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# **Guidelines for Individual Recognition**

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## The CLD Standards Council Scotland

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The CLD Standards Council Scotland is the professional body for everyone active in Community Learning and Development in Scotland.

You can find details on the CLD Standards Council website: [www.cldstandardscouncil.org.uk](http://www.cldstandardscouncil.org.uk)

## Registration System

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One of the core responsibilities of CLD Standards Council is to maintain a registration system available to practitioners delivering and active in CLD practice.

The CLD Standards Council Registration System-

- Consolidates CLD as a clear and distinct professional area
- Strengthens a shared professional identity within this diverse area of practice
- Defines and maintains high standards within CLD practice

The Registration system is described in the Registration System Document which can be found on the website - <http://cldstandardscouncil.org.uk/registration/the-registration-system/>

The criteria to register as a Member of the CLD Standards Council are also noted in Annex one of this guide.

## What is Individual Recognition?

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Individual Recognition is the process by which an individual who does not meet the specified criteria (see [Annex 1](#) ) can apply to be a registered member of the CLD Standards Council for Scotland. The application is considered by a panel of 3 members of the Registration committee. Application involves completion of the IRP application form supported by a professional reference, evidence of any relevant qualifications and, if the panel require it, a panel interview via teleconference.

The Individual Recognition Process is distinct from the recognition of degree level Youth Work qualifications held by practitioners who qualified within the UK but outside Scotland, and those who qualified out with the UK; there is a recognition system in place for both these instances.

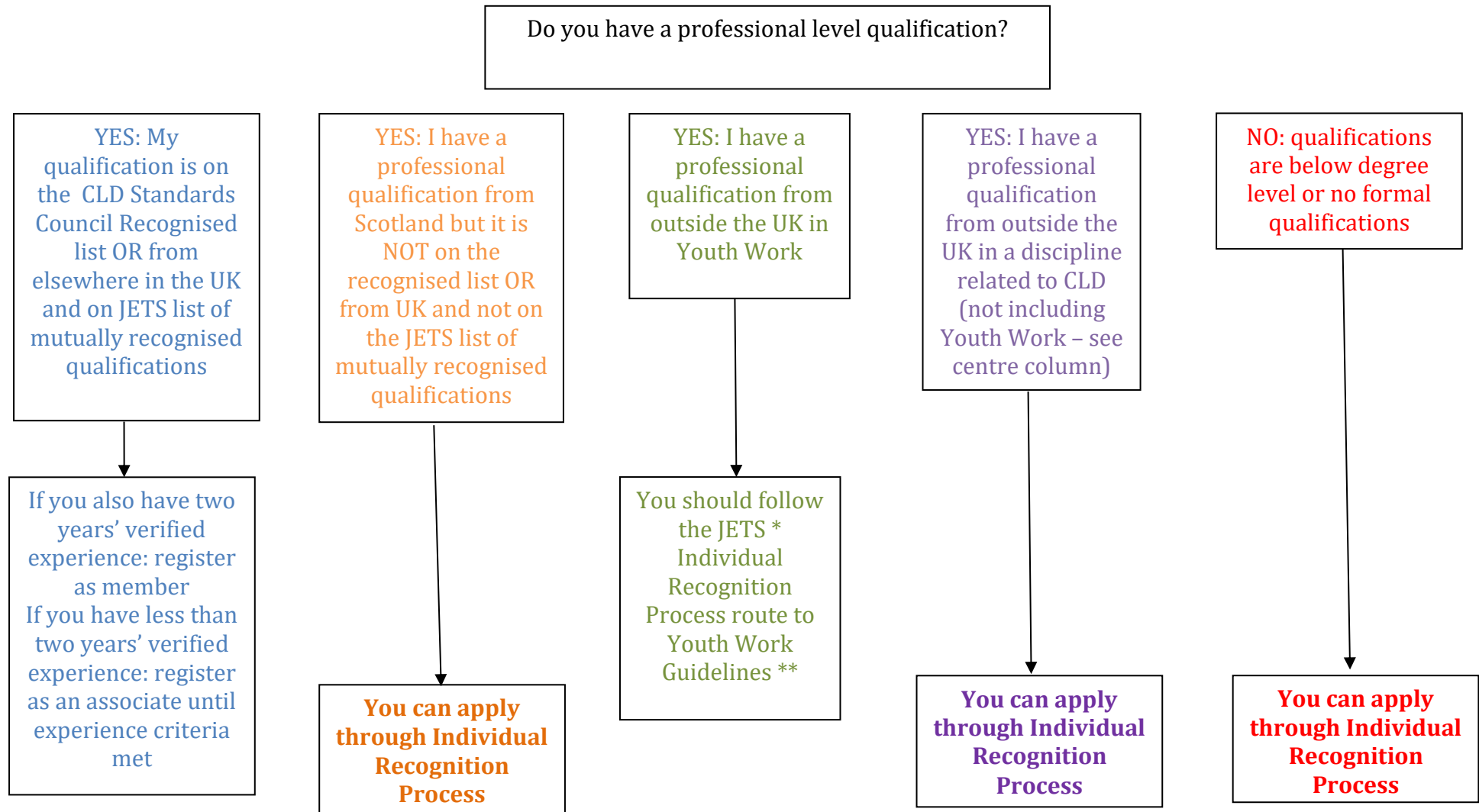
The procedure for Individual Recognition is consistent with the values and principles of CLD. It aims to be clear, fair and non-discriminatory. Individuals will be expected to demonstrate that their education, training and experience has equipped them to a standard comparable with professionals who meet the specified criteria.

## Is Individual Recognition for me?

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Applicants should consult the flowchart on the next page as a first step; applicants can also contact the Registration Development Officer for clarification and advice.

