

Swydd Ddisgrifiad



Darlithydd mewn Adsefydlu Chwaraeon

Cyfadran/Cyfarwyddiaeth	Y Gyfadran Gwyddorau Cymdeithasol a Bywyd
Adran	Adsefydlu Chwaraeon
Teitl y Swydd	Darlithydd mewn Adsefydlu Chwaraeon
Yn Atebol i	Deon Cyswllt y Gyfadran

Prif Atebolrwydd

Bydd disgwyl i ddeiliad y swydd:

- Addysgu, asesu a goruchwyllo ar y rhaglen BSc (Anrh) Adsefydlu Anafiadau Chwaraeon a rhaglenni cysylltiedig eraill, ac ymgymryd ag arweinyddiaeth modiwl a/neu agwedd/rhaglen os oes angen.
- Datblygu adnoddau addysgu sy'n briodol i'r rhaglen(ni).
- Gosod, marcio ac asesu gwaith myfyrwyr, gan sicrhau bod yr amcanion dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- Cefnogi Arweinydd y Rhaglen, yr Arweinydd Proffesiynol a'r Deon Cyswllt i sicrhau bod ansawdd a safonau academiaidd y Brifysgol yn cael eu cynnal a bod profiad y myfyrwyr yn cael ei wella'n barhaus.
- Datblygu, cefnogi a chynnal partneriaethau llwyddiannus gydag asiantaethau allanol a chyrrff achredu proffesiynol er mwyn hybu'r rhaglen(ni), y Gyfadran a'r Brifysgol ehangach.

Prif Dasgau

Bydd disgwyl i ddeiliad y swydd:

- Gyfrannu at weledigaeth strategol Prifysgol Glyndŵr a chefnogi'r weledigaeth honno.
- Cyfrannu at bwyllgorau mewnol, a gwasanaethu arnynt fel sy'n briodol, a gweithio fel rhan o grwpiau cynghori.
- Dilyn a hyrwyddo polisiau cyfle cyfartal y Brifysgol ym mhob sefyllfa.

Cymorth Addysgu a Dysgu

- a. Dylunio, adolygu ac addasu cynnwys modiwlau ac unedau i ymateb i adborth ac anghenion myfyrwyr, gyda golwg ar wella cyfraddau cadw myfyrwyr.
- b. Cynllunio a chyflwyno modiwlau, gan gynnwys adnoddau a deunyddiau addysgu i fodloni deilliannau dysgu'r modiwl a'r rhaglen.
- c. Datblygu asesiadau i fesur perfformiad a dealltwriaeth myfyrwyr o gysyniadau damcaniaethol ac ymarfer clinigol yn fanwl gywir.
- d. Gosod, marcio ac asesu gwaith myfyrwyr, gan sicrhau bod yr amcanion dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- e. Goruchwylio, monitro ac asesu cymhwysiad ymarferol sgiliau ymarferwyr myfyrwyr yn yr amgylchedd clinigol
- f. Cyfrannu'n weithredol at wella profiad y myfyrwyr trwy gydol eu hamser ar y rhaglen.
- g. Cyfrannu'n effeithiol at y gwaith o ddatblygu dogfennaeth yn ymwneud â dylunio, darparu a datblygu'r cwricwlwm ar lefel israddedig ac ôl-raddedig yn ôl y gofyn.
- h. Cyfrannu at y gwaith o ddatblygu modiwlau annibynnol newydd a modiwlau Datblygiad Proffesiynol Parhaus ar gyfer gweithwyr proffesiynol cymwys.
- i. Cyfrannu'n effeithiol at waith yn ymwneud â phrofiad, dilyniant, arholiadau ac asesiadau myfyrwyr.
- j. Cymryd rhan yn effeithiol mewn prosesau recriwtio, dethol a chynefino myfyrwyr.
- k. Cefnogi datblygiad myfyrwyr drwy'r fframwaith Personol, Proffesiynol ac Academaidd, yn ogystal â'r system tiwtora personol.
- l. Cyfrannu'n effeithiol at ddatblygiad y cwricwlwm.
- m. Cyfranogi'n effeithiol mewn gweithgareddau addysgu pedagogaidd er mwyn sicrhau darpariaeth addysgu a dysgu, asesu a monitro o safon uchel.
- n. Cyfrannu'n effeithiol at y gwaith o ddatblygu a gweithredu prosiectau adrannol, naill ai mewn rôl gefnogi neu rôl arwain.
- o. Trefnu, cofnodi a chyfathrebu tasgau gweinyddol yn effeithiol.
- p. Dylunio amgylchedd dysgu priodol, sy'n annog y myfyrwyr i gymryd rhan weithredol yn eu haddysg, a chefnogi datblygiad dysgu ymreolaethol trwy ddysgu annibynnol.
- q. Sefydlu, datblygu a chynnal cysylltiadau â sefydliadau partner allanol.
- r. Cyflawni dyletswyddau eraill, cysylltiedig â'r maes pwnc, yn effeithiol, yn ôl yr angen ac fel sy'n briodol.
- s. Arwain rhaglenni a/neu fodiwlau ym maes eich arbenigedd a chyfathrebu a chydlynu'n effeithiol â staff sy'n gyfrifol am gyfrannu at raglenni a phrosiectau academaidd pan fo angen.
- t. Sicrhau bod pob elfen sy'n angenrheidiol i gyflwyno'r rhaglen yn effeithiol yn ei lle a bod prosesau / mecanweithiau darparu yn unol â'r gweithdrefnau cyfredol sydd mewn grym.

