CMI CHARTERED MANAGER APPLICATION FORM

**To be completed by all applicants - information included within this form will support your professional discussion**

ABOUT YOU

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| |  |  | | --- | --- | | *Please complete the following information:* | | | **Name:** |  | | **Please call me:** |  | | **CMI Membership:** |  | | **Contact Email Address:** |  | | **Contact Phone Number:** |  | | **Employer Name:** |  | | **Job Title:** |  | | **Work/Office Location:** |  | | **Number of years in current role:** |  | |

**Please do not include any embedded or links to files, complete your application directly in this document only.**

PART 1: ELIGIBILITY CRITERIA

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| Please confirm your eligibility to apply for Chartered Manager by ticking **ONE** of the following boxes:   |  |  | | --- | --- | | **I have a degree level qualification in management, business, or leadership subject, plus at least 3 years’ experience in a management role** |  | | **I am currently working in a middle/senior management role, and have at least 5 years management experience** |  |   1.1. Sponsorship letter  Please provide a letter of sponsorship from your line manager, other manager or another CMI Chartered Manager with their job title and contact details.  1.2 Your current role  Please use the space below to introduce yourself to your assessor.  Your introduction should include bullet-pointed statements and the following sub-headings are recommended:   * **Job title and start date** * **Level of authority and/or area of responsibility within the organisation** * **A brief summary of the key tasks that you are responsible for**   *When completing this section, it is important that you focus on* ***what you are doing*** *and* ***what your role/responsibilities are.*** *(The expected word count for this section is 200 - 300 words.)*   |  | | --- | |  |   1.3 Your management and/or leadership journey  Please use the space below to summarise your role as a manager and/or leader leading up to your current role, covering the period of up to the last 5 years. You should start with the role you held before your current role.  Your summary should include bullet-pointed statements and the following sub-headings are recommended for each role:   * **Job title, name of the organisation, and start/end dates** * **Level of authority and/or area of responsibility within the organisation** * **A list of the key tasks you were responsible for**   *When completing this section, it is important that you focus on* ***what you did*** *and* ***what your role/responsibilities were.*** *(The expected word count for this section is 300-400 words.)*   |  | | --- | |  |   PART 2: BEING AWARDED CHARTERED MANAGER, AND YOUR ROLE AS AN ETHICAL AND INCLUSIVE LEADER  2.1 Your personal statement on what being awarded Chartered Manager would mean to you  Please use the space below to summarise the reason why you are applying for Chartered Manager status.  (*The expected word count for this section is 200-300 words.)*   |  | | --- | | ***Pass criteria: Identifies the significance of being awarded Chartered Manager status, describes the impact on you, your role and organisation.*** |  |  | | --- | |  |   2.2 Your role as an ethical and inclusive leader  The CMI Professional Standard sets out what good practice in management and leadership looks like. At the centre of the Professional Standard, are 5 competencies that define what it means to be “An Ethical and Inclusive Leader”.   * Indicate your level of confidence and competence in each of the following statements, using a scale of 1 to 5 (where 1 = a limited level confidence/competence and 5 = an expert level of confidence/competence) * Provide an example of when you have demonstrated each of these behaviours within the workplace that you are able to discuss in more detail as part of your professional discussion   *(The expected word count for your examples is 100 - 200 words)*   |  | | --- | | ***Pass criteria: Identifies your level of confidence and competence in each area, describes, with a relevant example, how you embed this into your actions and behaviours.*** |  |  |  |  |  | | --- | --- | --- | --- | | **Behaviour expected of an ethical and inclusive leader** | **Level of confidence** | **Level of competence** | **Example used to demonstrate this behaviour within the workplace** | | **Leading With Integrity** I lead by example and hold myself accountable in applying positive moral principles, by building trust and demonstrating integrity in my actions and behaviours. |  |  |  | | **Championing Inclusivity**  I am a compassionate leader who ensures fairness for all, by challenging injustice and championing actions which remove intentional and unintentional barriers. |  |  |  | | **Looking After Wellbeing**  I support a people-first culture that considers individual needs, ensures psychological safety, open communication and promotes and supports wellbeing throughout the organisation. |  |  |  | | **Prioritising the Environment**  I evaluate the impact that me, my team and my organisation have on the environment and take action to minimise harm and maximise positive outcomes for the planet and its people. |  |  |  | | **Committing to Sustainability**  I balance the needs of people and society, the planet and the environment, and profit and economic sustainability. |  |  |  | |

