

Competition rules

1. The competition is exclusively open to:
 - 1.1 Learners who have completed a full qualification by City & Guilds or ILM, between 1 August 2016 and 31 July 2017.
 - 1.2 Lecturers or trainers who have been actively involved in delivering a qualification by City & Guilds or ILM during the period 1 August 2016 and 31 July 2017
2. Centres may only make the following nominations:
 - 2.1 Centres that have satellite or sub-centres are still limited to the below restrictions
Nominations must be made for the centre as a whole, **not for each satellite or sub-centre**.
 - 2.2 Centres cannot nominate a family member.
3. Evidence – all evidence must adhere to the following:
 - 3.1 No **more** than **five** pieces of evidence will be considered per nomination. We recommend that you provide supporting evidence against each criteria.
 - 3.2 Evidence should show a broad understanding of all areas of the qualification, not just a specific module. It is recommended that a broad range of work is also provided so that the judges can see a variety of what the nominee has done. Please avoid uploading more than two of the same types of evidence.
 - 3.3 All video evidence must be cued to start at the beginning of the submission. No clip should be more than 15 minutes long.
 - 3.4 You will be able to upload the following files types:
MP4, XLS, XSLX, WMF, EMF, RTF, TIFF, PCT, PIF, EPS, INDD, PDF, XQX, PMD, AI, GIF, JPG, JPEG, BMP, PNG PDF, AVI, MOV, WMV, MPG, MPEG, M1V, MP2, MPA, MPE, ASF, FLV, RM, MP3, WMA, WAV, SND, AU, AIF, AIFF, RA, PSD, DOC, DOCX, ZIP
 - 3.5 Files should not exceed 10MB
4. Awarding of the medals:
 4. Learners within all qualification industries:
More than one medal per region/nation is available in each of the 28 qualification industries.

5. Entries must be submitted online by **20th December 2017**. After this date you will not be able to make any nominations.
6. Incomplete or incorrect nominations will not be processed.
7. Subject experts, appointed by City & Guilds, will conduct the judging.
8. The judges' decision is final. No appeals will be heard or correspondence, relating to result determination, entered into.
9. Results are announced in January 2017.
10. A medal winner will receive a City & Guilds Medal for Excellence and a certificate. The nominating centre will also receive a certificate acknowledging their nominee's achievement.
11. It is the responsibility of the nominator and nominee respectively to ensure that City & Guilds Marketing department is informed of any changes to their contact details. Failure to do so may result in either party not receiving notification of results or similar.
12. City & Guilds reserves the right to revise these rules and regulations at any time. Should it be necessary to do so, City & Guilds will make effort to communicate any changes to interested parties as quickly as possible.