

CHARTERED MANAGEMENT CONSULTANT AWARD

Application Guidance

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Becoming a Chartered Management Consultant (ChMC) will demonstrate your commitment to professional standards, continued professional development and ethical and professional conduct. It will provide assurance for your employer and clients and help raise the profile and value of management consulting as a professional practice.

This guidance will help you to decide when the time is right for you to apply and will help you to prepare for an application now or at a future date.

Make becoming a ChMC part of your career development journey and join the community of recognised management consultants.

1. INTRODUCTION TO THE CHARTERED MANAGEMENT CONSULTANT (CHMC) AWARD



This guide is designed to help you:

- ▷ Understand what being Chartered means for you and the profession;
- ▷ Decide if becoming Chartered is right for you now, or at a later date;
- ▷ Prepare your application submission;
- ▷ Prepare for your interview.

If you are successful, you will join the Register of Chartered Management Consultants.

The Chartered standard has been designed to be accessible, yet rigorous with different assessment routes according to experience.

2. WHY BECOME CHARTERED?



Benefits of Chartered status to individual consultants:

- ▷ 92% report **greater self-awareness**
- ▷ 90% have **improved self-confidence**
- ▷ +84 **Net Promoter Score**

Benefits of Chartered status to firms:

- ▷ “86% believe that Chartered status has a positive impact on the **reputation of their business**” (APM)
- ▷ “**Attrition rate** among Deloitte Finance consultants lowered from an industry average of 15-20% to **less than 5%** by offering Chartered Management Accountant.” (CIMA)
- ▷ “The public ranks Chartered number one in terms of **confidence in professionalism**, over other designations like degrees” (CII)
- ▷ “85% highly value Chartered status, with 54% saying it gives **greater professional status**” (CEng)

APM ‘8 out of 10 Employers Choose Chartered’ 2018; IChemE ‘Salary Survey’ 2015; CII ‘The Stamp of Quality? The Importance of being Chartered’ 2009; Eng Council ‘Survey of Professionally Registered Engineers’ 2013; CIMA ‘The Value that CGMAs Bring to Business’

3. ARE YOU READY FOR CHARTERED?



- ▷ You are professionally active with a proven track record of management consulting.
- ▷ You have the required breadth and depth of management consulting experience to meet the requirements of the ChMC competencies.
- ▷ You are committed to continuing professional development and an ethical way of working.
- ▷ You have a sponsor who will support your application for Chartered status.

Are you eligible?

You need to be 'professionally active'. This means you:

- a)** Have 5+ years experience with a proven track record of delivering consultancy;
- b)** Are an exemplar of the profession, significantly contributing to the operational enhancement and commercial sustainability of the firm and its clients;
- c)** Have up-to-date knowledge of current practices and methods;
- d)** Are actively involved in the management consultancy profession.

If the majority of evidence provided in your application is more than five years old, you can still apply, you will just need to explain how you continue to meet points b) and c) above.

What is being assessed?

The application process is designed to assess the following areas, therefore you need to consider whether you can provide evidence of this now or if you need some more experience or learning first. You will need to show:

- ▷ Knowledge and understanding across all ChMC competencies;
- ▷ Successful application of all ChMC competencies;
- ▷ Commitment to professional ethics and continuing professional development (CPD);
- ▷ Sponsor support of your application.

For full details of the competencies that will be assessed, please see the Competency Framework.

4. APPLICATION PROCESS



The application process is designed to be as inclusive as possible, providing different routes according to your experience. The same requirements apply to everyone but they are presented in different ways.

There are two routes according to your level of experience:

On-Programme Route: For management consultants that have completed their organisation's accredited ChMC programme.

Experienced Professional (EP) Route: This route gives credit to experienced individuals for their prior learning and experience and is open to individuals with a proven, sustained performance at a level that demonstrably and unequivocally exceeds that of a newly appointed Chartered Management Consultant. Individuals applying for ChMC, using the EP route, would typically be highly experienced and accomplished Management Consultants. Eligibility criteria for applying via the EP route are further explained in section 7.

STAGE ONE - SUBMISSION

ON-PROGRAMME ROUTE

Yes, I have completed my programme and have 5+ years experience as a Management Consultant and meet the eligibility criteria for ChMC.

Assessment of knowledge, understanding and application is via an On-Programme Portfolio ChMC Submission, with supporting evidence, and professional discussion.

EXPERIENCED PROFESSIONAL ROUTE

Yes, I have the required 7+ years experience as a Management Consultant and meet the eligibility criteria for ChMC.

Assessment of knowledge, understanding and application is via an Experienced Professional ChMC Submission and professional discussion.