Gweithgareddau Ymchwil

- a. Ymgymryd ag ymchwil a/neu weithgaredd ysgolheigaidd cytunedig arall er mwyn cyfrannu at ddatblygiad y maes (fel disgyblaeth academaidd).
- b. Defnyddio menter, creadigrwydd a beirniadaeth yn natblygiad methodolegau ymchwil priodol sy'n hyrwyddo gweithgaredd ysgolheigaidd yn y maes.
- c. Cyfrannu'n effeithiol at yr adran mewn maes ymchwil penodol sy'n cyd-fynd â phrif themâu ymchwil y maes pwnc.

Menter Academaidd

- a. Cymryd rhan yn natblygiad partneriaethau mewnol ac allanol er mwyn lledaenu gwybodaeth, rhannu arfer orau, sefydlu cyfleoedd am waith ar y cyd a gwella enw da'r Brifysgol.
- b. Cymryd rhan mewn rhwydweithiau ffurfiol i adeiladu cysylltiadau newydd a fydd o fudd i'r adran a'r Gyfadran.
- c. Bod yn rhan o weithgarwch cynhyrchu incwm, gan gynnwys ymchwil, ymgynghori, cynhyrchu incwm y drydedd ffrwd, a menter.

Gwaith Tîm

- a. Mynd i gyfarfodydd/byrddau Cyfadran, Adran a Rhaglen, yn ôl yr angen, er mwyn cyfrannu at y broses gwneud penderfyniadau a datblygu cysylltiadau gweithio cynhyrchiol o fewn ac ar draws timau.
- b. Darparu adborth i gydweithwyr drwy gynlluniau mentora cymheiriaid i gefnogi eich datblygiad eich hun a datblygiad eraill ac i sicrhau gwelliant parhaus ym mherfformiad adrannol.
- c. Cyflwyno aelodau newydd i'r adran drwy ddarparu cymorth a hyfforddiant ar y sgiliau, y prosesau, y systemau a'r gweithgareddau sy'n benodol i'r adran.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli yn eu lle i fodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol byddwch yn sicrhau bod asesiadau risg priodol yn cael eu gwneud yng nghyswllt peryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch ar gylchred blynyddol o leiaf ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y cyflogeion yw cymhwyso Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Arfarnu a Datblygu Staff, gan gyfrannu at osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth yn briodol i sicrhau eu bod wedi'u cefnogi'n ddigonol yng nghyswllt eu cyfrifoldebau yn y gwaith.

Gellir neilltuo dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir newid dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Adolyg

Ffisiotherapydd cymwys sy'n gallu addysgu ac arddangos bod ganddo/ganddi brofiad diweddar o weithio gydag athletwyr. Fel ffisiotherapydd rhaid i chi hefyd feddu ar brofiad o drin anafiadau cyhyrsgerbydol difrifol a chronig. Byddwch yn meddu ar gofrestrriad proffesiynol. Mae aelodaeth / achrediad gyda BASRaT yn ddymunol.

Manyleb Person

Darlithydd mewn Adsefydlu

Chwaraeon

PRIFYSGOL
Glyndŵr
Wrecsam

Wrexham
Glyndŵr
UNIVERSITY

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn defnyddio'r meini prawf dymunol i lunio rhestr fer.

