

**JOIN ILM...**  
**IT'S EASY TO TAKE**  
**THIS IMPORTANT**  
**STEP IN YOUR CAREER**



ILM membership application form  
2009-10

# Summary of ILM membership grades and entry criteria

Studying membership	Subscriptions
Participants of any ILM qualification or programme can activate their free studying membership through the ILM website <a href="http://www.i-l-m.com/activate">www.i-l-m.com/activate</a>	<b>FREE</b>
Professional membership grades	Subscriptions
<b>Affiliate (AInstLM)</b> <ul style="list-style-type: none"> <li>A qualification at level 2 <b>or</b></li> <li>At least 10 days' CPD within the last 3 years <b>or</b></li> <li>Newly appointed managers with less than 3 years' experience <b>or</b></li> <li>Aspiring managers with a development plan</li> </ul>	Joining fee £50 (€65) plus Annual subscriptions £95* (€124) <b>Total £145 (€189)</b>
<b>Associate Member (AMInstLM)</b> <ul style="list-style-type: none"> <li>At least 5 years' management experience <b>or</b></li> <li>A qualification at level 3 <b>or</b></li> <li>At least 20 days' CPD within the last 5 years</li> </ul>	Joining fee £50 (€65) plus Annual subscriptions £95* (€124) <b>Total £145 (€189)</b>
<b>Member (MInstLM)</b> <ul style="list-style-type: none"> <li>At least 5 years' management experience <b>and</b></li> <li>A qualification at level 3 <b>or</b></li> <li>At least 20 days' CPD within the last 5 years</li> </ul>	Joining fee £50 (€65) plus Annual subscriptions £95* (€124) <b>Total £145 (€189)</b>
<b>Fellow (FInstLM)</b> <ul style="list-style-type: none"> <li>At least 7 years' management experience including 5 years as a senior manager <b>and</b></li> <li>Either a qualification at degree level <b>or</b></li> <li>At least 35 days' CPD within the last 7 years</li> </ul>	Joining fee £50 (€65) plus Annual subscriptions £125* (€163) <b>Total £175 (€228)</b>
<b>Companion (CInstLM)</b> <ul style="list-style-type: none"> <li>By invitation only</li> </ul>	
Special rates	Subscriptions
<b>ILM approved trainers</b> All grades except Fellowship, direct debit only	No joining fee Annual subscriptions £78 (€101) <b>Total £78 (€101)</b>
<b>Corporate members</b> Employees of corporate members, all grades except Fellowship, direct debit or by company invoice	No joining fee Annual subscriptions £78 (€101) <b>Total £78 (€101)</b>
<b>Retired / career break / unemployed</b>	Joining fee £50 (€65) plus Annual subscriptions of £45* (€59) <b>Total £95 (€124)</b>

## Corporate membership

For information about ILM's corporate membership scheme and how to join please contact the ILM membership team on 01543 266886 or by e-mail at [membership@i-l-m.com](mailto:membership@i-l-m.com)

\*Pay by direct debit and get a £10 / €13 discount

# Further information

## How to apply

1. **Detach the application form (final four pages of this booklet)**
2. **Check that you have completed all sections of the application form, signed and dated it**
3. **Return the application form and any attachments to:**

Institute of Leadership & Management, FREEPOST LF52, Lichfield WS13 6BR

## What happens next?

We will confirm that we have received your application and, for all grades apart from Fellowship, we will confirm your membership grade within five working days. Your grade is based on the information you have provided and the ILM membership criteria (see table overleaf). Please note this may be at a different grade from the one you originally applied for. If this happens we will contact you to explain why there is a difference and to confirm that you still wish to proceed with your application.

## Fellowship guidance notes for applicants

### The criteria for Fellowship are:

- A management-related qualification at degree level (Level 5) or above (see section 1 below) **and**
- At least seven years' management experience with at least five years at senior management level (see section 2 below)

### 1. Qualifications

Qualifications can be in any management-related subject eg degree in Business Studies, MA in Human Resource Management, ILM level 5 Certificate in Management. Qualifications must be from a well-established, recognised awarding organisation or university. Evidence from relevant management training courses and other continuing professional development activities (CPD) can be used, provided it is at a senior level appropriate to Fellowship. You will need to provide evidence of at least 35 days CPD over the last seven years.

Military training and promotion courses have been mapped to ILM qualifications and meet the Fellowship criteria for ranks at senior management level (see below).

### 2. Senior management experience

Senior management is defined as having responsibility for future functional planning or strategic business planning, either for the business as a whole or for a significant part of the business, plus any two or more of the following:

- Position of Chief Executive, Managing Director,

Director or Partner or heads of functions in large organisations or

- Significant budget responsibility (likely to be in excess of £75,000 although this could vary either way depending on the size of the company and its annual turnover) or asset management or
- Significant staff management responsibility (likely to be in excess of 20 staff although this could vary either way depending on the size of the company and the number of employees) or policy responsibility for a whole organisation or major part of it (eg HR, health and safety, legal)

Within the public sector, the following grades/ranks are recognised as senior management positions for the purposes of Fellowship:

- Civil Service – Band B2 or above
- NHS – Agenda for Change Band 8 or above
- Police service – Superintendent or above
- Fire Service – Station Manager or above
- Prison Service – Grades F to A
- Local authorities – Chief Executives, Chief Officers, Directors, Assistant Directors, Heads of Services, Deputy Chief Officers or their direct reports

Working across the four armed services, it has been agreed that five years service at one of the following ranks is recognised as senior management for the purposes of Fellowship:

- Warrant Officer (RAF), Warrant Officer Class 1 (Army, Royal Marines and Royal Navy)
- Squadron Leader (RAF)
- Major (Army)
- Captain (Royal Marines)
- Lieutenant Commander (Royal Navy)

If you left the armed services at any time within the last five years, your rank will still be accepted as evidence of senior management experience.

