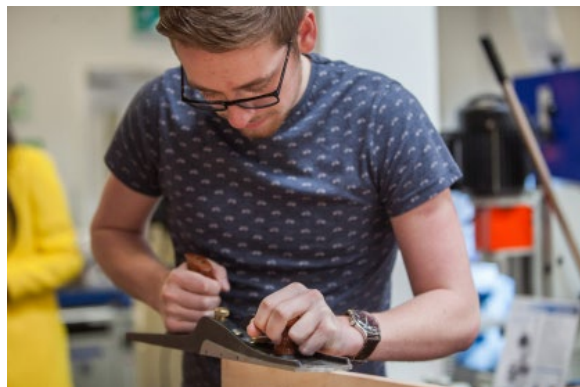




**The Furniture Makers' Company**  
the furnishing industry's charity

# THE MASTER CERTIFICATE

**Recognising excellence in the art of  
craft, science and practice of furniture**



The City and Guilds  
of London Institute



# THE MASTER CERTIFICATE

## Recognising excellence in the art of craft, science and practice of furniture

The Worshipful Company of Furniture Makers was formed as a guild in 1952 and established as the 83rd livery company of the City of London in 1963.

Today we nurture talent for the future of our industry by supporting the education of students

We provide help to people in need who are, or once were, involved in the furnishing industry via grants, services and support

And we promote our industry through our prestigious Guild Marks and other awards.



### What does the award represent?

The Master Certificate Scheme, in partnership with City & Guilds, aims to recognise excellence and promote career progression from Apprentice to Master level. In that recognition the person receiving the award has not only reached the requirement in academic training and study but has individually contributed to the industry and supported those working within it.

### Assessment procedure

A panel of professional representatives from the Worshipful Company of Furniture Makers will assess all applications.

Following the submission of all relevant documents and success in the assessment above, applicants will receive their Certificate carrying the signature of the Master of the Worshipful Company of Furniture Makers and with the Master Certificate Scheme.

Successful candidates will also be added on to our professional register on the Worshipful Company

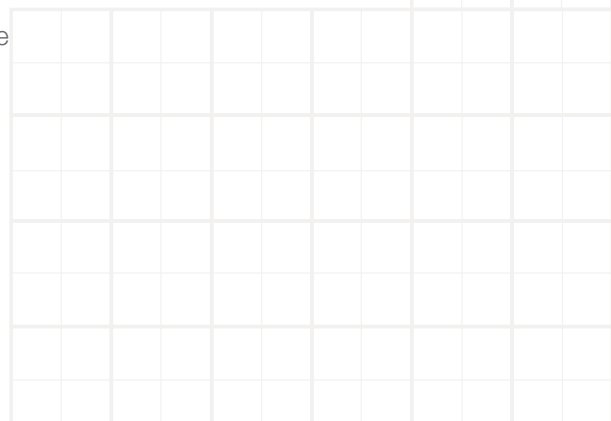
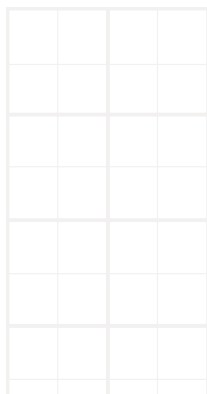


of Furniture Makers website.

### Entry fees and conditions

Applications must be accompanied by a cheque payable to the the Worshipful Company of Furniture Makers Charitable Fund for the following amount depending on the level the applicant is applying for:

- Apprentice level: £70
- Journeyman level: £120
- Master: level: £175



## Requirements to satisfy

In order to qualify for a certificate at any of the three levels, the applicant must provide evidence of having achieved an appropriate level of responsibility within the industry and having a technical knowledge in the sector in which they work. This should be evidenced in the applicant's submitted curriculum vitae.

### Apprentice Certificate

Applicants must evidence:

- A relevant qualification at level 2 –i.e. Level 2 NVQ or Technical Certificate level 2
- Photocopies / Scans of certificates must be submitted as evidence of qualifications.
- Two satisfactory references covering an overview of the applicant's character, reliability, dependability etc.
- These referees should know the applicant professionally e.g. Manager, Lecturer. Be in an apprenticeship or other training leading to a level qualification.
- Minimum of two years of appropriate employment in the furniture industry.
- To continue to hold the Certificate recipients must conform to its Code of Professional Standards.



### Journeyman Certificate

Applicants must evidence:

- A relevant qualification at level 3 –i.e. Level 3 NVQ or Technical Certificate level 3
- Photocopies / scans of certificates must be submitted as evidence of qualifications.
- Two satisfactory references covering an overview of the applicant's character, reliability, dependability etc. These referees should know the applicant professionally e.g. Manager, Lecturer.
- Minimum of six years of appropriate employment in the furniture industry.
- To continue to hold the Certificate recipients must conform to its Code of professional Standards.

### Master Certificate

Applicants must evidence:

- A relevant qualification at level 4 –i.e. Level 4 NVQ or Technical Certificate level 4
- Licentiate ship from the City & Guilds (or by the panel of assessors).
- Photocopies / scans of certificates must be submitted as evidence of qualifications.
- Two satisfactory references covering an overview of the applicant. These referees should know the applicant professionally e.g. manager, client, lecturer. Be a director, manager, supervisor, lecturer, sole proprietor or experienced craftsman.
- Minimum of 10 years of appropriate employment in the furniture industry.
- To continue to hold the Certificate recipients must conform to its Code of professional Standards.

## **The Code of Professional Standards**

The criteria for the Master Certificate Scheme are exacting and before being accepted, applicants must conclusively prove their competence. Part of these criteria is a commitment to its Code of Professional Standards which states that they must:

### **Perform professionally, competently and responsibly**

To ensure to carry out their own work or supervise the work of others with due regard to technical quality, appropriate insurance cover and the interests of all concerned. Employers, employees and clients; communicating and performing in an acceptable standard; and with a duty of care to all concerned.

### **Safeguard the public interest in the environment and matters of public health and safety**

Take all reasonable care to avoid causing damaging the environment or creating any danger of death, injury or ill-health to any person or damage to property arising from their actions.

### **Comply with all relevant laws, regulations, standards and codes**

Work in accordance with the relevant statutory

requirements and conform to the appropriate British/European Standards and Codes of practice.

### **Broaden, improve and maintain the skills, knowledge and personal qualities**

Keep up-to-date with developments in the furniture making and associated areas of work by participating in Continuing Professional Development (CPD) and other relevant training activities.

### **Uphold the dignity, standing and reputation of the Master Certificate Scheme**

Act professionally and adopt a form of behaviour and appearance that will not cause offence or embarrassment to others. To maintain the Schemes good name and that of the industry generally, members in the course of their work are expected to act professionally and adopt a form of behaviour and appearance that will not cause offence or embarrassment to others.

### **Abide by the Code of Professional Standards**

Accept responsibilities as a member to comply and co-operate with the Scheme in the operation of its disciplinary procedures and any investigation that may occur as a result.

**The Furniture Makers' Company  
is the City of London livery  
company and charity for the  
furnishing industry**

Furniture Makers' Hall  
12 Austin Friars London  
EC2N 2HE  
020 7256 5558  
hello@furnituremakers.org.uk  
furnituremakers.org.uk  
@FurnitureMkrsCo

**Charity number 1015519**