



Certified Fellow (CFIRM) Professional Experience Assessment Form

For office use only

Date received:	Ackn. date:	MRM:	Membership number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please complete this form to provide evidence that you have acquired the relevant level of professional experience and required CPD hours to become a Certified Fellow (CFIRM). For further guidance please refer to the notes at the back of this form. All forms MUST be typed and submitted by email. Handwritten forms will not be accepted.

1 Section 1 – Personal details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Other <input type="checkbox"/>		Membership number:
Family name:	Email:	
First names:	Tel:	

2 Section 2 – Continuing Professional Development

Please provide details of the CPD activities undertaken during the past 12 months. You must show that you have undertaken a minimum of 30 hours. Guidance on the type of activity which is acceptable as CPD can be found on IRM's website - www.theirm.org

Activity undertaken	Approx number of hours

Please provide evidence to demonstrate that you have acquired specific experience at the appropriate level over the last eight years, in the four areas below. Further guidance can be found at the back of this form.

Experience of ensuring robust risk management in organisations; including promoting understanding of risk management as a business imperative, influencing risk management thinking at national and/or international level and establishing an organisational structure that leads to the desired risk culture.

Experience of developing a risk management strategy to meet organisational needs; including leading development of risk strategy and approach to risk appetite that optimises reward, defining risk management guidelines and influencing an organisation's leadership in determining the desired risk culture.

Experience of managing the risk management process; including defining the approaches to risk assessment, establishing the techniques to be used, evaluating the value of potential strategic opportunities and integrating risk management within crisis management and business continuity strategies and plans.

Experience of management within an organisation; including establishing the approach and infrastructure for communication about risk management, developing a stakeholder engagement strategy consistent with risk strategy and achieving cultural change to optimise opportunities and mitigate risk through change programmes.

If the experience supplied covers more than one employment, each section should be verified by someone who was familiar with it, and senior to you at the time. If it is not possible to obtain actual signatures, please obtain electronic verification and submit with your application.

Confirmation 1

This is a true account of the candidate's working experience.

Surname	First name	Title
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Professional qualifications

Relationship to candidate

Signed	Date
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Please tick below the sections that you are verifying.

Section 3a Section 3b Section 3c Section 3d Period verified _____

Confirmation 2

This is a true account of the candidate's working experience.

Surname	First name	Title
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Professional qualifications

Relationship to candidate

Signed	Date
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Please tick below the sections that you are verifying.

Section 3a Section 3b Section 3c Section 3d Period verified _____

Confirmation 3

This is a true account of the candidate's working experience.

Surname	First name	Title
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Professional qualifications

Relationship to candidate

Signed	Date
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Please tick below the sections that you are verifying.

Section 3a Section 3b Section 3c Section 3d Period verified _____

I hereby apply to become a Certified Fellow of the Institute of Risk Management. I confirm that:

I have held the FIRM designation for a minimum of two years.

I have attached a copy of my CV which confirms that I have a minimum of eight years' risk management experience

The information supplied on this form is a true account of my professional experience and CPD

I also confirm that my 2015/16 membership subscription is up to date and understand that if my application is successful the IRM reserves the right to publish my name in RMP magazine and/or IRM's website.

Signed

Date

SUBMISSION

When you have completed your application form please send it by email with a copy of your CV to: membership@theirm.org

Institute of Risk Management
2nd Floor
Sackville House
143-149 Fenchurch Street
London,
EC3M 6BN

www.theirm.org

Guidance on the experience requirements for Certified Fellow (CFIRM)

To become a Certified Fellow (CFIRM) you must submit this Professional Experience Assessment form (PAE). We will use the detail you include in this form to confirm that your professional experience in the practical application of risk management meets the minimum required level for certification. We will also use the information in the PAE to verify that you have achieved the necessary hours of continuing professional development (CPD).

The Certification scheme is underpinned by IRM's Professional Standards Framework. This framework reflects IRM's expectations of the knowledge, skills and behaviours that are required from those working in risk management. Together, the standards and competencies provide benchmarks for the skills, experience, qualifications, continuous professional development and behaviours that IRM believes those working in risk should achieve at different stages in their career. You are advised to refer to the Professional Standards Framework before completing your PAE form. You can download a copy from our website – www.theirm.org/standards

IRM's professional standards framework is based around the following four career levels, rather than specific job roles or titles.

