYMENT HISTORY

Employment	Dates

PART 4 – EMPLOYMENT TRAINING

Course	Dates

PART 5 – DOCUMENTS ATTACHED (CERTIFIED TRUE COPY)

Mandatory for all applicants		Yes/No
Proof of Membership Institute of Royal Engineers		
Minimum Level 3 national qualification and/or Army Class 1 (Main Trade) certificate		
Career Extension Qualification (at least one)		
Lt, Sgt (or SSgt with less than 2 years in rank) with at least one of the following:		
Eng Tech status or		
Minimum of a full Level 4 national qualification ³ certificate or		
Proof of relevant professional body membership (excluding Institute of Royal Engineers) or, if over 26:		
A letter on headed notepaper from OC or equivalent confirming either	5 years' satisfactory performance and relevant experience in a management or supervisory role and/or	
	The successful application at work of knowledge gained on a range of short training/education courses	

³ As described in the revised QCA National Qualifications Framework (NQF) 1 Sep 04 – see www.qca.org/493html

PART 6 – APPLICANT’S CERTIFICATE

I hereby apply for Licentiatehip of the City & Guilds of London Institute. My preferred Occupational Area⁴ is:

--

I certify that all information provided is accurate and that all documents provided are either the originals or certified true copies thereof.

SIGNATURE

DATE

PART 7 – EMPLOYING OFFICER’S CERTIFICATE (MAJOR OR EQUIVALENT)

I fully support this application. The applicant is known to me and, in my opinion, fully meets the criteria required for Licentiatehip of the City & Guilds of London Institute, with which I am familiar. I have verified all of the information provided and certify that the documents attached are either the originals or true copies thereof appropriately annotated as such by me or another responsible person.

SIGNATURE

INITIALS AND SURNAME

RANK / GRADE

JOB TITLE

TEL NO / EXT

DATE

PART 8 – RESASC Use Only

1. The above application is / is not endorsed *.
2. The applicant was recommended for Licentiatehip to CGLI on (date)* _____.
3. The applicant was notified that he/she was unsuccessful on (date)* _____.

* = *Delete text as appropriate*

REASON:

SIGNATURE

INITIALS AND SURNAME

EXECUTIVE SECRETARY

RESASC

TEL NO / EXT

DATE

⁴ Selected from the list at Annex C of the main document

ANNEX K TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

To: Executive Secretary RESASC
 c/o RE CPD Team, HQ RSME, Brompton Bks, Chatham, Kent, ME4 4UG

ROYAL ENGINEERS SENIOR AWARDS SCHEME (RESAS)
APPLICATION FOR GRADUATESHIP CITY & GUILDS INSTITUTE (GCGI)

PART 1 – PERSONAL DETAILS

SURNAME	FORENAME(S)
RANK	ARMY NO
UNIT	SUB-UNIT
JOB TITLE	TEL NO / EXT

KEY DATES			
BIRTH	ENLISTMENT	COMMISSION (if applicable)	PROMOTED TO CURRENT RANK

ADDRESS	
---------	--

PART 2 – QUALIFICATIONS

A. ARMY QUALIFICATIONS HELD	
Qualification	Date Obtained

B. LEVEL 3 OR ABOVE NATIONAL QUALIFICATIONS HELD (HIGHEST FIRST)	
Qualification	Date Obtained

B. NATIONAL QUALIFICATIONS HELD (CONTD)	
Qualification	Date Obtained

C. MEMBERSHIP(S) OF PROFESSIONAL INSTITUTES/BODIES/ASSOCIATIONS	
Organisation	Category
Institution of Royal Engineers	Member

PART 3 – EMPLOYMENT HISTORY

Employment	Dates

PART 4 – EMPLOYMENT TRAINING

Course	Dates

PART 5 – DOCUMENTS ATTACHED (CERTIFIED TRUE COPY)
--

Mandatory for all applicants	Yes/No
Proof of Membership Institute of Royal Engineers	
Either (a) proof of 2 years as a Captain and minimum Level 3 national qualification or Army Class 1 certificate, or (b) proof of 2 years as a SSgt or WO2 (or WO1 with less than 2 years in rank) and minimum Level 3 national qualification or Army Class 1 certificate	
Career Extension Qualification (at least one)	
IEng status or	
Minimum Level 5 national qualification ⁵ certificate or	
Proof of relevant professional body membership (excluding Institution of Royal Engineers)	

