

# A centre's guide to City & Guilds Higher Level Qualifications (HLQs)



# City & Guilds Higher Level Qualifications (HLQs)

## What are Higher Level Qualifications (HLQs)?

The City & Guilds Higher Level Qualifications provide a real choice for individuals who want both the vocational expertise and academic focus that can lead them to the top of their profession.

The suite of HLQs comprises Higher Professional Diplomas (Level 4) and Master Professional Diplomas (Level 7). The qualifications have been designed and written with intensive consultation with key representatives from industry and education.

The qualifications consist of outcome-based units covering core, specialised and key management areas, which are assessed by means of written assignments. The programmes are designed to allow a flexible approach to learning and development to suit the particular requirements of the individual.

- Higher Professional Diplomas comprise 12 units in total
- Master Professional Diplomas comprise 8 units in total
- coherent progression routes from Level 3
- nationally recognised as Level 4 and 7 qualifications
- provide entry points into Higher Education:
  - 120 credits towards a Foundation/Honours Degree (from the HPD)
  - minimum of 90 credits towards a Masters Degree (from the MPD)
- recognition of highly-skilled professional capability and status
- progression into a managerial/senior role
- business expertise

## Background to HLQs

The qualifications respond to government policy of introducing 50% of under 30 year olds into Higher Education by 2010.

The Ministry of Further Education has stated that:

- the need for HLQ type qualifications is firmly embedded in the projected job market over the coming years
- lower aspirations by potential candidates in employment and lower education opportunities must be challenged: the introduction of vocationally-based higher level qualifications provide the answer
- the qualifications provide a balanced solution: universities gain an increase in students; employers obtain highly skilled and effective staff; students attain suitable jobs – matched to their expectation, increased skills and ability.

## Funding

As you would expect from City & Guilds, a wide range of subjects are covered in the suite of HLQs. Those emboldened denote accreditation by QCA and are eligible for funding from Learning and Skills Councils, under Sections 96 and 97. Alternatively, funding can be accessed through HEFCE if the City & Guilds HPDs are used as the first year of foundation degree programmes. Those qualifications pending QCA accreditation may be eligible for funding under Section 98 – Other Provision.

Name	New NQF Level	Qualification
<b>Higher Level Study Skills</b>	4	Cert
<b>Business Administration</b>	4	HPD
<b>Community Development</b>	4	HPD
<b>Community Justice</b>	4	HC
Construction	4	HPD
Construction	7	MPD
<b>Counselling</b>	4	HPD
<b>Creative Arts</b>	4	HPD
<b>Engineering</b>	4	HPD
<b>Education &amp; Training</b>	7	MPD
<b>FE Teaching ( Stage 3)</b>	4	HPC
<b>Health and Well-being</b>	4	HPD
<b>Hospitality &amp; Catering</b>	4	HPD
<b>Hospitality &amp; Catering</b>	7	MPD
<b>Information Management Using ICT</b>	4	HPD
<b>IT Practitioners</b>	4	HPD
<b>Land Based Management</b>	4	HPD
<b>Learning Disability Services</b>	4	HPD
<b>Inspecting Learning Disability Services</b>	4	PD
Professional Development Award	4	PDA
<b>Photo Imaging</b>	4	HPD
<b>Retail Management</b>	4	HPD
<b>Technical Salon Management</b>	4	HPC/D
<b>Sport &amp; Recreation Management</b>	4	HPD
<b>Sport &amp; Recreation Management</b>	7	MPD
<b>Strategy &amp; Development</b>	7	MPD
<b>Travel &amp; Tourism</b>	4	HPD

Accredited by QCA onto the National Qualifications Framework.

## Foundation Degrees

Foundation Degrees sit on the QAA qualifications framework at Intermediate level and are the cornerstone awards for progression within Higher Education, integrating academic and work-based learning. Employers, professionals and industry bodies have identified and developed the skills and knowledge required of Foundation Degrees graduates from each employment sector.

The HPD – Foundation Degree route is a highly flexible pathway for candidates to develop their skills and knowledge toward achieving Higher Education. The accompanying guidance overleaf demonstrates how candidates can progress from HPDs to Foundation Degrees and beyond.

Although they are a key part of this progression route, HPDs recognise positive candidate achievement as stand alone qualifications on the National Qualifications Framework, thus offering an opportunity to exit the route with a significant level 4 qualification.

