

Chartered Fellow

Written Assessment

Upgrading

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 for a written assessed upgrade. All evidence needs to be from the last five years.

Confidentiality

The information you provide will only be used for the purposes 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 | CIPD](#) and also in the candidate guidance.

Your details

Name	
CIPD membership number	
Date of birth	
Phone number	
Email	

CV

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

This is your opportunity to tell us about what you do and your approach as a people professional. It provides essential contextual information for your assessor. Use this as an opportunity to begin to demonstrate how you meet the membership standards.

Please attach your CV to provide the assessor with an understanding of your current and previous roles, and to establish the context behind the examples you will provide in the application form. Please focus on the last five years and include:

- dates of employment/self-employment
- the roles you've held and the organisations you've worked for - or clients you've worked with if you're a consultant - focusing particularly on the last five years
- scope and context information about your organisations and roles - size of organisation, number of employees impacted by your work, regions/sites responsible for, who you report to, how many direct reports you have
- key accountabilities, responsibilities and achievements for your current and previous roles, focusing particularly on the last five years. You need to demonstrate the scope and scale of the projects you have worked on. If you are a consultant, please include information about the roles undertaken/projects covered with the clients/organisations you work with.

You can also include an organisation chart to help the assessor understand your role and where you sit.

Please answer the questions on the following pages, making sure you address each bullet point and adhere to the word count for each.

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.

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.

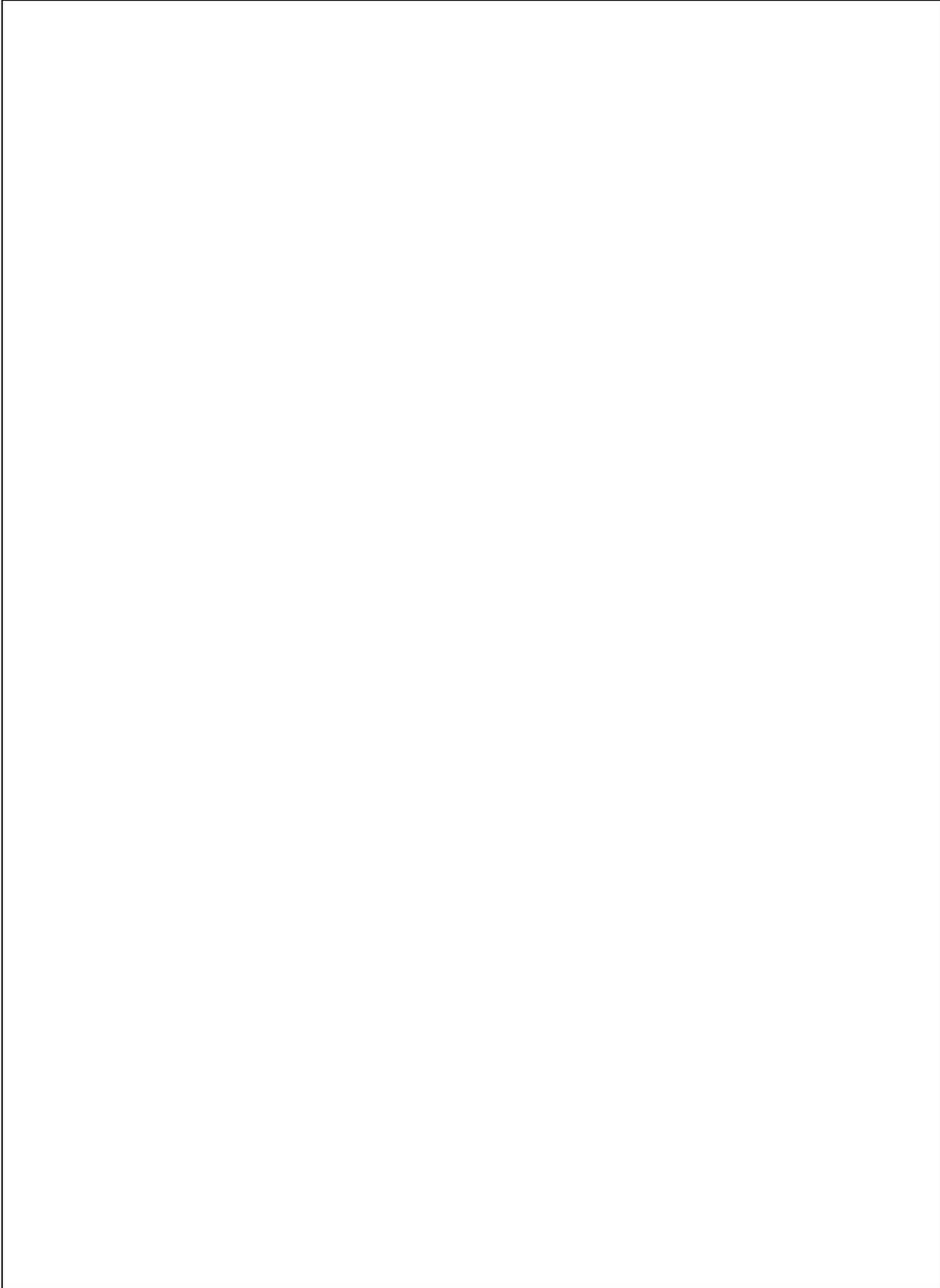
- Briefly, outline the new strategy or strategic approach you created. What was its purpose?
- What were the wider implications of your strategy and how did you take these into account?
- What evidence and insight did you draw on to make decisions during the development process?
- How did you draw on your knowledge of a range 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 2: People



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.