Meini Prawf					
Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysig rwydd	
1	Sgiliau a Gallu	1.1	Arddangos y gallu i ddylunio ac arwain datblygiad gweledigaeth mewn gosodiad cymhwysol yn llwyddiannus neu yn y sector AU ar lefel israddedig neu ôl-raddedig.	Ff, C	D
		1.2	Arddangos arfer yn seiliedig ar dystiolaeth o ymgysylltiad allanol mewn triniaeth ac adsefydlu	Ff, C	H
		1.3	Sgiliau rhyngbersonol cryf a'r gallu i weithio'n agos â chydweithwyr eraill a thimau rheoli yn ogystal ag arwain tîm mewn gosodiad academiaidd	Ff, C	H
		1.4	Gallu cyflwyno arweinyddiaeth ysbrydoledig ymysg cydweithwyr.	Ff, C	H
		1.5	Sgiliau TG mewn Word, Excel, e-bost, y rhyngrwyd, SPSS, meddalwedd allweddol yn y maes pwnc.	Ff, C, Rh	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth helaeth o anafiadau cyhyrysgerbydol chwaraeon gyda ffocws arbennig ar anafiadau Anatomegol a Ffisiolegol; agweddau ar adsefydlu a chyn- adsefydlu	Ff, C	H
		2.2	Gwybodaeth o ddulliau ymchwil.	Ff, C	H
		2.3	Gwybodaeth berthnasol /pwnc allweddol o'r cyswllt rhwng rheoli anafiadau, trin poblogaethau arbenigol, aciwbigo ac adsefydlu.	Ff, C	H

		2.4	Mae gwybodaeth o ddulliau ymchwil ac un o'r sgiliau astudio a/neu fecanweithiau canlynol i ddatblygu ymarfer personol a/neu broffesiynol unigolion hefyd yn ddymunol.	Ff, C	H
		2.5	Profiad blaenorol o addysgu mewn Addysg Uwch	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Gradd Meistr mewn Ffisiotherapi neu bwnc chwaraeon cysylltiedig, perthnasol	Ff, T	D
		3.2	Doethuriaeth mewn maes pwnc perthnasol, os nad, parodrwydd i weithio tuag at un.	Ff, C	D
		3.3	Cymwys yn broffesiynol fel Ffisiotherapydd Siartredig neu/ac adsefydlwr chwaraeon graddedig	Ff, T	H
		3.4	Arddangos aelodaeth o'r Cyngor Proffesiynau Iechyd a Gofal (HCPC) a Chymdeithas Siartredig y Ffisiotherapyddion (CSP) a/neu Gymdeithas Adsefydlwyr a Hyfforddwyr Chwaraeon Prydain BASRaT	Ff, C, T	H
		3.5	Tystysgrif ôl-radd mewn Addysgu mewn AU, neu gymhwyster cyfwerth (e.e. Cymrawd y Sefydliad Addysg Uwch); neu barodrwydd i weithio tuag ati.	Ff, T	D
		3.6	Rhaid arddangos ymrwymiad i ddatblygiad proffesiynol parhaus a gwybodaeth gyfredol o'r pwnc; arddangos hanes llwyddiannus o ddatblygiad proffesiynol amlwg yn y ddwy flynedd diwethaf.	Ff, C	H
4	Addysgu, Dysgu ac Asesu	4.1	Gallu i gefnogi myfyrwyr yn academiaidd, proffesiynol a bugeiliol	Ff, C	H
		4.1	Lefel uchel o sgiliau addysgu / hyfforddi, sgiliau cyflwyno a'r gallu i fyfrio'n feirniadol ar arfer personol fel mecanwaith i wella perfformiad.	Ff, C, Rh	H
		4.2	Gallu arddangos gwybodaeth o ddysgu cyfunol a / neu ddysgu o bell / dysgu ar-lein.	Ff, C, Rh	D

