

# The Master Certificate

Recognising excellence in the art, 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 that recognise excellence in the areas of furniture design, bespoke furniture making and furniture manufacturing.

## What does the award represent?

The Furniture Makers' Master Certificate scheme, in partnership with City & Guild, 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 the Chairman of 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 Worshipful Company of Furniture Makers Charitable Fund for the following amount depending on the level the applicant is applying for:

Apprentice level	£150
Journeyman level	£180
Master: level	£240





## 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 3 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

Licentiatehip 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.

# Application for a Master Certificate



The Furniture Makers' Company  
the furnishing industry's charity

## Applicant's details

Name

Contact name

Address

Telephone

Mobile phone

Email

Years active in the industry

Job role

Personal Statement

Please give a brief summary (300 words) as to why you should be considered for this certificate. If applying for the Journeyman or Master level, please also state whether you have trained or helped train others in any aspect of the furniture industry, giving details.

## Referee 1 details

Name

Position/job title

Company name

Telephone

Relationship to Applicant

Email

Website

Reference

## Referee 2 details

Name

Position/job title

Company name

Telephone

Relationship to Applicant

Email

Website

Reference



## Declaration

I apply to be considered for the Apprentice, Journeyman or Master Certificate award

I agree to pay the specified fee by cheque or BACS payment

If I am awarded the certificate The Furniture Makers' Company can put my details on the Company's website

I hereby agree to abide by the conditions governing the Master Certificate award.

Name

Signed

Date

## Gift Aid

Please send the completed form with a copy of the applicant's curriculum vitae and any other supporting documents by post with a USB stick or via email/Dropbox, alongside a cheque made payable to the Worshipful Company of Furniture Makers Charitable Fund for the entry fee to the address below; or pay via **BACS – AIB 23-83-98 01404009**.

## Where did you hear about the award?

FM website

Exhibition – please state

Word of Mouth


Editorial – please state

By invitation

Advertising – please state

Other – please state

**The Furniture Makers' Company**  
Furniture Makers' Hall, 12 Austin Friars,  
London EC2N 2HE

 [furnituremakers.org.uk](http://furnituremakers.org.uk)

 [hello@furnituremakers.org.uk](mailto:hello@furnituremakers.org.uk)

 020 7256 5558