## What providers have said about Higher Professional Diplomas

A range of centres have introduced the qualifications in a variety of subject areas. Feedback from the providers, students and employers has been extremely positive:

### Progression to Higher Education

“One of our students completed the HPD in Creative Arts, specialising in Interior Decoration, and was accepted directly onto the second year of the Interior Design degree at University of Central England. This shows that the HPD is at a high standard and as such offers a viable progression route for students who do want to go to University.”

*Walsall College of Arts and Technology (HPD in Creative Arts)*

### Flexibility

“The scheme offers the students opportunities for study and research and is flexible enough to be useful in all areas of the subject”

*John Bigglestone and Co (HPD in Photo Imaging)*

## Academic Focus

“Local universities are now developing pathways for students to continue their studies and are impressed at the level of work, particularly in the research module”

*Lambeth College (Construction Department)*

## Career Progression

“When I commenced the Certificate I was a Court Officer working in a Magistrates’ Court. Obtaining the Certificate has reduced the length of time that I will spend as a Trainee Probation Officer to 18 months – a reduction of 6 months”

*London Probation Area (Higher Certificate in Community Justice)*

## Candidate retention and motivation

“Student success on this course has given them the skills and confidence necessary to consider a Foundation Degree and has enabled them to improve their business skills and the standard of service offered to their clients”

*Coleg Llandrillo (HPD in Technical Salon Management)*

## How to apply / the next step

The qualifications meet the design principles for higher level qualifications issued by the Qualification and Curriculum Authority (QCA) and the Quality Assurance Agency (QAA). They have a clear place within the National Qualifications Framework and attract funding from the relevant education funding councils.

If you would like to receive further information about any of the Higher Level Qualifications please contact:

## Higher Level Qualifications

### City & Guilds

1 Giltspur Street

London

EC1A 9DD

T +44 (0)20 7294 2640

[smeeta.ghosh@cityandguilds.com](mailto:smeeta.ghosh@cityandguilds.com)

# HPD – Foundation Degree – leading to Honours Degree

## Added Value Certification for those completing the first 120 Credits of a Foundation Degree/Hons Degree

Due to the demand for introducing vocationally-based awards into Higher Education, City & Guilds Higher Level Qualifications has formulated a simple, effective and flexible system of added value accreditation, incorporating the City & Guilds Higher Professional Diplomas and Licentiate awards into Foundation Degree programmes.

Flexibility of practice provides an accreditation route for any qualification included in the substantial range of sectors offered by City & Guilds Higher Level Qualifications: these awards are shown in the table enclosed with this document. Other awards in further subject areas are to be accredited.

The Higher Professional Diplomas have been awarded 120 credits by Universities that link their provision with FE Colleges and City & Guilds. Recent assessment reports on the Higher Professional Diplomas from Higher Education sources recognise their value in implementing work – based vocational awards in Higher Education. Samples from these reports are printed below:

- *“This is an important national award and as the draft report to the Credit and Awards Sub-Committee points out it was designed with the help of a subject specific steering group with Higher Education representation.”*

