



Senior Executive Route to Certified Membership Assessment Form

FOR OFFICE USE ONLY

Date received:

Ackn. date:

MRM:

Membership number:

Detailed advice on how to complete your application is provided throughout the form. You must read the Senior Executive Route Application Process and Procedures document before commencing your application as it provides important information and guidance intended to help you through the application and assessment interview process and explains what happens after. Reference is also made throughout to the IRM's Professional Standards in Risk Management, with which you should also make yourself familiar. Please also note that this form must be typed in English. Hand written forms will not be accepted for evaluation.

1 Personal details

Title: Mr Mrs Ms Miss Dr Prof Other

Membership number:

Family name:

Email:

First names:

Tel:

Employer:

Country where based:

2 CV and a summary of roles and experience

Please send a copy of your CV with your application.

This CV should indicate clearly your career history, responsibilities and achievements, and provide details of your educational and professional qualifications. Use the space below to expand on your current role (or, if you have changed roles in the last three years, your previous role) to highlight your particular risk responsibilities, challenges and achievements.

2a Please provide a summary of your current role and responsibilities (500 words)

Use this section to bring to the Assessment Panel's attention any material that you think especially supports your application for Certified Membership of the IRM, which may not be covered elsewhere in the assessment form.

Your answer should be limited to the space provided and not exceed 500 words.

2a Please provide a summary of your current role and responsibilities (500 words)

3 Professional experience

In describing your experience you should give specific examples which demonstrate that you have appropriate experience of the principles and practices of risk management, as set out in the Professional Standards of the Institute of Risk Management. Your submission should cover the full spectrum of the Standards, as categorised under the following four areas:

3a Insights and Context 3b Strategy and Performance 3c The Risk Management Process 3d Organisational Capability

3a Insights and Context (750 words)

Guidance

Under this functional area there are three components:

- > Risk management principles and practice
- > The organisational environment
- > The external environment

In this section we are looking for you to demonstrate that you understand the principles and practice of risk management and the relevance and use of theories, processes and tools, and that you have used your knowledge of internal and external influences to ensure robust risk management is in place. Your submission should cover two of the three components.

Examples of areas where you can demonstrate your experience include:

- > embedding risk management practices into operational processes and/or organisational strategies.
- > horizon scanning for changes in the macro-economic, social, political, regulatory and competitive environments.
- > identifying opportunities within the external environment to maximise reward and minimise risk.
- > evaluating the impact of material change programs.
- > benchmarking the relevant strengths of aspects of the risk management framework.
- > new product or service evaluation.
- > influencing management decision making.

Your answer should be limited to the space provided and not exceed 750 words.

3b Strategy and performance (750 words)

Guidance

Under this functional area there are four components:

- > Risk management strategy and architecture
- > Risk management policy and procedures
- > Risk culture and appetite
- > Risk performance and reporting

In this section we are looking for you to demonstrate that you have appropriate experience of developing, or helping to develop, appropriate risk management strategies, policies, guidelines, procedures or action plans which meet organisational needs and reflect the organisation's risk appetite. Your submission should cover **two** of the **four** components.

Examples of areas where you can demonstrate your experience include:

- > developing, implementing and promulgating a relevant risk management framework including appropriate policies and procedures. Training and raising awareness is a key element of this component.
- > implementing risk management policy; assigning risk ownership throughout the organisation and putting in place appropriate levels of responsibility, delegated authority, and accountability to ensure effective risk management.
- > developing and maintaining risk registers which describe probability, impact and mitigation.
- > contributing to the development, or in part, of the organisation's risk appetite statement and its cascading throughout the organisation.
- > effective reporting of risk management performance that either provides assurance to, or motivates change in, management.
- > assessment of the performance of risk management processes; using appropriate analytical tools to monitor changes.

Your answer should be limited to the space provided and not exceed 750 words.

3c Risk management process (750 words)

Guidance

Under this functional area there are two components:

- > Risk assessment
- > Risk treatment

In this section we are looking for you to demonstrate that you have appropriate experience of managing the risk management process for a material operational unit, process or change programme. At the operational level this includes:

- > identifying, assessing and prioritising risks.
- > assessing their likely probability and impact.
- > developing and implementing or advising on appropriate risk mitigation including internal controls.
- > determining whether the overall system of risk management is effective over time.
- > contributing to, and the testing of, business continuity planning and crisis management plans (if appropriate).

Your submission should cover both components.

Your answer should be limited to the space provided and not exceed 750 words.

3d Organisational capability (750 words)

Guidance

Under this functional area there are three components:

- > Communication and consultation
- > Change management
- > People management

In this section we are looking for you to demonstrate that you have appropriate experience of functional management. This includes, for example:

- > understanding and shaping the risk function's role within the organisation.
- > functional design.
- > recruitment, development and retention of a risk team with the right skills and positive attitude.
- > putting in place effective communication and consultation channels with stakeholders.
- > involvement in continuous improvement regimes and/or objective, independent third party reviews of quality.
- > implementing change plans in a way that minimises disruption to operations.

Your submission should cover two of the three components.

Your answer should be limited to the space provided and not exceed 750 words.

4 Verification

Please provide the name and contact details of at least one person who is able and willing to verify your experience. This person should have been in a senior position to you, or a member of the relevant HR department, and familiar with the work you were doing at the time. If you have changed organisations or roles within the last three years it may be necessary to provide more than one referee. The IRM will ensure that any information provided regarding client assignments that may identify the organisation(s) involved will be kept entirely confidential.

Referee 1

Title Mr Mrs Ms Miss Dr Prof Other

First name

Surname

Job title

Organisation

Email

Tel:

Relationship to
applicant

Referee 2

Title Mr Mrs Ms Miss Dr Prof Other

First name

Surname

Job title

Organisation

Email

Tel:

Relationship to
applicant

5 Payment

I wish to make payment of the following fees:

Application fee

£250

6 Payment method

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

For this route to IRM membership, no invoice option is available for the application fee. This sum must be paid before your application can progress.

(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: Fenchurch 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.

7 Terms and conditions

All fees are non-refundable. No stage of the process will advance until the fee for that stage has been received - i.e. the assessment form will not be assessed until the application fee has been paid; no interview will be conducted until the interview fee has been received; and no certificate will be issued until the certification fee has been received.

Interviews cancelled or postponed with less than 72 hours' notice will be subject to a cancellation fee of 50% of the interview fee. Cancellations or postponements received with less than 24 hours' notice will be subject to 100% of the interview fee.

All Certified Members and Certified Fellows accepted via the Senior Executive Route will be expected to renew their annual membership at the beginning of each subsequent membership year (i.e. from 1st July).

Please confirm that you accept these terms and conditions on the next page.

I hereby apply to become a Certified Member of the Institute of Risk Management. I confirm that the information supplied on this form is true to my knowledge.

I am currently a Technical Specialist / Affiliate / Certificate Member **(circle as appropriate)**

I am not currently a member of the IRM

I have read and accepted the terms and conditions

I have read and understood the Senior Executive Route to Membership Application process and procedures document

Signed

Date

SUBMISSION

Please email your completed application form with a copy of your CV to: membership@theirm.org

Institute of Risk Management

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