



# GUARANTEED MEMBERSHIP SCHEME.

A guide for Armed Forces personnel.

1 April 2018 to 31 March 2019

# CMI fast track membership

The Ministry of Defence recognises the benefits to be gained from encouraging military personnel to gain membership of leading professional bodies such as the Chartered Management Institute (CMI). CMI aims to promote the art and science of management and develop and support the managers of the future by sharing best practice and setting standards. CMI grades of membership are designed to reflect and recognise an individual's entire career and educational achievements.

Due to a special arrangement between the Services and the CMI, serving and retired personnel, both regular and reserve, are now able to qualify for guaranteed "fast track" membership of the Institute at the levels shown below. Such applications are not subject to the usual £50 assessment fee. 2012DIN07-057 applies.

## Benefits of membership

In recognising the needs of Service personnel, CMI provides a range of information, advice and development opportunities including:

### Recognition of managerial achievement

As well as the professional status that membership brings, members can choose to pursue formal management qualifications with the CMI – leading up to the ultimate accolade of Chartered Manager.

### Management development access

A wide range of educational and development programmes including Vocationally Related Qualifications (Awards, Certificates, and Diplomas) in Management and Leadership at levels 2 (Team Leading) through to 8 (Strategic Direction & Leadership) and NVQs 3, 4, 5 in Management

### Management advice and career

Careers advice on training and development including a CV makeover, advice on graduate recruitment, and on-line 'Find a Job' service providing access to recruitment and selection organisations to help with second careers. Members can also benefit from our highly acclaimed on-line CPD system.

### Exclusive management networks

Make contacts and influence people in both business and social contexts, through frequent CMI branch and national events. Blogs and online forums also provide lively debate, the chance to share ideas, and begin dialogues.

### Unrivalled management information

All members (including studying members) have free annual subscription to four issues of Professional Manager, the official membership magazine of the Chartered Management Institute, keeping members up-to-date on current management issues and latest management theory and practice. In addition, full members receive free subscription to ten issues of 'Management Today'. Members also have access, through the Management Information

Centre to extensive online knowledge, case studies, book loans, reports and quick reference enquiries. Trained researchers can respond to specific enquiries within 24 hours.

### Free legal helpline (business & personal law)

A qualified solicitor is on call to respond, within an hour, to queries offering initial advice on options and possible outcomes.

### Business HR service

Members have access to free downloadable templates that can be customised for policies, letters, forms and contracts.

### Get the Royal Stamp of approval with Chartered Manager

Chartered Manager is suitable for personnel holding positions that enable them to demonstrate 'impact' and adding value. Eligibility for Chartered Manager is not rank dependent; however, it tends to have greater relevance to appointments that involve elements of strategic management.

Chartered Manager endorses management excellence within the Armed Forces:

- Skills associated with leading people and managing change complement and reflect the quality of leadership and constant drive for change in the Armed Forces
- Chartered Manager provides an opportunity to assess outcomes of career development training and apply the knowledge gained
- It provides a set of benchmarks, which are recognised across a range of civilian sectors
- Completion can complement career and succession planning as well as individual resettlement benefit

# CMI fast-track membership levels for MOD military personnel

The rank structures of the military Services are apposite models for grading personnel into generic Institute membership levels, based upon assumed supervisory, management and strategic responsibilities. The table below illustrates this principle. There will, however, be instances where individuals, through dint of extraordinary endeavour,

special operations, extensive experience beyond the norm of customary responsibility etc, should be considered for a higher membership grade. Individuals can be 'upgraded' based upon either a recommendation from a superior officer or a personal application. For example, there are some OR9 at Fellow.

## CMI membership grades

CMI Membership Grades	CMI experiential requirements which have been mapped against MOD ranks	Rank and experience as mapped against CMI requirements*	Standard annual subscription Valid until 31/03/16
Fellow (FCMI)	<p>Level 4 qualification in management or equivalent.</p> <p>Monitor internal and external operating environments.</p> <p>Lead the development of personnel and procedures to meet individual and organisational objectives.</p> <p>Have operational and strategic responsibility for substantial programmes and resources.</p> <p>Evaluate strategy to guide the organisation.</p>	<p>OF5 and above</p> <p>OF4 having four years experience in the rank.</p>	£184.00
Member (MCMI)	<p>Level 4 qualification in management or equivalent.</p> <p>Manage individuals and teams to achieve organisational objectives.</p> <p>Manage budgets Carry out policy within a defined area of authority.</p> <p>Contribute to broader organisational activities such as change programmes and recruitment.</p>	<p>OF2 and above.</p> <p>OR8 and above.</p> <p>OR7 having four years experience in the rank.</p>	£139.00
Associate (ACMI)	<p>Level 3 qualification in management or equivalent.</p> <p>Supervise individuals and teams to achieve departmental objectives.</p> <p>Have a highly defined area of responsibility.</p> <p>Achieve specific results through effective use of resources.</p>	<p>OF1</p> <p>OR6 and OR7</p>	£116.00
Affiliate Membership	OR4 and those not eligible for the grades shown above.		£90.00
Student Membership	Available to service personnel studying on non CMI programmes		FREE

