Apprenticeship Upgrade Application

Chartered Member

L7 Senior People Professional

Issue 2

Please read these notes before completing the form.

You must be a CIPD member before submitting this form, you can join online as a [Student member](https://nmj.cipd.co.uk/new-member/login)

Please ensure you complete all sections of this form. If your form isn’t completed correctly it may delay your application. We’ll use the name you supply on any certificates and correspondence, so please state the name you’d prefer.

# Section 1 – Your Contact Details

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **CIPD Membership No.** |  |
| **Contact Telephone no.** |  |

# Section 2 – Apprenticeship Details

Please fully complete this section.

I can confirm that I have completed and passed my end point assessment [ ]

I have attached a copy of my up-to-date CV [ ]

I have attached a copy of my Apprenticeship certificate with this application [ ]

|  |  |
| --- | --- |
| **Training Provider** |  |
| **Employer** |  |
| **ULN** |  |
| **Apprenticeship Standard Title** | Level 7 Senior People Professional |
| **Apprenticeship start date** |  |
| **Date of End Point Assessment**  |  |
| **End Point Assessment Organisation** |  |

I give permission for CIPD to contact my EPAO to verify my apprentice certificate and outcome.

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

# Section 3 – Work Based knowledge and Experience

Please provide as much information in the word count limit

## Question 1 - People

### Tell us about a time you’ve led the development and delivery of a new or improved people

### approach that has had a medium-term impact in your organisation.

* Briefly, outline when this took place and over what timescale.
* What were your objectives?
* How did you partner with stakeholders to understand their current and future needs?
* What wider organisation considerations did you have to take into account to ensure your

approach was effective (for example, culture, processes, systems and structures)?

* What evidence did you draw on to gain insight?
* What people practice knowledge from across the employee lifecycle did you draw on and

how did you ensure your approach was aligned?

* What has been the impact of this approach? What evidence do you have to support this?

Please use no more than 1,000 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 - Change

### Tell us about when you’ve taken a lead role in planning and implementing medium-term people

### change.

* Briefly, outline when this took place and over what timescale.
* How did this change contribute to the organisation’s strategy?
* What did you do to achieve and sustain the change? What levers for change did you use?
* How did you involve and give a voice to those people impacted by the change?
* What people skills did you apply to enable the change (coaching, mentoring, consulting or

facilitating)?

* What has been the impact of this change? What qualitative and quantitative evidence do

you have to support this?

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 3 – Ethics and Challenge

### Tell us about when you have made a difficult decision as a people professional in the face of

### opposition.

### Briefly, outline when this took place and in which role on your CV.

* How did ethics or values influence your decision?
* How did you manage opposition to your decision?
* What evidence did you draw on to hold your position?
* What was the outcome?

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 all the bullet points

## Question – 4 Professional Development

There are three questions to respond to here:

1) Give an example of how you have built the people capability of others; this could be other people professionals or line managers

2) Describe how you connect with other people professionals, both internally and externally, to inform your thinking.

3) Give an example of insight you have gained through your connections and how this informed your thinking.

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 all the bullet points.

# Next Steps

To be submitted with your form:

* Copy of the Apprenticeship Certificate
* An Up-to-date CV

Once completed, please email this form and the above documents to MyEPA@cipd.co.uk.

Once we have received your application, a colleague from the CIPD will be in touch to take payment for your upgrade.

We will review your submission and make a decision within 8 weeks. We will email you the results and at the same time upgrade your membership accordingly. You will then be able to use the designation MCIPD (the post-nominal) next to your name.

# Declaration

If my application is successful, I will adhere to the CIPD Code of Conduct and supply the CIPD with evidence of my CPD when requested. I understand that this may be requested as part of the CPD audit cycle. I also confirm that the information provided about my experience and CPD activity is correct to the best of my knowledge.

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

# 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 member account and contact you about member benefits and services. For more information, please view our privacy policy by visiting cipd.co.uk/privacy-policy

You can manage your marketing preferences by visiting our marketing preference center at [Manage your details and preferences | CIPD](https://www.cipd.org/en/help/membership/manage-your-details-preferences/)

By submitting this form you confirm that you accept our membership terms and conditions which can be found by visiting [Membership Terms & Conditions | CIPD](https://www.cipd.org/uk/terms-conditions/membership/)