****Application for Chartered membership

**Chartered membership is £250** (VAT exempt)

The assessment fee to upgrade your membership to Chartered is £195 – payable on application.

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| **Submitting your application**  In order for the CIPP to process your application, please supply the following documents:   * Completed application form * A curriculum vitae * Scanned evidence to support formal qualification *(it is only necessary to supply evidence of the highest level formal qualification you have stated)*   Submit your application, along with supporting document, please visit **cippmembership.org.uk** and click the ‘Chartered member’ tab, or click [**here**](https://www.cipp.org.uk/join-cipp/application-for-chartered-membership.html) to be taken directly to the application submission page.  If you are unable to submit your application form and supporting document electronically, please email them to **membership@cipp.org.uk**. |

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| **PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM** |

**Personal details**

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| Title 5 | Forename/s | Surname/s |
| Membership number (existing members only) |  | |

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**Invoice address**

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| **Company name** *(if applicable)* |  |
| **Address 1** |  |
| **Address 2** |  |
| **Town/city** |  |
| **County** |  |
| **Postcode** |  |
| **Phone number** |  |
| **Email address** |  |

**Management experience**

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| Highest level management or business qualification attained? |  |
| How many years of management experience do you have? |  |
| How many years of strategic management experience do you have? |  |

**Section A: Management assessment**

The following questions are divided into different management disciplines to help us to assess the extent of your management responsibilities and experience. The CIPP reserves the right to request references to support your answers.

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| **1.** Please provide details of any teams you have managed in the last five years: |
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| **2.** If you have led any meetings in the last five years please provide details: |
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| **3.** If you manage a team (or have managed within the last five years) how do you assess the performance of  individuals in your team and what formal feedback do you give? |
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| **4.** Explain how you take responsibility for your own professional development and how you record your continuing professional development (CPD): |
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| **5.** If you have a documented personal development plan, please give details of this: |
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| **6.** Do you ensure you have access to the information sources necessary for your role and your professional development? How do you use this information? |
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| **7.** Please provide examples of any projects you have managed: |
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| **8.** Please give details of any operational plans that you have developed and implemented within the last five years: |
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| **9.** Do you consistently meet the performance targets set and agreed with you? If yes, please give a recent example of this: |
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| **10.** Please give details of how you manage processes for identifying and implementing innovations in your area of responsibility: |
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| **11.** If you create plans for managing change in your area of responsibility please provide an example of this: |
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| **12.** If you measure the outcomes of innovations or changes, how do you do this? |
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| **13.** Please provide details about any budget responsibilities you have within your role. |
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| **14.** How do you ensure you consistently work to the budget or agreed variances? |
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| **15.** Explain how you plan resource requirements in light of your targets or objectives. |
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| **16.** Do you develop strategic business plans? How do you implement these plans? |
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| **17.** How often do you attend and influence high level decision making meetings regarding the strategic direction of your department within your organisation? |
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| **18.** Please give an example of how you support and advise people across your organisation on strategic issues: |
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| **19.** Explain how you establish risk management plans for your area of responsibility: |
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| **20.** If you have responsibility for strategic relationships between your organisation and others please provide details. |
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| **Agreement to abide by the CIPP code of conduct**  You must tick the box below if you wish to proceed with your application.  By ticking this box, you understand that you are agreeing that as a CIPP member you will abide by the CIPP Code of Conduct available at [**https://www.cipp.org.uk/about-us/code-of-conduct.html**](https://www.cipp.org.uk/about-us/code-of-conduct.html) |

**Section B: Additional information**

Please supply information to support the following criteria and include examples of challenges you have faced in each area below. Please provide as much information as possible within the specific word limit.

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| How many years’ experience do you have in the payroll, pensions or reward industry? |  |

Looking back over the last 18 months, explain the contribution or influence you have had upon your organisation’s performance. Please ensure that your answer refers to the management activities and skills that you have used **(maximum 300 words)**.

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Describe how you have applied the learning gained from your studies to inform and improve your managerial practice. Please ensure that you explain what you have achieved as a result of applying your learning **(maximum 300 words).**

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Considering the CIPP Code of Conduct, describe your recent management performance from an ethical perspective; explain why it is important to ensure that your behaviour and that of your team members is acceptable in terms of the standards of the wider society in which we operate **(maximum 300 words).**

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Describe your planned learning over the next 18 months to further develop your management and leadership skills. Please provide at least two examples of planned learning, detailing what activity you will undertake to develop yourself, and when and how this relates to your role/development needs **(maximum 300 words).**

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Using the examples above transfer them into SMART goals in the table below. An example has been provided to

guide you.

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| SMART goal | Time frame | Benefits | Measure of success | Support and resources needed | Potential barriers |
| **Example:**  Improve content of my email communication | **Example:**  Commencing today | **Example**:  By being more clear and concise so that my team can follow requests for action and implement accordingly | **Example:**  Will reduce email trails regarding subsequent questions due to a lack of understanding due to my unclear message  Will improve efficiency | **Example:**  Support in honest feedback from colleagues | **Example:**  You cannot always convey a message in an email, too much written information can be confusing  Need to ensure the messages are clear and concise but include the key points required |
| **Your recorded SMART goals should be work related:**  ***Specific*** – To say you wish to improve communication is too wide, be specific e.g. I want to improve my email communication.  ***Measurable*** – Think about the outcome of your goal, what do you want to achieve? How will you know you have achieved or improved? Depending on the goal consider: Is the process more efficient because of the recommendations? Does the team communicate better because of my email communication improvements? What benefits have resulted  ***Achievable, Attainable, Acceptable*** – Don’t set a goal that is impossible e.g. if your goal was to gain skills in all payroll basics, ensure you have the tools and resources available; otherwise this would not be attainable, and you will not be able to apply what you have learnt.  ***Realistic*** – Can you put your goal into practice e.g. if you are to source a new payroll system do you have the tools and resources around to support you? Is the timescale realistic?  ***Time-framed*** – You need to set yourself a deadline, if not the goal may never be achieved. To say I will start in June is not enough, give a date or state that you will commence from today.  The deadline is your motivation, have something to work towards. Make sure the date is realistic and consider any barriers that may impact your progress. | | | | | |

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| SMART goal | Time frame | Benefits | Measure of success | Support and resources needed | Potential barriers |
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Include a brief summary of your previous five years’ experience, and include acknowledgement of what you believe are key professional activities **(maximum 250 words)**.

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| **PLEASE ENSURE YOU COMPLETE SECTION C ON THE FOLLOWING PAGE** |

**Section C: FORMAL QUALIFICATIONS ATTAINED**

Please provide details of any formal qualification you have attained in support of your application for Chartered membership.

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| **Course title** | **Specific credit claimed** | | **APCL\* evidence**  *(Qualification and year awarded)* | **APEL\*\* evidence**  *(e.g certificates to be supplied)* | **Specific credit approval**  (for academic use only) | |
| **Level** | **Number of credits** | **Yes**  (initial | **No**  (initial) |
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*\*Accreditation of Prior Certificated Learning \*\*Accreditation of Prior Experiential Learning*