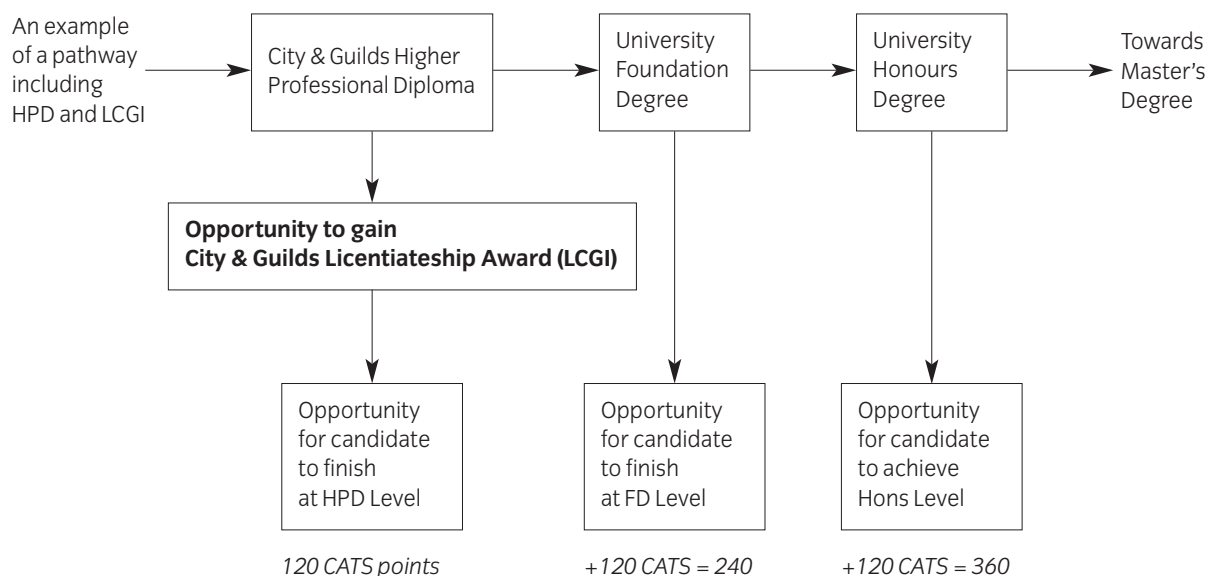
- *“The recommended assessments for the programme of study are appropriate to each unit. They are based on 2,500 word totals and conform to QAA requirements. Looking across the qualification as a whole there is a good mixture and variation of types of assessment in units: critical analyses, training handouts, fact sheets, reflective journals, strategy documents and reports, summaries of key knowledge, reflective diaries, policy documents and evaluations.”*

- *“The grading criteria for pass, merit and distinction are recognisably at UG1 level. The units are clearly designed to be 10 credit units. Where they are largely classroom taught they are designed on the basis of 100 student hours. Many are integrated into the working environment and in these cases the content and study requirements are also pitched appropriately.”*

Those candidates completing the first 120 Credits of a Foundation Degree and /or Honours Degree could be awarded both the *City & Guilds Higher Professional Diploma* and the *Licentiate of City & Guilds (LCGI)*.

This route provides candidates with greater individual accreditation opportunities and enables Further Education Colleges and Universities to link their provision with additional national/international recognition from a fellow Royal Charter Awarding Body. City & Guilds has held its Royal Charter since 1900. The cost of this significant additional accreditation can be as low as £100 per candidate if the Centre is connected to our Delegated Authority processes.

Please contact John White at City & Guilds if you require further information. Telephone 0207 294 2640 or e-mail [john.white@cityandguilds.com](mailto:john.white@cityandguilds.com)



# An outline of the individual Higher Level Qualifications – Level 4

## Awards

## Certificates

## Higher Professional Diplomas (HPDs)

### 3519 Professional Development Award

- Provides the opportunity for important transferable knowledge and skills to be formally recognised by City & Guilds and recognised by prospective employers as continuous professional development.
- The PDA 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; and volunteers, involved in professionally structured and supported programmes.

### 4464 Higher Level Study Skills

- This Certificate has been specifically designed for individuals who have already proven their expertise at Level 3, through vocational courses or work, and who now wish to develop the specific study skills needed to manage the demands of degree level programmes.
- Comprises units in Higher Level Study, Research and Analysis; Interpersonal Communication and Presentation Skills; and Reflective Learning and Critical Thinking.
- Prepares candidates for further progression on to, and counts towards, the City & Guilds Level 4 Higher Professional Diplomas.

### 4440 Creative Arts

- Designed for those working in the creative sector with ambitions to run or start their own business; those wishing to maximise their own talents, possibly to start their own business; or those requiring entry into Higher Education.
- There are 13 specialised pathways to choose from, ranging from Fashion and Interior Decoration to Stonework, Decorative Plasterwork, Floral Design, Printmaking and Painting.

### 4442 Hospitality and Catering

- Covers the variety of management roles and skills that are undertaken throughout the hospitality and catering industry.
- Builds on the strengths of existing and former City & Guilds and Hotel and Catering International Management Association (HCIMA) qualifications such as the 706 Cookery for the catering Industry Part III (old scheme), International Awards in Catering and Hospitality, and the HCIMA Professional Diploma.
- Gives an opportunity for research, analysis and original thought as well as generic and specific management and craft skills appropriate to individual candidates.

