

TOP TIPS FOR A SUCCESSFUL ChMC SUBMISSION

Congratulations you've decided the time is right to apply for your Chartership, but where do you start?

We asked our Chartered Management Consultants for the top tips they would offer those thinking about their submission.



The key to your submission is to link everything you have done back to the competencies, and then the competencies back to the client and impact.

Nigel Slater, Chartered Management Consultant



GATHER YOUR EVIDENCE

- ▶ It's all too easy to jump straight in without planning.
- ▶ Read through the competency framework and understand the sub competencies before you start your submission. If unclear, ask your internal champions for help.
- ▶ Give at least one example of evidence for each of the 10 competency areas.
- ▶ Choose your examples carefully, pick those which best help you to demonstrate your competence according to the framework. You can use the same example for more than one competency.



IT'S ALL ABOUT YOU AND YOUR IMPACT

- ▶ Remember it's you being assessed not the organisation you work for, focus on what you have contributed and achieved and be selfish - use the 'I' word not 'we'.
- ▶ Demonstrate your ability to improve your own performance with examples of behaviours and actions you have changed.
- ▶ Don't simply state the methods, templates or guidance you have used, explain how you did it and what the benefits and impact were.





STICK TO THE POINT

- ▶ Be clear and concise, and cross reference your contributions and achievements to the competencies.
- ▶ Don't forget the basics - can you answer the following: What, when, where, who, why and how?
- ▶ Remember there is a word count so use them wisely. Don't waffle!



BE TRUTHFUL

- ▶ Use only the facts that can be validated - it will be checked!
- ▶ Do not rely on high level claims of your abilities for example 'I am an expert in Telecommunications' Are you? How, why and what makes you the expert?
- ▶ Read the sub-competencies, this will help to substantiate your answer.



PREPARE, PRACTICE AND PERFECT YOUR PROFESSIONAL DISCUSSION

- ▶ First and foremost, read the guidance and be tech ready.
- ▶ Consider the professional discussion as an intelligent conversation between consultants.
- ▶ This is not an interview but your opportunity to explain in more detail your achievements.
- ▶ The Assessor is not trying to trip you up. If you don't understand the question, ask the Assessor to explain in more detail.

AND FINALLY...



BACK TO SCHOOL

- ▶ Spelling and grammar are as equally important as what is written on the page. Check, check again and get it checked!

For more tips and to hear personal experiences of the process [watch our video.](#)

ChMC Masterclass

The regularly held CMI ChMC Masterclasses will provide an opportunity for you to ask ChMC Assessors for advice and guidance. Contact your organisation's ChMC programme manager for your unique link to register for this event and take advantage of 'An Audience with ChMC Assessors'.

managers.org.uk/chmc



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