		4.3	Gallu cyfrannu at weithgareddau recriwtio a gweithgareddau dargadw i gefnogi tasgau sy'n hanfodol i fusnes (Cyfrannu at ddyddiau agored, dyddiau ymweld ymgeiswyr, y broses glirio a	Ff, C	H
5	Menter a Gweithgaredd Ysgolheigaidd ac Ymchwil	5.1	Tystiolaeth o gyhoeddiadau/cynhadledd mewn cyfnodolion/digwyddiadau wedi'u hadolygu gan gymheiriaid.	Ff, C	D
		5.2	Paratoi cynigion a cheisiadau llwyddiannus at gyrff allanol i sicrhau cyllid neu gyhoeddi gwybodaeth i gyfrannu at y corff gwybodaeth mewn cyd-destun academiaidd neu gymhwysol.	Ff, C	D
		5.3	Ymrwymiad i weithgareddau ymchwil, menter ac ysgolheigaidd	Ff, C	H
		5.4	Profiad o oruchwyliaeth ôl-raddedig lwyddiannus	Ff, C	D
		5.5	Arddangos y gallu i gynhyrchu incwm ar gyfer ymchwil ac arloesedd yn y maes cysylltiedig ag adsefydlu a/neu iechyd	Ff, C	D
		5.6	Arddangos y gallu i reoli prosiectau yn y maes pwnc adsefydlu.	Ff, C	D
Allwedd		Dull Adnabod		Ff	Ffurflen Gais
				C	Cyfweliad
				P	Prawf
				T	Copi o Dystysgrifau
				Rh	Rhoi Cyflwyniad
				G	Asesiad Grŵp
		Pwysigrwydd		H	Hanfodol
				D	Dymunol

Job Description



Lecturer in Sports Rehabilitation

Faculty/Directorate	Faculty of Social and Life Sciences
Section	Sports Rehabilitation
Job Title	Lecturer in Sports Rehabilitation
Reports To	Associate Dean of Faculty

Principal Accountabilities

The post holder will be expected to:

- Teach, assess and supervise on the BSc (Hons) Sports Injury Rehabilitation programme and other related programmes, and take on module and/or strand/programme leadership if required.
- Develop teaching materials appropriate for the programme(s).
- Set, mark and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Support the Programme Leader, Professional Lead and Associate Dean in ensuring the academic quality and standards of the University are maintained and that the student experience is continually enhanced.
- Develop, support and maintain successful partnerships with external agencies and accrediting professional bodies to promote the programme(s), Faculty and wider University.

Key Tasks

The post holder will be expected to:

- Contribute to and support Wrexham Glyndwr University's Strategic vision.
- Contribute to and serve as appropriate on internal committees, working on advisory groups.
- Engage with and promote the University's equal opportunities policies in all settings.

Teaching & Learning Support

- u. Design, review and adapt module and unit content in response to student feedback and need, with a view to improving student retention.
- v. To develop and deliver modules, including resources and teaching materials to meet both the module and programme learning outcomes.
- w. Develop assessments to measure accurately students' performance and understanding of theoretical concepts and clinical practice.
- x. Set, mark and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- y. Supervise, monitor and assess the practical application of skills of student practitioners within the clinical environment
- z. Actively contribute to enhancing the student experience throughout their time on the programme.
- aa. Effectively contribute to the development of documentation relating to curriculum design, delivery and development at undergrad and post-graduate level as required.
- bb. Contribute to the development of new stand-alone modules and CPD modules for applied professionals.
- cc. Effectively contribute to the student experience, progression, examination and assessment of students.
- dd. Effectively engage with student recruitment, selection and induction process.
- ee. Support the development of students through the Personal, Professional and Academic framework, in addition to the personal tutorial system.
- ff. Effectively contribute to the development of the curriculum.
- gg. Effectively engage with pedagogical teaching activities to ensure a high standard of teaching and learning delivery, assessments and monitoring.
- hh. Effectively contribute to the development and implementation of departmental projects in either a supporting or lead role.
- ii. Effectively organise, record and communicate administrative tasks in an effective manner.
- jj. Design an appropriate learning environment which encourages the students to actively engage with their learning and support the development of the autonomous learning through independent learning.
- kk. Initiate, develop and maintain links with external partner organisations.
- ll. Effectively perform other duties associated with the subject area as necessary and appropriate.
- mm. Lead programmes and/ or modules in area of expertise and effectively communicate with and co-ordinate staff responsible for contributions to academic programmes and projects when required.
- nn. Ensure that all elements required to effectively deliver the programme are in place and that processes / delivery mechanisms are in line with current procedure and are up to date.

Research Activities

- d. Undertake research and/or other agreed scholarly activity to contribute to the development of the field (as an academic discipline).
- e. Use initiative, creativity and judgement in the development of appropriate research methodologies that further scholarly activity in the area.
- f. Effectively contribute to the department in an identified area of research which is compatible with the main research themes within the subject area.