Complete a Submission using the appropriate template provided. Submission must be completed within 3 months of application for assessment.

Your application will be assessed at this stage.

If your Submission does not satisfactorily evidence the level required or is incomplete, you will receive feedback which will have to be addressed before re-submitting your evidence. You will have 14 days in which to re-submit your application. You may have a maximum of 3 submission attempts before being issued with a failure notice. If your Submission is deemed satisfactory, you will be invited to a professional discussion.

STAGE TWO - PROFESSIONAL DISCUSSION

ON-PROGRAMME ROUTE

A professional discussion, held virtually with a CMI Assessor, of approximately 60 minutes.

- ▶ Validate evidence in ChMC Submission.
- ▶ Discussion of competencies related to CPD.
- ▶ Ethics.

EXPERIENCED PROFESSIONAL ROUTE

Your Sponsor may be contacted to validate your Submission.
Your Assessor will decide on the outcome. The decision is then moderated.
Your result will be confirmed within 15 working days following professional discussion, and Chartered status awarded if successful.

ONGOING CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

- ▶ Once Chartered, CPD will be sampled annually by CMI. CPD is output based. In addition to the activities undertaken, we expect to see evidence of how these have had an impact and the key lessons you have learnt.
- ▶ If CPD is not upheld, ChMC status can be withdrawn.

5. HELPING YOU TO PREPARE YOUR SUBMISSION



Registration

If applying via an accredited organisation, you will be registered with the CMI by the coordinator of your organisation's accredited programme. If applying via the Experienced Professional Route, you can register directly with CMI via our website at www.managers.org.uk/chmc. You will be asked to provide some basic personal contact information for yourself. CMI will only use this information in accordance with data protection rules and our privacy policy.

Upon registration, you will be sent a unique authorisation code to your mobile phone and an email providing instructions on how to upload your submission to the secure ChMC online portal. You will have 3 months in which to submit your application.

Completing Your Submission

Your ChMC application will be submitted online. You will need to log on to the CMI submissions portal, using your unique authorisation code, via the link provided in the welcome email where you will be guided through the application process.

In completing the ChMC Submission, you will be confirming that you operate in a professional and ethical manner which supports the [CMI Code of Conduct and Practice](#) and that you are committed to completing annual CPD and maintaining records in support of this.

The information you provide in this submission will only be accessible to the ChMC admin team, your assessor and potentially a moderator. You must confirm that you are happy to share your information with CMI for the purposes of undertaking the Assessment, and that you have read and understood how this data will be held and processed by CMI.

Assessment Submission:

1. Case for becoming Chartered (maximum 750 words)

You must provide:

- ▷ A brief 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 Competency Framework. This must directly relate to how you have demonstrated:
 - ▷ Ethics and professional standards
 - ▷ Leadership and management
 - ▷ Consulting operating environment
 - ▷ Personal and professional development

2. Impact as a management consultant (maximum 1250 words)

A brief summary of your most notable projects 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. You should describe 2-5 engagements.

For each project or piece of work you must provide:

- ▷ The project name, 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 Competency Framework;
- ▷ 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 move forward.

3. Continuous Professional Development

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 you need to describe:

- ▷ What it is that you are wanting to develop further, and why you feel this development opportunity is required;
- ▷ What actions you are planning on taking to achieve this development opportunity;
- ▷ How the development opportunity maps to the main areas/competencies within the ChMC Competency Framework;
- ▷ 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.

4. Ethics Statement

- ▷ A declaration that you are required to adhere to, and have signed, your organisation's ethics statement.

5. Endorsement (maximum 500 words)

This section is to be completed by your Sponsor, who will confirm you are operating at the level of a Chartered Management Consultant and demonstrate the required competencies.

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 Competency Framework.

Completing the On-Programme Portfolio Submission and providing evidence

(On-Programme Route only)

6. Evidence Template

You should start your ChMC journey with the end in mind. During the on-programme period, you will be gathering evidence of your competence as you develop through the foundation, applied and Chartered levels of competence. On completion of your ChMC accredited programme, you will have accumulated a large quantity of evidence.

Description of Application of Experience

The 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 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:

- ▷ Be qualitative rather than quantitative and showcase your 'best' work, including your most 'notable projects' undertaken whilst on-programme
- ▷ Cover all of the Chartered Level competencies within the ChMC Framework
- ▷ Demonstrate how you have applied the knowledge gained whilst on-programme

The template contains examples of evidence as a guide only, this list is not exhaustive. You must replace the examples with your own evidence demonstrating your competence.