⁵ As described in the revised QCA National Qualifications Framework (NQF) 1 Sep 04 – see www.qca.org/493html

PART 6 – APPLICANT’S CERTIFICATE

I hereby apply for Graduateship of the City & Guilds of London Institute. My preferred Occupational Area⁶ is:

--

I certify that all information provided is accurate and that all documents provided are either the originals or certified true copies thereof.

SIGNATURE	DATE
-----------	------

PART 7 – COMMANDING OFFICER’S CERTIFICATE (LT COL OR EQUIVALENT)

I fully support this application. The applicant is known to me and, in my opinion, fully meets the criteria required for Graduateship of the City & Guilds of London Institute, with which I am familiar. I have verified all of the information provided and certify that the documents attached are either the originals or true copies thereof appropriately annotated as such by me or another responsible person.

SIGNATURE	INITIALS AND SURNAME
RANK / GRADE	JOB TITLE
TEL NO / EXT	DATE

PART 8 – RESASC Use Only

1. The above application is / is not endorsed *.
2. The applicant was recommended for Graduateship to CGLI on (date)* _____.
3. The applicant was notified that he/she was unsuccessful on (date)* _____.

* = Delete text as appropriate

REASON:

SIGNATURE	INITIALS AND SURNAME
EXECUTIVE SECRETARY	RESASC
TEL NO / EXT	DATE

⁶ Selected from the list at Annex E of the main document

ANNEX L TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

To: Executive Secretary RESASC
c/o RE CPD Team, HQ RSME, Brompton Bks, Chatham, Kent, ME4 4UG

ROYAL ENGINEERS SENIOR AWARDS SCHEME (RESAS)
APPLICATION FOR MEMBERSHIP CITY & GUILDS INSTITUTE (MCGI)

PART 1 – PERSONAL DETAILS

SURNAME	FORENAME(S)
RANK	ARMY NO
UNIT	SUB-UNIT
JOB TITLE	TEL NO / EXT

KEY DATES			
BIRTH	ENLISTMENT	COMMISSION (if applicable)	PROMOTED TO CURRENT RANK

ADDRESS	
---------	--

PART 2 – QUALIFICATIONS

A. ARMY QUALIFICATIONS HELD	
Qualification	Date Obtained

B. LEVEL 3 OR ABOVE NATIONAL QUALIFICATIONS HELD (HIGHEST FIRST)	
Qualification	Date Obtained

B. NATIONAL QUALIFICATIONS HELD (CONTD)	
Qualification	Date Obtained

C. MEMBERSHIP(S) OF PROFESSIONAL INSTITUTES/BODIES/ASSOCIATIONS	
Organisation	Category
Institution of Royal Engineers	Member

PART 3 – EMPLOYMENT HISTORY

Employment	Dates

PART 4 – EMPLOYMENT TRAINING

Course	Dates

PART 5 – DOCUMENTS ATTACHED (CERTIFIED TRUE COPY)
--

Mandatory for all applicants	Yes/No
Proof of Membership Institute of Royal Engineers	
Proof of 2 years as a Major or above or 2 years as a WO1 plus CEng or	
Minimum full Level 7 national qualification ⁷ or	
Proof of relevant professional body membership (excluding Institute of Royal Engineers)	

⁷ As described in the revised QCA National Qualifications Framework (NQF) 1 Sep 04 – see www.qca.org/493html

PART 6 – APPLICANT’S CERTIFICATE

I hereby apply for Membership of the City & Guilds of London Institute. My preferred Occupational Area⁸ is:

[Empty box for Occupational Area]

I certify that all information provided is accurate and that all documents provided are either the originals or certified true copies thereof.

