

Chartered Member Upgrade application form

When you submit your application you'll need to provide the following documents:

CV - Details of your experience

This is your opportunity to tell us about what you do and your approach as a people professional.

Please attach your CV to provide the assessor with an understanding of your current and previous roles, and to establish the context behind the examples you will provide in the application form. Please focus on the last five years and include dates of employment/self-employment. You can also include an organisation chart to help the assessor understand your role and where you sit.

Upgrade Application Form

The form gives you the opportunity to provide evidence of how you meet the **Chartered Member** standards by focusing on what you do in your work and the impact this has. Before you complete the application form, read through the candidate guidance for a form-based upgrade available to download at cipd.co.uk/membership/my-membership/progress/chartered which gives you advice on making a successful upgrade application. All evidence needs to be from the last five years.

Colleague support form

You will need to ask either your line manager or a client or a colleague who you work with to complete this form. The person will need to provide an example of your recent work and the impact that it has had which evidences how you operate at Chartered Member level.

Confidentiality

The information you provide will only be used for the purposes of assessing your application to upgrade to Chartered Member. Please remove any sensitive information such as names of individuals. Further details on data protection are provided on the last page of the form.

Eligibility

Further information on eligibility to upgrade to Chartered Member is provided on our website at cipd.co.uk/membership/my-membership/progress/chartered

Your details

Surname Forename(s)

Membership number Date of birth

Telephone number Email

Current grade of membership

Please note this application form is valid for all Associate members who wish to upgrade to Chartered Member on or after 30 September 2019.

Q1. Tell us about a time you've led the development and delivery of a new or improved people approach or intervention.

- Briefly, when did this take place and over what timescale? What were your objectives?
- How did you build an understanding of stakeholders' or the client's current and future needs?
- Which people practices or interventions did you use in your approach? How did you integrate these?
- What wider organisation culture, processes, systems and structures did you have to take in to account to ensure your approach was effective?

Please use no more than 700 words as any words above this will not be considered. Please check your word count, and make sure you cover all the bullet points.

Please check your word count

Q2. Tell us about when you've taken a lead role in planning and implementing people change.

- Briefly, when did this take place and over what timescale?
- What were the drivers for change and what were your objectives?
- Who were the key stakeholder groups for this change? How did you assess their change capability and readiness?
- How did you use **one** of the following skills (coaching, mentoring, consulting or facilitating) to enable or support change?
- How did you give a voice to those people impacted by the change?
- What did you do to achieve and sustain the change?
- How did you take responsibility for delivering the agreed outcomes or benefits?

Please use no more than 700 words as any words above this will not be considered. Please check your word count, and make sure you cover all the bullet points.

Please check your word count

Q3. Tell us about a difficult decision you have made as a people professional

- Briefly, when did this take place and in which role on your CV?
- How did ethics or values influence or inform your decision?
- What evidence did you draw on to inform your decision and how?
- How did you manage opposition or resistance to your decision?
- What was the outcome?

Please use no more than 500 words as any words above this will not be considered. Please check your word count, and make sure you cover all the bullet points.

Q4. Professional development

- Give an example of how you have enabled the professional development of other people professionals
- Describe a work experience that you have reflected on to inform your future development as a people professional
- How have you connected with other people professionals to inform your thinking over the last 12 months?

Please use no more than 500 words as any words above this will not be considered. Please check your word count, and make sure you cover all the bullet points.

Next steps

Once completed, please email this form, your CV and your colleague's feedback form to memupgrading@cipd.co.uk and we will contact you directly for payment.

Your evidence on this form, your CV and the completed colleague support form will be used to assess your application. We advise you to keep a copy of your application for your own records.

Declaration of professional commitment

If my application is successful I will supply the CIPD with evidence of my CPD when requested. I understand that this may be requested after my upgrade as part of the CPD audit cycle. I acknowledge that failure to engage in CPD and provide evidence when requested may jeopardise my future entitlement to professional membership. I also confirm that the information provided about my experience and CPD activity is correct to the best of my knowledge.

Tick box to accept above

Tick box to accept **CIPD Membership Upgrade Application Assessment T&Cs**

Date

Data Protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to manage your member account and contact you about member benefits and services. For more information, please view our privacy policy by visiting cipd.co.uk/privacy-policy

You can manage your marketing preferences by visiting our marketing preference centre at cipd.co.uk/myprofile/communicationpreference

By submitting this form you confirm that you accept our terms and conditions which can be found by visiting cipd.co.uk/memberterms



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