



# Application Form - Technical Specialist Member (SIRM)

*For applicants who are currently members of IRM*

For office use only

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

To apply to become a Technical Specialist member of IRM, you must be currently working in a specialist risk role (e.g. security, health & safety, business continuity, crisis management, project risk management, etc.), have at least 5 years' risk management experience, and either have successfully completed one of IRM's specialist Diploma modules or have obtained a relevant professional or academic qualification at postgraduate level within the last 10 years.

Please refer to the detailed guidance notes on the reverse of this form before completing your application.

## 1 Section 1 – Personal details

Title: Mr   Mrs   Ms   Miss   Dr   Prof   Other	Membership number:
Family name:	Email:
First names:	Tel:
Employer:	Country where based:

## 2 Section 2 – Qualifications (Please complete (A) (B) (C) or (D) below)

I am applying for Specialist membership on the basis that:

**(A)** I have completed one of the Specialist modules from IRM's International Diploma

Module title	Date completed
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I attach a copy of my completion certificate

**OR**

**(B)** I have completed IRM's Risk Management in Financial Services qualifications

Date completed

I attach a copy of my completion certificate

**OR**

**(C)** I have been employed for the last 3 years as a lecturer on a risk management undergraduate or post graduate programme

Name of University

Name of taught programme

OR

(D) I have completed the following relevant professional or academic qualification within the last 10 years



Qualification  
held

Date awarded

Name of University or  
Professional Body

Website address  
of University or  
Professional Body

I attach a copy of my Certificate and the course syllabus as proof of completion of this course.

Please describe the risk management content of this course. You should clearly indicate the quantity and level of risk management content in the course, and how it is relevant to your current work in a specialist risk management role.  
[750 words maximum]

Please use the space below to describe your specialist risk management experience. You should include specific examples of the roles you held and the work that you have undertaken to demonstrate clearly the specialist nature of your risk management experience.

(Please note that you must also include a copy of your up-to-date CV with your application.)

[750 words maximum]

## 4 Section 4 – Verification

Please provide the name and contact details of at least one person who is able and willing to verify your experience. If you have changed organisations or roles within 3 years, please provide the details of a second referee who can verify this earlier experience.

Your referee(s) should have either been in a senior position to you, or been a member of the relevant HR department, and familiar with the work you were doing at the time. They do not have to be members of IRM, practising risk managers, your current line manager or residing in the same country as you. The IRM will ensure that any information provided regarding client assignments that may identify the organisation(s) involved will be kept entirely confidential.

It is very important that your referee(s) agree to be contacted by IRM by ticking the confirmation box and signing their name(s) in the space(s) provided. Alternatively, confirmation by email that they agree to be contacted can be provided. Application forms without this confirmation will be rejected.

Title:	Email:
Surname:	Organisation:
First name:	Telephone:
Job title:	Relationship to applicant:
Signature:	

I confirm that IRM may contact me about this application for Technical Specialist Membership of IRM

Title:	Email:
Surname:	Organisation:
First name:	Telephone:
Job title:	Relationship to applicant:
Signature:	

I confirm that IRM may contact me about this application for Technical Specialist Membership of IRM

## 5 Section 5 – Fees payable

As a current member of IRM, you need only pay a conversion fee at this stage. Should your application be successful, you will be asked to pay the normal Technical Specialist subscription fee from the following July.

Conversion fee:

£50

## 6 Section 6 – Payment method

Please select (a), (b), (c) or (d)

### (a) Bank transfer

Bank transfer - Please ensure that your name is quoted as a reference

IRM Bank transfer details

Bank name: Lloyds TSB

Sort code: 30-93-23

Account number: 00748112

Account holder's name: Institute of Risk Management

Branch: Leadenhall Street Branch

IBAN no: GB46LOYD30932300748112

Swift code: LOYDGB21009

### (b) Cheque

Cheque attached

Cheque to follow

### (c) Credit card

For details of how to pay by credit card please telephone us on +44 (0) 20 7709 9808.  
You are strongly advised not to send credit card information by email.

### (d) Invoice

Please tick (/) if you require an invoice to be sent to your employer. A copy will also be sent to you for your records.

[Purchase Order Number](#)

## 7 Section 7 – Declaration

### ADMISSION TO MEMBERSHIP

I hereby apply for admission as a Technical Specialist member of the Institute of Risk Management. I certify that the information supplied on this form is correct and I declare that:

- I have read and agree to abide by IRM's Code of Conduct.
- I accept IRM's terms and conditions.
- I understand that if my application is successful IRM reserves the right to publish my name.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return your form and a copy of your up-to-date CV to:

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

or email to: [membership@theirm.org](mailto:membership@theirm.org)

WE LOOK FORWARD TO WELCOMING YOU AS A MEMBER OF IRM.

We have prepared these guidance notes to help you with your application. Please read them before completing the application form as any errors may delay your application.

### SECTION 1 – PERSONAL BUSINESS DETAILS

Please complete this section in full.

### SECTION 2 – QUALIFICATIONS

Please indicate on what basis you are applying for Technical Specialist membership and attach copies of certificates as evidence of your qualification(s). If you are applying on the basis of having achieved a relevant postgraduate professional or academic qualification within the last 10 years (Option C), you must also include copies of the syllabus, and outline in the box provided the risk management content of the qualification. All documents must be submitted in English and applicants must verify any translations.

