

**Submission Template**



| **Applicant Contact Information** |
| --- |
| **Name** |  | **Job Title** |  |
| **Email** |  | **Employer** |  |
| **Telephone** |  |  |  |

| **Sponsor Contact Information** |
| --- |
| **Name** |  | **Job Title** |  |
| **Email** |  | **Telephone** |  |

| **Eligibility Route to ChMC Status:** |
| --- |
| **Experienced Professional** |  | Please check this box to confirm that you have the minimum required **7 years’ of experience** operating as a management consultant. |
| **Experienced Professional Depth Interview** |  | Please check this box to confirm that you have the minimum required **7 years’ of experience** operating as a management consultant. |
| **ChMC Accredited Programme** |  | Please check this box to confirm that you have the minimum required **5 years’ of experience** operating as a management consultant. | **Start Date:****End Date:** |
| **L7 Professional Consulting Qualification**  |  | Please check this box to confirm that you have the minimum required **5 years’ of experience** operating as a management consultant. | **Membership Number:****Provider:****Qualification Date:** |

| Please check this box to confirm that you operate in a professional and ethical manner which supports the [CMI Code of Conduct and Practice](https://www.managers.org.uk/policies/code-of-conduct-and-practice) and that you are committed to completing annual CPD and maintaining records in support of this. |  |
| --- | --- |
| Please check this box to confirm you are happy to share your information with CMI for the purposes of undertaking the Assessment, and to confirm you have read and understood how this data will be held and processed by CMI. |  |



I confirm that my application is complete, that each section adheres to the word count limitations, and all statements made by me in this submission form are true and correct

*Please complete the relevant sections below, making sure you have read the instructions and supporting Application Guidance.*

| **1** | **CASE FOR BECOMING CHARTERED** |
| --- | --- |
| This space should be used to write a short and concise summary showcasing your level of experience, and why you believe you are operating at the level of a Chartered Management Consultant. (Maximum number of words = 750)You need to provide:* An introductory paragraph that explains who you are, your role and level of seniority.
* A summary of why you believe you are acting at the level required.
* How you believe you are demonstrating all of the key competencies and behaviours within the ChMC framework.
 |
|  |
|  | How evidence maps to competencies |

| **2** | **IMPACT AS A MANAGEMENT CONSULTANT - *not required for depth interview route*** |
| --- | --- |
| Please provide a brief summary of your most notable projects and/or work completed within the last 3 to 5 years. You should be clear as to your role, how you have applied your acquired skills and experiences in the context of the main sections of the Competency Framework, and the impact you have had on your organisation and your clients. (Maximum number of words = 1250)For each project or piece of work please provide:* The project name - as long as doing so complies with confidentiality
* Start and end dates.
* A description of the project, including your role and expectations/requirements.
* How the project maps to the main areas/competencies within the ChMC Framework - please clearly indicate this in the side column - please be specific, not all evidence will meet all competencies
* A summary of the impact the project has had on your client, and the key outputs.
* A summary of the impact the project has had on you and your role as a Management Consultant.
* What you have learned from the project and how this will help you moving forward.

***Please ensure your submission adheres to the confidentiality agreements - failure to do so will result in your submission being returned and will count as one of the permitted attempts.*** |
|  |
|  | How evidence maps to competencies |

| **3** | **CONTINUOUS PROFESSIONAL DEVELOPMENT** |
| --- | --- |
| Please provide a summary of your future training and development plans for the next 12 months, identifying 3 to 5 activities and what you hope to learn, the impact these will have on you and your role, and what you are doing as an inspirational leader and role model for the profession and your organisation. (Maximum number of words = 500)For each activity please provide:* What it is that you want to develop further, and why you feel this development opportunity is required.
* What actions you plan on taking to achieve this development opportunity.
* How the development opportunity maps to the main areas/competencies within the ChMC Framework. Please be specific, not all evidence will meet all competencies
* A summary of the impact the development opportunity will have on you and your role as a Management Consultant.
* What activities you are planning on undertaking to give back to the profession.
* How you act as a role model to the industry.
 |
|  |
| How I plan to improve |

| **4** | **ETHICS STATEMENT** |
| --- | --- |
| I confirm that I am required to adhere to, and have signed, my organisation’s ethics statement.Signed: Dated: |

| **5** | **ENDORSEMENT** |
| --- | --- |
| This section should be completed by your sponsor, who will confirm you are operating at the level of a Chartered Management Consultant and demonstrate the required competencies. (Maximum number of words = 500)Your Sponsor needs to provide:* An introductory paragraph that explains who they are, their role and level of seniority and how they are known to you.
* A summary of why they believe you are acting at the level required and how they think you are demonstrating the key competencies and behaviours within the ChMC framework.

This section can be in the form of an email from your sponsor, in which case it must come from an official email including email signature |
|  |
|  |

**If you are applying for ChMC via an accredited in-house programme, please complete Section 6 below. This section does not need to be completed If you are applying as an Experienced Professional, Depth Interview or via a professional consulting qualification. Please delete if not applying for ChMC via an accredited in-house programme.**

| **6** | **EVIDENCE TEMPLATE** |
| --- | --- |

The following Evidence Template is designed to enable you to describe and highlight how you have applied your experience to make a difference to clients, colleagues and your organisation, and in doing so have demonstrated the Chartered level competencies within the ChMC Competence Framework. Think about each section as an opportunity to detail a time when you have best displayed each of the competency areas. Ask yourself what did I do? Why did I do it? What difference did it make/what was the impact.