SIGNATURE

DATE

PART 7 – COMMANDING OFFICER’S CERTIFICATE (LT COL OR EQUIVALENT)

I fully support this application. The applicant is known to me and, in my opinion, fully meets the criteria required for Membership of the City & Guilds of London Institute, with which I am familiar. I have verified all of the information provided and certify that the documents attached are either the originals or true copies thereof appropriately annotated as such by me or another responsible person.

SIGNATURE

INITIALS AND SURNAME

RANK / GRADE

JOB TITLE

TEL NO / EXT

DATE

PART 8 – RESASC Use Only

1. The above application is / is not endorsed *.
2. The applicant was recommended for Membership to CGLI on (date)* _____.
3. The applicant was notified that he/she was unsuccessful on (date)* _____.

* = Delete text as appropriate

REASON:

SIGNATURE

INITIALS AND SURNAME

EXECUTIVE SECRETARY

RESASC

TEL NO / EXT

DATE

⁸ Selected from the list at Annex G of the main document

ANNEX M TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

RE SENIOR AWARD SCHEME – RE CPD TEAM PROCEDURES

1. Step 1. On receipt, each application is to be stamped with the date of receipt and checked for completeness⁹ - including date of birth, preferred occupation and the inclusion of the requisite supporting documents¹⁰ - by the RESAS Clerk¹¹. Applications for each category (LCGI, GCGI and MCGI) that are deemed ready for scrutiny are to be placed in separate folders for submission to the Executive Secretary in fortnightly batches.
2. Step 2. The Executive Secretary will scrutinise each application, before completing Part 8 of each application form (either endorsing or rejecting the application) and making appropriate entries onto the Processing List, including the date of receipt of the application concerned.
3. Step 3. The Executive Secretary will then return competed applications in batches to the RESAS Clerk for action and filing. Follow-up action will be as follows:
 - a. Successful Applications. The RE CPD Team member responsible will apply for certificates using either the CGLI Walled Garden website www.walled-garden.com/ or CGLI Form S. The data required is in the table at paragraph 5 below. Where Form S is used, any covering letter or e-mail should **not** list candidates except as information addressees. Template letters and Forms S are available from the Executive Secretary. All applications are to be filed and held for at least 4 years. Unless submitted via the Walled Garden, CGLI Forms S are to be sent to the Senior Awards Administrator, Senior Awards Unit, City & Guilds of London, 1 Giltspur Street, London, EC1A 9DD (e-mail: camilla.thomas@cityandguilds.com, telephone: 020 7294 3474) on completion.
 - b. Unsuccessful Applications. The Executive Secretary will notify each individual unsuccessful applicant in writing of the reasons for the rejection of his/her application, enclosing a copy of the application form itself. The RESAS clerk will hold all rejected applications on file.
4. Step 4. When certificates arrive, they are to be checked for accuracy. The date of arrival of each correct certificate is to be noted on final column of the Processing List row for the applicant concerned. Correct certificates are to be photocopied¹² before being distributed to the units of the applicants concerned under cover of a letter including an acknowledgement reply proforma. Where a certificate contains an error, the Executive Secretary is to be advised of the reason for the error before the certificate is returned to CGLI with a request for its replacement. The arrival of the corrected certificate is to be noted on final column of the Processing List row for the applicant concerned before the certificate is sent to the applicant's unit. Template letters are available from the Executive Secretary.

⁹ Where data has been omitted, this is to be obtained from the applicant before the application is submitted to the Executive Secretary.

¹⁰ Where original documents have been included, these are to be photocopied, with the certified true copies being attached to the application and the originals being returned to the applicant.

