

Senior Executive Route to Certified Membership

Processes and procedures

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or visit www.theirm.org/SER

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Introduction

The Senior Executive Route to IRM Certified Membership is designed for senior risk professionals who wish to have their skills and knowledge in Enterprise Risk Management (ERM) formally acknowledged by the leading risk management institute. It is aimed at risk management professionals with at least 8 years' experience, and allows them to demonstrate a parity of understanding and experience with Certified Members who have studied the Institute's International Diploma in Enterprise Risk Management.

The SER process is completed in two parts:

- The submission of a completed application form with a CV
- A competency-based panel interview

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. Candidates are strongly advised to refer to the Professional Standards before completing their application form. They can be downloaded from the IRM website – www.theirm.org/standards.

Candidates for the Senior Executive Route would normally be operating at the "Leadership" or "Senior" level as described in the Standards, depending on the size of the organisation for which they work, and the sector of the economy in which they operate.

CV and work experience

Candidates must submit a CV with their application. This CV should very clearly indicate the candidate's career history, areas of responsibility and key achievements, as well as educational and professional qualifications.

The application form

The form is organised according to the sections of the Professional Standards. It has been made available as an editable PDF to allow for easier completion. Sections 2 and 3a to 3d should be completed using no more than 750 words each and fit within the text boxes provided. Once completed, the form should be emailed to membership@theirm.org.

There is space on the application form for candidates to expand on their current role (or, if they have changed roles in the last 3 years, their previous role) to highlight their particular risk responsibilities, challenges and achievements. Candidates should use this section to bring to the Assessment Panel's attention any material that they think especially supports their application for Certified Membership of the IRM, which may not otherwise be covered elsewhere in the application form.

Details of at least one referee who is willing to be contacted by the IRM to obtain verification of the candidate's professional activities must be provided on application to the Senior Executive Route. Referees **do not** have to be members of IRM, practising risk managers, your current line manager or residing in the same country as you.

If candidates have changed organisations or roles within the last 3 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 applications

Applications 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 a panel interview.

IRM reserves the right to reject applications if they do not show sufficient evidence of meeting the Professional Standards commensurate with entry into IRM Certified Membership. Candidates whose application is not accepted at this stage will have 12 months within which to re-submit their application at no further charge. The assessment form must:

- be written in concise, clear English
- accurately reflect the candidate's experience
- avoid acronyms, unless they are referred to in full the first time they are used in the document
- be completed in full, with each section adhering to the specified word count.

The competency-based interview

Assessment of your eligibility for IRM Certified Membership through the SER is made via a competency-based interview. The Assessment Panel conducting the interview will consist of two experienced professionals from the world of risk. The interview will last for 90 minutes, during which candidates will be expected to answer 15 competency-based questions. Candidates' answers can draw further from the examples given in their assessment forms, or from other aspects of their work experience, to demonstrate how they meet IRM's Professional Standards. Candidates will also be expected to show a strong understanding of theoretical and technical issues.

The candidate will be notified of the outcome of the assessment within 10 working days.

On successful completion of the panel interview, the candidate will be awarded either Certified Membership (CMIRM) or Certified Fellowship (CFIRM) of the IRM.

If the candidate has not demonstrated to the panel competence at the level required of a Certified Member of the IRM, then they will be given feedback on the areas that the panel assessed the candidate to be weak.

All panel interviews will be recorded for training, governance and appeal purposes. Recordings will be held securely and stored for a maximum of 6 months before being destroyed.

The appeal process

IRM is committed to providing fair and transparent processes. The appeals process will consider circumstances that materially affected how a candidate performed in an assessment.

All appeals are treated impartially and confidentially. IRM's Chief Operating Officer is responsible for overseeing and managing the appeal process, including monitoring the progress of appeals and ensuring that timescales are met.

The grounds for an appeal must be related to IRM's procedures or their application. The appeals process will consider whether IRM's procedures are consistent and have been fairly and properly applied.

The appeal process cont...

The grounds for appeal are:

- Irregularities in the conduct of the competency-based interview.
- Extenuating circumstances that a candidate did not tell IRM about, for valid reasons, before they received their result.
- The procedures for assessment by the Assessment Panel.

Circumstances not accepted as grounds for an appeal are as follows:

- Requests for further reviews of the scores awarded for candidates' answers.
- Claims of being unaware of, or not understanding, the SER procedures.

Candidates who wish to appeal must do so within ten working days of receiving their interview feedback. All applications for an appeal must be accompanied by supporting document(s) which substantiate the claim together with the appropriate fee.

IRM will log all appeals and send the candidate formal confirmation that it has been received within five working days.

IRM will appoint an independent moderator to review the appeal. The moderator is not authorised to review the candidate's interview answers or the marks awarded, but only to review IRM's procedures or their application.

The moderator can instruct IRM to reconsider the case and may offer recommendations.

IRM aims to provide the outcome of the moderator's review within 30 working days of receiving the original appeal. The candidate will be notified if the appeal is upheld, and their record will be updated accordingly. In this circumstance, the candidate will receive a refund of the appeal fee.

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.