Your evidence must:

* Showcase your ‘best’ work, including your most ‘notable projects’ undertaken
* Cover all of the Chartered Level competencies within the ChMC Framework
* Demonstrate how you have **applied** the knowledge gained whilst on-programme

When completing the template please be aware that the word count for each section is a ***limit*** not a ***target***.

| **1b, 1c. Ethics & Behaviours** |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1500 words****)* |
| Adhering to an Organisation’s ethics code and governance framework: | *Example evidence should indicate how you have used and applied a range of tools and techniques to make a difference, e.g.**I maintain a record of mandatory internal compliance training and declarations, This is assessed annually and forms part of the organisation’s performance review process.* *During Project X, I challenged the ethical position of the client in terms of xxxx.* I used data and stakeholder research to identify specific outcomes which would benefit the most from greater collaboration between the stakeholders, and a plan for how to do this. |
| Demonstrating Corporate & Social Responsibility of an Organisation in everyday work: |
| Sustaining and contributing to ethical position of clients: |
| Acting in the best interests of your organisation, customers, clients, and/or partners: |
| Respecting the people with whom you work: |
| Creating a positive impact in the context of environmental, social & governance factors: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 2a. Leading Self |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1250 words****)* |
| Working to and setting priorities: |  |
| Self-monitor performance: |
| Take responsibility for career development: |
| Developing self-awareness: |
| Embracing lifelong learning: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 2b. Leading Others |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 2000 words****)* |
| Provides clear purpose and direction: |  |
| Inspires trust, respect and shared values: |
| Communicates clearly and succinctly: |
| Committed to the development of the Organisation’s people and talent: |
| Committed to the development of the Organisation’s people and talent: |
| Adapt leadership style to take account of diverse situations: |
| Promoting well-being and valuing staff: |
| Creates a network of followers: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 2c. Leading and Managing Through Change |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1500 words****)* |
| Creation of an environment to enable others to be creative, agile, innovative and value quality: |  |
| Identify opportunities for change and development: |
| Scope, plan and drive change: |
| Manage others through the change process: |
| Consistently thinking in a strategic and holistic manner: |
| Take account of stakeholder issues: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 3a. Industry or Sector Specialism |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1250 words****)* |
| Understand an industry or sector structure and the associated operational implications for organisation: |  |
| Hold a developed understanding of the drivers of organisational success: |
| Isolate emerging disruptive trends and forecast future structural changes: |
| Articulate how specialisms address future challenges: |
| Understand, articulate and develop your Organisation’s related client offers and propositions: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 3b. Clients and Markets |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1500 words****)* |
| Client relationship management: |  |
| Taking a client and solutions focused approach: |
| Proposal development: |
| Client development: |
| Managing Organisation risk: |
| Maintaining and developing a strategic business network: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 3c. Strategy, Analysis and Context |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1250 words****)* |
| Strategically contextualise problems and issues: |  |
| Making sense of ambiguity: |
| Holding up-to-date knowledge of subject matter specialisms with an ability to deploy a range of methodologies, tools, models and frameworks: |
| Appropriate application of analysis to a specific problem: |
| Ability to craft a feasible and effective solution: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 3d. Operational Delivery |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1250 words****)* |
| **Delivery of client benefits**: | *Example evidence should indicate how you have used and applied a range of tools and techniques, such as the following, to make a difference:**Self assessment/reflection; Feedback received from clients; Assessment of value/benefits; Status reports; Corrective action; Engagement strategy; Inclusivity and diversity; Engagement metrics; QA checklist, …..* |
| Delivery and quality assurance of appropriate functional, value based solutions: |
| Managing finances, people, programmes and processes in an ethical and inclusive manner: |
| Balancing client need with your Organisation’s operational and reputational risk to deliver against objectives: |
| Managing to achieve KPIs (e.g. utilisation, etc) to deliver the organisation commercial objectives: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 3e. Stakeholder and Relationship Development |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 500 words***) |
| Establishing and maintaining a comprehensive network of stakeholders: | *Example evidence should indicate how you have used and applied a range of tools and techniques, such as the following, to make a difference:**Self assessment/reflection; Feedback received from clients/within networks; Feedback on leveraging relationships into business opportunities; Attendance at networking events, ….* |
| Proactively develop and manage a portfolio of sustainable relationships: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |

| 4. Professional and Personal Development |
| --- |
| Area of the ChMC Competency Framework | Description of Application of Experience:*(Describe how you demonstrate your competence and the difference you make* ***Maximum 1500 words****)* |
| Driving inclusion and diversity: | *Example evidence should indicate how you have used and applied a range of tools and techniques, such as the following, to make a difference:**Self assessment/reflection; Feedback received from team members and clients; Development of inclusivity and diversity; Structuring, leading and motivating work streams, teams and individuals, …..*  |
| Demonstrate intellectual curiosity: |
| Display intellectual flexibility: |
| Practice social and emotional intelligence: |
| Collaborating with others: |
| Influencing and engaging others: |
| Feedback Received/Testimonial:*(3-4 testimonials from colleagues/clients. Please indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting)* |