## **Recognition Consultant Application Form**

Confidential. Please submit your completed application form to: [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com)

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| **PERSONAL CONTACT DETAILS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **First Name** |  | **Last Name** |  | **Mr/Mrs/Miss/Ms** | |  | | |  |  | | **Address** |  |  |  | **Postcode** | |  |  |  |  |  | | **Personal Email** |  | **Mobile no.** |  | **Home no.** | |

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| **ROLE(S) YOU ARE APPLYING FOR** Please note this section not for completing.   |  |  |  |  | | --- | --- | --- | --- | | Assured Consultant |  | ILM Recognised Consultant |  | | Accreditation EQA |  |  |  | |

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| **AVAILABILITY**  Are there any days in the week you cannot commit to? If so which days?  Are there particular periods during the year you have limited availability?  Are you limited to specific days of the week? Please provide details:  Are you prepared to travel nationally Yes  No  Are you prepared to stay overnight Yes  No |

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| **IT SKILLS**  Do you have access to a computer and the internet? Yes  No  Do you have the ability and confidence to work with web-based applications? (This includes submitting forms online, uploading and downloaded documents.) Yes  No |

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| EXPERIENCE, KNOWLEDGE & SKILLS Please provide details of your experience demonstrating your competency in line with the Recognition Consultant personal specification. | |
| **Personal specification essential experience** | **Details of your experience** |
| Current, up-to-date, relevant knowledge and working experience in learning and development with one or more of the following.   * Employers * Colleges / Universities * Training providers * Trade associations * Charities |  |
| Extensive knowledge and experience at a senior level within learning and development, including the design, development, and delivery of training in the workplace including:   * Planning and management * Design and delivery * Participant support * Quality assurance * Evaluation and continuous development * Evaluation a |  |
| Experience of delivering results in challenging timescales, either with substantial benefits and/or demonstrable change for an organisation. |  |
| Relevant and up to date CPD within learning and development |  |
| **Additional essential knowledge and skills for optional dimensions** | **Details of your knowledge and skills** |
| **Assessment**  Extensive knowledge of the assessment principles, procedures and practice for work-based skills and knowledge.  Up to date experience of assessing and quality assuring training courses and/or vocational qualifications. |  |
| **Leadership & Management**  Extensive knowledge and understanding of leadership, management and coaching or enterprise standards.  Experience within a middle to senior role management role. Level 5 or above Leadership and/or Management qualification |  |
| **eLearning**  Experience of developing training involving learning technologies, including eLearning, digital content, virtual classrooms, social learning and learning management systems. Knowledge of SCORM and ideally xAPI.  Experience in implementing and managing learning management systems. |  |

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| REASON FOR INTEREST Please state briefly your reasons for applying for this position: |

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| **PRESENT POST / EMPLOYMENT**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | **Employer** |  | **Job Title** |  | **Full/Part Time** | |  |  | | **Date of employment** |  | |
| Outline main responsibilities: |

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| **PREVIOUS EMPLOYMENT**  Please list previous appointments for the last five years, with the most recent first: | | | | |
| **Date from**  **(MM/YY)** | **Date to**  **(MM/YY)** | **Employer** | **Position held & responsibilities** | **Reasons for leaving** |
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| **VOCATIONAL / ACADEMIC QUALIFICATIONS**  Please give details of relevant professional, vocational and/or academic qualifications, including achievement of any D and/or A/ V/ TAQA units, listing most recent first. | | |
| **Subject** | **Qualification** | **Date of Award** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | |
| **Date From** | **Date To** | **Organisation** | **Membership Level** | **Date of award** |
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| **CONFLICT OF INTEREST**  Please list any organisations in which you have had current or recent employment, worked as a consultant or in any other capacity. It is also necessary to list any other organisations in which you have an interest.  Please list any organisations in which you have had a current or recent relationship, within the last 2 years that may give rise to a conflict of interest. It is also necessary to know of other organisations in which you may have a vested interest. | | |
| **Name of Organisation/ Centre** | **Your role** | **Dates of Involvement** |
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| **REFERENCES**  Referees will be contacted following the vetting of your application. Please nominate two referees who must be responsible persons over 18 years of age and not related to you. At least one must know you in a professional capacity for example as a past or present employer. | |
| **Employer Referee** | **Character Referee** |
| Name: | Name: |
| Email: | Email: |
| Telephone no: | Telephone no: |
| Occupational/relationship to applicant: | Occupational/relationship to applicant: |

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| **DECLARATION BY APPLICANT**  I confirm the information provided by me in this application form is correct to the best of my knowledge and belief. I understand that if any of the information in this application were subsequently found to be inaccurate or false the contract for supply of services might be withdrawn.  I understand that any offer of contract for supply of services will be subject to receipt of satisfactory references.  Where did you hear about Associate Vacancies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Thank you for completing an application form, please forward your application form to: [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com) for review. |