### **Flowchart: is the Individual Recognition Process for me?**



\* JETS is the UK wide Joint Education and Training Standards committee that CLD Standards Council Scotland is a member of.

\*\* Please contact the Registration Officer (details on next page) for further advice on the JETS Youth Work Recognition Process

## How do I apply?

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Anyone wishing to be considered under the Individual Recognition Process must first register as an Associate Member.

Once registration is confirmed, applicants should request an IRP form from the Registration Development Officer and ask for guidance on the best way to proceed with their application. A detailed flowchart showing the process is at Annex 2.

Contact details:           Telephone 0131 244 5280  
                                  E mail: [registration@cldstandardscouncil.org.uk](mailto:registration@cldstandardscouncil.org.uk)  
                                  Post: 9<sup>th</sup> Floor, The Optima, 58 Robertson Street, Glasgow G2 8DU

## Application evidence for Individual Recognition

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The application process asks for the following evidence:

1. Evidence of 1440 hours\* supervised and assessed practice. This can be relevant experience supervised and reviewed or assessed by your line manager or assessor.
2. Evidence of understanding of CLD competences, values, principles and ethics
3. Evidence of practice in at least two of the three strands of CLD and awareness of all three
4. Evidence of understanding of CLD theory and how it integrates with practice
5. Evidence of two years' verified practice in addition to requirement (1)

*\* Based on 40% of a 360 credit degree programme being supervised and assessed practice, where 1 credit is 10 hours of learning. 1440 hours = 180 days = 36 weeks*

The application form is the first step in gathering this evidence; applicants must offer examples of their practice mapped to the CLD Competence Framework. Please consult the Competent Practitioner Framework for details of these. Available from the website -

<http://cldstandardscouncil.org.uk/resources/the-competences/>

The completed form should be returned by email to the Registration Development Officer along with:

- ✓ Signed professional reference
- ✓ Copies of qualification certificates (where required)

## The decision process

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The completed application form will be checked by the Registration Development Officer who will contact the applicant if there are any missing elements and check the applicant's availability for interview by teleconference.

The Registration Development Officer will identify 3 members of the Registration committee to act as the IRP Panel, based on availability and ensuring there are no conflicts of interest issues. The application and evidence will then be issued to the identified IRP Panel. The Panel will consist of the Chair of the Registration Committee and two other Standards Council committee members. The panel members will individually consider the application information against the criteria and advise the Registration Development Officer on whether they feel the application should be approved directly on the evidence provided or if they wish to have an interview with the applicant, or if they feel that the application should be refused.

If all members of the panel decide the criteria are met and the application can be approved no interview will be required, and the applicant will be informed of successful application.

If all members of the panel decide the application should be refused the applicant will be informed their application was unsuccessful.

If the members of the panel have not reached a unanimous decision they will be asked to discuss the application together online or by teleconference, and reach agreement how to proceed. This may result in requests to the applicant for additional written information, evidence or references, or an agreed decision to either approve or refuse the application or to hold an interview.

If it is agreed that an interview with the applicant is required a short series of questions for the applicant will be prepared.

If an interview is required, a date and time for this will be agreed with the applicant and Panel. The Panel will interview the applicant via teleconference. The interview will take no more than 30 minutes. The Panel will then come to one of the following decisions:

- Criteria met and application approved
- Criteria not met and application refused

## Appeals procedure

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If the IRP panel has refused an application, the individual may submit a written appeal to the Chair of the Registration Committee. The appeal must be lodged within the 28 days following receipt of the letter from the IRP panel and must clearly state the grounds on which it is based. If it is agreed that there is a case to answer, the individual will be invited to provide further evidence.

An Appeal Panel will be convened. It will usually include two members of the Registration Committee, one of whom will act as Chair and neither of whom will have had any previous involvement with the case under consideration. In addition, a member of the Executive Committee will be recruited to act as Secretary to the Appeal Panel.

The Appeal Panel will endeavour to meet as soon as possible and usually not later than two months following the formal notification of agreement to hear the appeal.

The Appeal Panel will have the power to:

- Allow the appeal
- Allow the appeal subject to specified conditions or
- Dismiss the appeal

The Appeal Panel will convey its decision in writing to the applicant and to the IRP panel and give reasons for its decision.

The Appeal Panel's decision is final.

## Annex 1 – Requirements to become a Registered Member of the CLD Standards Council

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The standard entry requirements to become a Registered Member are –

- a Standards Council recognised degree level qualification <sup>1</sup>

plus

- two years verified practice in a community learning and development setting, working to the values and principles, competences, ethics and the commitment to CPD as described in the registration system document.
- a professional reference
- Applicants must confirm their commitment to the principles and standards

For the purposes of Membership professional practice is defined as:

- Adherence to the requirements for registration including the commitment to a minimum of 35 hours/ year Professional Learning for those in full time CLD occupations, pro rata for part time staff or volunteers. This is in addition to any initial training or required or regulatory training
- Full time equivalent community learning and development practice equating to 2 years X 40 weeks/year X 35hours/week = 2,800 hours. In normal circumstances we would expect this to be the registrant's most recent practice or to have been achieved within the five year period prior to registration. Where this is not the case then the Individual Recognition Process will apply
- Practice that has been achieved according to the values, principles, ethics and competences and is verified by a competent referee or referees.

The two year practice period can include experience acquired prior to enrolment on the degree course and other paid or voluntary community learning and development practice experience. This practice will be in addition to on-course placement practice directly related to study.

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<sup>1</sup> The list of recognised qualifications is available on the CLD Standards Council website - <http://cldstandardscouncil.org.uk/registration/recognised-qualifications/>

## **Annex Two**

### **Flowchart of Individual Recognition process**