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

Evidence must be holistically mapped against the competencies. Your Portfolio should contain no more than 10-15 discrete pieces of evidence.

All evidence referenced in your Submission must be uploaded to your secure document submission portal for your Assessor to access.

Assessors will be looking for evidence of how you have attained and demonstrated competencies, not how you have managed others to do it so you should use the first person in your responses. All evidence must be related to your own experience so avoid making statements about any team or corporate achievements which were not your own.

The Evidence Template must clearly signpost all of the evidence you are providing in support of your application.

Feedback Received/Testimonial:

The template allows for 3-4 testimonials from colleagues/clients which support the evidence supplied for the competence area. You should indicate who the feedback is from, including their role, and how this feedback supports the evidence you are submitting.

6. THE PROFESSIONAL DISCUSSION



Following the success of your stage one application, you will be invited to a professional discussion with your Assessor.

This stage is applicable to all applicants. It is based on your ChMC Submission. The professional discussion will validate and explore your experience.

The Assessor(s) will make their judgements based solely on the information in your Submission and your performance during the professional discussion.

Assessors are experienced management consultants and understand the requirements for ChMC. You will be contacted directly by your Assessor to arrange a convenient time for your professional discussion. Professional discussions will be recorded for quality assurance purposes with your permission.

Professional Discussion Format

The discussion is designed to evaluate and assess your level of professional competence. There are no trick questions and you should structure your responses to questions using 'I', not 'we' or 'the team'. The assessor is seeking to understand your evidence.

You are expected to provide detailed and specific answers about actual events relating to the evidence in your submission. You may also be asked to expand on some of your answers and highlight how processes or tasks might have been done differently.

The discussion will focus on a selection of the competencies, spending more time on some than on others. All applicants will have a mandatory question on ethics and the final few minutes of the discussion is your opportunity to talk about anything that you think is important to your application that has not yet been mentioned.

Following the Professional Discussion

Your assessment will be moderated and you will be informed of the outcome within 15 working days.

If you are successful, you will receive confirmation and a certificate from CMI confirming your achievement and your name will be included on the Register of Chartered Management Consultants.

You will have one attempt at the professional discussion process before having to reapply for ChMC. If your submission is not successful, you will receive feedback on the competencies not sufficiently demonstrated.

If unsuccessful at professional discussion against the ChMC competencies then you will have to start the application process again, including your written submission.

Any appeal must be submitted within 20 working days of receipt of the decision. The CMI appeal process is available from the ChMC team via ChMC@managers.org.uk.

7. EXPERIENCED PROFESSIONAL ROUTE



This route gives credit to experienced individuals for their prior learning and experience and is open to individuals with a proven, sustained performance at a level that demonstrably and unequivocally exceeds that of a newly appointed Chartered Management Consultant. Individuals applying for ChMC, using the Experienced Professional (EP) route, would typically be highly experienced and accomplished Management Consultants.

Applicants considering the EP route to ChMC are required to:

- ▷ Be of good professional standing and have 7+ years experience in their role as a Management Consultant;
- ▷ Demonstrate a prolonged performance above that expected of a newly appointed Chartered Management Consultant;
- ▷ Demonstrate that they have the key competencies, as described within the Chartered Management Consultant Competency Framework, through ChMC Submission and professional discussion;
- ▷ Demonstrate ongoing skills and knowledge development, including the receiving of coaching and mentoring, to maintain their soft skills and continued professional development.

Below are examples of the typical types of evidence an applicant can use to support their ChMC EP submission:

- Have 7 years experience in the role as a Management Consultant.
 - ▷ Attested by an accredited firm.
 - ▷ Summary of CV.
- Can demonstrate a prolonged performance above that expected of a newly appointed Chartered Management Consultant.
 - ▷ Evidence of projects delivered and roles performed, subject to peer reviews and client feedback.
 - ▷ References, client testimonials and a letter of recommendation from a Chartered individual.
- Can demonstrate they have the key competencies as described within the Chartered Management Consultant Competency Framework through assessment.
 - ▷ ChMC submission and professional discussion directly supports the key competencies.
- Can demonstrate ongoing skills and knowledge development and can demonstrate receiving coaching & mentoring to maintain their soft skills and continued professional development.
 - ▷ ChMC Submission includes evidence of coaching and mentoring undertaken, and personal development plan for the next 12 months.
- Of good professional standing.
 - ▷ Declaration of a person of standing who can attest to their standing having sufficient visibility of their client delivery and ethical behaviour.

8. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)



Your development as a management consultant will continue throughout your career. Once awarded ChMC status, you will be able to use the designation MCMI ChMC for as long as you remain a member of CMI. Membership is renewed annually.

