



iirsm

IIRSM Fellowship Assessment Guidance

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Why apply to be an IIRSM Fellow (FIIRSM)

IIRSM's Fellowship reflects the expertise, competence and achievements of those responsible for managing risk at a senior level. It also recognises the major contributions they have made to their profession and how they have gone over and above their day job to support others.

Fellowship is the pinnacle membership grade of IIRSM and validates your professional status and competence to employees, employers, customers, regulators, clients and other stakeholders.

As a Fellow you get access to:

- A network of peers to build contacts, learn from, and share experiences and challenges.
- Opportunities to raise your profile, showcase your expertise and influence best practice through meaningful volunteering opportunities with IIRSM.
- Use of the FIIRSM designatory letters.

As a Fellow, we ask you to commit to supporting and promoting IIRSM and its members. There are many ways to do this, for example, through:

- Being a member advocate and actively promote IIRSM and its work and get involved in initiatives such as [Emerging Risk Leaders' Network](#).
- Becoming a [mentor](#), speaking at events, [delivering webinars](#), writing articles/blogs or participating in podcasts.
- Being an IIRSM [ambassador](#) for a given sector, location or risk discipline.
- Contributing to thought leadership and technical output, and consultations and surveys.
- Driving discussions through our social media platforms to influence employers, regulators and professions that the ability to manage risk should be a core competence for everyone.

Are you eligible to apply?

To apply for Fellowship, you will be operating at a senior level with a wealth of knowledge and skills responsible for managing principal risks at function, organisational and/or project level.

You will typically:

- Be a senior decision-maker managing significant risks at organisational, function and/or project level.
- Work in an area of risk such as business continuity, compliance, crisis management, emergency planning, environmental, health & safety, quality, resilience, enterprise-wide risk management or security.
- Work as a senior architect, consultant, engineer, lecturer, principal designer, project manager or trainer.
- Lead a business function such as facilities, finance, HR, internal audit, legal or procurement.

There are three routes to become a Fellow.

Eligibility criteria

- 1** You have been a Member or Specialist Member for a minimum of 3 years, **plus 5** years' demonstrable relevant experience working consistently at a senior level.
- 2** You have a risk-related Bachelor's degree with honours, Master's qualification, professional qualification at level 6 (on the England & Wales Regulated Qualifications Framework or equivalent) or above, **Or** a Chartered Member or Fellow of a recognised professional body, **plus 5** years' demonstrable relevant experience working consistently at a senior level.
- 3** You have no formal risk-related qualification or professional membership but have a minimum of 9 years' demonstrable relevant experience working consistently at a senior level.

What does 'senior' mean?

There is no easy way to define 'senior'. It depends on your geographical location, industry or technical area in which you operate and the nature and size of your organisation. For this reason, each application is assessed within the context of the applicant applying and a balanced judgement will be taken. Those assessing your application will be looking for examples of:

- Influencing or making decisions that set or affect strategy and the objectives of a function, organisation and/or project.
- Leading and managing people (not necessarily direct reports) and resources, budgets at a strategic function, organisation and/or project level.
- Being accountable for leading and influencing significant change to operations, organisations and/or projects.
- If a sole practitioner or consultant, the size and type of contracts, projects and clients.
- If an academic, the amount of research you have published and its level of influence.

The indicators below also provide some pointers to help you understand what assessors will be looking for when judging your level of seniority.

- Position in organisation
- Reporting line
- Organisational level decision making
- Managing complex projects/change
- Contributes to governance (not necessarily at organisational level)
- Responsible for organisation/ function/ project risk register
- Managing resources, budgets and people at a strategic level
- Responsible for risk / other key policies
- Technical/professional influence (organisation and beyond) - Expert witness, participates in industry forums, conference speaker, advisor, mentor, lecturer, charity trustee, published works, presentations
- Involved in promoting risk management outside your normal place of work.
- Specialist consultancy work

The application process

You can submit your application at any time. The process will typically take 6 to 8 weeks but may take longer at busy times of the year. We will keep you updated on its progress.

Step 1 – Read through this Fellowship Assessment Guidance

Make sure you read through this document in full, as it will help you judge whether you are eligible to apply and with completing the application.