- Leadership level
- Senior level
- Management level
- Support level

Different organisations give different seniority to risk roles depending on their size, reach and levels of risk maturity. For example, the person who is responsible for the overall direction of risk management in an organisation may be operating at the Senior level in an SME or local authority, but, in a multinational, they are more likely to be working at Leadership level.

Those wishing to apply to become a Certified Fellow must provide evidence that they are operating at the Leadership level.

This is defined in the Professional Standards Framework as:

- Creates the organisation's risk strategy, direction and provides oversight of risk matters.
- Influences and informs the governing body and decision makers on risk management strategies.
- Influences the direction and profile of risk management and the profession.

When you complete your PAE form you must include details of your experience at the Leadership level across the four functional areas of the Standards, as follows:

Insights and context

Experience of ensuring robust risk management in organisations; including promoting understanding of risk management as a business imperative, influencing risk management thinking at national and/or international level and establishing an organisational structure that leads to the desired risk culture.

Strategy and performance

Experience of developing a risk management strategy to meet organisational needs; including leading development of risk strategy and approach to risk appetite that optimises reward, defining risk management guidelines and influencing an organisation's leadership in determining the desired risk culture.

Risk management process

Experience of managing the risk management process; including defining the approaches to risk assessment, establishing the techniques to be used, evaluating the value of potential strategic opportunities and integrating risk management within crisis management and business continuity strategies and plans.

Organisational capability

Experience of management within an organisation; including establishing the approach and infrastructure for communication about risk management, developing a stakeholder engagement strategy consistent with risk strategy and achieving cultural change to optimise opportunities and mitigate risk through change programmes.

PROVIDING EXAMPLES

Within each section, you should identify the most appropriate examples from your own career that will reflect best on your individual level of risk management.

The experience you give in your application should demonstrate that you are responsible, in a professional sense, for the results of your technical judgements and decisions. Certification is personal to you, and assessment is therefore based upon the demonstration of your contribution to a piece of work or situation; how you added value through your actions. Choose the examples from your career that best reflect your risk management competence.

You should provide enough detail on the context, actions and results of these examples to show that you have breadth and depth of experience, as well as demonstrate how you solve problems, rather than just on the outcome itself. The defined areas of practical experience above apply equally to risk consultants as well as risk management practitioners in industry and commerce.

COMPLETING THE FORM

The form has been made available as an editable PDF to allow for easier completion. As a guide, each of Sections 3a to 3d should be approximately 500 words, and no more than 20% over. If you go over the recommended word count please submit the entire section on a separate sheet of paper. Make sure that any additional sheets are clearly referenced to the appropriate section.

VERIFICATION

As part of the application and assessment process, we require that the experience cited in your application is verified as a true account by another individual(s). The person(s) who verifies your experience should have been in a senior position to you, or a member of the relevant HR department, at the time of the work referenced and familiar with the work you were doing at the time.

They do not have to be:

- a member of IRM
- a practising risk manager
- your current line manager
- in the same country as you

If one person can vouch for all of the experience cited in your application, please ask them to sign the form and provide their professional qualifications (if relevant) and their relationship to you. If more than one person is required to verify, you should ask them to indicate in the relevant boxes, which sections they are confirming on your behalf, and sign as before. If it is not possible for you to obtain actual signatures, please obtain electronic verification and submit with your application.

If any section of the form cannot be verified, please send a covering letter explaining why.

ASSESSMENT OF YOUR APPLICATION

Your application will be reviewed by an experienced IRM assessor. This process will take approximately 21 working days.

To help us give you a decision as quickly as possible please ensure that:

- the content is well written in concise, clear and correct English
- it accurately reflects your own experience
- you avoid using acronyms, unless you refer to them in full elsewhere in the document
- you complete all sections of the form and keep to the specified word count

SUBMISSION

When you have completed your application form please send it by email with a copy of your CV to:

membership@theirm.org