

# CILL

## Gold, Silver and Bronze

### Certificate Scheme



## Start with a Bronze Award.

What you receive

- ★ Bronze Certificate
- ★ Bronze CILL label

What you need to do

**15 hours** of learning in the CILL:

1. **1 hour** watching the CILL orientation video and finishing the CILL quiz.
2. **8 hours** completing worksheets in the book "The Study Skills Handbook" (Cottrell, S., 2008). Copies are available in the CILL.
3. **5 hours** completing the blue CILL study worksheets.
4. **1 hour** completing the CILL Needs Analysis and Planning Form.

## Upgrade to the Silver Award.

What you receive

- ★ Silver Certificate
- ★ Silver CILL label
- ★ Photo on the membership bulletin board

What you need to do

1. Study in the CILL for a **further 15 hours** after achieving the **Bronze** Certificate.
2. Create and use a CILL study portfolio to provide evidence of independent learning.
3. Write a 200-word report on your studies in the CILL. Please refer to the website <http://elc.polyu.edu.hk/CILL> for details.





## Move up from the **Silver** to the **GOLD AWARD.**

### What you receive

- ★ Gold Certificate
- ★ Gold CILL label
- ★ Photo on the bulletin board
- ★ 1-to-1 teacher consultation
- ★ Letter of commendation

### What you need to do

1. Study in the CILL for a **further 15 hours** after achieving the **Silver** Certificate.
2. May attend a short **e-portfolio** training session.
3. Use the **e-portfolio** to record your independent learning, both in and out of the CILL. You will receive online advice and feedback.
4. Write a reflection of about 200 words on your study following your **Silver** Certificate.

# HOW TO APPLY

The CILL awards are based on the number of hours you spend and the amount of work you do in the CILL, including those spent on the WAP and SAP. You should record your study hours in the CILL using the smart card reader when you enter and leave. Hours are not counted if you do not use your smart card. Hours are counted for each academic year only.

For further details and updates, please go to <http://elc.polyu.edu.hk/CILL>.

## Bronze

When you have studied for 15 hours, ask the counter staff for a CILL hours-checking form. Complete the form and return it with your work in a folder to the CILL counter.

## Silver

When you have studied for a further 15 hours, you should write your report. Please give your portfolio, report and the CILL hours-checking form to the counter staff.

## Gold

You need to send an email to [eccill@polyu.edu.hk](mailto:eccill@polyu.edu.hk) to enrol in the Gold Award on Blackboard. When you have completed a further 15 hours of study, please upload evidence of, and reflections on, your work to your **e-portfolio** on Blackboard. Finally, you should give a completed CILL hours-checking form to the counter staff.