Academic Enterprise

- d. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- e. Participate in formal networks to build new relationships that benefit both the department and the Faculty.
- f. Engage with the generation and income including research, consultancy, third stream income generation and enterprise.

Team Working

- d. Attend Faculty, Department and Programme meetings/boards, as required, to contribute to the decision-making process and to develop productive working relationships within and across teams.
- e. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others and to ensure the continuous improvement of departmental performance.
- f. Introduce new starters to the department by providing support and training on the skills, processes, systems and activities that are specific to the department.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Post holders are expected to co-operate with the Staff Appraisal and Development process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Appropriately assess the training and development needs of any member of staff under your leadership to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

Review

Qualified Physiotherapist who is able to teach and demonstrate that they hold recent experience of working with athletes. As a physiotherapist you must also hold experience in the treatment of acute and chronic musculoskeletal injuries. You will hold professional registration. Membership / accreditation with BASRaT is desirable.

Person Specification

Lecturer in Sports
Rehabilitation



In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria				
Attributes	Item	Relevant Criteria	Identification Method	Rank
1 Skills & Abilities	1.1	Demonstrate the ability to successfully design and lead the development of a vision in an applied setting or within the HE sector at undergraduate or post-graduate level.	A, I	D
	1.2	Demonstrate evidence based practice of external engagement in treatment and rehabilitation	A, I	E
	1.3	Strong interpersonal skills and the ability to demonstrate capacity to work closely with other colleagues and management as well as to lead a team in an academic setting.	A, I	E
	1.4	An ability to provide inspiring leadership amongst colleagues.	A, I	E
	1.5	IT Skills of Word, excel, email, internet, SPSS, key software in the subject area.	A, I, P	E
2 General & Specialist Knowledge	2.1	Extensive knowledge of sports musculoskeletal injuries with particular focus on Anatomical and Physiological; aspects to rehabilitation and Prehabilitation.	A, I	E
	2.2	Knowledge of research methods.	A, I	E
	2.3	Relevant/ key subject knowledge of the link between injury management, treatments of specialised populations, acupuncture and rehabilitation.	A, I	E

		2.4	Knowledge of research methods and one of the following study skills and/or mechanisms to develop an individual's personal and/or professional practice are also desirable.	A, I	E
		2.5	Previous experience of teaching in Higher Education	A, I	D
3	Education & Training	3.1	Master's Degree in Physiotherapy or relevant sports related subject	A, C	D
		3.2	PhD in relevant subject area, if not, a willingness to work towards to it.	A, I	D
		3.3	Professionally qualified as Chartered Physiotherapist or/and graduate sports rehabilitator	A, C	E
		3.4	Demonstrate membership of both the Health and Care Professions Council (HCPC) and the Chartered Society for Physiotherapists(CSP) and/or British Association of Sport Rehabilitators and Trainers BASRaT	A, I,C	E
		3.5	PG certificate in Teaching in HE, or equivalent qualification (e.g. Fellowship of Institute of Higher Education); or willingness to work towards it.	A, C	D
		3.6	Must demonstrate commitment to continual professional development and current subject knowledge; demonstrate a proven track record of professional development within the last two years.	A, I	E
4	Teaching, Learning & Assessment	4.1	An ability to support students academically, professionally and pastorally	A, I	E
		4.1	High level of teaching / instructional skills, presentation skills and the ability to critically reflect on personal practice as a mechanism for improving performance.	A, I,P	E
		4.2	An ability to demonstrate knowledge of blended learning and /or distance learning / online learning.	A, I,P	D

		4.3	An ability to contribute to recruitment activities and retention activities to support business critical tasks (Contribute to open days, applicant visit days, clearing and student induction)	A, I	E
5	Enterprise and Scholarly Activity and Research	5.1	Evidence of publications/conference in peer reviewed journals/events.	A, I	D
		5.2	Preparation of successful proposals and applications to external bodies to secure funding or publishing information to contribution to the body of knowledge in an academic or applied context.	A, I	D
		5.3	A commitment to research, enterprise and scholarly activity	A, I	E
		5.4	Experience of successful post-graduate supervision	A, I	D
		5.5	The ability to demonstrate income generation for research and innovation in the area related to rehabilitation and/or health	A, I	D
		5.6	Ability to demonstrate project management in the subject area rehabilitation.	A, I	D
Key		Identification Method		A	Application Form
				I	Interview
				T	Test
				C	Copy of Certificates
				P	Presentation
				G	Group Assessment
		Rank		E	Essential
				D	Desirable