CIPD

# Chartered Member

## Written Assessment

**Upgrading**

## Introduction

This form gives you the opportunity to provide evidence of how you meet the Chartered Member 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 Member. 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 Member is provided at **Upgrade to Chartered Member - who's eligible? -** and also 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 that I accept the 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: People

**Tell us about a time you've led the development and delivery of a new or improved people approach that has had a medium-term impact within your organisation.**

- Briefly, outline when this took place and over what timescale.
- What were your objectives?
- How did you partner with stakeholders to understand their current and future needs?
- What wider organisation considerations did you have to consider ensuring your approach was effective (for example, culture, processes, systems and structures)?
- What evidence did you draw on to gain insight?
- What people practice knowledge from across the employee lifecycle did you draw on and how did you ensure your approach was aligned?
- What has been the impact of this approach? What evidence do you have to support this?

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.

## Question 2: Change

**Tell us about when you've taken a lead role in planning and implementing medium-term people change.**

- Briefly, outline when this took place and over what timescale.
- How did this change contribute to the organisation's strategy?
- What did you do to achieve and sustain the change? What levers for change did you use?
- How did you get involved and give a voice to those people impacted by the change?
- What people skills did you apply to enable the change (coaching, mentoring, consulting or facilitating)?
- What has been the impact of this change? What qualitative and quantitative evidence do you have to support this?

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.

## Question 3: Ethics and challenge

**Tell us about when you have made a difficult decision as a people professional in the face of opposition.**

- Briefly, outline when this took place and in which role on your CV.
- How did ethics or values influence your decision?
- How did you manage opposition to your decision?
- What evidence did you draw on to hold your position?
- What was the outcome?

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.

## Question 4: Professional development

**There are three questions to respond to here:**

1) Give an example of how you have built the people capability of others; this could be other people professionals or line managers
2) Describe how you connect with other people professionals, both internally and externally, to inform your thinking.
3) Give an example of insight you have gained through your connections and how this informed your thinking.

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** and we will contact you directly for payment.

Your evidence on this form and your CV will be used to assess your application. 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 access your application for upgrade to Chartered Member status.
For more information, please view our privacy policy at **cipd.org/uk/privacy-policy/**