Technical Specialist membership is also open to practising academics who have been involved with the teaching of risk management programmes at graduate and/or undergraduate level for at least three years.

### SECTION 3 – EXPERIENCE

Applicants must currently be working in a specialist risk management role and demonstrate a minimum of 5 years' risk management experience. You must clearly describe in the space provided the nature of your specialist risk management roles, using appropriate examples of your work to support your application.

### SECTION 4 – VERIFICATION

Your application form must be signed by at least one person who can verify your work history and experience. This person must agree to being contacted by IRM about our application. Unsigned applications will not be accepted.

### SECTION 5 – FEES PAYABLE

Current members of IRM will only be asked to pay a membership conversion fee at application stage. Specialist members will be asked to pay the new subscription rate from the following July.

### SECTION 6 – PAYMENT METHOD

Please note that full payment should accompany your application form. If your employer is paying your fees and requires an invoice, please indicate this on the form. Please be aware, however, that your application will not be processed until full payment is received. All fees are payable to the Institute in Pounds Sterling unless otherwise agreed.

### SECTION 7 – DECLARATION

**Code of Conduct:** At the end of the application form you are required to sign a declaration. Your application cannot be processed if you do not sign this declaration. Part of the declaration is that you agree to abide by the Institute's Code of Conduct. The purpose of IRM's Code of Conduct is to sponsor and support the highest ethical and professional standards in risk management worldwide. Please note that failure to comply with the Code may result in disciplinary action.

A copy of the Code of Conduct can be found on the final page of this application form.

### SUBMISSION

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

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

T +44 (0)20 7709 9808  
F +44 (0)20 7709 0716  
E [enquiries@theirm.org](mailto:enquiries@theirm.org)  
W [www.theirm.org](http://www.theirm.org)

OR email it to: [membership@theirm.org](mailto:membership@theirm.org)

We look forward to receiving your application.

# IRM CODE OF CONDUCT

The Institute of Risk Management (IRM) aims to sponsor and support the highest ethical and professional standards in risk management worldwide.

## The Code

- 1 The Board of Directors and membership of the IRM require you as a member to uphold the standards set out in Parts 1 and 2 of the Code and to maintain the good reputation of IRM by implementing and observing the following requirements.
  - 1.1 To behave with integrity in your professional life and to treat those with whom you have contact in a fair and respectful manner, and without discrimination;
  - 1.2 To observe all relevant laws and the requirements of regulatory authorities, codes of practice and codes of conduct within your jurisdiction. This means not only working within the law, but within the spirit of the law;
  - 1.3 To deal with regulators in an open and co-operative manner and in accordance with their requirements;
  - 1.4 To have proper regard for public health, safety and the environment;
  - 1.5 To give fair and proper consideration and appropriate priority to all the interests and requirements of colleagues, employees, employers and clients;
  - 1.6 To obtain and provide when requested, clear information and documentation that is relevant to the request, and to respect the confidentiality of such information and documentation unless otherwise required by law;
  - 1.7 To act at all times with skill, care and diligence;
  - 1.8 To act only within the limits of personal competence and any limits of authorisation;
  - 1.9 To act with fidelity and in an honest and prudent manner, and to ensure the protection of property, including money, entrusted to you by clients;
  - 1.10 To ensure that any activities or actions, and any promotions or other public announcements with which you, your name or qualifications are associated do not bring IRM or your colleagues into disrepute whether through your actions in work or outside work;
  - 1.11 To ensure that your membership of IRM is not publicised in any way as to imply the possession of any professional qualification that you do not hold;
  - 1.12 To ensure, where possible and within your authority, that those who work for you have appropriate training, education and supervision; otherwise you should encourage employees to meet this requirement.

All members must comply with paragraphs 1.1 to 1.12, and failure to do so in any respect may result in disciplinary proceedings in accordance with Articles 46 to 50 of IRM's Memorandum and Articles of Association.

The additional code for Fellow, Member, Technical Specialist, Graduate and Certificate title holders

- 2 Those members who are entitled to use one of the above descriptive titles have additional responsibilities to IRM and to risk management worldwide.
  - 2.1 you are required to continue your professional development by whatever appropriate means in order to ensure that your technical knowledge does not fall below the required standard;
  - 2.2 you must comply and be able to provide evidence of compliance with the requirements of IRM's scheme of continuing professional development;
  - 2.3 you must ensure that IRM is promptly advised of any change in your circumstances which might affect your entitlement to continue using your descriptive title;
  - 2.4 you must not use the descriptive title which is granted to you as an individual member in connection with firms, partnerships or corporate bodies.

Descriptive title holders must comply with paragraphs 1.1 to 2.4 and failure to do so in any respect may result in disciplinary proceedings.

The guide to good practice for all members

- 3 The guide to good practice amplifies but is not part of the Code.
  - 3.1 members should take every opportunity to improve their professional capability;
  - 3.2 members should support IRM activities;
  - 3.3 holders of descriptive titles should encourage others to obtain their professional qualification and should help promote education in IRM;
  - 3.4 members should be aware of internationally accepted standards in risk management, including the Risk Management Standard and any associated or succeeding documents, and where practicable, implement the principles therein;
  - 3.5 members are encouraged to share knowledge in order to promote the advancement of risk management on an international basis.

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