



learning today - leading tomorrow

CHARTERED MANAGER

"The ultimate accolade for outstanding leaders and managers."



INTRODUCTION TO CHARTERED MANAGER

The professional accreditation of Chartered Manager is recognised throughout the public and private sectors as a mark of excellence. Chartered Managers stand out in a number of ways; they have knowledge and expertise in leading people and managing change, they improve performance, they embed strategic thinking into practice, they are bound to ethical behaviour and they are committed to their continuing professional development.

TFL Education is a designated Royal Chartered Management Institute Chartered Manager Assessment Centre and committed to supporting individuals to attain Chartered status and organisations to develop Chartered workforces. We believe that our Chartered Manager CPD service is unique and has been shown to empower individuals to become better managers and more confident leaders who achieve results.

THE IMPACT OF CHARTERED MANAGER

BETTER MANAGERS



96%

USE CHARTERED MANAGER AS PROOF OF EXPERIENCE OF LEADING PEOPLE AND MANAGING CHANGE

95%

AGREE THAT CHARTERED STATUS SHOWS THEIR INTEGRITY AND COMMITMENT TO ETHICAL BEHAVIOURS

83%

SAY THEY ARE BETTER MANAGERS AFTER ACHIEVING CHARTERED STATUS

CONFIDENT LEADERS



92%

REPORT GREATER SELF-AWARENESS

90%

HAVE IMPROVED SELF-CONFIDENCE

96%

USE CHARTERED MANAGER TO SHOWCASE THEIR CONTINUAL LEARNING AND GROWTH

CMI Survey of 535 Chartered Managers working in large and small businesses, the public sector and not-for-profit.

THE IMPACT OF CHARTERED MANAGER



ACHIEVING
RESULTS

£391,443

A CHARTERED MANAGER'S
AVERAGE ADDED VALUE TO
THEIR ORGANISATION

These results are achieved in many different ways...



YOUR BESPOKE ROUTE TO CHARTERED MANAGER



ELIGIBILITY CRITERIA

The Qualified Route - written submission with telephone interview is available to those wishing to gain Chartered Manager status as either a Chartered Member or Chartered Fellow and who meet the following requirements of qualification and/or experience:

CHARTERED MANAGER - CHARTERED MEMBER GRADE

*Degree level qualification and 3 years management experience **or** no degree level qualification, but 5 years experience at operational or senior management level.

CHARTERED MANAGER - CHARTERED FELLOW GRADE

*Degree level qualification and 10 years management experience, with 3 years at strategic level **or** no degree level qualification, but 10 years at operational or senior management level, with 3 years at strategic level.

**University degree qualifications accepted (BSc or BA) or higher (MSc, MBA, or MA, PHD) with Management, Leadership or Business at its core or in the course title. Additional qualifications confirmed by CMI include CEng, CIMA, ACCA, Chartered CIPD and NPQH.*

APPLICATION

To apply you are required to complete an application form (provided upon request) and submit evidence of your academic qualifications (scan of original certification) **and/or** evidence of your experience (curriculum vitae).

We will confirm your acceptance to either Chartered Manager - Chartered Member Grade or Chartered Manager - Chartered Fellow Grade and assign to you your Chartered Manager Advisor / Assessor.

Your registration for Chartered Manager remains current for a 12-month period, with most applications completed within 3 months.

You then proceed to complete your written submission with telephone interview. On average it takes approximately 10 hours to present a written submission.

WRITTEN SUBMISSION WITH TELEPHONE INTERVIEW

BACKGROUND

Chartered Manager is a practically-based assessment that reviews personal skills and expertise in leading people and managing change, and how these skills underpin continually effective performance and make a positive contribution to your organisation.

WHAT DO I HAVE TO DO?

Your role within the process is to:

- Complete a full draft of the written submission form (provided once you enrol), where possible within 28 days, and return to your Advisor / Assessor for review
- Provide any additional information if requested by your Advisor / Assessor
- Undertake a telephone interview with your Advisor / Assessor to confirm that you are meeting the Chartered Manager standards, including answering any questions they may have or provide additional information should they require. The telephone interview will last approximately 1 hour

WRITTEN SUBMISSION OVERVIEW

Your written submission document covers seven sections:

Section 1 - Introduction - Place your submission in context.

Section 2 - Achievements and Contribution.

Section 3 - Explanation of how you have used the skill of 'Leading People' to achieve the outcomes in Section 2.

Section 4 - Explanation of how you have used the skill of 'Managing Change' to achieve the outcomes in Section 2.

Section 5 - Identify your principal learning lessons.

Section 6 - Identify your future learning plans.

Section 7 - Who can corroborate your claim?

Placing your submission in context requires you to briefly explain the background to your submission, the sector in which you work, your organisation, your role and scope of responsibility.

Your key achievements (established in discussion with your Advisor / Assessor) should span the last 18 months and you should explain the contribution or influence you have had upon your organisation's performance. Where possible you should include measures (quantitative or qualitative) or outcomes to illustrate your contribution.



WRITTEN SUBMISSION TEMPLATE

SECTION 1 - 7

1. Introduction - Place your submission in context.
2. Describe 3 key achievements.
3. Select 3 leading people sub-skills and explain how you have used them to lead people effectively.
4. Select 3 managing change sub-skills and explain how you have used them to manage change effectively.
5. Identify your principal learning lessons.
6. Identify your future learning plans.
7. Who can corroborate your claim?