As a part of maintaining your ChMC status you are required to maintain a Continuous Professional Development (CPD) record on an annual basis when you renew your ChMC commitment.

CPD is an important part of being a professional and allows you to look in two directions. It is an opportunity to reflect on what has affected your practice over the last 12 months and offers a chance to identify what you need to develop over the coming 12 months. When you reflect on past learning it is important to understand how you have used that learning and what difference it has made. This is an opportunity to ensure you are developing in the areas that make the biggest difference and allow you to remain at the forefront of your profession.

How you record your CPD is a matter of personal choice, however it is important that it identifies;

- ▷ What development activities you have undertaken/plan to undertake?
- ▷ Why you chose those CPD activities?
- ▷ How that has affected your practice/will affect your practice?
- ▷ How you have shared/plan to share the learning with others?

You should aim to record and plan between 3 and 5 meaningful activities per 12 months.

9. FURTHER INFORMATION



Confidentiality and Commercially Sensitive Evidence

You **MUST NOT** share complete documents as evidence within your portfolio which contain confidential or commercially sensitive information.

In all organisations, there will be incidences where a consultant will be involved in, or working in, areas where confidentiality of data, information and documents is paramount.

This can present some challenges when you are constructing your portfolio.

- ▷ CMI will accept documents that have been redacted to cover any confidential or commercially sensitive material or information.
- ▷ If the redacted information is pertinent to the evidence being put forward (i.e. it provides evidence towards a competency) then a contextual statement detailing how the evidence meets the competency is acceptable.
- ▷ This contextual statement should be completed by you and underpinned by a confirmation statement from your Sponsor.
- ▷ Witness testimony in support of the redacted evidence will also be accepted from peers, line managers and supervising clients.
- ▷ During the professional discussion, you may be asked questions about the redacted evidence in order to confirm any areas that require further detail.
- ▷ We will store all recordings in our secure ChMC system for a period of 12 months.

CMI does not require specific client names. Client names **MUST** be anonymised, replacing them with 'Client A', 'Client B', etc. Rather than direct client feedback, your Sponsor will be used to validate your evidence.

You should not share any confidential or commercially sensitive information in your Assessment or Portfolio Submissions. If this does occur, your application will be rejected, your submission will be deleted and you will receive notification. This will serve as one of your 3 attempts at submission. We can assure you that any confidential or commercially sensitive information that is shared with the CMI will remain secure within our ChMC system for the purposes of ChMC Assessment and Quality Assurance.

All of our Assessors and staff involved in the Chartered Management Consultant process have signed non-disclosure agreements and have been trained in GDPR compliance.

CMI Policies and Procedures

All CMI Policies and Procedures can be found at:

<https://www.managers.org.uk/education-providers/policies-and-procedures>

Any Questions

Contact the Chartered Management Consultant team by telephone on **07850 326077** or via email: ChMC@managers.org.uk

Chartered Management Institute (CMI)

The Chartered Management Institute (CMI) works with business and education to inspire people to unleash their potential and become skilled, confident and successful managers and leaders.

With a wealth of practical qualifications, events and networking opportunities on offer throughout the UK and Asia-Pacific, CMI helps people boost their career prospects and connect them with other ambitious professionals in any industry and sector.

In fact, CMI has more than **79,000** people training to be better managers right now.

Backed by a unique Royal Charter, CMI is the only organisation allowed to award Chartered Manager status – the ultimate management accolade.

CMI's thought leadership, research and online resources provide practical insight on critical issues for a **132,000** plus membership community and anyone looking to improve their skills, nurture high-performing teams and help pave the way for the next generation of managers and leaders.

For more information, please visit **www.managers.org.uk** Chartered Management Institute on LinkedIn, Facebook, Twitter and Instagram.

Management Consultancies Association (MCA)

The MCA is the representative body for the UK's leading management consulting firms. For over 60 years, the MCA has been the voice of the consulting industry, promoting the value of consulting to business, the public sector, media commentators and the general public.

The MCA's mission is to promote the value of management consultancy for the economy and society as a whole. The MCA's **[member companies](#)** comprise over 50% of the UK consulting industry work with over 90 of the top FTSE 100 companies and almost all parts of the public sector. The UK consulting industry is amongst the best in the world and a vital part of the business landscape. Click to see the full list of current **[MCA members](#)** see link.

Compliance with the MCA's tough **[entry criteria](#)** and adherence to the principles of **[Consulting Excellence](#)** means that MCA member companies are widely acknowledged to provide high quality services to their clients. Many of their achievements are recognised in the annual **[MCA Awards](#)**.



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