

# Fellowship application

**Fellowship is the most senior grade of membership at The Institute of Leadership 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. Before applying we recommend that you download and read the Fellowship requirements from our website [www.institutelm.com](http://www.institutelm.com)

## **For your submission, you will need to:**

1. Complete this application form, giving information that **demonstrates** your senior management or leadership experience.
2. Provide additional evidence as required within section 5 below.

## **On receipt of your application The Institute of Leadership will:**

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

## **To qualify,**

you'll need to be a senior leader with at least three years of strategic-level experience, committed to helping others succeed as leaders. AND meet one of the following criteria:

- A Level 7 qualification (learn more about qualification levels)
- Completion of an Institute Approved programme
- Evidence of at least three years of Continuing Professional Development (CPD)
- A mapped military rank

## **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 organisation or a significant part of it for at least 3 years.

Part of your evidence may include:

- Your role or position at a senior level - Chief Executive, Managing Director, Director, Partner or head of a function in large organisations.
- 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).
- Your senior management experience must normally have been in the three years leading up to the application. We will 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.

## Sponsor Details

A suitable sponsor could be your line manager, senior colleague, or client at senior manager level. It should not be a family member or direct report.

NAME OF SPONSOR:
SPONSOR EMAIL:
SPONSOR EMPLOYER:
SPONSOR TITLE:
SPONSOR CONTACT NUMBER:

<b>All applicants should complete section 1, 2, 6, 7, 9, 10 and 11 followed by one of the following:</b>	
If your organisation is in the private or not for profit sector	Please complete <b>section 3</b>
If your organisation is a consultancy or you are self employed	Please complete <b>section 3</b> in relation to your role in the consultancy or in relation to your self-employment, <b>and section 4</b> in relation to client projects
If you are currently a member of the armed services (Reg and Res) or work in the public sector	Please complete <b>sections 3</b> (in relation to your last two posts), <b>5, 6</b> and <b>8</b>
If you are a former member of the armed services now working in the public or private sector	Please complete <b>sections 3</b>
If you are a former member of the armed services now working as a consultant	Please complete <b>section 3</b> in relation to your role in the consultancy, <b>section 4</b> in relation to client projects

**Section 1 – Your contact details**

<b>Name</b>	
<b>Email Address</b>	
<b>Daytime Telephone Number</b>	
<b>Link to LinkedIn Profile</b>	
<b>Mobile Tel Number</b>	

**Section 2 – Your current organisation**

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

**Section 3 – Your senior management experience**

<b>Your current role title</b>					
<b>Title of the person you report to</b>					
<b>Start date of role</b>		<b>End date of role (if any)</b>		<b>Years and months in post</b>	
<b>Number of staff you are responsible for ie the size of your whole team</b>		<b>Do you have functional responsibility and if so how many people?</b>		<b>What is the size (approx) of any budgets you hold in GBP?</b>	£
<b>Please describe the key responsibilities that support your meeting of the fellowship criteria on senior management and/or leadership responsibility in no more than 300 words</b>					
<b>Please outline in detail 5 key achievements whilst in this role that demonstrate your senior manager and/or leadership status in no more than 300 words</b>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>			

*Previous positions if not in previous role for 3 years*

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

<b>Your previous role title</b>					
<b>Title of the person you reported to</b>					
<b>Start date of role</b>		<b>End date of role</b>		<b>Years and months in post</b>	
<b>Number of staff you were responsible for ie the size of your whole team</b>		<b>Did you have functional responsibility and if so, how many people?</b>		<b>What was the size (approx.) of any budgets you hold in GBP?</b>	£
<b>Please describe the key responsibilities that support your meeting of the fellowship criteria on senior management and/or leadership responsibility in no more than 300 words</b>					
<b>Please outline in detail 5 key achievements whilst in this role that demonstrate your senior manager and/or leadership status in no more than 300 words</b>		1. 2. 3. 4. 5.			
<b>If you were self-employed or if you didn't manage any staff or budgets, please describe the leadership and senior management aspects of your role</b>					

**Section 4 – Consultant or self employed**

<b>Role Title</b>	
<b>a) Are you employed or self-employed?</b>	
<b>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.</b>  <b>Please also give details of any budgets you were accountable for and staff that you managed whilst on this assignment</b>	1.
	2.
	3.

**Section 5 – Armed Forces or public sector**

<b>Are you a Member of our Armed Forces?</b>		
<b>Do you work in another branch of the public sector?</b>		
<b>If Military (regular reserves) or Public Sector - what is your rank/grade?</b>		
<b>If Military (regular reserves,) or Public Sector – how long have you held your current rank/grade?</b>		
<b>Please describe the key responsibilities that support your meeting of the fellowship criteria on senior management and/or leadership responsibility</b>		
<b>Please bullet 5 key achievements whilst in this role that demonstrate your senior manager and/or leadership status</b>	1.	2. 3. 4. 5.

**Section 6– Qualifications**

Please list any 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

**Section 7 – Institute Approved programmes (if applicable)**

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

**Section 8– Military Courses**

Please list any leadership and management Military courses that you have carried out.		
Date of Course*	Title of Course	Mil Qualification **

\*Year of course is adequate

\*\* If you gained a formal qualification as part of the course, please enter the details in sections 7 and 8 as appropriate.

**Section 9- CPD**

Please list any leadership and management CPD that you have carried out in the last 3 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 10 – Reason for Applying**

What has prompted you to Apply for Fellowship
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**Section 11 – Future development of your leadership capabilities**

<b>Explain how you intend to continue to develop your leadership capabilities over the next few years.</b>
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<b>Explain how you intend to support The Institute of Leadership in its vision to deliver: Social and economic prosperity achieved through excellence in leadership and management</b>
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**Data Protection Act**

The Institute of Leadership 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@leadership.global](mailto:membership@leadership.global) and we will amend our records accordingly. Other than as indicated above, The Institute of Leadership will not pass your details to a third party without your permission.

The Institute of Leadership 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 checking this box

**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, 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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Completed application forms should be returned to [membership@leadership.global](mailto:membership@leadership.global)