



**GUIDANCE NOTES AND SYLLABUS
FOR THE MASTER MALTSTER
EXAMINATION 2017**

The Maltsters' Association of Great Britain

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GUIDANCE NOTES

General Information

Subject to there being sufficient candidates, the MAGB Master Maltster Examination will be held during the week beginning 19th June 2017 in the UK.

The criteria for entry to take the examination is a pass in the MAGB Malting Diploma Examination within the past five years. Candidates will be allowed two attempts to gain a pass in the Master Maltster exams.

Sponsorship

Each candidate must be sponsored by a person normally within their own company, who will be approved by the MAGB. It is expected that your sponsor for the Malting Diploma will fulfil this role and therefore will have received all supporting information. Please inform the MAGB if this is not the case.

The Examination

The Examination consists of three parts:

A project, which must be of between 5,000 and 7,500 words, to be submitted to the MAGB in duplicate by Friday 24th March 2017. Projects of either below 5,000 or above 7,500 words will be returned to you for correction. The project will be marked and you will be informed of the results before the case study and oral exam in June 2017. Should your project fail you will be able to submit your reworked project in order to be considered for the Master Maltster in future years.

A case study – a three-hour exam on a topic of relevance to malting. This exam will be based on a set of detailed case study notes that candidates will be required to interpret and make observations and recommendations that would be of a calibre suitable for major decisions at board level. As such candidates will need to demonstrate an in-depth knowledge not only of malting process operations, but of the compliance and legislative and management issues that are needed to successfully manage a project and analyse in depth the various options, risks, costs and benefits.

An oral exam – up to one hour questioning by a panel of at least four Examiners on aspects of your project plus the exam syllabus. You will be permitted to bring your project into this exam to refer to.

The Award

The Maltsters' Association of Great Britain will award a certificate to successful candidates. This qualification will be 'The Master Maltster' awarded by the MAGB, and holders are entitled to use the designation M.Malt.

Queries about Results

Drawing up the list of results is the responsibility of the Examination Board (EB) on behalf of The Maltsters Association of Great Britain (MAGB). The EB exercises judgement as to whether or not each candidate has reached the standard required to qualify for the award of a Master Maltster and this decision is final in that there is no right of appeal to any other body outside MAGB. At each stage of the award process, careful checks are made to ensure that the EB makes decisions on the basis of full and accurate information.

If a candidate thinks that an error has been made in a result they can query it with the Executive Director of the MAGB. Before doing this, the candidate should discuss the result with their sponsor. If the candidate still wishes to pursue the query they should write a brief letter to the MAGB Executive Director within three weeks of the date of notification of the result.

It is not possible to arrange for scripts to be re-marked, for information about examination performance to be provided (other than that information contained in the letter notifying the candidate of the result), or for previously undisclosed special circumstances to be considered. All queries will be thoroughly investigated, and if any error comes to light, the matter will be referred to the EB. A reply will be sent to the candidate as soon as possible.

Formal Appeals

Should a candidate fail, and after making a query (as above) still be dissatisfied with the MAGB decision an SA appeal may be made to the Chairman of the Technical Committee through the MAGB Executive Director. Any such detailed applications must be made within three weeks of the date of reply to the original query.

Appeal can only be made against a 'fail' result (project or overall). The powers of the Chairman of the Technical Committee extend only to establishing that results have been determined in the proper manner, not to changing the decision of the EB, since the EB has been empowered to take such decisions by the MAGB.

Timetable

The final date for registration for the examination is Friday 16th December 2016. The Registration Form is on the MAGB website for on-line completion and requires input from your sponsor.

Date for returning Registration Form and synopsis of project*	By Friday 16 th December 2016
Submission of completed project	Friday 24 th March 2017
Case Study and Oral examination	During the week beginning Monday 19 th June 2017

*A synopsis can be submitted in advance of the closing date. Should amendments be required by the Examiners early submission could avoid problems with time constraints later on.

Fees

The registration fee for the examination for employees of MAGB members will be £200 plus VAT per candidate, with a fee of £300 plus VAT to take the case study and oral exam. For all other candidates, the registration fee will be £400 plus VAT and the case study and exam fee £600 plus VAT. Your company will be invoiced once your registration has been accepted.

SYLLABUS

The Project

Selection of Topic

Considerable care should be taken in selecting the topic which:

- i) should illustrate the candidate's detailed involvement in a practical aspect of malting, and;
- ii) can be properly and logically discussed in 5,000 – 7,500 words.

Before starting your project, make sure you have a clear idea of the overall scope of the subject you intend to cover.

