

## Chartered Member written application form

### Upgrading

Issue 1

*Please note this guidance is valid for all Associate Members who wish to upgrade to Chartered Member on or after 20 February 2023.*

## Introduction

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 at [Upgrade your membership](#) which gives you advice on making a successful upgrade application. All evidence needs to be from the last five years.

## 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 next page of the form.

## Eligibility

Further information on eligibility to upgrade to Chartered Member is provided at [Upgrade your membership](#) and also in the candidate guidance.

## CV

When you submit your application, you'll need to provide an up-to-date CV.

This is your opportunity to tell us about what you do and your approach as a people professional. It provides essential contextual information for your assessor. Use this as an opportunity to begin to demonstrate how you meet the membership standards.

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
- the roles you've held and the organisations you've worked for - or clients you've worked with if you're a consultant - focusing particularly on the last five years
- scope and context information about your organisations and roles - size of organisation, number of employees impacted by your work, regions/sites responsible for, who you report to, how many direct reports you have
- key accountabilities, responsibilities and achievements for your current and previous roles, focusing particularly on the last five years. You need to demonstrate the scope and scale of the projects you have worked on. If you are a consultant, please include information about the roles undertaken/projects covered with the clients/organisations you work with.

You can also include an organisation chart to help the assessor understand your role and where you sit.

## Candidate details

<b>Name</b>	
<b>Membership number</b>	
<b>Date of birth</b>	
<b>Phone number</b>	
<b>Email</b>	

## Next steps

Once completed, please email this form and your CV to [memupgrading@cipd.co.uk](mailto:memupgrading@cipd.co.uk) and we will contact you directly for payment.

Your evidence on this form and your 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 upgrade 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.

I have read and accept the **CIPD Membership Upgrade Application Assessment terms and conditions**.

<b>Signed</b>	
<b>Date</b>	

## 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 at [cipd.org/uk/privacy-policy/](https://cipd.org/uk/privacy-policy/)

You can manage your marketing preferences by visiting our marketing preference centre at [cipd.org/uk/help/membership/manage-your-details-preferences/](https://cipd.org/uk/help/membership/manage-your-details-preferences/)

By submitting this form, you confirm that you accept our terms and conditions, which can be found by visiting [Upgrade your membership](#)

## Question 1: People

Tell us about a time you've led the development and delivery of a new or improved people approach that has had a medium-term impact in your organisation.

- Briefly, outline when this took place and over what timescale.
- What were your objectives?
- How did you partner with stakeholders to understand their current and future needs?
- What wider organisation considerations did you have to take into account to ensure your approach was effective (for example, culture, processes, systems and structures)?
- What evidence did you draw on to gain insight?
- What people practice knowledge from across the employee lifecycle did you draw on and how did you ensure your approach was aligned?
- What has been the impact of this approach? What evidence do you have to support this?

Please use no more than 1,000 words - any words above this will not be considered. Please check your word count, and make sure you cover all the bullet points.

## Question 2: Change

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

- Briefly, outline when this took place and over what timescale.
- How did this change contribute to the organisation's strategy?
- What did you do to achieve and sustain the change? What levers for change did you use?
- How did you involve and give a voice to those people impacted by the change?
- What people skills did you apply to enable the change (coaching, mentoring, consulting or facilitating)?
- What has been the impact of this change? What qualitative and quantitative evidence do you have to support this?

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

### Question 3: Ethics and challenge

Tell us about when you have made a difficult decision as a people professional in the face of opposition.

- Briefly, outline when this took place and in which role on your CV.
- How did ethics or values influence your decision?
- How did you manage opposition to your decision?
- What evidence did you draw on to hold your position?
- What was the outcome?

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

## Question 4: Professional development

Give an example of how you have built the people capability of others.

Describe how you connect with other people professionals, both internally and externally, to inform your thinking.

- Give an example of insight you have gained through your connections and how this informed your thinking.

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