

# Experience Assessment

## Preparing for your pre-assessment discussion

### Introduction

Your pre-assessment discussion will be held with an experienced people professional lasting approximately 45 minutes. The purpose of the pre-assessment discussion is to establish if this is the right route into membership for you, and which membership level best aligns to the work you do and the impact you have. Your eligibility will be assessed looking at your experience in the people profession over the **last five years**.

### Preparing your examples and meeting the standards

Before your pre-assessment discussion you should have a relatively clear idea of the level of membership you wish to be assessed against. You'll find more information on membership levels [here](#), and our membership standards are [here](#). In the pre-assessment discussion we'll ask you questions about the work you do and impact you have. Underneath you'll find information on what the pre-assessment discussion will cover at the different levels, as well as what we mean by the 'impact' of your work.

#### Associate member (Assoc CIPD)

At Associate member we're interested in how you've created short to medium term value for employees and / or your organisation – value which is sustained over a few months or more. The impact of your work is likely to be operational, changing the day-to-day people approach for customers, clients or team.

**Please make sure that for each example you're clear about what your role was, what you did and what impact the work had. You'll need to provide examples of when you've:**

- Supported the development and delivery of a people practice, policy or solution
- Used information, evidence and data to make a decision or choice at work
- Supported a people change at work (for example, a change to people policy, way of working, or a change programme)
- Undertaken professional development and what you've learnt from it

#### Chartered Member (Chartered MCIPD)

At Chartered Member we're interested in how you've created medium to long term value for employees and / or organisations – value which is sustained over more than a year. The impact of your work is likely to be both operational and strategic, generated from your wider thinking to change the way things are done. It will affect other people and business practices, and impact a wide range of people across the organisation, including customers and colleagues.

**Please make sure that for each example you're clear about what your role was, what you did and what impact the work had. You'll need to provide examples of when you've:**

- Led (or played a significant role in) the delivery of work which enabled change and created medium to long term value for employees and the organisation
- Used a range of information, evidence and data to understand the root causes of issues to make decisions
- Undertaken professional development and what you've learnt from it

### **Chartered Fellow (Chartered FCIPD)**

At Chartered Fellow we're interested in how you've created long term value for organisations or the profession – value which is sustained over a period of years. The impact of your work is likely to fundamentally change the thinking around people, creating mindset shifts, with a significant effect in the organisation, sector, or profession.

**Please make sure that for each example you're clear about what your role was, what you did and what impact the work had. You'll need to provide examples of when you've:**

- Developed people strategy or strategic people approaches which created long term value for organisations or the people profession
- Taken a lead role in enabling long term people change (depending on your role this may be part of the previous example)
- Supported the development of other people professionals

### **What we mean by 'impact'**

When we refer to the 'impact' of your work, we're talking about the **value your work creates for stakeholders**. This is not the *output* of your work, but *how* your work has met the needs of different stakeholders in different ways. It's not the 'what', but the 'so what'.

(For example, an *output* of your work might be that you've developed a new approach to performance management. But the *value created* is that managers are now having more focussed development discussions, and employees feel the culture is more positive.)

You can evidence this value in two ways:

- **Data and metrics** which show the measurable value (for example, productivity measures, engagement survey results or absence data)
- **Other evidence** which demonstrates change has taken place (for example, feedback from focus groups, skills gaps now being met, or an industry award for the work you've done)

We'd expect most work at Chartered Member and Chartered Fellow levels to use metrics as part of measuring impact – but this may be dependent on what changes you're delivering.

### **Hints and tips**

- Familiarise yourself with the membership standards for the level that you feel best matches your experience and knowledge.
- Prepare your examples in advance! Make notes and ensure that you have them in front of you during the discussion as you will be probed on each example.

- Make sure you have allocated up to 60 minutes for your pre-assessment discussion without any interruptions. Your assessor will want to ensure they have sufficient time to give you the best possible advice.
- The examples you give should be from the last five years.
- Your examples should show your accountability, what you personally achieved and the scope and impact of your work.
- Refer back to recent development and / or performance reviews to remind yourself of the work that you have done.

## Contacting us

If you have any questions in advance of your pre-assessment discussion please don't hesitate to contact us on **020 8612 6208** or **ea@cipd.co.uk**