Step 2 – Get in touch

Prior to completing your application, do feel free to get in touch for an informal chat. We can help answer any questions you have. You can either call the membership team on +44 (0)20 8741 9100 or email fellowship@iirsm.org

Step 3 – Compile and submit your application

You must submit your completed application and all supporting documentation to fellowship@iirsm.org

We recommend, but it's not mandatory to password protect your documents and send your password to us separately to the same email address.

Step 4 – Pre-screening

Your application will be reviewed by our membership team for completeness, and we'll be in touch if additional information is required. Please note, your application will only be sent for peer assessment once payment of your assessment fee has been received. One of the

team will be in touch to take payment, and it can be paid over the phone via credit or debit card or via a bank transfer.

Step 5 – Detailed peer assessment

Your application will be submitted to the Fellowship Assessment Panel for a detailed review. Your application will be independently assessed by five assessors against the criteria in Appendix 1.

The Fellowship Panel consists of experienced Fellows who have the experience and competence to fairly assess and judge your application.

You may be contacted by a panel member to arrange a chat by phone or Skype. The purpose will be to gain further explanation or clarification on any aspect of your application.

Step 6 – Decision

We will write to you informing you of your success. If you are a current member, you will be required to pay the increase in Fellowship fee at your next renewal date. If you are a new member joining, you will be required to pay the Fellowship annual subscription on receipt of your successful letter.

If your application is unsuccessful, we will write to you explaining why, and provide guidance on what you need to do to resubmit your application.

You will be able to resubmit your application once more without paying another assessment fee.

The appeals process

If you feel your application was not assessed appropriately and did not follow the process set out, you have the right to appeal against a decision made by the Fellowship Assessment Panel. Your application and a supporting letter from you setting out the reasons for the appeal will be referred to an independent panel, alongside any feedback given from the Fellowship Assessment Panel. Please note, this review and outcome is final. Send all letters of appeal to Raymond Sukhu at fellowship@iirsm.org

How to compete the application

The application is made up of several mandatory sections. Before completing your application, make sure you review IIRSM's [risk management and leadership competence framework](#) and understand the Strategic/ Fellowship level competences. If you have any questions, do get in touch with the membership team.

When completing your statement of professional competence, which is Section 7 of the application form, you are required to demonstrate how you meet at least **5 risk management competence areas** and **6 leadership behaviours**. Under each competency area there are several bullets providing examples of the sorts of competences expected. You **do not** need to evidence each bullet - a minimum of one is enough for each of your chosen areas. However, evidencing more may improve your scoring!

Also, by the very nature of managing risk and the way the competences have been developed, you will probably find you cover more than one competence/behaviour area in a single statement example which is fine. You just need to make it clear which competency areas you are covering in each example. Please refer to our guide to completing your statement of professional competence.

In addition, read through the marking scheme in Appendix 2, as this shows how marks are allocated by the assessors. Different sections of the application have been given different weighted marks. You are required to achieve at least the minimum mark in each mandatory section.

Compiling your application

1. All applications must be typed and use the application form provided.
2. All sections and relevant supporting documentation are mandatory except section 11.
3. If you are a current member, you need to include your membership number.
4. Your 2 completed references completed on the form provided.

Fees payable

You are required to pay a non-refundable assessment fee of £95. We will contact you to take payment once your application is ready to be sent to the panel. Please note, the fee must be paid prior to us sending it to the Assessment Panel.

If your application is successful and you are a current member, you will be required to pay the Fellowship annual subscription from your next renewal date. New members will be required to pay the Fellowship subscription at the point of joining.

Contact us

If you have any questions or need any help in completing or submitting your Fellowship application, we are here to help. Simply email us at fellowship@iirsm.org or call on +44 (0)20 8741 9100.

Finally, we would like to wish you good luck and look forward to welcoming you as a Fellow.

