CIPD

# Chartered Fellow

## Written Assessment

**Upgrading**

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## Introduction

This form gives you the opportunity to provide evidence of how you meet the Chartered Fellow standards by focusing on what you do in your work and the impact this has. Before you complete the written assessment, read through the **candidate guidance**.

All evidence needs to be from the last five years.

## Confidentiality

The information you provide will only be used for the purpose of assessing your application to upgrade to Chartered Fellow. 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 Fellow is provided at **Upgrade to Chartered Fellow – who's eligible?** and in the candidate guidance.

## Upholding the standards

Please remember, that as a member using the CIPD designatory letters, you agree to uphold the standards of our profession by keeping your CPD up to date and demonstrating it to us when asked.

You can read our CPD policy here: **CPD policy and requirements** which describes what you must do to keep your CPD up to date. Adhering to this policy is part of our ***Code of Conduct and Ethics***.

## CV

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

You can also include an organisation chart to help the assessor understand your role and where you sit. This is optional but can be helpful in providing additional context.

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## Commitment of Authenticity and use of AI

The CIPD supports the responsible and ethical use of AI tools for learning and professional development, provided this aligns with the requirements of the upgrading written assessment and the CIPD Assessment AI Policy. The full AI policy can be found here **CIPD_Assessment_AI_Policy_v1.0.pdf**

We use tools like Turnitin and AI detection software to help us check that the work you submit is your own.

AI is allowed as support (for example - to help structure/present your responses), but your submission should reflect your own thinking, experience and judgement. If anything raises a concern, we'll review it in line with our AI policy.

The declaration below is intended to help you confirm this.

I can confirm that:

- this assessment is all my own work.
- I have not used Artificial Intelligence tools to create examples or reflections that I present as my own.
- I have read the CIPD Assessment AI Policy and understand that by submitting this written assessment, I agree to comply with its requirements.
- By submitting this form, I confirm I accept the CIPD's terms and conditions, which can be found here – **Membership Upgrading terms and conditions**.

| | |
|---|---|
| **Signed** | |
| **Date** | |

# Your details

| | |
|---|---|
| **Name** | |
| **CIPD membership number** | |
| **Phone number** | |
| **Email** | |

# Section 1: Questions

**Please answer the following questions making sure you address each bullet point and adhere to the word count. Please read the candidate guidance for further information.**

## Question 1: Work

**Describe your organisation's (or an organisation you have worked with) vision and strategy and how this informs the people strategy.**

- What external influences and trends are impacting on your organisation?
- How can the organisation increase the value it creates for its stakeholders? *(Please refer to at least three stakeholder groups.)*
- How have you contributed to the organisation's strategy?

*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.*

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## Question 2: People

**Tell us about a time when you've developed and implemented a new people strategy or strategic people approach that has created long-term value for your organisation or the profession, if appropriate.**

**Note: Long-term value is value lasting several years.**

- Briefly, outline the new strategy or strategic approach you created. What was its purpose?
- What were the wider implications of your strategy and how did you take these into account?
- What evidence and insight did you draw on to make decisions during the development process?
- How did you draw on your knowledge of a range of people practices? How did you align these to create a joined-up strategy?
- How did the strategy create long-term value for stakeholders? What evidence do you have to support this?

<Note: evidence of value creation or impact may be quantitative or qualitative>

*Please use no more than 800 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: Change

**Tell us about a time when you've taken a leading role in long-term organisational change.**

**Note: long-term is lasting several years.**

- Briefly, outline when this took place and over what timescale.
- How did you ensure the change was achieved and sustained over the long term? What levers for change did you use?
- What ethical perspectives did you need to balance? How did ethics inform your decision making?
- How did your understanding of the way people respond to change inform your thinking?
- How did you pre-empt or manage resistance/challenge from senior stakeholders?
- What was the long-term impact of this organisational change? What evidence do you have to support this?

  <Note: evidence of value creation or impact may be quantitative or qualitative>

*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.*

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## Question 4: Professional development

**Share an example of how you built the capability of other people professionals and/or how you have contributed to the development of the people profession.**

**How do you connect with other senior people professionals and leaders to shape the people agenda**

*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.*

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## Section 2: Name of person to support your evidence

Please provide the name of one individual who can corroborate your work in this application and the impact you've had.

Please check that this person is happy for you to provide their name and contact details, as we may get in touch with them.

The person you put forward should be able to comment in an informed way about your work and the impact you've had. They could be your line manager, clients or colleagues (for example senior stakeholders or project sponsors).

By submitting their details, you confirm that you have their permission to provide these to the CIPD, which will be processed in accordance with the provision of the General Data Protection Regulation (2018).

| | |
|---|---|
| **Name** | |
| **Organisation** | |
| **Job Title** | |
| **Email/Phone** | |
| **Your relationship to this person and why they can support your work** | |

## Next steps

Once completed, please email this form and your CV to **memupgrading@cipd.co.uk**

Your evidence on this form and your CV will be used to assess your application for Chartered Fellow. We advise you to keep a copy of your application for your own records.

## Data protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use the data you provide to assess your application for upgrade to Chartered Fellow membership. For more information, please view our privacy policy at **cipd.org/uk/privacy-policy/**