



Institute of Leadership
& Management

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

ILM membership application form
New for 2007/08

Summary of ILM membership grades and entry criteria

Studying membership	Subscriptions
Automatic on registration for an ILM qualification or endorsed/development programme, for a period of one year	FREE
Professional membership grades	Subscriptions
Affiliate (AInstLM) <ul style="list-style-type: none"> A qualification at level 2 or At least 10 days' CPD within the last 3 years or Newly appointed managers with less than 3 years' experience or Aspiring managers with a development plan 	Initial 'one off' joining fee of £50 (€75) plus Annual subscriptions £95* (€143) Total £145 (€218)
Associate Member (AMInstLM) <ul style="list-style-type: none"> At least 5 years' management experience or A qualification at level 3 or At least 20 days' CPD within the last 5 years 	Initial 'one off' joining fee of £50 (€75) plus Annual subscriptions £95* (€143) Total £145 (€218)
Member (MInstLM) <ul style="list-style-type: none"> At least 5 years' management experience and A qualification at level 3 or At least 20 days' CPD within the last 5 years 	Initial 'one off' joining fee of £50 (€75) plus Annual subscriptions £95* (€143) Total £145 (€218)
Fellow (FInstLM) <ul style="list-style-type: none"> At least 7 years' management experience including 5 years as a senior manager and Either a qualification at degree level or At least 35 days' CPD within the last 7 years 	Initial 'one off' joining fee of £50 (€75) plus Annual subscriptions £125* (€188) Total £175 (€263)
Companion (CInstLM) <ul style="list-style-type: none"> By invitation only 	
Special rates	Subscriptions
ILM approved trainers All grades except Fellowship, direct debit only	No joining fee Annual subscriptions £78 (€132) Total £78 (€132)
Corporate members Employees of corporate members, all grades except Fellowship, direct debit or by company invoice	No joining fee Annual subscriptions £78 (€132) Total £78 (€132)
Retired / career break / unemployed	Initial 'one off' joining fee of £50 (€75) plus Annual subscriptions of £45* (€68) Total £95 (€143)

*Pay by direct debit and get a £10 discount

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



Application notes and 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 and Management, FREEPOST LF52, Lichfield, Staffordshire WS13 6BR

Fellowship applications: Please refer to the guidance notes at the end of this section.

Section 1 membership grade

Please study the criteria table overleaf to help you choose which ILM membership grade you wish to apply for. Please note that your application will be reviewed against the membership criteria and you may be offered membership at a different grade from the one you originally applied for. If you wish to submit additional information that you believe may affect your membership grade, please feel free to add it to your application. If you are not sure which grade to apply for, ILM will apply the criteria on your behalf.

Section 4 employment details

There are special rates for members who are retired, on a career break or unemployed. We may contact you to ask for further details or enquire if your circumstances have changed, for example when your membership is due for renewal to confirm the continuation of your special rate. Please tell us if your circumstances change.

Section 5 special interest groups

a) Faculty of Local Government Managers

If you work for a local authority, police or fire service, you can join ILM's Faculty of Local Government Managers and receive e-news on local government management issues at no extra cost. Employers can join the Faculty as corporate members. Contact the ILM membership team for an information pack.

b) Faculty of Enterprise

The Faculty of Enterprise supports small business owner/managers. There is no extra charge for joining the Faculty of Enterprise and you will receive additional benefits which are focused on the needs of smaller enterprises.

Section 8 service personnel

If you have served, or are serving, in the military your rank is accepted as management experience and your military training is recognised as equivalent to qualifications. Please refer to the table opposite (table 1).

If you are in the Ministry of Defence civil service, please enter your grade and the years at that grade, especially if you intend to apply for Fellowship.

Section 9 qualifications

These can be in any management-related subject e.g. business studies, health and safety management, human resources, project management, customer service etc. You may be asked to provide copies of your qualification certificates or other supporting evidence and we may contact you or your referee for further information to make sure that you are admitted into ILM at the appropriate membership grade.

Table 1

Rank	Criteria	Grade
Corporal	Newly appointed managers or level 2 qualification/ equivalent military training	Affiliate (AInstLM)
Leading Rate		
Senior Cadets		
Corporal; Leading Rate; Sergeant; Petty Officer; Chief Technician; newly Commissioned Officer	Level 3 qualification/ equivalent military training or 5 years as NCO or commissioned service	Associate Member (AMInstLM)
Sergeant; Chief Technician; Petty Officer; WO2; Staff Sergeant; Chief Petty Officer; Flight Sergeant; Captain (Army); Lieutenant; Flight Lieutenant	Level 3 qualification/ equivalent military training and 5 years as NCO or commissioned service	Member (MInstLM)
Warrant Officer (RAF)/WO1; Major; Captain (Navy, Royal Marines); Lieutenant Commander; Squadron Leader; and all ranks above	Degree level qualification (level 5)/equivalent military training and 5 years in rank with approval by ILM Fellowship Panel	Fellow (FInstLM)

If you do not hold a management-related qualification, you can provide evidence (e.g. a list of course titles and their duration) from relevant training courses and other continuing professional development (CPD) activities. The CPD must be at a level which is appropriate to the membership grade you are applying for and must be management-related.

Section 15 payment

Direct debit is a convenient method of payment, ensuring continuity of your membership and attracting a discount of £10 (UK bank accounts only). Please complete the direct debit mandate section within the application form and we will arrange for payment of your first annual subscription plus your joining fee of £50 to be taken from your bank account, usually at the end of the month after your application has been received.