Topics are of two types:

- i) Laboratory based investigations with observations, results, discussions and clearly presented conclusions;
- ii) In-plant investigations dealing with various aspects of malting plant and processing procedures with which the candidate has had close practical involvement.

Note that while administrative aspects of malting and malting management could play a contributing role in the project, they should not assume a dominant role.

Submission of Synopsis

The title and a 100-150 word abstract/synopsis of the Project must be submitted with your completed registration application form by 16th December 2016 to the MAGB for approval. You will be informed by Monday 16th January whether your project has been accepted. If you wish to submit the synopsis earlier you will get a response earlier which may help you achieve your deadline, particularly if you have been asked to make any amendments or additions before submitting your completed project. The written project itself must be presented by Friday 24th March 2017

Structure of the Report

Whatever the study it must be logically planned:

- i) Introduce the planned investigation and clearly outline the scope of the project;
- ii) Review briefly current work or knowledge;
- iii) Describe the experiments and your personal involvement in planning and executing the project work;
- iv) Record the results;
- v) Discuss the results and give a clear list and description of all relevant conclusions;
- vi) References to publications or external reports must be made;
- vii) The report should contain, in its opening pages, an abstract/summary of length 300-500 words only, outlining the project's aims, and main conclusions;
- viii) The completed report should display on the title page the total word count;

Planning the Work

- a) It is appreciated that time is limited so planning is vital.
- b) Experimental trials should be done in duplicate if possible.
- c) Give some thought to precision of experimental technique and accuracy of results, and explain the statistical significance of your finding.
- d) Be careful with words like precision and significance; they have real meaning

- in investigational work.
- e) Plant scale trials require even more careful planning to obtain satisfactory results.
 - f) If a review type study is planned do not simply present the established views from the literature - show how you have been practically involved in testing some practices of malting.
 - g) Show that you have an understanding of the financial implications of your work giving orders of cost where appropriate and relevant. Precise financial details may be confidential to your Company and are not necessary.

Presenting the Work

- a) The project should not show the candidates name or company identification. The author should simply be shown under the unique coded reference that will be issued by the MAGB for each candidate's project.
 - b) The report should be presented, preferably using double spacing. Check the document thoroughly to ensure there are no spelling errors.
 - c) Provide a clear index at the beginning. Give the sections bold headings so the work can be followed easily. Number each page consecutively.
 - d) Where appropriate use tables and figures (charts, graphs and photographs, scanned images etc) to present results. All tables and figures should be correctly numbered and clearly labelled. Ensure that all such figures etc are relevant and referred to in the text.
 - e) Remember that the emphasis should be on the practical aspects of malting and how the aims and hopefully the outcomes from the project might add value
 - f) Make sure the report is grammatically sound and that all expressions, equations etc. you use are correct and can be justified.
 - g) Ensure all abbreviations are clearly explained in the text.
- i) **Ensure that DUPLICATE copies of the report arrive at the MAGB Office no later than Friday 24th March 2017**

The Case Study

Date

During the week beginning 19th June 2017

Duration

3 hours

Format

A written exam on a single topic, the subject matter to be decided by the Examiners. The format of the answer is to be written but the precise layout of the answer can be determined by the candidate to demonstrate their ability to make a good business case that would be suitable for presentation to their Company board of directors.

Notes

The case study is intended to show the depth of knowledge and understanding of malting processes and all the allied legislative and management considerations that are required in a modern malting business. Candidates will need a detailed understanding of a broad range of areas to obtain a pass in this section.

Concentrating on only a few of the important areas will not be sufficient for this qualification. The presentation should, in addition to the range of subjects required for the Malting Diploma, include awareness of timescale, costs, legislative compliance, quality, potential payback and potential improvements. The implications of the failure to act, react or implement changes should also be properly considered where appropriate.

The Oral Examination

Date

During the week beginning 19th June 2017

Duration

Approximately one hour

Format

- a) You will be asked about your selected topic and project report. You will be permitted to refer to your project report for confirmation. Make sure you have not included anything you cannot explain or justify.
- b) You will be asked questions about any aspect of the Syllabus and your own work experience. In particular, it will be an opportunity for you to demonstrate to the Examiners your knowledge in your non-specialist areas.
- c) The interview will be recorded, for review purposes.
- d) Details of your answers to the case study question may also be referred to and you may be required to expand upon various aspects of the questions set if it is felt appropriate by the EB

Notes

- a) Do make sure you know your own working practices and regimes inside out.
- b) Collect your thoughts for a moment before answering the question.
- c) Do not waffle, answer the question directly.
- d) If you do not understand the question make this clear to the Examiner, who will repeat and re-phrase it.