Appendix 1: Assessment criteria and supporting documentation

Section of application form	Assessment criteria and supporting documentation
Section 5: Application route	Please indicate which of the three routes you are applying for Fellowship through. If already an existing member, please include your membership number.
Section 6: Education	You can leave this section blank if the details of your educational history are clearly included on your attached CV. However, you must include a certificate or letter from the awarding body for any completed qualifications or professional memberships you are including as part of this section. These can also form part of your CPD if achieved in the last six years. Please note, two completed qualifications are enough.
Section 7: Statement of professional competence. Please make it clear which competence/ leadership areas you are covering in each example provided. You do not need to evidence each bullet under an area, you can also frame your examples around one or more areas.	<p>When completing this section, you need to demonstrate how you meet at least 5 competence areas and 6 leadership behaviours. Please refer to the strategic/Fellowship level competences in IIRSM's Risk management and leadership competence framework. The example(s) you provide can cover more than one competence or leadership area, and you only need to demonstrate a minimum of one bullet under each of the areas. Please also refer to our guide to completing your statement of professional competence.</p> <p>In support of your professional statement of competence and wider application, please include an up to date CV. It should be no more than 4 sides of A4 and should include:</p> <ul style="list-style-type: none"> • Career/personal profile • Employment history • Skills and achievements • Interests and qualities that employers would value • Education
Section 8: How have you gone above and beyond?	Use this section to demonstrate how you have contributed to your profession and gone above and beyond to help colleagues, organisations beyond your normal day job or society at large.
Section 9: Continuing professional development	<p>Please provide a summary of your CPD activities over the last five years. We will accept four if you have been for example, on maternity leave, long-term sick, redundant or something similar. You need to provide one or more of the following as evidence:</p> <ul style="list-style-type: none"> • Your up to date IIRSM online CPD log. • A copy of your up to date CPD log for relevant third-party organisations. • Complete the CPD log in Section 9 of this application. <p>Please note, CPD takes many forms and is personal to you. It does not have to be linked to a formal CPD scheme.</p>
Section 10: Contributing and supporting IIRSM	Use this section to tell us how you have or intend to promote the IIRSM and participate in its activities. As a membership organisation, member contributions are at the centre of what we do. This may include some information that you have included in Section 8.
Section 11: Personal statement (not mandatory)	This section is optional and should be used to provide any additional information and evidence that you believe will support your application and help the Fellowship Assessment Panel in their decision-making. In this section, information provided must be within the last 5 years.
Section 12: References	<p>Please provide 2 references on the reference form supplied.</p> <p>Your references should provide evidence of:</p> <ul style="list-style-type: none"> • Good character and professionalism, and awareness of your personal and professional achievements. • Strategic professional knowledge, experience and influence, as demonstrated in your application. • Recommendation for Fellowship of IIRSM. <p>One reference must be from a current employer /manager /client and based upon the last 3 years. The other ideally from a current IIRSM Fellow, or someone who is equally qualified and experienced.</p> <p>Each reference must be dated within the last 12 months.</p>

Appendix 2: Marking scheme - You need to achieve a minimum of 40 points.

Application section	Assessment criteria and points allocation	Max points	Min points
Section 6: Education	2 points allocated per completed qualification or professional membership.	4	0
Section 7: Statement of professional competence	Points are awarded for demonstrating how an applicant's experience, knowledge and behaviours meet at least 5 competency areas and 6 leadership areas. 2 points are awarded for demonstrating how you meet each of your chosen 5 competence and 6 Leadership areas . You can demonstrate more than one or a combination of competence/behaviour areas within your examples. For example, you can provide an example that covers 3 competence and 3 leadership areas.	22	18
Section 8: How have you gone above and beyond?	2 points are allocated for each example provided of how you have contributed and gone above and beyond to support your profession, colleagues and organisations beyond your normal day job or society at large. Points may also be awarded for the level of positive impact your contribution has made.	8	4
Section 9: Continuing Professional Development	2 points are allocated for each evidenced year of CPD. You must include as a minimum the last four years of activities.	10	8
Section 10: Contributing, supporting and promoting IIRSM and its work	2 points are allocated for examples of how you have already contributed to and promoted the activities of IIRSM. 1 point is allocated for examples of how you intend to promote and support the work of IIRSM.	6	3
Section 11: Personal statement	Points will be judged and allocated depending on the information provided.	5	0
Section 12: References	2 original references supplied by suitable referees. Points awarded as follows: Reference 1: Good character and professionalism. (2 points) Professional achievements. (1 point) Appropriate level of knowledge, experience and influence. (2 points) Reference 2: <ul style="list-style-type: none"> • Why you should become a Fellow. (2 points) • Personal and professional achievements. (1 point) • Good character and influence beyond your normal place of work. (2 points) Both references must cover the last 3 years and dated within the last 12 months.	10	7