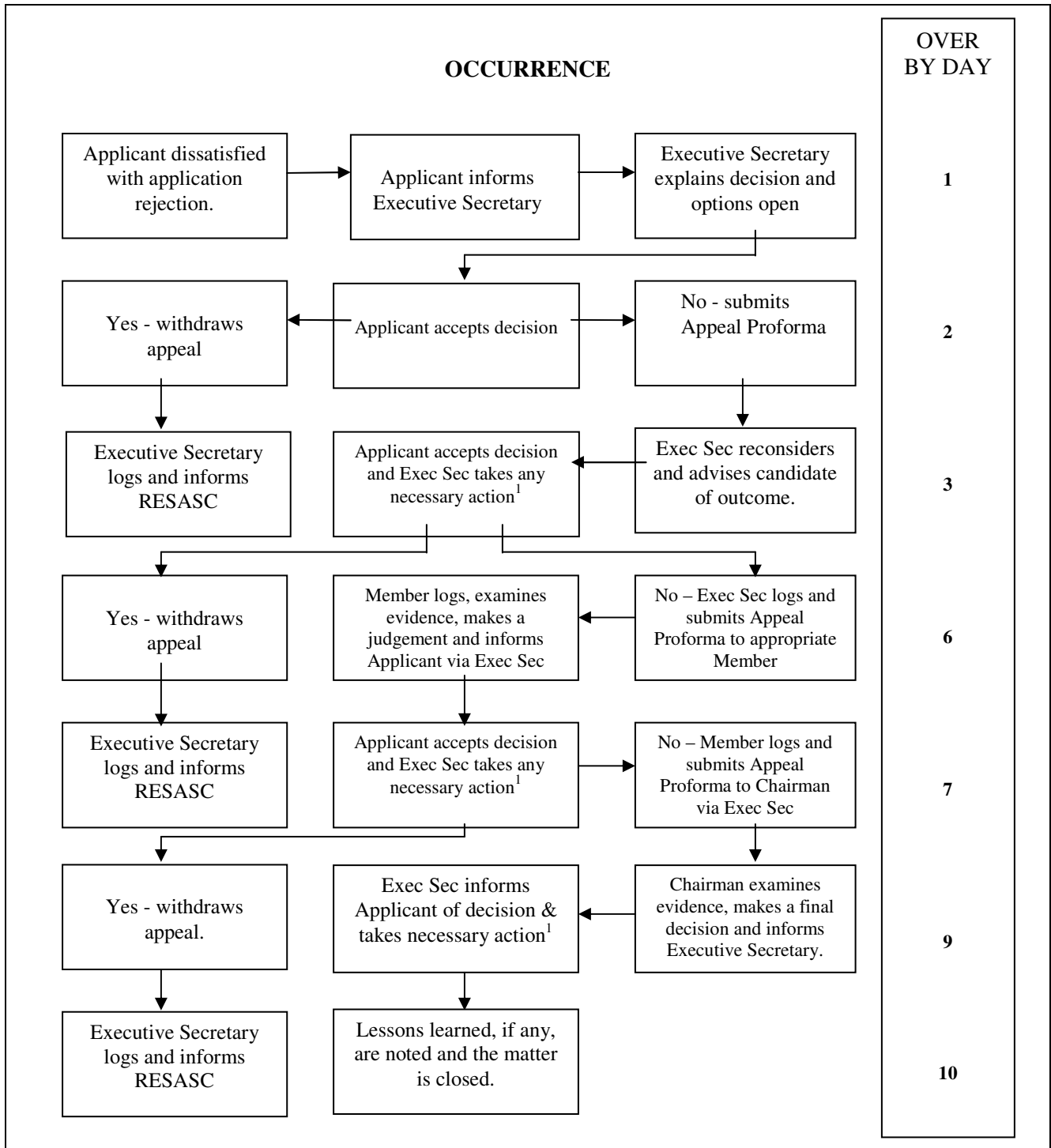
¹¹ Usually the RE CPD Records & Report Clerk.

¹² The photocopy is to be filed with the associated application form.

5. Data Required for Certification Requests. In addition to the candidate's full name, gender and date of birth, the following data is required when completing Walled Garden screens or application Form S:

Centre Number	722538		
Centre Name	Royal Engineers		
Telephone Number	01634 8222958 or 822455		
Contact Name	Major C N D Capel		
Results Box	Enter a tick (√)		
Award Title	Licentiateship	Graduateship	Membership
Award Number	910038	910338	910538
ENR Line	Leave blank	Leave blank	Leave blank
Candidate Name	As appropriate	As appropriate	As appropriate
Candidate Sex	As appropriate	As appropriate	As appropriate
Candidate Date of Birth	As appropriate	As appropriate	As appropriate
Occupation Codes	334 – Amphibious Engineering	011P – Amphibious Engineering	011P – Amphibious Engineering
Enter the appropriate code before the letter P (standing for Pass) on the second row of each individual's details.	335 – Cartographic Operations	012P – Cartographic Operations	012P – Cartographic Operations
	336 – Construction Engineering	013P – Construction Engineering	013P – Construction Engineering
	337 – Electrical Engineering	014P – Electrical Engineering	014P – Electrical Engineering
	338 – Engineering Logistics	015P – Engineering Logistics	015P – Engineering Logistics
	339 – Engineering Telecommunications	016P – Engineering Telecommunications	016P – Engineering Telecommunications
	340 – Explosives Search or Disposal	017P – Explosives Search or Disposal	017P – Explosives Search or Disposal
	341 – Mechanical Engineering	018P – Mechanical Engineering	018P – Mechanical Engineering

RE SENIOR AWARDS SCHEME (RESASC) – APPEALS PROCEDURE - FLOWCHART



Notes.

1. Including processing applications endorsed at that stage of the appeal.
2. All appeals and their outcomes are to be detailed in RESASC reports to City & Guilds.
3. This is a modified version of the RSME NVQ Appeals procedure.

ANNEX O TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

To: Executive Secretary RESASC
c/o RE CPD Team, HQ RSME, Brompton Bks, Chatham, Kent, ME4 4UG

RE SENIOR AWARDS SCHEME (RESASC) – APPEAL PROFORMA

SECTION A – FOR COMPLETION BY THE CANDIDATE

1. Insert your personal details below:

SURNAME	INITIAL(S)
RANK	SERVICE NO
UNIT	

2. Insert details of grounds for appealing below, continuing overleaf if necessary. Note that your portfolio or other kinds of evidence may be required at any stage of the appeals procedure.

DETAILS OF APPEAL

3. Insert below details of the Senior Award that you are applying for:

TITLE		OCCUPATION	
-------	--	------------	--

4. Complete the signature and date boxes below:

SIGNATURE	DATE
------------------	-------------

SECTION B – RESASC COMMENTS AND RECOMMENDATIONS

Appointment	Comments and Recommendations	Signature and Name	Date
Executive Secretary			
Member (if consulted)			
Chairman (if consulted)			

SECTION C – RECORD OF FINAL DECISION

Executive Secretary RESASC	DATE
Applicant	DATE

Note. Form to be copied to all signatories and file once signed off by the Executive Secretary. All appeals and their outcomes are to be included in annual RESASC reports to City & Guilds.

ANNEX P TO
RE SENIOR AWARD SCHEME (RESAS):
ADMINISTRATIVE ARRANGEMENTS

NEW (2004) NATIONAL QUALIFICATIONS FRAMEWORK

1. The following table compares the National Qualifications Framework (NQF) for England, Wales and Northern Ireland with the Scottish Credit and Qualifications Framework (SCQF), also giving indications as to their respective Higher Education (HE) Qualification levels.

NQF (2004)		National HE Qualifications	SCQF (2003)		Scottish HE Qualifications
Level	Examples		Level	Examples	
8	Specialist awards	Doctorate	12		Doctorate
7	Level 7 CIPD Postgrad Cert in Pers & Dev	Masters Postgrad Certs and Dips	11	SVQ 5	Masters
6	Level 6 CIPD Cert in Business Awareness and Advanced Professional Study	Honours Degree Grad Certs and Dips	10		Honours Degree
			9		Ordinary Degree
5	Level 5 BTEC Higher Nat Cert in Civ Eng Level 5 NVQ ¹³	Dip HE/FE Foundation Degrees	8	SVQ 4	Dip HE HND
4	Level 4 CIOB Cert in Site Management Level 4 NVQ ¹	Cert HE HNC/HND	7	Advanced Higher	Cert HE HNC
3	Level 3 BTEC Nat Dip/Cert in Civ Eng Level 3 NVQ in Eng Prod or Eng Maint A levels		6	SVQ 3 Higher	
2	Level 2 BTEC First Cert in Eng Level 2 NVQ in Telecomms Tech (Infra) GCSEs Grades A*-C		5	SVQ 2 General S Grade Intermediate 2	
1	Level 1 BTEC Intro Cert in Eng Level 1 NVQ in Wood Occs GCSEs Grades D-G		4	SVQ 1 General S Grade Intermediate 1	
Entry	Entry Level Certificate in Adult Literacy		3	Access 3 Foundation S Grade	
			2	Access 2	
			1	Access 1	

¹³ Revised levels are **not** currently being implemented for NVQs at Levels 4 and 5 though, as NVQs are accredited or re-accredited, it may be that they will be allocated levels between 4 and 7 on the NQF.