PART 3: SHOWCASING YOUR SUCCESSES

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| As managers and leaders strive for better outcomes, it is important that they reflect upon their successes, as this will help them to continue to achieve results, manage unexpected change, and identify new ways of working. By reflecting on what worked well and why, managers and leaders can often identify key approaches, and develop a formula for success.  Use the space below to showcase 1 (ONE) key achievement from each of the following 3 (THREE) areas.   1. **Leading Change and Innovation** 2. **Managing Others** 3. **Achieving Results**   Your chosen key achievement needs to be something that you consider has had the biggest impact on your role (as a manager/leader), your team, and/or your organisation. It should ideally be from within the last 18 months. You can either use a different achievement for each showcase, or the same activity as long as it is relevant.  Each showcase should include bullet-pointed statements and the following sub-headings:   * **Background and/or an introduction**, including your reason for choosing this activity and your role in the activity * **What the outcome was for this activity, and what was achieved** * **What impact this activity had, on your area of responsibility and/or organisation**   *When completing this section, it is important that you focus on* ***what you did, what your role/responsibilities were, and how you knew it was successful.*** *(The expected total word count for this section is 900-1200 words)*  3.1 Leading Change and Innovation   |  | | --- | | ***Pass criteria: Leads sustainable and creative approaches to change, manages resources and risks effectively to support business strategy and performance. Adapts and manages communication to engage and influence others.*** |  |  | | --- | |  |   3.2 Managing Others   |  | | --- | | ***Pass criteria: Creates a sense of purpose, sets expectations, and adapts to changing needs. Leads with integrity and sustainability to build an effective and inclusive team. Encourages and supports others to achieve their goals.*** |  |  | | --- | |  |   3.3 Achieving Results   |  | | --- | | ***Pass criteria: Demonstrates effective, conscious, and inclusive decision making, assesses your impact on personal, team and organisational performance. Measures and achieves results efficiently and effectively for all stakeholders.*** |  |  | | --- | |  | |

PART 4: BEING AN INSPIRATIONAL LEADER

Would your team and/or colleagues consider you as a role model and/or inspirational leader?

As a manager or leader, it’s likely that you recognise the importance of looking after the well-being of those colleagues within your area of responsibility and helping them to reach their potential. But what about your own well-being and development? Ongoing personal and professional development requires you to constantly be looking for opportunities to learn and develop your skills to ensure that you are able to do your job to the best of your ability.

4.1 Reflective practice and ongoing commitment to personal and professional development

Regular reflective practice can help managers and leaders to evaluate when something went well or needed further development.

Part 1 of this section requires you to summarise what reflective practice means to you and how you currently make time within your schedule for reflective practice.

*When completing this section, it is important that you focus on* ***what you do to reflect, how often you make time to reflect*** *and the* ***impact this reflection has had on you and your role.*** *(The expected word count for this section is 200 - 300 words.)*

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| ***Pass criteria: Demonstrates self-awareness and effective use of reflective practice to inform own development, evaluates the impact of personal and professional development.*** |

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Part 2 of this section requires you to complete the table below by identifying 3 things that you want to improve and/or develop further in the next 12 months.

*(The expected word count for this is 300 - 400 words)*

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| **What do you want to develop and why?** | **How are you planning on developing this knowledge, skill or behaviour?** | **What would success look like for you and for your organisation?** |
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4.2 Role modelling good practice in management and leadership

The final section in this application requires you to summarise how you currently role model good practice in management and leadership. You will also need to explain why you feel it is important for managers and leaders to consider ‘giving-back’.

Your introduction should include bullet-pointed statements and the following sub-headings are recommended:

* **What role modelling good practice in management and leadership means to me**
* **At least 1 (ONE) example of how you can demonstrate being a role-model manager, and that evidences good practice and/or when you have ‘given back’**

*When completing this section, it is important that you focus on* ***what you do*** *and* ***why.*** *(The expected word count for this section is 100 - 200 words.)*

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| ***Pass criteria: Identifies the impact of role modelling good practice in management and leadership to support others and describes how you put this into practice.*** |

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| **What does role modelling good practice in management and leadership mean to me?** |
| **Please see below my example of being a role model manager** |

SUBMISSION CHECK

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| *Please complete the following information to confirm you have provided the relevant information and have your supporting documentation to upload with this application* | |
| **I confirm that I have completed all of the areas within this application form, and the examples I have provided are activities that I can expand further on during the professional discussion** |  |
| **I have a copy of my sponsorship letter to upload with my application** |  |