

CHARTERED MANAGER

Fast Track Template V14

Fast Track Assessment

Overview

The Fast Track route to becoming a Chartered Manager is open to all that have completed a CMI Level 5 or above Diploma.

The criteria for becoming a Chartered Manager include:

1. Degree level management qualification,
2. A minimum of 3 years management experience,
3. Proven management competence,
4. A commitment to CMI Professional Standards and ongoing CPD.

The completion of your CMI Diploma provides evidence for 1 and 3 above. The Exemption route seeks to confirm your applied learning to deliver effective management performance for your organisation. Additionally it allows you to confirm ethical practice and your plans for future development.

Your Management Experience & Role

1. How many years of management experience do you have?
2. How many years of strategic management experience do you have?

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Management Assessment:

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

Please indicate **Yes** or **No** to each of the following question

Managing People

- | | | |
|--|-----|----|
| 1. Do you have responsibility for managing a team of people? | Yes | No |
| 2. Do you regularly lead meetings? | Yes | No |
| 3. Do you assess and provide formal feedback on performance of individuals in your team? | Yes | No |

Managing Yourself

- | | | |
|--|-----|----|
| 1. Do you take responsibility for your own professional development and record your continuing professional development (CPD)? | Yes | No |
|--|-----|----|

2. Do you have a documented personal development plan?	Yes	No
3. Do you ensure you have access to and use the information sources necessary for your role and your personal development	Yes	No
Achievements		
1. Do you manage projects?	Yes	No
2. Do you develop and implement operational plans for your area?	Yes	No
3. Do you consistently meet the performance targets set and agreed with you?	Yes	No
Managing Change		
1. Do you manage processes for identifying and implementing innovations in your area of responsibility?	Yes	No
2. Do you create plans for managing change in your area of responsibility	Yes	No
3. Do you measure outcomes of innovations and changes?	Yes	No
Managing Finance & Resources		
1. Do you have responsibility for a budget?	Yes	No
2. Do you consistently work to a budget or agreed variances	Yes	No
3. Do you plan resource requirements in light of your targets or objectives?	Yes	No
Strategic Management Experience		
1. Do you develop and implement strategic business plans?	Yes	No
2. Do you attend and influence high level decision making meetings regarding the strategic direction of the organisation or your division/department?	Yes	No
3. Do you support and advise people across your organisation on strategic issues?	Yes	No
4. Do you establish risk management plans for your area of responsibility?	Yes	No
5. Do you have responsibility for strategic relationships your organisation has with other organisations?	Yes	No

Additional Requirements

You must answer yes to each of the questions below if you wish to proceed with your application for Chartered Manager status. Please indicate yes or no as appropriate next to each question:

1. Do you confirm that you agree to the Terms and Conditions of CMI membership available via www.managers.org.uk/terms ?	Yes	No
2. In accepting any offer of CMI membership you are also agreeing that you understand and will abide by the CMI Code of Practice for Professional Managers available at www.managers.org.uk/code Do you agree to do so?	Yes	No
3. In accepting any offer of a Chartered grade of CMI membership you are committing to completing and maintaining a continuing professional development record which could be requested for review from you at any point. The CMI provides guidance on CPD and a recording system at www.managers.org.uk . Do you agree to maintain CPD?	Yes	No

About You

Name:	
Membership Number:	
Email:	
Telephone:	
Mobile:	
Employer:	
Job Title:	
Work Address:	

Chartered Manager Application

Please complete the following questions in your own words. We recommend you complete each question in no more than three hundred words.

- 1. LOOKING BACK OVER THE LAST 18 MONTHS, EXPLAIN THE CONTRIBUTION OR INFLUENCE YOU HAVE HAD ON YOUR ORGANISATION'S PERFORMANCE**

Please ensure that your answer makes reference to the management activities and skills you have used

2. DESCRIBE HOW YOU HAVE APPLIED THE LEARNING GAINED FROM YOUR RECENT STUDIES TO INFORM AND IMPROVE YOUR MANAGERIAL PRACTICE

Please ensure that you explain what you have achieved as a result of applying your learning

3. CONSIDERING THE [CMI CODE OF PRACTICE](#) 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

4. DESCRIBE YOUR PLANNED LEARNING OVER THE NEXT 18 MONTHS TO FURTHER DEVELOP YOUR MANAGEMENT & LEADERSHIP SKILLS

Please provide at least 2 examples of planned learning, detailing what activity you will undertake to develop yourself, when and how this relates to your role/development need:

Ongoing Commitment for Chartered Managers

- All Chartered Managers will be required to keep a record of continuing professional development
- On an annual basis the CMI will contact a proportion sample of Chartered Managers, requesting submission of CPD records for review
- Payment of your Chartered grade membership fee must be up to date to retain award

