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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 have a degree level qualification, recognised or endorsed by the CLD Standards Council for Scotland, can apply to be a registered member of CLD Standards Council. IRP recognises a **comparable** level of CLD experience and practice as professionals who have completed an endorsed CLD qualification and one years post qualification CLD practice. Successful completion of IRP leads to registered (full) membership of the Standards Council.

**IRP may be used as evidence of recognised professional experience and practice.**

**Applicants need to be aware that successful IRP is not an endorsed CLD degree.**

The IRP process has been developed to recognise experienced CLD practitioners who have entered the profession through non-traditional routes and who have developed their CLD knowledge base through many years of professional practice, continuous learning and reflective practice. It also provides recognition for experienced CLD practitioners with comparable international qualifications.

The CLD Standards Council is a member of the UK wide Joint Education and Training Standards (JETS) Co-operative. JETS is administered by its members: ETS (England), ETS

(Wales), the North-South ETS (All Ireland), and CLD Standards Council for Scotland, who individually maintain their own list of endorsed qualifications. These qualifications are deemed mutually acceptable and recognised as conferring professional qualification by each jurisdiction: England NYA ETS, North South ETS, ETS Wales, CLD Standards Council Scotland. **For more detail** on these, and the JETS Youth Work Recognition Process, contact the Registration Development Officer by emailing: [registration@cldstandardscouncil.org.uk](mailto:registration@cldstandardscouncil.org.uk).

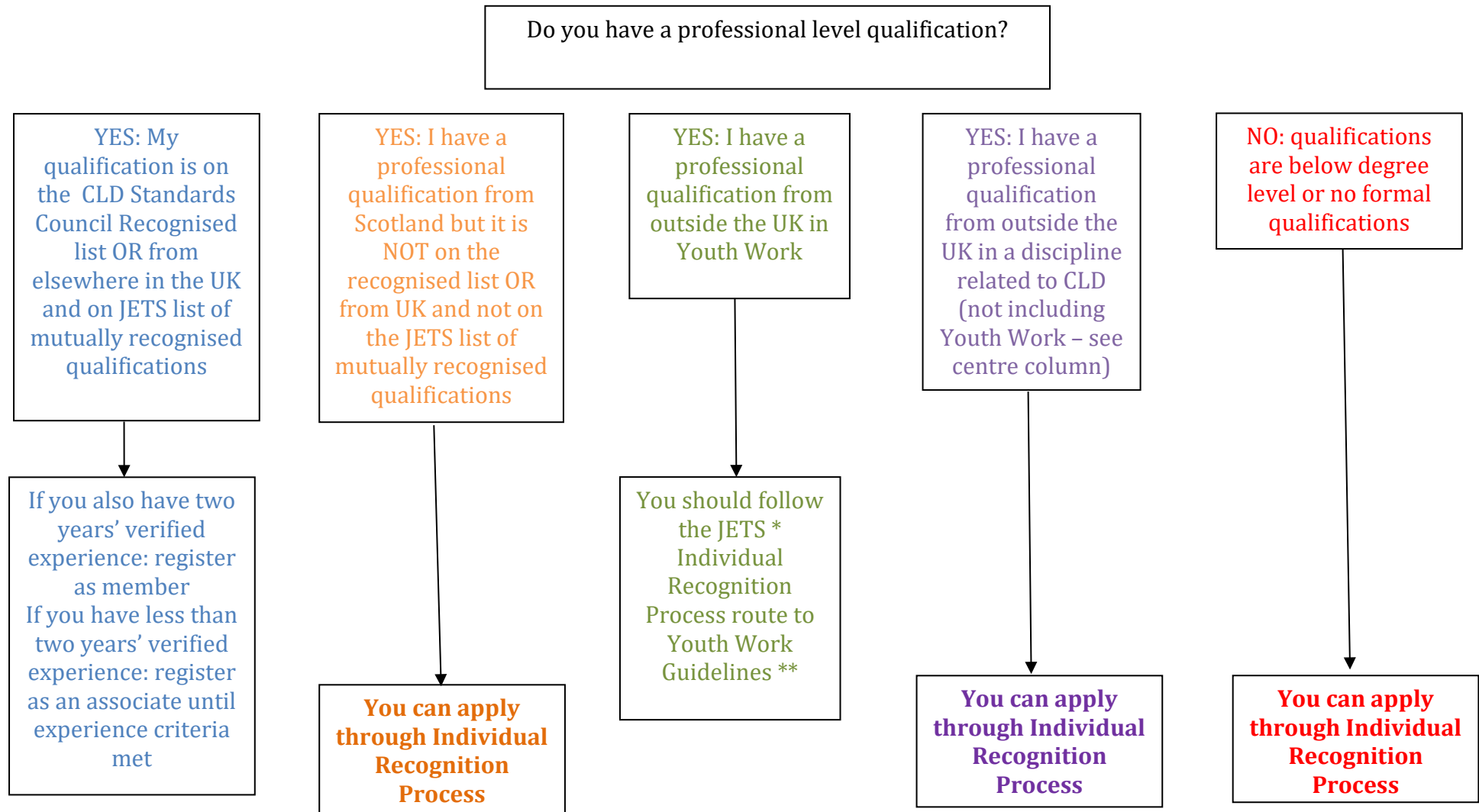
The procedure for Individual Recognition is consistent with the values and principles of CLD. It aims to be clear, fair and non-discriminatory.

### **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:

E mail: [registration@cldstandardscouncil.org.uk](mailto:registration@cldstandardscouncil.org.uk)

Post: 8<sup>th</sup> Floor, The Optima, 58 Robertson Street, Glasgow G2 8DU

## Application evidence for Individual Recognition

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Applicants are expected to demonstrate that their experience and practice has equipped them to a standard comparable with professionals who meet the criteria for registration as a full member of the Standards Council.

The applicant must provide evidence of this on a written application supported by one or more professional references (from registered member(s) of the Standards Council).

Applications are assessed by a panel consisting of members of the Standards Council Registration Committee. There may be a request for further information and an interview if required.

The application process asks for the following evidence:

1. Evidence of 1440 hours\* supervised and assessed \*\* practice.
2. Evidence of understanding of CLD competences, values, principles and ethics
3. Evidence of practice (within last five years) in at least two of the three strands of CLD and awareness of all three; Adult Learning, Community Development and Youth Work
4. Evidence of understanding of CLD theory and how it integrates with policy and 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*

*\*\* You must provide evidence of CLD practice which has been supervised, assessed and verified by a registered member of the CLD Standards Council. This may be your line manager(s) or another CLD professional. You may apply to the Standards Council for a*

buddy or mentor to carry out this role, and to support your professional learning, if you do not have access to a registered CLD Standards Council member through your paid CLD work or volunteering.

The application form is the first step in gathering this evidence; applicants must offer examples of their practice mapped to [the CLD Competence Framework](#).

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

- Signed professional reference (from registered CLD Standards Council member)
- 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.

The Registration Development Officer will identify two 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. 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, require more evidence, require an interview, or be rejected based on the evidence provided. The Chair of the Registration Committee has oversight of all applications and the panel will refer to the Chair if they are undecided or recommending rejection of the application. If the panel decides the required criteria are met and the application can be approved no interview will be required, and the applicant will be informed of successful application. If the panel decides the application should be refused the applicant will be informed their application was unsuccessful.

If it is agreed that an interview with the applicant is required a short series of questions will be prepared and a date and time will be agreed with the applicant and Panel. The Panel will interview the applicant online. The interview should 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

- one 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 one year practice period can include some 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