### 4443 Sport and Recreation

- Developed with the Institute of Sport and Recreation Management and responds to the need for competent and knowledgeable managers who understand the demands of their specific business area.
- Suitable for managers of sport or leisure centres, theme parks, swimming pools and other recreational attractions.
- Candidates can also obtain a certificate from the Institute of Sport and Recreation Management (ISRM) which can lead to professional membership.

### 4444 Construction

- Designed for those employed in significant site supervisory positions; contract management positions; or those who have graduate level academic knowledge but limited experience of application in the construction industry.
- Provides the opportunity for individuals to apply their enhanced knowledge of construction processes and craft skills to solve complex practical employment-related problems.

### 4446 Community Justice

- Designed for those seeking to work, or already employed in this sector and who do not have professional qualifications.
- There are two pathways within this award, the Higher Certificate in Community Justice Studies and the Higher Certificate in Community Justice (Work with Offending Behaviour). This has been developed with CJNTO (now incorporated into Skills for Justice Sector Skills Council).
- Conforms to the 'What works' initiative of the Probation Service.

### 4447 Information Management Using ICT

- Provides the underpinning knowledge for the application and use of high level ICT Skills for Management.
- Provides the facility for candidates to self-audit current skills and knowledge and to recognise the higher level of ICT needed to keep them marketable.
- Includes units that cover the skills and knowledge needed for employers such as project management; databases; networking technologies and future technology trends.

### 4448 Photo Imaging

- Covers the variety of roles and skills undertaken throughout the photographic industry and enables candidates to select an individual pathway towards career progression.
- Includes opportunity for experimentation, innovation and research in order to evaluate and appreciate the diversity of expertise which exists within the industry.
- Provides skills and knowledge in present practices within the photographic industry, (including digital imaging) while introducing innovation wherever possible.

### 4449 Engineering

- Provides pathways for candidates to specialise in either electrical, electronics, mechanical, instrumentation, chemical, manufacturing or multi-disciplinary aspects of engineering.
- Contains units which cover the transferable skills and knowledge needed by employers such as developing self, individuals and the team, finance, resource management, managing change.

### 4450 Salon Management

- Developed with the authority for the Hair and Beauty industry (HABIA) to ease the transition from experienced hair stylist or beauty therapist to management or ownership of one's own business.
- Units range from marketing, sales and promotion to advanced product knowledge.
- A smaller qualification (Higher Professional Certificate) is available for those with demanding work commitments.

#### **4451 Travel and Tourism**

- Balances key management areas, including people management, customer service and marketing, with industry specific skills and knowledge, such as, conference and event management, visitor attractions, and leisure and business travel
- Provides a progression route from the new Level 3 Advanced National Diploma.

#### **4453 Land-based Management**

- Suitable for current or would-be managers in any land based industry, including amenity or commercial horticulture; agriculture; arable farming; animal management; equine; forestry and decorative gardening.
- Upon completion, candidates will be equipped with the high level knowledge and skills to manage effectively a modern land-based industry
- Links to Lantra's foundation degree framework.

#### **4454 Retail Management**

- Linking with Skillsmart's Retail Management Foundation Degree framework, this qualification is designed for those looking to move up to management levels within the retail industry.
- Provides candidates with an understanding of high level roles and covers skills and evolving issues such as retail law and e-tail (retail technology).

#### **4455 Business Administration**

- Designed to prepare candidates for work roles with responsibilities for designing, operating and monitoring business administration systems
- Suitable for private, public or voluntary sector office environments
- Develops senior administrative and management skills, and can be tailored to reflect a particular focus, such as, finance, IT, or human resources.

#### **4456 Learning Disability Services**

- Forms part of the LDAF framework that provides progression routes for those working within the learning disability support services in the statutory, voluntary or independent sectors.
- Offers two pathways: Senior Practitioner in Learning Disability Services – for those who aim to become highly skilled practitioners and Managing Learning Disability Services – for those who aim to progress into a managerial role.
- Linked closely with level 4 Health & Social Care and Registered Managers S/NVQs- each pathway has been closely mapped to the standards for the respective NVQ and will help to accelerate the assessment process for that qualification.

#### **4457 IT Practitioners**

- Aimed at those who work in the IT industry; have an IT role in a non-IT company or those who wish to progress within this field.
- Provides candidates with an understanding of the variety of management roles and skills undertaken throughout the IT industry.
- Generic and specific management and technical skills are covered so that candidates can pursue their chosen career paths and aspirations.