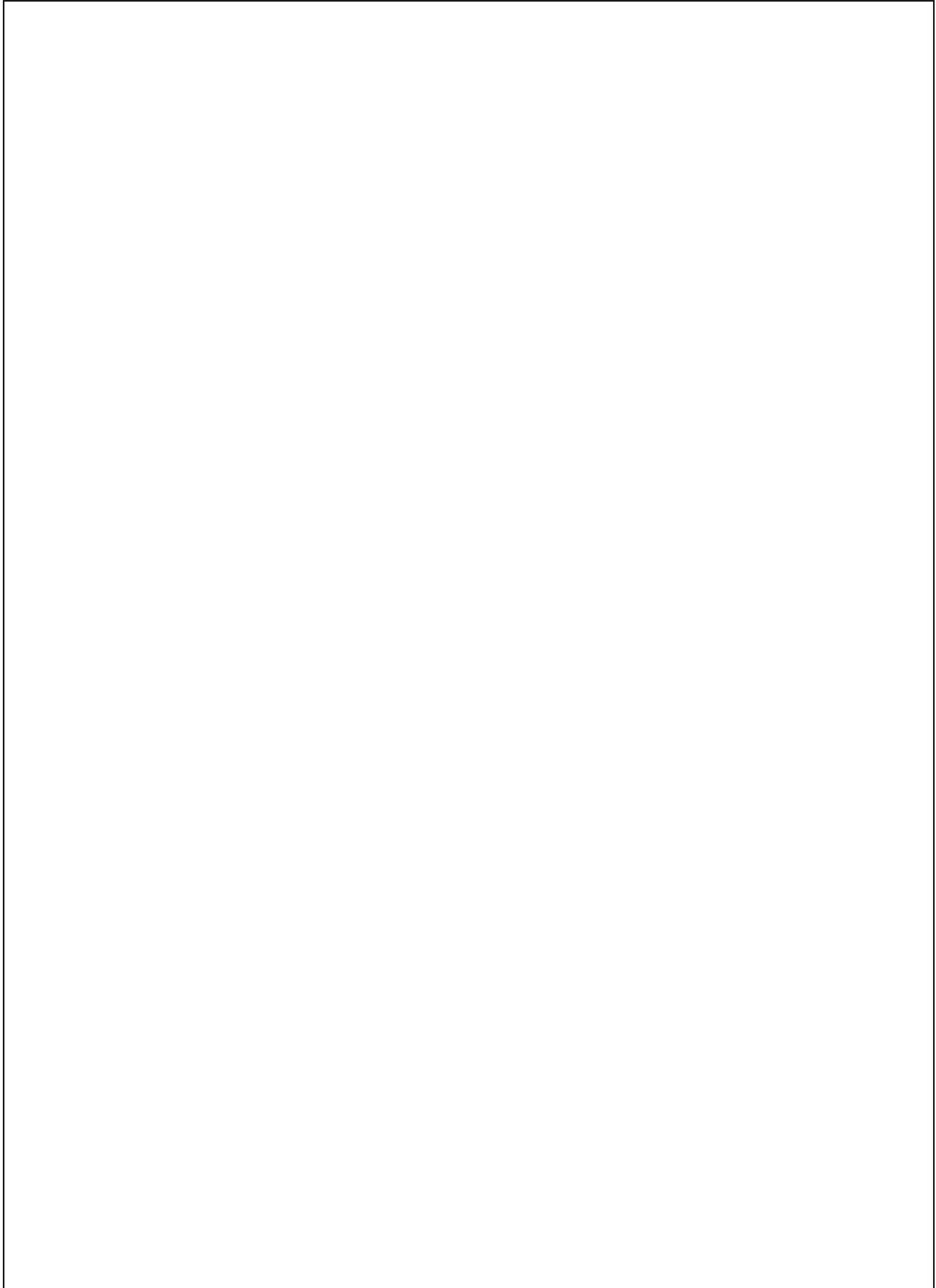
- Briefly, outline when this took place and over what timescale.
- How did you ensure the change was achieved and sustained over the long term? What levers for change did you use?
- What ethical perspectives did you need to balance? How did ethics inform your decision-making?
- How did your understanding 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 1000 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



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 both questions.

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. We advise you to keep a copy of your application for your own records.

Declaration of professional commitment

If my upgrade application is successful, I will supply the CIPD with evidence of my CPD when requested. I understand that this may be requested after my upgrade as part of the CPD audit cycle. I acknowledge that failure to engage in CPD and provide evidence when requested may jeopardise my future entitlement to professional membership. I also confirm that the information provided about my experience and CPD activity is correct to the best of my knowledge.

I have read and accept the **CIPD membership Upgrade Application Assessment terms and conditions**.

Signed	
Date	

Data protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to manage your Fellow account and contact you about Fellow benefits and services. For more information, please view our privacy policy at cipd.org/uk/privacy-policy/

You can manage your marketing preferences by visiting our marketing preference centre at cipd.org/uk/help/membership/manage-your-details-preferences/

By submitting this form, you confirm that you accept our terms and conditions, which can be found by visiting [Upgrade your membership | CIPD](#)