## \*Nato rank codes and UK service ranks

Nato Code	Royal Navy	Royal Marines	Army	Royal Air Force
Officers				
OF-5	Captain	Colonel	Colonel	Group Captain
OF-4	Commander	Lieutenant Colonel	Lieutenant Colonel	Wing Commander
OF-3	Lieutenant Commander	Major	Major	Squadron Leader
OF-2	Lieutenant	Captain	Captain	Flight Lieutenant
OF-1	Sub-Lieutenant	Lieutenant/2nd Lieutenant	Lieutenant/2nd Lieutenant	Flying Officer/Pilot Officer
OF(D)	Midshipman		Officer Cadet	Officer Designate
Other Ranks				
OR-9	Warrant Officer Class 1	Warrant Officer Class 1	Warrant Officer Class 1	Warrant Officer
OR-8	Warrant Officer Class 2	Warrant Officer Class 2	Warrant Officer Class 2	
OR-7	Chief Petty Officer	Colour Sergeant	Staff Sergeant	Flight Sergeant/ Chief Technician
OR-6	Petty Officer	Sergeant	Sergeant	Sergeant
OR-4	Leading Rate	Corporal	Corporal	Corporal

### Application procedure for fast-track membership

Applications for fast-track membership should be made using the attached form and forwarded to the CMI at the address shown below.

### Assessed membership

The boundaries of the generic rank-orientated membership grades are not fixed. It is possible for deserving individuals to be awarded a higher grade of membership than that shown in the table. Senior officers can recommend individuals, or individuals can apply, for a higher grade using the enclosed form and including supporting evidence. Under these circumstances, the customary assessment fee (£50) will be waived.

### Membership upgrades for existing members

Existing members with membership at a lower level than that afforded by rank, as shown above, should apply for an upgrade using the enclosed form. In this case, there is no requirement to provide supporting evidence.

CMI Contact details:  
 Membership Department  
 Chartered Management Institute  
 Management House  
 Cottingham Road  
 Corby, Northants  
 NN17 1TT

Tel: 01536 207307  
 Fax: 01536 400388  
 Email: [membership@managers.org.uk](mailto:membership@managers.org.uk)  
 Website: [www.managers.org.uk](http://www.managers.org.uk)

# Guaranteed membership scheme

## Fast-track application form for Armed Forces personnel

Prices - valid until 31/03/2019

Rank	Membership Grade	Standard annual subscription
OF5 and above OF4 (having four years experience in rank)	Fellow (FCMI)	£184.00
OF2 and above. OR8 and above. OR7 having four years experience in the rank.	Member (MCMI)	£139.00
OF1 OR6 and OR7 first tour	Associate (ACMI)	£116.00
OR4 and those not eligible for the grades shown above.	Affiliate membership	£90.00
Available to service personnel studying on non CMI programmes	Student membership	FREE

### Personal details

Service (please circle)	Royal Navy	Royal Marines	Army	RAF
Rank:				
Service number:				
Title:				
Surname:				
Forename(s):				

### Membership grade applying for (please tick)

Student	Affiliate	Associate	Member	Fellow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of birth	Male	Female
DD: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MM: <input type="text"/>		
YY: <input type="text"/>		

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# Guaranteed membership scheme

## Fast-track application form for Armed Forces personnel

If making a recommendation, or applying for a higher membership grade than that shown in the table of generic membership grades, please provide supporting evidence: such as CV, organisation diagram showing position, impact statements, references, line management endorsement.

Please tick box if attaching a CV.

Note: Mail sent from CMI to the home address will have no indication of military affiliation or rank. If you choose to have correspondence sent to your home address there is no requirement to complete unit address details

# Guaranteed Membership Scheme

## Fast-Track Application Form for Armed Forces Personnel

Home address	Unit address
Postcode	Postcode
Tel	Tel
Email	Email

Please mail all correspondence to my home/unit address (please delete accordingly)  
(Important – It is your responsibility to inform the Institute should these details change)

I am happy for you to contact me on Institute matters on the above number(s)  Please tick box

Registrations will only be accepted if accompanied by the appropriate fee. You can pay by cheque or by debit/credit card – please indicate accordingly:

Cheque

Cheque Number

Cheques should be made payable to **CHARTERED MANAGEMENT INSTITUTE**

Debit/credit card

If you wish your membership fee to be charged to your debit/credit card account, please complete the following details.

I authorise you to charge my MasterCard/Visa account with the appropriate membership fee indicated overleaf

Debit/credit card number MasterCard/Visa:

Expiry date:

/

3-Digit Security Code:

Signature:  Date:  Daytime telephone number

Daytime telephone number:

**The completed form should be forwarded to:**

Membership Operations Department  
The Chartered Management Institute  
Management House  
Cottingham Road, Corby  
Northants  
NN17 1TT