



Championing better work and working lives

Chartered Fellow 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 how you approach your HR/L&D practice.

You'll need to attach your CV to provide the assessor with an understanding of your current and previous roles and establish the context behind the examples you'll provide in the application form. You should focus particularly on the last three years and include dates of employment. You can also include an organisation chart to help the assessor understand your role and where you sit.

The evidence we're asking you to provide will be assessed against the requirements for **Chartered Fellow**.

Upgrade Application Form

This section gives you the opportunity to provide evidence of how your work meets the Chartered Fellow requirements focusing on what you do in the workplace and the impact your work has.

Read through the 'Online Upgrade Assessment - Preparing Your Application' before you begin which gives advice on making a successful application.

Colleague support forms 3a and 3b

You'll need to ask *two* individuals who you work with to give examples of your recent work and the impact it's had on the business, to show how you operate at the level of membership for which you're applying.

Colleague 1 (Section 3a) should be your line manager or, if you are an HR/L&D consultant, a client you've recently worked for. **Colleague 2** (Section 3b) should be someone who can provide specific examples of your work and the impact it's had, such as an HR peer, business customer or client. If you have a team working for you, please do not ask them for feedback in this circumstance, as it's unlikely they'll be able to showcase your skills and experience as well as your manager, peers and customers. If it is not possible for your manager to support your application you may ask a suitable alternative, however please provide reasons why. It's not necessary for either of them to be members of the CIPD.

Confidentiality

We understand that some of your work may be of a sensitive nature. The information you provide here is used only for the purposes of assessing your application to upgrade to Chartered Fellow. You should remove sensitive information from any submission, such as names of individual staff.

For details on eligibility, the upgrading fee and full guidance, please refer to cipd.co.uk/upgrade

Your details

Surname Forename(s)

Membership number Date of birth

Telephone number Email

Current grade of membership

Q1. Describe an example where you have developed, delivered and implemented a wide-reaching, long-term HR/L&D strategy in the last five years. Your example should cover a period of around three years (from development through to evaluation). Please ensure you use a strategy that has been implemented and evaluated.

- Briefly, what was the timescale for this work (from development to implementation and evaluation), and which employer/client does it relate to?
- How did you integrate your HR/L&D strategy with the business strategy and objectives?
- How did you balance the different people solutions/programmes/projects within the strategy to achieve business results?
- Which people/business measures did you use to evaluate the outcome? What were the before and after metrics?

Please use no more than 500 words as anything above this will not be considered.

Please check your word count

Q2. Tell us about an example where you have had to build a compelling business case for an organisation-wide or substantial people programme or change. Please ensure you use an example of a business case that has been presented for consideration, and a decision has been made whether to progress.

- Briefly, what was the timescale for this work (from research/insights to presenting the case - and delivery and evaluation, if the programme is complete), and which employer/client does this relate to?
- Why was this people programme/change important for the business? What were the expected outcomes of the programme/change?
- What business insights did you use to build your case?
- What financial and commercial information did you use?
- Who did you present it to, and what was the outcome?

Please use no more than 500 words as anything above this will not be considered.

Please check your word count

Q3. How have you built sustained HR/L&D capability and resources across your organisation? Please ensure you use an example where you can demonstrate the impact on the business.

- Briefly, what was the timescale for this work (from building the capability to measuring the business impact), and which employer/client does it relate to?
- What actions have you taken to build HR/L&D capability and resource in your organisation, either in your teams or within the business? How have you ensured this is sustainable?
- How does this support the delivery of the people strategy and organisational priorities?
- How have you shared and articulated the value of HR/L&D within your organisation?
- What has been the impact of this on your relationship with the business?

Please use no more than 500 words as anything above this will not be considered.

Please check your word count

Q4. Tell us about a recent example of when you have coached and advised senior leaders in your organisation on a complex people-related issue which posed a risk for the business. Please ensure you use an example where there has been an outcome as a result of your intervention.

- Briefly, what was the timescale for this work (from initial discussions through to the outcome of your intervention), and which employer/client does it relate to?
- Who were you advising and coaching, and what was their role(s)?
- What external/internal research or benchmarking did you undertake?
- What was the risk to the business of not intervening?
- What challenges did you face and how did you approach these challenges?
- What was the outcome?

Please use no more than 500 words as anything above this will not be considered.

Please check your word count

Q5. Please give us 3 examples of your CPD from the last 12 months and explain how you've applied this learning at work.

Please also provide 3 examples of what you have planned for the next 12 months and what you hope to gain from it.

- Please include a separate paragraph to explain how you connect across the HR profession to understand good practice and current HR and business thinking.

Please use no more than 500 words as anything above this will not be considered.

Please check your word count

Next steps

Once completed, please email this form (including both colleague support forms 3a and 3b) with your CV to **memupgrading@cipd.co.uk** and we will contact you directly for payment.

Your examples, colleague support forms and CV 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



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