LEADING PEOPLE SUB-SKILLS

- Provide clear purpose and direction
- Inspire trust, respect and shared values
- Communicate clearly and succinctly
- Develop and support others
- Resolve problems and conflicts with positive outcomes
- Adapt leadership style to take account of diverse situations
- Promote wellbeing and valuing staff

MANAGING CHANGE SUB-SKILLS

- Create an environment to enable others to be creative, innovative and value quality
- Identify opportunities for change and development
- Scope, plan and drive change
- Manage others through the change process
- Consistently apply strategic thinking
- Take account of stakeholder issues

A structured written submission template with guidance notes for the completion of each section together with an explanation of each sub-skill meaning is provided.

THE ROLE OF YOUR ADVISOR / ASSESSOR

My role as your Advisor / Assessor is to:

- Ensure that you understand the requirements for completing Chartered Manager, that you have supplied sufficient information for assessment, and that your claims are validated
- Strive to maintain ongoing contact with you. However if you repeatedly fail to respond to requests or correspondence, your application will be put on hold

As your Advisor I am here to ensure that I provide you with advice to enable you to meet the standards required for Chartered Manager. I will do this by:

- Reviewing your draft submission (s). If I feel it does not meet the award criteria you will be given feedback to enable you to amend and resubmit. Should there still be gaps in the amended submission I will provide further feedback and a final opportunity for you to provide the detail required. This third submission will be assessed without further feedback and if the criteria are still not met I may refer your application

As your Assessor I am here to ensure that standards for Chartered Manager are met. I will do this by reviewing what you have written in your submission to ascertain:

- That you have used your skills and expertise in leading people and managing change in a professional manner in accordance with the CMI Code of Conduct and Practice
- How these skills underpin continually effective performance and make a positive contribution to your organisation
- What you have learned from these achievements and how you plan to continue to develop your management skills
- Discussing the examples detailed in your submission with you over the telephone and asking additional questions based on these scenarios
- Ensuring the validity of your application; that your written claims and verbal discussions are coherent and supported by corroboration. Reserving the right to explore these further as necessary

Based upon these activities I will either recommend you be awarded Chartered Manager status or alternatively provide you with specific feedback on what additional information you need to provide to attain Chartered Manager status.

TESTIMONIALS



"Going through the CMI process supported by Aiden Harper was challenging and thought-provoking. Aiden's input as an advisor and assessor really enhanced the experience. Aiden was incredibly responsive, quickly getting back to discuss any questions I had and enabling me to move through the process at a good pace. His feedback and questions prompted me to reflect on my achievements and plans. He supported me in improving the quality of my submission by being an excellent role model for the CMI sub-skills; all of which he demonstrated with professionalism and empathy. The process was thoroughly worthwhile. It provided very powerful and useful professional learning for me. I can recommend using the TFL Education Assessment Centre for CMI Accreditation."

Karen Ardley CMgr FCMi
Director | Karen Ardley Associates



"One of the best ways for organisations to move forward is through intelligent evaluation and performance review. Successful businesses and schools have known this for a long time, however, the question remains, 'How often and how many of us apply the same rigour to our individual contributions?' Surely, this is one of the most vital activities we can undertake as a leader, so why don't we? Probably because it requires detailed 'soul searching' which is never easy! I found the Chartered Manager a particularly useful tool in this respect because it gave me a structured approach to introspect my strengths, gaps and impact."

Shane Ierston CMgr FCMi
Principal | King's Leadership Academy



"As educationalists we are acutely aware of how powerful self-reflection is as a learning tool and the CMI clearly understand this principle too. As a Senior Leader in a High School, time is both precious and often in short supply. However, investing time in the CMI application and assessment process I know has supported me in my professional journey which ultimately benefits the school and its members."

Ann McCall CMgr FCMi
Retired Headteacher | Batley Girls' High School



"Completing Chartered Manager enabled me to genuinely reflect on my effectiveness in school and celebrate my achievements through a truly professional process. It's an excellent tool for professional development and the support of the Chartered Management Institute's ambassadors has been exceptional throughout. I believe this is a great partnership between the teaching profession and an internationally recognised professional organisation."

David Cooper CMgr FCMi
Headteacher | Batley Girls' High School



"My Chartered Manager journey continually focused my reflections, enabling me to recognise what really matters, how much I've really done and what real impacts I've made at my school. In education, we're notoriously humble, but actually expressing these achievements both reinvigorated my own leadership and management and helped me encourage others further."

Karl Wilkinson CMgr FCMi
Principal | El Alsson British & American International School



YOUR CHARTERED MANAGER ADVISOR / ASSESSOR

Aiden Harper BEd (Hons) MA CMgr FCMi

Aiden graduated from Manchester Metropolitan University in 1995 with an honours degree in Physical Education before going on to complete his Masters in Education Management in 2000.

His career has seen him work in a number of state secondary schools in the UK as a classroom teacher, Head of Year, Head of Department, Head of Sixth Form and as a member of numerous Senior Leadership Teams. During this time he developed an understanding and real passion for how character and leadership education impacts a values-based education strategy that raises aspiration and achievement and underpins social mobility.

In 2008, he founded TFL Education Ltd and has focused on designing a flexible, sustainable and cost-effective life-long leadership development framework.

In 2010, Aiden founded the World Leadership Academy; achieved Chartered Manager status and became a Fellow of the Royal Chartered Management Institute.

In 2019, Aiden was appointed as a Chartered Manager Advisor and Assessor and TFL Education was designated a Chartered Manager Assessment Centre by the Royal Chartered Management Institute.

Aiden is a trustee of Great Schools Trust, a not-for-profit Multi Academy Trust, and Chair of Governors at King's Leadership Academy Hawthornes in Liverpool.

CONTACT INFORMATION

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