#### **4458 Counselling**

- Candidates gain an overview of all the key counselling theories and principles and have the opportunity to work within a specific counselling approach (eg Person-centred) or adopt an integrative perspective to their counselling work.
- Optional units enable candidates to explore specific techniques and focus on any problems they may have to deal with in their professional life.

#### **4462 Health and Wellbeing**

- Aimed at those aspiring to, or already operating at Assistant Practitioner level of the NHS career band structure (eg Senior Health Care Assistants).
- Links with the 'core dimensions' at Level 4 of the NHS Knowledge and Skills Framework, including communication; personal and people development; health, safety and security; and equality, diversity and rights issues.
- Serves as a bridging qualification between (NVQ) Level 3 and professional nursing and equivalent qualifications, thus introducing candidates to higher level knowledge, skills and understanding.

#### **4463 Community Development**

- Aimed at those currently working in the community development sector, or with a community development remit within another professional setting, who wish to develop the knowledge and skills needed to engage with and empower diverse communities at a senior level.
- Developed in consultation with the Federation for Community Development Learning and connects with the Level 4 National Occupational Standards in Community Development.

#### **4466 Inspecting Learning Disability Services**

- Designed for those either employed as, or planning to, move into an inspectorate role within a learning disability services environment.
- Enables learners to explore a range of key areas of knowledge associated with the inspection of learning disability services.
- Developed with LDAF as part of their framework of qualifications made up of units designed to develop the knowledge and understanding of those who support people who have learning disabilities.

# An outline of the individual Higher Level Qualifications – Level 7

## Master Professional Diplomas (MPDs)

### 4442 Strategy and Development in Hospitality and Catering

- Develops the professional skills required of hospitality managers working at a strategic level
- Equips students with the ability to assess the organisational and strategic environment within which they work. This will help them to develop profitable business practices
- Designed for those in operational and catering facilities management roles and managers for breweries and other organisations in the licensed trade.

### 4443 Strategy and Development in Sport and Recreation

- Provides a mechanism for the development and demonstration of the analytical, creative and strategic management skills which employers of this sector are looking for
- Designed to support experienced individuals operating or aspiring to operate at a senior management level.

### 4444 Construction (pending QCA accreditation)

- Suitable for those who wish to establish their own construction business or enter a management role based in the office or out on site
- Provides units which cover the strategic skills and knowledge needed by employers such as site management, cost planning, managing resources and financial aspects of the

### 4445 Strategy and Development in Education and Training

- Examines key strategic issues in education and training, with mandatory units including the Strategic Environment of the Learning and Development Sector
- Reflects the government's agenda of developing the professionalism of the teaching and training workforce

### 4461 Strategy and Development

- Combines strategic management theory and practical skills with the experience of learners to give them the development opportunities they need
- Develops research skills in relation to topics relevant to the learner's own work role and employing organisation, such as, technology, operational methods, or public policy.
- Can be recognised within a range of vocational contexts from creative arts to IT, and salon to land-based management.

### What providers have said about Master Professional Diplomas

'The City and Guilds Master Professional Practitioner Award for Chartered Teachers in Scotland (a customised Master Professional Diploma), provides a practical, work-based structure to help individuals develop and refine their knowledge, understanding and skills in respect of the key elements of classroom competence – teaching, learning and assessment.

The programme is a significant enhancement of career development opportunities for individual teachers. Candidates have valued the practical support it offers for reflective practice, self directed continuing professional development and achievement of the national Standard for Chartered Teachers.'

*Jim Rand – MPPA for Chartered Teachers in Scotland*

'50% of the students who have undertaken this qualification have been promoted within their organisations, or have taken new strategic post, as a direct consequence of taking the higher level course.'

*Bedford College (MPD in Learning and Development, now know as Education & Training)*

'We are planning to introduce the Master Professional Diploma to the College. We now have a regular cohort of Higher Professional Diploma students each year and these, along with many others from the industry, are keen to further their studies at Masters level via this qualification'.

*Rotherham College (MPD in Sport & Recreation)*

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1 Giltspur Street, London EC1A 9DD Telephone 020 7294 2468  
Facsimile 020 7294 2400 E-mail [enquiry@cityandguilds.com](mailto:enquiry@cityandguilds.com)  
Website <http://www.cityandguilds.com>

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