

Fellowship application process.

Fellowship is the most senior grade of membership at The Institute of Leadership & Management and is reserved for highly experienced, well-qualified managers and leaders.

As this is the highest level of membership, and a benchmark of excellence, we carefully consider applications for Fellowship.

For your submission, you will need to

1. Complete this application form, giving as much information as possible to demonstrate your senior management or leadership experience
2. Attach the completed sponsor form

On receipt of your application The Institute of Leadership & Management will;

1. Review it and ensure that the information you have supplied meets the criteria
2. Contact you to confirm that your application will be going to panel or to request further information or clarification

The criteria for fellowship are:

A senior manager operating at a strategic level who wants to help others become successful leaders, **plus;**
EITHER a Level 7 (min 60 credits) qualification **OR** an equivalent Institute Approved programme **OR** a mapped military rank **OR** have been managing teams/resources at the senior/strategic level for a minimum of 3 years (you will need to provide a sponsor who can validate your experience).

Strategic management experience should be evidenced by;

Demonstrating that you have had responsibility for future functional planning or strategic business planning, either for the whole business or a significant part of it for at least 3 years.

Part of your evidence may include:

1. Your role or position at a senior level - Chief Executive, Managing Director, Director, Partner or head of a function in large organisations
2. Significant budget responsibility (at least £200,000, although this depends on company size and annual turnover) or asset management significant staff management responsibility (for over 20 staff, although this depends on company size and number of employees) or policy responsibility for a whole organisation or major part of it (e.g. HR, health and safety, legal).
3. Your senior management experience must normally have been in the three years leading up to the application. We'll take earlier periods of experience into account if, for example, you've had a change of career, a career break such as maternity leave, or a period of ill-health.

All applicants should complete section 1, 2, 6, 7, 8 and 9 followed by one of the following:	
If your organisation is in the private or not for profit sector	Please complete section 3
If your organisation is a consultancy or you are self employed	Please complete section 3 in relation to your role in the consultancy or in relation to your self-employment , section 4 in relation to client projects
If you are currently a member of the armed services or work in the public sector	Please complete section 5
If you are a former member of the armed services now working in the public or private sector	Please complete section 3 and section 5
If you are a former member of the armed services now working as a consultant	Please complete section 3 in relation to your role in the consultancy, section 4 in relation to client projects and section 5 for past military experience

Section 1 – Your contact details

Name	
Email Address	
Daytime Telephone Number	
Mobile Tel Number	

Section 2 – Your current organisation

Company name			
Company website address			
Description of its main activities			
Number of employees/associates		Company turnover in GBP (approx.)	£

Section 3 – Your senior management experience

Your current role title					
Title of the person you report to					
Start date of role		End date of role (if any)		Years and months in post	
Number of staff you are responsible for ie the size of your whole team		Do you have functional responsibility and if so how many people?		What is the size (approx.) of any budgets you hold in GBP?	£
Please bullet the key responsibilities that support your meeting of the fellowship criteria on senior management and/or leadership responsibility		1.			
Please bullet 5 Key achievements whilst in this role that demonstrate your senior manager and/or leadership status		1.			
If you are self-employed or if you don't manage any staff or budgets,					

please describe the leadership and senior management aspects of your role	
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Previous positions if not in previous role for 3 years

Company name (if different from above)			
Company website address (if different from above)			
Description of its main activities (if different from above)			
Number of employees/associates (if different from above)		Company turnover in GBP (approx.) (if different from above)	£

Your previous role title					
Title of the person you reported to					
Start date of role		End date of role		Years and months in post	
Number of staff you were responsible for ie the size of your whole team		Did you have functional responsibility and if so how many people?		What was the size (approx.) of any budgets you hold in GBP?	£
Please bullet the key responsibilities that support your meeting of the fellowship criteria on senior management and/or leadership responsibility		1.			
Please bullet 5 key achievements whilst in this role that demonstrate your senior manager and/or leadership status		1.			

Section 4 – Consultant or self employed

Role Title	
a) Are you employed or self-employed?	
e) Please give 3 examples of assignments or projects, including a description of the assignment, the nature of the client’s business, their annual turnover (approx.) and who you worked with in the company. Please also give details of any budgets you were accountable for and staff that you managed whilst on this assignment	1.
	2.
	3.

Section 5 – Armed Forces or public sector

Which sector of the Armed Forces or Public Sector do you belong to	
If Military (regular, reserves, TA) or Public Sector - what is your rank/grade?	
If Military (regular, reserves, TA) or Public Sector – how long have you held your current rank/grade?	
Please bullet the key responsibilities that support your meeting of the fellowship criteria on senior management and/or leadership responsibility	
Please bullet 5 key achievements whilst in this role that demonstrate	

<p>your senior manager and/or leadership status</p>	
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Section 6 – Qualifications

Please list all the formal leadership and management qualifications that you have obtained at level 5 (degree level) or above.			
Date of Qualification*	Awarding body/Organisation	Title of Qualification	Qualification level

*If your qualification is more than 7 years old, please demonstrate that you have kept your leadership and management skills up to date, by completing the CPD section below

Section 7 – Institute Approved programmes (if applicable)

Please list all the Institute Approved programmes that you have completed at Member grade or above.			
Date of Programme*	Training Provider/Organisation	Programme Title	Membership Grade

*If your Institute Approved programme is more than 7 years old, please demonstrate that you have kept your leadership and management skills up to date, by completing the CPD section below

Section 8 – CPD

Please list all the leadership and management CPD that you have carried out in the last 7 years. The CPD listed should demonstrate your continued learning in the area of senior management and leadership.			
Date of CPD	Title of CPD	Description of key learning points	No of days/ hours of learning covered

Section 9 – Future development of your leadership capabilities

<p>Please indicate how you intend to continue to develop your leadership capabilities over the next few years.</p>
<p>Please indicate how you intend to support The Institute of Leadership & Management in its vision to deliver: Social and economic prosperity achieved through excellence in leadership and management</p>

Data Protection Act

The Institute of Leadership & Management will use the personal data you provide to process and maintain your membership and to deliver your membership benefits. We may therefore contact you by post, email or telephone with information about products, services, promotions and events that we offer as part of your membership. If your details change, please email us at membership@institutelm.com and we will amend our records accordingly. Other than as indicated above, The Institute of Leadership & Management will not pass your details to a third party without your permission.

The Institute of Leadership & Management may also contact you by post or email about other similar products, services, promotions and events that may be of interest to you, including offered independently by other companies. If you do NOT want to receive this information, please opt out by ticking this box

Tick if you want to opt out

Declaration by applicant

I declare that the statements made above are correct and I understand that membership will be rescinded if the information is later found to be false or misleading. If I am admitted into the Institute of Leadership & Management, I agree that I will be governed by the Institutes' Code of Conduct and regulations. I will promote and support the Institute in its mission to develop leaders and managers.

Signed	Date
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Sharing news of a successful application

If your application for Fellowship is successful, we'd love to announce your success on the Institute's website, social media platforms (Twitter and LinkedIn) and via email?

Please tick the relevant box

Yes

No

If yes, please include your Twitter handle (if you have one) and a link to your LinkedIn profile, below. You can also provide a recent picture of yourself to accompany any communications. If you would like to do this, simply send it with this application form.

LinkedIn profile:

Twitter Handle:



Complete the application form and return by post to: FREEPOST, Institute of Leadership & Management, or email to: fellowship@institutelm.com