EXPLANATION OF QUALIFICATION LEVELS

2. The positioning of qualifications at the same level only indicates that they are broadly comparable in terms of general level of outcome; it does not indicate that they have the same purpose, content or outcomes. The NQF is supported by level descriptors, which have been produced as a working draft (see below). These offer broad descriptions of learning outcomes at each level, which represents a common standard met by all qualifications.

LEVEL	LEVEL INDICATORS	EXAMPLES OF QUALIFICATIONS
Entry	Entry level qualifications recognise basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.	Qualifications are offered at Entry 1, Entry 2 and Entry 3, in a range of subjects
Level 1	Level 1 qualifications recognise basic knowledge and skills and the ability to apply learning with guidance or supervision. Learning at this level is about activities which mostly relate to everyday situations and may be linked to job competence.	NVQ 1; Certificate in Plastering; GCSEs Grades D – G; Certificate in Motor Vehicle Studies
Level 2	Level 2 qualifications recognise the ability to gain a good knowledge and understanding of a subject area of work or study, and to perform varied tasks with some guidance or supervision. Learning at this level involves building knowledge and/or skills in relation to an area of work or a subject area and is appropriate for many job roles.	NVQ 2; GCSEs Grades A* - C; Certificate in Coaching Football; Diploma for Beauty Specialists
Level 3	Level 3 qualifications recognise the ability to gain, and where relevant apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, people working independently, or in some areas supervising/training others in their field of work.	Certificate for Teaching Assistants; NVQ 3; A levels; Advanced Extension Awards; Certificate in Small Animal Care
Level 4	Level 4 qualifications recognise specialist learning and involve detailed analysis of a high level of information and knowledge in an area of work or study. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others. Level 4 qualifications are at a level equivalent to Certificates of Higher Education.	Diploma in Sport & Recreation; Certificate in Site Management; Certificate in Early Years Practice
Level 5	Level 5 qualifications recognise the ability to increase the depth of knowledge and understanding of an area of work or study to enable the formulation of solutions and responses to complex problems and situations. Learning at this level involves the demonstration of high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Qualifications at this level are appropriate for people working as higher grade technicians, professionals or managers. Level 5 qualifications are at a level equivalent to intermediate Higher Education qualifications such as Diplomas of Higher Education, Foundation and other degrees that do not typically provide access to postgraduate programmes.	Diploma in Construction; Certificate in Performing Arts
Level 6	Level 6 qualifications recognise a specialist high level knowledge of an area of work or study to enable the use of an individual's own ideas and research in response to complex problems and situations. Learning at this level involves the achievement of a high level of professional knowledge and is appropriate for people working as knowledge-based professionals or in professional management positions. Level 6 qualifications are at a level equivalent to honours degrees, graduate certificates and graduate diplomas.	Certificate or Diploma in Management
Level 7	Level 7 qualifications recognise highly developed and complex levels of knowledge which enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level involves the demonstration of high level specialist professional knowledge and is appropriate for senior professionals and managers. Level 7 qualifications are at a level equivalent to Masters degrees, postgraduate certificates and postgraduate diplomas.	Diploma in Translation; Fellowship in Music Literacy
Level 8	Level 8 qualifications recognise leading experts or practitioners in a particular field. Learning at this level involves the development of new and creative approaches that extend or redefine existing knowledge or professional practice.	Specialist awards

3. Currently, qualification titles such as 'certificate' and 'diploma' are not indicators of the level of a qualification. For up-to-date information please visit www.qca.org.uk/openQUALS.