Ranks within the Territorial Army and other volunteer reservist forces are recognised as senior management experience in the same way as ranks within the regular forces. As there is less training for reservists than for those serving within the regular forces, applicants will need to meet the qualifications criteria (see section 1).

Ranks within the Cadet Forces are not recognised for the purposes of senior management experience and so applicants will need to demonstrate senior management experience within their civilian role plus a degree level qualification in a management-related topic.

Owners/managers of micro businesses employing fewer than 10 employees are recognised as senior managers provided the company's annual turnover is at least £100,000.

### Consultants

You will need to demonstrate that you are working at senior management level or at strategic level with your clients by providing the following information:

- A brief description of your consultancy business and the services you provide
- Your approximate annual turnover (likely to be at least £50,000, pro rata if applicable)
- Number of staff and/or associates (if applicable)
- Examples of two or three assignments/projects, including the client's name, the nature of their business, size, turnover and a client reference

If you held a senior management position for five years or more before becoming a consultant, evidence of this previous role will be accepted provided you left the organisation no more than five years ago.

### Recent experience

Fellows should have recent senior management experience, usually within the last five years. In some circumstances, the Panel will take account of senior management experience beyond five years ago, for example to take account of a change in career direction, or a career break such as maternity leave or a period of ill-health.

### What to send us

In the first instance you should send an up-to-date chronological CV focusing primarily on the last five years, including:

- brief information about the organisation you work for (what it does, its size, locations, number of staff, turnover etc)
- your role and responsibilities
- who you report to and how many staff report to you
- the size of any budgets you manage
- two or three key achievements for each post

Applicants with military service should include their rank and the length of time they have held that rank.

### We may also ask you for:

- Copies of qualification certificates
- An organisation chart
- A letter of support

### Fellowship Panel

All Fellowship applications are initially reviewed by the Director of Customer Services who will contact you for further information, if required. The Fellowship Panel considers all applications at the end of each month and you should hear of their decision by the middle of the following month.

Possible outcomes include:

- Admission as a Fellow
- Invitation to join as a Member (or remain at the grade of Member if you are already an ILM member seeking to upgrade your membership)

You may appeal against the Panel's decision by writing to the Director of Customer Services who will refer your appeal to the Panel for decision.

### Queries

If you would like any help in completing your Fellowship application or impartial advice about your application in relation to the Fellowship criteria, please contact Hilary Hall, Director of Customer Services by emailing [hilary.hall@i-lm.com](mailto:hilary.hall@i-lm.com) or ringing 01543 266819.

\*Pay by direct debit and get a £10 / €13 discount



### Remember

You can reduce your membership subscriptions if you pay by direct debit. This is a convenient payment method and guarantees continuity of your membership. We will always advise you in advance of the amount and the date payment will be taken.

The direct debit guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society
- If the amounts to be paid or the payment date change, you will be told of this in advance by at least 14 days or as otherwise agreed
- If an error is made by ILM or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid
- You can cancel a direct debit by writing to your Bank or Building Society. Please also send a copy of the letter to us





# ILM membership application form

Are you a member of any other professional bodies?

Yes  No If 'Yes' please specify:

  

## 10 Referee

This can be your manager or a current member of ILM

Name:

Job title:

Organisation name and address:

Postcode:

Signature:

ILM membership number (if appropriate):

## 11 Equal opportunities (for monitoring purposes only)

Do you have a disability?

Yes  No

Please indicate how you prefer to describe your ethnic origin:

- Bangladeshi  
 Chinese  
 Indian  
 Black African  
 Black Caribbean  
 Black Other (please specify):  
 Pakistani  
 White  
 Other (please specify):

## 12 How did you hear about ILM?

- Colleague  
 Event  
 Employer  
 External verifier or trainer  
 Existing ILM member  
 ILM website  
 Mailing or media  
 Other

## 13 Data Protection Act

ILM will use the personal data you provide to process and maintain your ILM membership and to deliver your membership benefits. We may therefore contact you by post, email or telephone with information about the products, services, promotions and events that we offer as part of your ILM membership.

We may also contact you by post or email about other similar products, services, promotions and events that may be of interest to you, including contacting you by post in connection with those offered independently by other companies in the City & Guilds group, or by carefully selected third parties. If you do **NOT** want to receive this information, please opt out by ticking this box

Other than as indicated above, and as may be necessary in connection with your membership and providing your benefits, ILM will not pass your details to a third party without your permission. If your details change, or you decide that you do not want us to continue to use your personal details in this way, please send an email to [membership@i-l-m.com](mailto:membership@i-l-m.com) and we will amend our records to reflect this.

## 14 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 ILM, I agree that I will be governed by ILM's Code of Conduct and regulations. I will promote and support ILM in its mission to develop leaders and managers.

Signature:

Date:

Date received (office use only):

Grade awarded (office use only):