If you wish to pay by any other method please select from the list and complete accordingly or contact the Membership Team on 01543 266886 to arrange payment by phone.

What happens next?

We will confirm that we have received your application and, for all grades apart from Fellowship, we will normally confirm your membership grade within 5 working days based on the information you have provided and the ILM membership criteria. 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 applicants only

The criteria for Fellowship are based on two aspects:

- A management-related qualification at degree level or above (equivalent to level 5 or above on the National Qualifications Framework)
- At least 7 years' management experience with at least 5 years at senior management level

Qualifications

These can be in any management-related subject e.g. degree in Business Studies, MA in Human Resource Management, ILM Level 5 Diploma in Management. Qualifications must be from a well-established, recognised awarding body 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 7 years.

Military training and promotion courses have been mapped to ILM's management qualifications (see table 1).

Senior management

The criteria for senior management experience are more subjective as organisations vary in their size, structure and activities e.g. the turnover for a small voluntary organisation will be much less than for a large private company so it is likely that applicants will have smaller budgets. The information provided by applicants will be considered in the context of the organisation they work for.

Private sector and voluntary sector

Senior management can be 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 (and heads of functions in large organisations – see notes on public sector below) 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)

Owners or Managing Directors of micro businesses employing fewer than 10 people are recognised as senior managers for the purposes of Fellowship. It is anticipated that the company's turnover will be a minimum of £100,000 per year.

You should ensure that you provide detailed information about your organisation, your own role, reporting lines, budget responsibilities, staff management responsibilities and any other information that will assist the Panel in reaching its decision.

Public sector

To assist applicants from the public sector, the criteria set out for the private sector (above) are likely to be met by anyone holding the following grades/ranks which are recognised as senior management positions in the public sector:

- 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 and Chief Officers. (Chief Officers include 1st tier managers such as Directors, Chief Officers or Strategic Directors who report to a Chief Executive; 2nd tier managers such as Assistant Directors, Heads of Services, Deputy Chief Officers who report to 1st tier managers; 3rd tier managers reporting to 2nd tier managers and any other manager within scope of the JNC agreement).

As for applicants from the private or voluntary sector, public sector applicants should ensure that you provide detailed information about your organisation, your own role, reporting lines, budget responsibilities, staff management responsibilities and any other information that will assist the Panel in reaching its decision.

Armed services

Across the four armed services the ranks of Warrant Officer (RAF), Warrant Officer Class 1 (Army, Royal Marines and Royal Navy) or Lieutenant Commander (Royal Navy), Captain (Royal Marines), Major (Army) or Squadron Leader (RAF) or above are defined as senior management positions. Provided you have held one of these ranks or above for at least 5 years,

you automatically meet the senior management criteria.

Ranks within the Territorial Army and other volunteer reservist forces are recognised for the purposes of 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 (degree level qualification in a management-related topic). 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.

Consultants

Consultants must have 7 years' leadership and/or management experience with at least 5 years as a senior manager. Many consultants own their own business with no employees, although possibly having a number of associates. It is anticipated that the turnover of a consultancy business of this type would be in excess of £50,000 per year (pro rata if applicable) for the purposes of Fellowship applications.

If you held a senior management position for 5 years or more before becoming a consultant, evidence of this previous role will be accepted provided you left the organisation no more than 5 years ago. You will also need to provide information about your more recent consultancy role.

If you have been a consultant for the last 5 years or more, you will need to demonstrate that you are working at senior management level or at strategic level with your clients. Consultants will need to provide:

- A description of their business, its activities and objectives
- Annual turnover
- Details of staff, including any associates, together with an organisation chart (if applicable)
- Examples of at least 3 assignments/projects, citing the job title and role of the individual that you were reporting to for the duration of the project, the nature of assignment, the client's name, nature of their business, size, turnover and at least one client reference.

Recent experience

There is a reasonable expectation that Fellows should have recent senior management experience so the Fellowship Panel will be looking for evidence drawn primarily from within the last 5 years. In some circumstances, the Panel will take account of senior management experience from within the last 10 years (or more in exceptional circumstances). For example, if an individual with extensive experience at a senior military rank retired 6 years ago and then started a second career with less senior management responsibility, the Fellowship Panel would take account of his/her military career even though it was more than 5 years ago. Similarly, a senior manager who took a career break such as maternity leave may wish the Panel to consider evidence from outside the usual 5 year period.

Checklist

All completed application forms should be accompanied by copies of

- management-related qualification certificates
- an organisation chart showing who you report to and who reports to you
- a personal statement setting out how you will promote and support ILM in its mission to develop leaders and managers
- a letter of support from a line manager (or client) who can confirm that you hold a senior management position within your organisation (or that you have worked with clients at a strategic level)
- an up-to-date CV

Please check that the following information has been provided within the documentation listed above:

- Your job title
- Details of the organisation you work for, together with a description of its activities, its size, number of staff and turnover
- A description of your job role including your budget, how many staff you are responsible for plus details of 3 or 4 key achievements (including facts and figures) focusing on the last 5 years of your career
- For military applicants, your rank and how long you have held that rank

Fellowship Panel

All Fellowship applications are initially reviewed by the Director of Membership 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. To do so, you must write to the Director of Membership 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 e-mail the Director of Membership at hilary.bayliss@i-l-m.com or call 01543 266819.

*Pay by direct debit and get a £10 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, e-mail 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 e-mail 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 e-mail to 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):

