

Guidance to completing the: *Senior Executive Route to Certified Membership Assessment Form*

Completing the form

The form has been made available as an editable PDF to allow for easier completion. **Each of Sections 2 and 3a to 3d should be no more than 750 words in length and fit within the text boxes provided.** Once completed it should be emailed to membership@theirm.org.

IRM'S Professional Standards

IRM's [Professional Standards in Risk Management](#) underpin the Certified Membership scheme. The Standards reflect professional expectations of the knowledge, skills and behaviours that IRM believes are required from those working within the risk management profession. You are strongly advised to refer to the Professional Standards before completing your application form. You can download a copy from [our website](#).

IRM's Professional Standards are based on the following generic career levels, rather than specific job roles or titles:

- Leadership level
- Senior level
- Management/team leader 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 the risk management function 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 the leadership level.

Candidates for the Senior Executive Route would normally be expected to be operating at leadership or senior level, depending on the size of the organisation that they work for, and the sector of the economy in which they operate.

CV and work experience

You are asked to submit a CV with your application. This CV should very clearly indicate your career history, your areas of responsibility and key achievements, and your educational and professional qualifications. There is space on the form for you 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. 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.

The importance of providing examples

The experience you describe in your application should demonstrate that you are responsible, in a practitioner sense, for the results of your technical judgments 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. It is therefore very important you provide specific examples that describe the situation, what you did and what the outcomes were. Ideally, you should choose examples from the last three years 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 to demonstrate how you solve problems.

The guidance above applies equally to risk consultants, risk management trainers and academics as well as risk management professionals in industry and commerce. If you are a risk management consultant, the information you provide should be sufficient to demonstrate that you provide professional support to your clients that requires you to operate at the equivalent of leadership or senior level. Please ensure that you explain that you work as a consultant when you complete the form.

Specialist roles

If you work in a specialist area of risk management or have a specialist risk management role within your organisation, you are still eligible to apply for Certification. For example, you may work as a specialist business continuity, security, health and safety or risk management trainer; alternatively, you may have a very specific or specialist risk management role in a large organisation whereby you do not undertake some of the activities covered in Section 3.

If you are unable to provide examples of experience covering all 4 areas of Section 3 you should:

- State at the top of Section 2a that you are applying for Certified Membership as a Specialist.
- Use Section 2 to make clear the specialist nature and scope of your role and how long you have been undertaking this role.
- In Sections 3a to 3d you should state at the beginning of each area why any of the components are not applicable to your role.

If you feel that your application requires further evidence which does not fit well within the design of the form please add a supplementary sheet. All supplementary sheets must be typed in English.

Verification

Please provide details of at least one referee who is willing to be contacted by the IRM to obtain verification of your professional activities. Referees do not have to be:

- members of IRM
- practising risk managers
- your current line manager
- residing in the same country as you

If you have changed organisations or roles within the last three years it may be necessary to provide more than one referee. IRM will ensure that any information provided regarding client assignments that may identify the organisation(s) involved will be kept entirely confidential.

Assessment of your application

Your application will be evaluated by an experienced IRM assessor. This process will take no more than 21 working days, after which you may be invited to an interview.

We reserve the right to reject applications if they do not show sufficient evidence of meeting the Professional Standards commensurate with entry into IRM Certified Membership through the Senior Executive Route. Candidates whose application is not accepted at this stage will have 12 months within which to re-submit their application at no further charge.

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

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

Further guidance

Should you require any further assistance with the completion of this form please contact our help desk at: membership@theirm.org or telephone us on **+44 (0)20 7709 9808**.