CHARTERED MANAGEMENT CONSULTANT (ChMC)

**Assessment Submission Template**

ASSESSMENT SUBMISSION

Stage 1 of the assessment process for both the on-programme and experienced route

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

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

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| **On-Programme Route** |
| **ChMC Programme Co-ordinator** |  | **Start Date** |  |
| **End Date** |  |
| **Email** |  |  |  |

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| 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 | X |
| 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. | X |



I confirm that my application is complete and all statements made by me in this submission form are true and correct

*Please complete the following 5 sections, making sure you have read the instructions and supporting ChMC Application Guide.*

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| **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.
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|  | How evidence maps to competencies |

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| **2** | **IMPACT AS A MANAGEMENT CONSULTANT** |
| 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.*** |
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|  | How evidence maps to competencies |

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| **3** | **ONGOING COMMITMENT TO PROFESSIONAL AND PERSONAL 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. 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 clearly indicate this in the side column - 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.
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|  | How evidence maps to competencies |

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

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| **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 their role as a Sponsor and what actions they have undertaken to support 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 |
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