

A centre's guide to Professional Development Award

City & 
Guilds

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'Transferable skills' are a crucial element of today's job market. Every employer wants them; every employee has some. However, proof of these skills can often be difficult to identify on a CV, and at interview stage it is often down to the candidate's speed of thought.

How many applicants have been rejected for jobs they knew they could do, because they couldn't demonstrate their abilities?

What is the Professional Development Award?

The Professional Development Award provides the opportunity for important transferable knowledge and skills to be formally recognised by the UK's leading provider of vocational qualifications, City & Guilds; a name employers know and trust. The award can be used to recognise experience and skills gained through employment, voluntary work or education.

Achievement of the award should enable learners to demonstrate to potential employers that they possess the skills and knowledge required for the job. For those in full-time employment, the assessment of work-based learning required by this award could contribute to the foundations of continuous professional development.

Who is the Professional Development Award for?

The award is appropriate for:

- undergraduates and postgraduates within Higher Education institutions,
- students of Further Education colleges on programmes of level 4 or above,
- employees engaged in continuous professional development programmes,
- volunteers involved in professionally structured and supported programmes.

Activities may vary both in duration and in quality: from day to day work experience for those in full-time employment, working for the student union to coaching sports activities for HE students, or from acting as a volunteer in a youth centre to restaurant work.

How does it work?

In order to achieve a Professional Development Award learners need to:

- carry out a self-audit,
- set goals,
- review progress on an on-going basis,
- carry out an evaluation following completion of the activity.

How is the Professional Development Award assessed?

The Professional Development Award is assessed by:

- a professional development plan,
- a log/diary of progress supplemented by evidence of skills/knowledge gained,
- a word-processed report (approx. 2000-3000 words) on the experience.

How can I find out more?

You can find out more by contacting your nearest City & Guilds office. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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Key points

- Develops the candidate's ability to reflect upon their skills and capabilities
- Can contribute to the development of the PDP/R element of the HE Progress File
- Provides evidence of transferable skills